

COBA Budget Committee
Wednesday, November 2, 2011
8:30-10:00 A.M., Glass 400B

MINUTES

Present: Stephanie Bryant (chair), Sandy Culver, Carole Hale, Kate Mendenhall, Glenn Pace, Jenifer Roberts, Rowena Stone, Drs. Stan Adamson, David Byrd, Richard Gebken, James Lampe, Steve Parker, Randy Sexton, Dick Williams

The meeting was called to order at 8:30 A.M. by Dean Stephanie Bryant.

- I. COBA Budget Committee Topics
 - a. Minutes are required to be posted to University's budget website

- II. Faculty publication/recognition program
 - a. General thoughts on the current program:
 - i. \$500 an article
 - ii. Faculty likes the current program
 - iii. \$50,000 is the average COBA has to fund the program for publications
 - b. Shouldn't quality be more important than quantity?
 - i. Reward faculty for excellent teaching, excellent service, and excellent research instead
 - c. Budget committee opinions:
 - i. How do we distinguish the quality of the article?
 1. \$50,000 into a research grant for faculty
 2. Faculty granted an amount (maximum of \$1,000) for research expenses
 - ii. Quality might mean we have less quantity of articles
 1. Some individuals might not be able to write higher quality
 2. Higher quality articles = less articles written
 3. How will it affect our AACSB qualifications for numbers?
 - iii. Suggestions for alternative programs:
 1. \$50,000 into a research grant for faculty
 - a. Faculty granted a maximum (maybe \$1,000) for research expenses
 2. COBA previously recognized individuals with awards in teaching, service and research
 - a. Individuals who earned all three awards received a raise to their base salary
 - b. Could COBA implement a program like this again?
 - iv. With the current program, everyone is rewarded for their work
 1. Feelings don't get hurt
 2. Should there be a cap on the amount an individual earns from the articles?

- d. Program will be kept for now, but will be reviewed for changes.
 - i. We may look at having a recognition program at the college level
 - 1. Recognize those who do outstanding work in teaching, service and research
 - e. Funding for program
 - i. 2 sources of money
 - 1. Operating budget
 - 2. Salary savings budget
 - a. COBA saved money from not having new hires last year
 - 3. Money not spent in these accounts is carried forward to a one-time money fund
- III. Building upgrades and cleaning
- a. Carpets and bathrooms will be cleaned over holiday break
 - i. On average the carpets in the common areas are cleaned every 2 years
 - ii. Dave Meinert, Building Coordinator, had bids done. Cost will be \$5,000.
 - 1. Clean carpets
 - 2. Steam clean the bathrooms
 - b. Classroom upgrades - carpet and electrical needs
 - i. Sent a proposal to higher administration
 - 1. COBA will fund these repairs if proposal isn't approved
 - 2. Dean Bryant has a meeting with higher administration later this week to find out proposal results.
 - c. Landscape
 - i. COBA does not have to pay for this
 - ii. New landscaping completed in the next 2 weeks
 - d. Broken furniture
 - i. Department Heads have been asked to do an inspection of their assigned classrooms
 - ii. Broken furniture will be sent to surplus
- IV. Hiring of full time communications/PR/external relations/event planning
- a. COBA needs to invest in our future
 - b. We need to consider how COBA is viewed by the community
 - i. Newsletter
 - ii. Communications, news reports, etc.
 - iii. PR
 - iv. External corporate relations person
 - 1. Corporate mentor program
 - v. Event planning
 - vi. Salary will be determined by HR in line with other similar positions on campus
- V. Raising per course faculty to \$1,000 per credit hour
- a. Faculty Senate asked the colleges to consider increasing their per course faculty salaries

- b. \$842 is COBA's current average pay for per course faculty
- c. A raise of \$100 per credit hour for each per course faculty would result in a \$22,000 cost to COBA
 - 1. Money comes from salary savings.
 - 2. The raise would show our appreciation for these individuals
 - 3. Department Heads will have discretion of the raise amount

VI. Executive Board Room

- a. Space to bring outside business executives to COBA.
- b. Each department has been asked to form an advisory board.
- c. We have a fund that was a gift that was given for the purpose of "capital improvements to Glass Hall." This fund can't be used for anything other than improving the building.
- d. The cost depends on what COBA wants the space to be
 - i. Glass 436
 - ii. Change wall and window coverings
 - iii. Board table – one that could break apart for other uses and to create flexible space
 - iv. Use the space for each departments' advisory board meetings, plus department meetings
 - v. Use space for receptions
 - vi. Have Glass 437 be a smaller room for meals
 - vii. Faculty and Staff still have space available for use
 - viii. Possibility of adding a bathroom – not likely though
 - ix. We will make a separate space for the students
- e. Budget Committee's Opinions
 - i. Misconception of where the funds come from – this is private money given for this specific purpose of capital improvements to Glass Hall. Cannot be used for salary increases or any other project.
 - ii. Students are concerned as where they will go.
 - 1. Build a food court area on the first floor with a hot food service, additional tables and chairs.
 - 2. SBTDC is moving (possibly next Fall) and we might be able to move some offices around to free up additional space for students
 - iii. Committee members agreed that COBA needs this
 - iv. Can we use some of the funds for improving classroom technology?
 - 1. We have others funds for this purpose
 - 2. The University might provide funds for this
 - a. COBA doesn't want to spend money on this if funding can be provided by the university through normal technology replacement
 - v. Suggestion made to improve some of the signs in the building
 - vi. Dean Bryant asked the COBA Budget Committee to go and get feedback from other faculty
 - 1. Executive board room
 - 2. Other ideas for improving Glass Hall

- VII. Student Success Center
 - a. Addition built on the west side of Glass Hall
 - b. COBA must raise private funds for this
 - c. An addition to COBA completely dedicated to students and their success
 - i. Business Communication area
 - 1. Resumes
 - 2. Writing skills
 - 3. Communication skills
 - ii. Career Center
 - 1. Interview rooms
 - iii. Auditorium
 - 1. Distinguished speakers
 - iv. Open atrium area
 - 1. Gathering and study area for students
 - 2. Will help build affinity for COBA among students
 - 3. Space for receptions/banquets
 - d. Estimated cost
 - i. Estimated \$10-\$12 million for the initial build
 - ii. Additional \$2 million estimated for furnishings
 - iii. Likely have to be a 5-year plan for raising money
 - iv. We are working with development to identify potential donors
- VIII. Faculty professorships and fellowships
 - a. Will be included in COBA strategic plan
 - b. Dean Bryant will try and raise funds
 - i. Private money
 - ii. Supplement salaries
- IX. Projected budget shortfall for next yr.
 - a. 2012-13 budget year
 - i. Anticipating 5% reduction
 - ii. Estimating a 3.6% tuition increase
 - iii. Projecting 1% growth in enrollment (same as 2010)
 - iv. \$2.362 million for University wide raise
 - v. Around \$4 million deficit for 2013 estimated
- X. Summer school incentive program
 - a. Deans have been charged with developing a plan to increase summer school enrollment
 - b. Dean Bryant needing ideas from COBA faculty on how to do this

Meeting adjourned at 10:05 A.M.