Administrative and Planning Council
May 18, 2004
2:00 p.m.

Members Present: Reneau, Rea, King, Drewett, Thomas, Guice, McConathy, Jacobs, Ford, Reagan, Oakes, Simmons, Porter, Dauzat, Liberatos, Napper, Hilburn, Sheehan, Ludwig, Rasbury (ex officio)

Members Absent: Stegall

Welcome

President Reneau welcomed Mrs. D’Eane Sheehan, the University Senate President for 2004-05, and Miss Kimberly Ludwig, the Student Government Association President for 2004-05.

Minutes

The Administrative and Planning Council minutes of April 19, 2004, were approved as submitted on a Jacobs/Dauzat motion/second and unanimous vote.

Financial Planning Task Force (FPTF) Recommendations

The Financial Planning Task Force recently met to review the University Strategic Plan Progress Report, the Assessment Report, and the Academic Program Review Report. Action was also taken on the College of Engineering and Science Strategic Plan, the College of Education Strategic Plan, the College of Liberal Arts Strategic Plan, The College of Administration and Business Strategic Plan, and the Prescott Memorial Library Strategic Plan.

We are in the third year of the University Strategic Plan. This interim report covered 2003-04 activities to date. A complete report will be made at the end of the year.

The Interim Assessment Report on assessment activities for 2003-04 was discussed. Plans and reports are currently being reviewed by the Strategic Planning Committee.

The first round of Academic Program Reviews submitted by the College of Liberal Arts is being reviewed by the Assessment Committee. A response will be aggregated by June 2004 for submission to the Vice President for Academic Affairs. Non-accredited programs and programs without accrediting agencies are being placed in the first review cycle.

The University Strategic Plan Report, the Assessment Report, and the Academic Program Review Report were approved on a Rea/Jacobs motion/second and unanimous vote. Reports are currently being converted to electronic medium and will be available on line next year.
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The College of Engineering and Sciences Strategic Plan was submitted for approval by the FPTF. Following discussion, the Plan was determined to be in congruence with Tech’s current Mission Statement and University Strategic Plan and was approved on a Dauzat/Rea motion/second and unanimous vote.

The College of Education Strategic Plan was submitted for approval by the FPTF. Following discussion, the Plan was determined to be in congruence with Tech’s current Mission Statement and University Strategic Plan and was approved on a Reagan/Jacobs motion/second and unanimous vote.

The College of Administration and Business Strategic Plan was submitted for approval with incorporation of specific recommendations of the Strategic Planning Committee (SPC). Following discussion, the Plan with incorporation of recommendations of the SPC was determined to be in congruence with Tech’s current Mission Statement and Strategic Plan and was approved on a Rea/Jacobs motion/second and unanimous vote.

The College of Liberal Arts Strategic Plan was submitted for approval with specific recommendations of the SPC. Following discussion, the Plan with incorporation of specific recommendations of the SPC was determined to be in congruence with Tech’s Mission Statement and University Strategic Plan and was approved on a Dauzat/Jacobs motion/second and unanimous vote.

The Prescott Memorial Library Strategic Plan was submitted for approval by the FPTF. Following discussion, the Plan was determined to be in congruence with Tech’s Mission Statement and Strategic Plan and was approved on Rea/Jacobs motion/second and unanimous vote.

The College of applied and Natural Sciences Strategic Plan was approved and determined to be congruent with the University Mission Statement and Strategic Plan at the September 16, 2003, meeting of the APC.

Financial Planning Task Force Recommendations Regarding Budget Priorities 2004-05

President Reneau presented a brief scenario of the 2004-05 operating budget. He noted that the present situation reduces scientific equipment funds and has increased unfunded mandates. However, the Legislature is currently considering a tuition increase which if approved will cover some of the unfunded mandates.

The Financial Planning Force recommended that the same budgeting priorities for 2003-04 be utilized for 2004-05. President Reneau announced that the budget priorities for 2003-04 were followed with considerable success. However, the faculty merit increases were non-
recurring merit-based salary increases and were possible due to the addition of the Academic Excellence Fee approved by the Board of Supervisors and support by the SGA. Civil Service merit increases were also provided.

A Rea/Hilburn motion/second and unanimous vote approved the following budgeting priorities for 2004-05.

**Budgeting Priorities 2004-05**

1. Fixed costs (Library, energy, inflation, accreditation team visits, etc)
2. State mandated costs (civil service merit increases, group health insurance rate increases, budget office estimate for retirement cost increases, etc.)
3. Faculty promotions
4. Matching funds (required for grants and special allocations by the State)
5. Graduate/teaching assistants
6. Positions necessary for accreditation
7. Basic instructional costs (inflationary costs necessary to fill vacancies, replace broken equipment, etc.)
8. Basic operational costs (repair equipment necessary for the operation of the physical plant)
9. Merit raises

*assuming spending the same amount budgeted in the various departments for 2004-05; therefore, these priorities are over and above that amount.

**Financial Planning Task Force Minutes**

The minutes of the Financial Planning Task Force of May 17, 2004, were accepted on a Dauzat/Jacobs motion/second and unanimous vote.

**Update on Site Visit by Southern Association of Colleges and Schools (SACS)**

V.P. Terry McConathy indicated that Tech's Compliance Review is due to SACS this August 2004 with the site visit to be in March 2005.

Also, President Reneau has recently been named a member of the Executive Committee of SACS.
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Comments

Dr. Reneau polled Council members for any announcements/comments they wished to make.

Presentations

President Reneau presented a certificate of appreciation to Miss Jennifer Porter in recognition of her exemplary service for 2003-04 as President of the SGA, service to this Council, service to the students, and service as a member of the Board of Supervisors of the University of Louisiana System.

President Reneau presented a certificate of appreciation to Dr. Rick Simmons as President of the University Senate, in recognition of his exemplary service for 2003-04 as Chair of the University, service to the faculty and staff and service to this Council.

Adjournment

Meeting adjourned, 3:05 p.m.