Meeting was called to order by Erik Nordenhaug at 3:05pm.

Agenda item 1: Minutes from the March 9, 2015 PBF meeting had been previously approved by email.

Agenda item 2: Discussion of Agenda item 2 was deferred until the second half of the meeting in order to obtain a quorum. With sufficient committee members present, the revised Faculty Senate Bill on Budget Planning was discussed. Several minor changes were recommended to improve clarity of the bill, including: providing a more specific timeframe for review of budget priorities with PBF (“Prior to the end of the fall semester” instead of “During the winter”), changing the terms “priority setting process” to “priority setting”, and specifying that the “Provost and Dean of each College, representing the faculty” would occur in spring discussion of budget priorities, rather than implying that “faculty…..will be provided an opportunity to present their priorities”. With these minor changes, the revised bill was approved (see attached bill).

Agenda item 3: Chris Corrigan, V.P. for Business and Finance, was asked to address questions from faculty submitted for (or subsequent to) the annual financial report given to the Faculty Senate in January. First, he was asked to address the status of the faculty/staff salary adjustment plan which would aim to bring Armstrong faculty and staff up to 93% of CUPA mid-point by July 1, 2015. Mr. Corrigan reviewed handouts on the progress towards the faculty salary adjustment plan from August, 2011 to July, 2014 and on the estimated cost of salary increases through July, 2017 (see attached). He remarked that the next salary adjustment goal (estimated to cost $325,000 for faculty and staff, combined) is a “top priority” of administration, but that the budget will not be finalized until the end of April/beginning of May. Mr. Corrigan clarified for PBF members that the 93% target was calculated based on March, 2015 CUPA salary data. He also responded to PBF questions, clarifying that merit pay increases would be separate from the 93% salary adjustment and also that the movement towards 93% of CUPA mid-point would be for Armstrong as a whole (i.e., that it would be possible for individual faculty or staff to be below 93% after July 1, 2015, based on individual salary
contractual agreements or due to poor performance). Mr. Corrigan also addressed a question about cost overruns on the Liberty Center project. He explained that funds are approved based on the estimated cost of the project, but that in some situations (e.g., when the cost of doing business in a particular area or location increases) the minimum bid for a project ends up being larger than that which was estimated. He explained that this was the case with the Liberty Center project. Specifically, 3.2 million had been estimated, but the lowest bidder came in at 4.7 million. Next, Mr. Corrigan addressed whether the 3% of the budget that had been identified as a potential “give back” to the state could be used to fund faculty summer projects. Mr. Corrigan and Dr. Ward emphasized that this would be undesirable because some of that money would come from freezing vacant positions. Finally, Mr. Corrigan reviewed graphs (see attached) illustrating changes in summer revenue over time (fairly flat growth other than in 2012, which was an anomalous year) as well as changes in university expenditures over time (the main gains being in personal services and instructional/academic support). In this discussion, some time was spent discussing the lack of growth over time in summer revenue. It was mentioned that we have never reached the goal of $1.6 million dollars that would trigger revenue sharing (per a past agreement).

Agenda item 4: Dr. Lewis discussed the rationale for hiring a consultant through the American Association of Collegiate Registrars and Admissions Officers (AACRAO). He provided a timeline (see attachment B) and explained that past consultants or salaried employees (e.g., Link Morris, Maria Noblitz) primarily assisted in the development of an operations plan to address specific aspects of admissions and enrollment management. However, it was felt that Armstrong could benefit from (and, in terms of R-P-G, was being handicapped by not having) a more comprehensive strategic enrollment management plan (SEM). AACRAO management consultant Michele Sandlin has been retained to develop recommendations for the (SEM) and will soon be making her final visit to Armstrong, along with her final report. Dr. Lewis also noted that based on the findings of her February visit, additional AACRAO services were retained for admissions operations (transfer evaluation and application processing). It was noted that wait times for applications to be processed have already decreased somewhat, but are still delayed as compared to other USG institutions.

Meeting ended 4:30 pm.

Respectfully Submitted by

Erik Nordenhaug & Wendy Wolfe, PBF Co-Chairs
Budget Planning Bill

Whereas the Faculty Senate and its Planning, Budget, and Facilities Committee desire to have more input and receive more information about budget priorities and the budget preparation process;

The Faculty Senate requests that:

(a) Before the end of each Fall Semester, the Vice President for Business and Finance or his/her delegate will review the priorities listed in the final budget narrative provided to the Board of Regents with the Planning, Budget, and Facilities Committee. The goal of such a meeting will be to provide insight into the priority setting and to obtain feedback from the committee that may influence the future development of the final budget developed in the spring of each year,

(b) During the Spring Semester of each year, the Provost and Dean of each College, representing the faculty, will be provided an opportunity to present their priorities and suggested changes to funding and programs, to the President's Cabinet in advance of the final budget submission. The goal of such a meeting will be to provide guidance for funding and improving the academic mission of the University to the University President, and

(c) Following the development of the final budget, the Vice President for Business and Finance or his/her delegate will present an overview of that budget to the Faculty Senate, in a meeting open to all faculty and staff.
American Association of Collegiate Registrars and Admissions Officers (AACRAO) Consultant Timeline:

- AACRAO Conference October 26- October 29th 2014.
- November 17, 2014 Armstrong received a proposal from AACRAO
- The proposal was signed January 26, 2015
- Purpose –
  - AACRAO Management Consultant Michele Sandlin will provide ASU assistance with recruitment and Strategic Enrollment Management (SEM) planning, in an effort to increase enrollment for fall 2015 and beyond.
- Consultant Visits
  - January 27-30; February 16-17; April 1-3; April 23 will be the final visit and a report will be received by the campus.
  - Based on findings from the February visit, additionally AACRAO services were retained for admissions operations (transfer evaluation and application processing)
- Fee Explanation-
  - Recruitment planning and SEM Assistance- $39,515
  - Operations analysis and training- $19,490
  - Total- $59,005

4/13/2015
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Proposed Faculty Salary Increase Plan

- $207,000 by July 1, 2015
  - 93% of mid-point or 30% of $690,575
- $276,230 by July 1, 2016
  - 97% of mid-point or 40% of $690,575
- $207,000 by July 1, 2017
  - 100% of mid-point or 30% of $690,575