



(Circulated prior to approval)

Brock University Senate

MINUTES OF MEETING #1 (2011-12)

SENATE BUDGET ADVISORY COMMITTEE

TUESDAY, OCTOBER 11, 2011, 2:00 PM

13TH FLOOR BOARD ROOM, SCHMON TOWER

PRESENT: Professor Susan Sydor, Professor June Corman, Professor Sheng Deng,
Professor Carol Merriam, Dean Neil McCartney, Professor Nota Klentrou,
Professor Roberto Nickel

Ms. Joanne McKee, Ms. Margaret Thompson (Administrative Support)

ALSO

PRESENT: Ms. Astride Silis

REGRETS: Mr. Riaz Akseer, Professor Maureen Connolly, Dean Thomas Dunk, Dr. Greg Finn,
Dr. Murray Knuttila, Professor Duncan MacDonald, Professor Francine McCarthy,
Ms. Naomi-Alan Robbins

1. Welcome and Introductions

Professor Sydor, Chair of Senate, called the meeting to order. She confirmed that there was not a quorum present. It was noted that any proposed recommendations arising during today's meeting, would need to be ratified at a later date. Self-introductions were made.

2. Election of Committee Chair and Vice-Chair

Professor Klentrou nominated Professor Corman for the position of Chair of the 2011-12 Budget Advisory Committee. Following a brief discussion regarding the role of the Committee Chair, Professor Corman accepted the nomination. There were no further nominations from the floor.

MOVED (Klentrou/Sydor)

THAT Professor Corman be elected as Chair of the 2011-12 Budget Advisory Committee and that the recommendation be ratified at the next meeting of the Committee.

CARRIED

Members concurred that the position of Vice-Chair would be considered at the next meeting of the Committee.

Professor Sydor relinquished the chair to Professor Corman.

3. For Information - Budget Advisory Committee Terms of Reference

[The Terms of Reference of the Budget Advisory Committee had been posted with the meeting materials.]

Professor Corman referred members to the Committee's Terms of Reference as outlined in Faculty Handbook II: 9.4.

Members discussed the mandate of the Committee and the process by which the Committee provides advice to the Board of Trustees with respect to the operating budget's consistency with academic policy.

In the past, it was noted that the Committee had obtained information from various constituencies regarding academic implications of the budget exercise. It was suggested that the Committee further discuss at its next meeting the potential to initiate a similar exercise this year and perhaps invite the Faculty Deans to present to the Committee.

Professor Sydor noted that a recent communication from the Department of Psychology regarding implications of budget cuts had been referred to the Budget Advisory Committee during a previous meeting of Senate. It was suggested that the communication be considered at the next Committee meeting together with other implications of the budget exercise related to class enrolment and seminars.

In an effort to enhance members' understanding of University funding and the operating budget, Ms. McKee agreed to present an overview of the budget and key concepts of University funding at the next meeting. Members were encouraged to review the 2011-12 Final Budget Report and Appendix I prior to the next meeting. The document is available at http://www.brocku.ca/webfm_send/17915. Ms. McKee further noted that information regarding the 2011-12 Mid-Year Budget Review would be presented to the Committee during the meeting on December 6, 2011.

The Committee further concurred that meetings be held monthly for 1.5 hours in duration. A revised schedule of meeting dates would be circulated to members following today's meeting.

4. For Information – 2010-11 Annual Report to Senate

[The 2010-11 Annual Report of the Budget Advisory Committee to Senate had been posted with the meeting materials.]

Professor Corman referred members to the 2010-11 Annual Report of the Budget Advisory Committee to Senate.

During the Committee's consideration of the Report, members concurred that it would be beneficial for the Committee to receive an update on the development of BRAM. It was noted that a presentation would soon be provided to the Committee on Academic Deans and was suggested that the presentation be provided to the BAC during the January meeting.

5. Approval of Previous Minutes

Due to a lack of quorum, the approval of the minutes of Meeting #7 (2010-11) held on May 20, 2011 was deferred to the next meeting.

6. For Information - Archived Information

Professor Corman encouraged members to review the following information which had been posted with the meeting materials:

- a) University Financial Information – includes information from past years regarding audited financial statements and budget reports
<http://www.brocku.ca/finance/general-information-financial-services/university-financial-information>
- b) University Budget Information – includes information from 2011-12 regarding timelines/process and principles/guidelines
<http://www.brocku.ca/finance/faculty-and-staff/budgeting>

7. For Information – 2010-11 Preliminary Year-End Results

[An Information Item to the Financial Planning and Human Resources Committee of the Board
TOPIC: 2010-11 Year End Preliminary Fiscal Results, together with Appendix 1: Brock University Operating Budget had been posted with the meeting materials.]

The 2010-11 Year End Preliminary Fiscal Results were received for information.

8. Other Business - None

9. Adjournment

The meeting adjourned at 3:25 p.m.