

**MARIETTA COLLEGE
PLANNING COMMITTEE
Minutes**

The fourth meeting of the Planning Committee for the 2005-06 academic year convened at 3:00 p.m. on November 4, 2005 in the President's Conference Room, Dr. Jean A Scott in the chair.

Present: Jean A. Scott, Chair, Daniel Bryant, Sue DeWine, Debora Egolf, Constance Golden, Michael Joliat, Dennis Kuhl, Debora Lazorik, Daniel Monek, Suzanne Walker; Fraser G. MacHaffie, Secretary.

1. Administrative Unit Reviews: Graduate and Continuing Studies

The committee reviewed the additional material for the review which was distributed prior to the meeting. It as suggested that reports would benefit from including both headcounts and number of registrations since some students enroll in more than one course, especially in the summer. There was brief discussion on the drop in M.A.Ed. enrollment and the College's response.

2. Administrative Unit Reviews: Human Resource Management

Dan Bryant responded to most of the question enumerated in the previous meeting notes.

3. Budget 2006-07: Prioritization.

Ms. Peggy DeBartolo, Controller, joined the meeting

Dan Bryant distributed three handouts, one of which replaced an handout previously distributed. Jean Scott also distributed a handout which showed the strategic initiatives identified for 2006-07 by Higher Ground.

Peggy DeBartolo outlined a new approach to monitoring budgets during the year. In the past the emphasis had been on living within the "bottom line," but henceforth budget monitoring would be line-by-line with departments required to make intra-budget adjustments to avoid over expenditures. The aim was to achieve more accurate budgets.

Dan Bryant discussed the process for setting the 2006-07 budget. First, the Planning Committee would identify budget priorities for 2006-07 from among the unfunded 2005-06 priorities and new 2006-07 priorities. Second, the priorities would be linked to the strategic plan. Third, recommendations to the Cabinet would be made by the Planning Committee, thus removing the need for the Budget Advisory Group which would not be convened. A timeline for the process was distributed and discussed. It was recommended that the memo to unit heads and chairs regarding the 2006-07 budget state be modified to indicate that strategic initiatives linked to the strategic plan would be the priority, rather than being the only possibility for budget enhancement. It was agreed that an attempt be made to maintain the budget process as open as possible now that the BAG was being abandoned.

4. Next meeting

The next meeting was scheduled for 3:00 p.m. on Friday November 11. The main agenda item would be the setting of the priorities of the strategic initiatives.