Minutes for the Armstrong Faculty Senate Committee for Planning, Budget, and Facilities (PB&F)

Date: Wednesday, August 22, 2012
Location: Armstrong Center 222

Present:
- Carey Adams (Ex officio)  
- Laura Barrett (Ex officio)  
- David Carson (Ex officio)  
- Elizabeth Desnoyas-Colas  
- Judith Garrison  
- Catherine Gilbert  
- Lorrie Hoffman  
- Robert Loyd  
- Catherine McGowan  
- Erik Nordenhaug  
- Bryan Riemann  
- Lynn Roberts

Not Present:
- Keith Betts (Ex officio)  
- Bill Kelso (Ex officio)  
- Yassaman Saadatmand (Ex officio)

Meeting was called to order at 11:00 a.m. by Senate Liaison Erik Nordenhaug.

Committee Membership and Leadership

- The following changes to the PB&F roster (attached) provided by the Faculty Senate were noted and Erik will see that Senate records are updated.
  - Bill Kelso replaces Scott Joyner
  - Lorrie Hoffman is serving the 2nd year of her term
- No students have been appointed to fill the student representative positions on this committee.
- Elizabeth Desnoyas-Colas moved to nominate Robert Loyd and Judith Garrison as co-chairs of the committee this year. Motion seconded by Lorrie Hoffman. Motion carried by unanimous approval of all present.

Old Business

- Recommendation #1 from the 2010-2011 Committee Annual report regarding reports from the Chief Financial Officer
  - Motion from Bryan Riemann that the committee accept David Carson’s offer to host a lunch meeting in which he can give PB&F committee members an overview of the budget, how the budget is built, including but not limited to the impact of enrollment, and projections. Seconded by Erik Nordenhaug. Unanimously approved by all present.
  - Judith Garrison will solicit information in order to set a meeting time.
  - David Carson will circulate some materials before meeting takes place in order that members can come prepared to make the most of this opportunity.
- Recommendation #2 from the 2010-2011 Committee Annual Report regarding PB&F coordination with Strategic Planning and Resource Council (SPARC)
  - PB&F has a member who is on the council, Lynn Roberts.
- Resolution from the 2010-2011 Committee Annual Report regarding building projects and construction bonds, and information regarding financial obligations affecting student fees and university debt obligations
David Carson suggested that the PB&F committee include more information regarding facilities in their deliberations and will share results on the facilities survey now being conducted by independent contractor.

**New Business**

- **Communication & Transparency**
  - Elizabeth Desnoyas-Colas suggested PB&F explore ways to communicate the work of the committee to the Faculty Senate as well as to the faculty at large.

- **Five year trends report on employment at Armstrong**
  - Per Faculty Senate Request, PB&F asked David Carson for a report on employment trends at Armstrong for administration, faculty and staff over the past 5 years. Report should include (but is not limited to) number of positions and salary expenditures.
  - This request comes from faculty concerns about lack of salary increases.
  - David Carson reminded us that the Board of Regents must approve any salary increases for merit or cost of living. Some schools have used a strategy of “market adjustment” to enact changes in compensation and that may be an option for PB&F to investigate.

- **Welcome to Carey Adams**
  - Robert Loyd extended the committee warm welcome to Provost Carey Adams

- **Future meeting logistics**
  - Agreed that agendas would be distributed before future meetings.
  - Judith Garrison will put out a call for agenda items two weeks before meeting.
  - Judith Garrison, Robert Loyd, David Carson and Carey Adams agreed to meet before full committee meetings to develop meaningful agendas.

Respectfully submitted,

Judith Garrison
## Roster of Members for PB&F Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>College</th>
<th>Department</th>
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<tbody>
<tr>
<td>Elizabeth Desnoyas-Colas, S</td>
<td>2011-2015</td>
<td>CLA</td>
<td>AMT</td>
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<td>Judith Garrison</td>
<td>2012-2016</td>
<td>Library</td>
<td>Ref &amp; Instruction</td>
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<td>Catherine Gilbert, S</td>
<td>2011-2015</td>
<td>CHP</td>
<td>Nursing</td>
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<td>Lorrie Hoffman, S, GF *</td>
<td>2011-2015</td>
<td>CST</td>
<td>Math</td>
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<td>Robert Loyd, S</td>
<td>2009-2013</td>
<td>COE</td>
<td>CESE</td>
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<td>Catherine McGowan, GF</td>
<td>2010-2014</td>
<td>CST</td>
<td>Chemistry</td>
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<td>Erik Nordenhaug, S(Senate Liaison)</td>
<td>2012-2016</td>
<td>CLA</td>
<td>LLP</td>
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<tr>
<td>Bryan Riemann, S, GF</td>
<td>2011-2015</td>
<td>CHP</td>
<td>HSCI</td>
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<td>Lynn Roberts</td>
<td>2011-2015</td>
<td>COE</td>
<td>AAED</td>
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<td>MacGregor Bailey</td>
<td>2012-13</td>
<td>Undergraduate Student representative</td>
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<td>Prino Jacob</td>
<td>2012-13</td>
<td>Graduate Student representative</td>
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<td><strong>Ex Officio</strong></td>
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<td>Carey Adams</td>
<td>Ongoing</td>
<td>VPAA</td>
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<td>Laura Barrett</td>
<td>Ongoing</td>
<td>Dean</td>
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<td>David Carson</td>
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<td>VPEA</td>
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<td>Yassaman Saadatmand</td>
<td>Ongoing</td>
<td>Dept Head</td>
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S: Senate Member  GF: Graduate Faculty Status