

## **Minutes: QEP Budget Subcommittee meeting:**

August 18, 2017 from 1:00 – 2:00pm

Room 717 Library

In attendance: Dr. J. Alm, Dr. C. Chen, Dr. T. Hefner-Babb, Dr. J. Mann, Dr. A. Marquez, Mrs. M. Riley, Mr. D. Rose, Dr. K. Smith

Not in attendance: Mrs. C. Hodge.

- Welcome and call to order by Melissa Riley.
- Approval of Minutes for 8-4-17 meeting, with changes.
  - Dr. Hefner-Babb asked that the roster be included.
- Look at QEP budget for Year 0 (2018):
  - Dr. Judi Mann presented the structure of the current budget and stated there were some items that need more funding.
    - Need for more funding for travel.
    - Need for more funding for speakers.
    - Need for funding of graduate student stipends.
- Discuss QEP budget structure voted on at last meeting.
- I presented the following shell for a basis for Year 1.
  - Personnel (Administration and Oversight)
    - QEP specific staff (FYE Director/ QEP Assistant Director/ Administrative Asst.)
  - Instructional Support
    - Institutional Commitment of Faculty or Part-time Faculty
      - Director of First-Year Math Experience
    - Student Workers
  - Department Operating Expenses (M&O)
    - This could cover classroom materials for math courses offered.
    - Miscellaneous office and classroom supplies
    - Math Lab Software
    - Workshops/ Events/ Food
  - Marketing
  - Office Equipment
  - Travel (NEED MORE FUNDING IN TRAVEL THAN CURRENTLY ALLOCATED).
  - Professional Development
    - Consultants
    - Conference Fees
    - 3 speakers per year (counting one from August.)
  - Assessment
- BUDGET SHELL APPROVED. This will change as needed.
- Tentative budget to be determined and monies allocated for each category for next meeting.
- Need to itemize and justify the need for spending in each category.
- Next meeting: To Be Determined by Doodle Poll. (Trying for 3 weeks from now.)

- Meeting Adjourned 2pm.