

# The DIETRICH School of Arts & Sciences Gazette

VOL. 52, NO. 3 DECEMBER 15, 2020

## Dietrich School Planning and Budgeting Committee Minutes of the October 29, 2020 Meeting

**Committee Members Present:** Dean Kathleen Blee (Chair), Associate Dean for Faculty Recruitment and Research Development Adam Leibovich (Vice Chair), Associate Dean for Undergraduate Studies John Twynning, Associate Dean for Graduate Studies and Research Holger Hoock; Council Representatives David Huffman and Dawn McComick; Faculty Representatives Jae Jae Spoon, Lina Insana, Lucas Mentch, Suzanna Gribble, Meredith Guthrie, and Thomas Morton; Staff Representatives Sloane Kozyak, Joseph Begley, and Kristin Hopkins; Graduate Student Members Treviene Harris, Sonja Cwik, and Madison Arnberger

**Committee Members not present:** Associate Dean for Faculty Affairs Kay Brummond; Council Representative Andrew Zentner

**Dietrich School Resource Personnel Present:** Executive Director for Staff and Senior Assistant to the Dean Michele Montag, Executive Director for Financial and Physical Resources Patrick Cunningham, Executive Director of Undergraduate Studies and the College of General Studies Jessica Hatherill, Director of Communications Carol Mullen, Senior Executive Director of Development Tom Golightly and Administrative Coordinator Alyson Sved

### 1. Welcome

Dean Blee welcomed the committee to their first meeting of the year. She explained that this will be the only Planning and Budgeting Committee (PBC) meeting for the fall semester as the committee generally meets most intensively in the spring term.

### 2. Role of PBC for 2020-21

Dean Blee explained that the PBC is part of the University's shared governance and that every unit has a PBC. Dean Blee described the composition of the committee and thanked the elected members for their willingness to serve.

Dean Blee explained that the PBC is normally responsible for recommending budget parameters for the planning document and evaluating the school's progress on goals detailed in the strategic plan. She noted that because this year has been disrupted by COVID19, the Provost indicated that we do not need to report on each metric of progress on goals this year. Instead, the PBC will focus on broader goals, including lessons from the pandemic. Dean Blee added that the PBC will also consider how to absorb budget cuts this year while preserving our strategic priorities. She summarized that the goal of today's meeting was to introduce the budget issues that the PBC will discuss throughout the year.

Dean Blee invited the committee members to ask questions and share any comments.

### 3. Staff Retirement

Dean Blee introduced Executive Director for Staff and Senior Assistant to the Dean Michele Montag to walk the committee through the staff retirement puzzle.

Michele Montag thanked the committee. She gave an overview of the Dietrich School's staff composition, summarized the positions affected by early retirement, and explained the issues that the School will face moving forward.

### 4. Budget Review

Dean Blee thanked Michele Montag and introduced Executive Director for Financial and Physical Resources Patrick Cunningham to review the Dietrich School budget.

Patrick Cunningham explained the typical timeline for budget formulation at the university and the different paths of revenue. He shared the challenges faced due to COVID-19 and summarized the school's mandated budget cuts. He explained possible ways to absorb these budget cuts and invited the committee to share ideas.

Dean Blee added that she would like the PBC to help evaluate the assumptions that underlie projected budgets. She summarized that she wanted to give the committee a

high-level picture of the budget at today's meeting and discuss these issues in greater depth during the spring semester.

Dean Blee thanked the committee for attending and stressed the importance of the PBC sharing their thoughts and ideas.

David Huffman added that the committee should consider the financial stress placed on faculty and staff due to the shift to work from home. He explained that office products are coming out of pocket for many University employees. Committee members agreed that this was an issue.

Dean Blee thanked the committee and the meeting concluded.