**Faculty Senate Budget Committee Minutes**

**October 31, 2019, 2 p.m.**

**Memorial Union, Meinecke Board Room**

Present: D. Miller (Chair), N. Dochtermann, S. Zhong, S. David, M. Petersen, J. Glower, C. Cwiak, C. Hawley, M. Secor-Turner.

Minutes of the October 24 meeting were given final approval.

Miller reviewed procedures for creating and approving minutes and asked committee members not to disseminate the minutes or other notes until they had been reviewed for accuracy. Members are free to discuss meetings with colleagues at any time but factual details on budget numbers, etc. could be misleading if not double-checked first.

Any requests for information from the provost and other administrators between meetings would be best funneled through the committee chair or Senate president to assure coordination.

Molly Secor-Turner requested the committee chair be present at Senate meetings to report and answer questions, and he will begin attending with the November 18 meeting.

The meeting was primarily called to discuss how to better provide meaningful input to the Provost for this year and the future. Miller noted he will create an agenda prior to each meeting so that everyone knows what to expect and meetings run more smoothly. Members are encouraged to request agenda items ahead of time.

Looking at the Senate bylaws it appears we have been remiss in responsibility “b”, which is “Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective” and “c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis”. The committee resolved to work immediately on understanding and communicating faculty priorities in budgeting, so that we provide positive and proactive input rather than being reactive. Dochtermann had already started a Google Docs page for his own ideas and the committee then provided him with additional suggestions. The document will be used for creating a Qualtrics survey.

We will plan to send the Qualtrics survey to all NDSU faculty soliciting input along two lines. First, we will suggest a list of budget priorities and ask faculty to rank their importance on a scale of 1 to 10. Second, we will ask for new ideas on improving campus efficiency/realignment, for potential areas to reduce spending, and for creating new revenue. Miller had asked ahead of time for ideas regarding the latter issue and several good suggestions were made.

We agreed that everyone would add to and edit the Google document with comments closing by end of Wednesday, November 6. Miller will then ask Linda Charlton-Gunderson at the Group Decision Center to make the document into a survey and it will be sent to all faculty under a brief note and request from Secor-Turner and Miller on Monday the 9th.

Respectfully submitted,

Don Miller