**PPBC Meeting minutes, 5/2/2019**

**Present**: Deb Donovan (chair), John Gilbertson, Steve McDowell, Takele Seda, Andy Klein, Pete Stelling (scribe), Ben Miner (Assoc. Dean), Tonya Alexander (Operations Manager, CSE).

**Minutes from last meeting**

* Vote postponed due to email snafu that didn’t allow members to pre-read minutes.

**Notes**

On May 9, Kendra Sharp (Professor of Humanitarian Engineering from Oregon State University) will be visiting to discuss EID policies and procedures at OSU. The OSU CO-PEP-equivalent has been a model for the CSE EID discussion and documentation. PPBC will meet with Dr. Sharp next Thursday (an off week for PPBC) from 8:30-9:00 in Haggard Hall 345. Format of meeting is TBD.

**CSE Budget presentation (Tonya)**

Tonya presented an annual financial snapshot and update for CSE revenue, spending and budgets. This is normally done in the fall, but Tonya generously presented today at the request of PPBC

* Overall budget for CSE is ~19.9 M, mostly in salary and benefits. This doesn’t include departmental operating money, scholarships, etc.
	+ CSE budget is separated into four types of funds: Operating, foundation, self-sustaining, Carry forward. Carry forward and self-sustaining are two largest portions and are about equal. Because we are late in the fiscal year, the Operating budget is currently in spend-down phase, so is lower than typical.
* Indirect Cost Recovery: CSE IDCR levels have recovered from pre-recession levels (2007). IDCR funds are allocated 75% to the department that generated the funds and 25% to CSE. Overall, this budget is a minor component of the CSE budget (FY18 was $120K total; ~$30K to each department). This money is used, in part, to fund faculty travel and startup for new TT hires.
* Summer session revenue is continuing a downward trend since its peak in FY15. This is in part due to re-arrangement of the summer session faculty payment structure in the CBA. All summer session revenue goes to CSE and is largely used to fund startup for new TT hires.
* Travel spending: Per the CBA, based on an allowance of $1000 for each TT/TN and $500 for each NTT, the total minimum budget amount that needed to be available for travel was $152K for FY18.
	+ This required $88K of additional funds beyond IDCR for FY18
	+ For FY16-18 (and presumably FY19) CSE has been able to provide more travel funding than the minimum pool
	+ FY18: Of 126 TT/TN faculty in CSE, 72 (57%) were funded for travel. 62 (49%) were funded for second trips per the current CSE travel policy guidelines.
* Workstation replacement program
	+ Changes have been made this year and FY19 purchasing cycle is still in process so final program report is not available but will be provided in the Fall.
		- New model is to encourage faculty to defer replacement and receive an additional $200 for eventual workstation replacement
	+ The Workstation Replacement Program costs ~$40-60K annually (assuming $1600/station). Of this, $17K comes from provost’s office and CSE picks up the rest (from self-sustaining)
* Hiring
	+ FY18:
		- 15 searches, 13 successful (this is on the high end)
		- Four diversity searches, three were successful
		- Threes opportunity hires (opportunity searches do not require an external search)
		- One Emergent needs position funded
		- One hire from converting NTT funds to TT line. This is rare due to current demands on NTT funding.
	+ FY 2019
		- 13 TT searches, 7 hires (this is on the low end)
		- All departments except Biology had at least one search, most had multiple searches
	+ Pressure on Self-sustaining budget from TT hires
		- Funding for searches comes from self-sustaining budget.
		- Each search is ~7K each
		- Over the last five years CSE had 59 searches and 43 hires (representing about $413K in search related expenses)
		- The CSE cost for startup packages has been ~$440K total each FY (this is in addition to Provost, others contributions as well)
		- Nearly all funding from self-sustaining has been allocated, so there is very little cushion present now
* Main budget concerns
	+ No significant operating budget increases since before 2012
	+ The exception we received in FY17 $65K increase in permanent base operating from STEM decision package dollars (from Provost) which was divided approximately 75% to dept. operating budgets @ $5215 each and 25% retained by CSE.NTT base budget shortfall
		- Annually, CSE spends ~$3.0M on NTT, but the pool is only ~$1.8M, amounting to a $1.2M shortfall
		- Shortfall is mainly covered by faculty grant buyouts, reduced appointment savings from retiring TN faculty, and other non-recurring events.

**Scholarship concerns:**

Concerns about short timeline (2 days) for notification about CSE scholarships, which has resulted in a scramble for students and for letter of reference writers. The Associate Dean, who is the contact person for CSE scholarships, indicated that the notification went out to department chairs several weeks ago. The timeline crunch likely stems from departmental communication, not from CSE, although there were some email snafus that could have exacerbated the issue.

**Process of moratorium**

Discussion of revised procedures for placing a program into moratorium was on the agenda for today, but due to email snafus, most committee members were not able to review these prior to the meeting. This discussion will be postponed to the next regular meeting.

Meeting adjourned 9:39 am