

**Meeting Minutes
Forestry Executive Committee
June 17, 2008
115 Richardson Hall**

Members Present: Darius Adams, Tom Adams, Roger Admiral, Steve Hobbs, Jim Johnson, Barb Lachenbruch, Claire Montgomery, Katherine Morris, and Hal Salwasser

Guests: Misty Labahn, Rayetta Beall

Handout Materials Provided FEC Members (attached)

1. College Financial Statement FY08-FY11 (April 08 Projection); provided by Roger Admiral.
2. College Financial Statement FY08-FY11 (June 08 Projection); provided by Roger Admiral.
3. Harvest Tax Recap FY08; provided by Roger Admiral.

Updated Budget Projection and Implications -- Roger Admiral and Steve Hobbs

Roger Admiral reviewed the June projection of the College financial statement for FY08-FY11 and compared it to the projection done in April. The good news is that the size of the projected deficit has declined. Unfortunately, although the Harvest Tax for the FRL was increased during the last legislative session, declining timber harvests will negatively affect revenue. There then ensued a discussion about how Harvest Tax revenues should be used to finance College/FRL initiatives. The FEC also discussed department carryover funds. Many of these funds are in fact obligated but FEC members did agree they need to better understand carryover fund specifics. During the FEC discussion it was recognized that in any given fiscal year departments need unobligated funds to cover unanticipated expenses.

Decisions

1. The FEC decided to allocate \$37,000 in Harvest Tax funds to each of the College's established initiatives (WRC, OWIC, CIPS, FHaRBE, and Forests and Climate Change) in FY09. The proposed Urban Forestry Initiative did not receive Harvest Tax funding. The original plan was to allocate \$50,000 to each of the initiatives but with reduced Harvest Tax revenues, this was not possible.

2. To better understand department carryover funds, the current four departments will provide Roger, and ultimately the FEC, with a breakdown of what is obligated and what is not obligated once their FY08 carryover is known. For obligated funds, specific obligations will be described.¹

Action Item

Department Heads will provide Roger with a breakdown of their FY08 carryover funds.

Developing FY08-09 Essential Budgets – Steve Hobbs

Steve Hobbs proposed a process and time table for the development of department essential budgets for FY08-09. It was recognized that a final, overall essential budget for the College can not be developed until we know what the University's allocation to the College is going to be. Roger anticipates receiving this information in July.

Decision

The FEC decided that FERM, FES, and WSE will have their essential budgets to Roger by July 15 using last year's template.

Other – Steve Hobbs

Six topics were discussed: 1) providing persons interested in the College with information about the reorganization, 2) the official effective date for implementing the new organizational administrative structure, 3) a reorganization announcement to the College, 4) changing the College and department websites to reflect the new organizational structure, 5) Richardson fellowship and scholarship funds for FY09, and 6) creating an Extension Forestry Specialists' salary pool.

Decisions

1. Persons interested in the College will be notified about the reorganization.
2. The effective date for implementing the new administrative organizational structure as approved by the Provost is July 1, 2008.
3. An announcement needs to be sent out to the College about approval of the reorganization proposal and the effective date.
4. The College and department websites will be updated to reflect the new organizational structure.

¹ Post-meeting Steve Hobbs asked that the reports on FY08 carryover come from FERM, FES, and WSE. This means that how FE, FR, and FS carryover is allocated between FERM and FES will have to be determined.

5. The FEC decided that Richardson fellowship and scholarship funds would be allocated as follows for FY09:

- \$50,000 to FERM
- \$50,000 to FES
- \$40,000 to WSE
- \$10,000 to College Fellowship Committee
- \$10,000 to College Scholarship Committee

6. The FEC decided to treat on-campus Extension Forestry specialists as a separate salary pool for the purpose of salary increases.

Action Items

1. **Steve Hobbs** and **Roger Admiral** will ensure constituents, alums, stakeholders, and others interested in the College will receive information about reorganization of the College.
2. **Hal** will send out an announcement to the College about approval of the reorganization proposal and the effective date.
3. **Steve Hobbs**, **Roger Admiral**, and the **Department Heads** will provide oversight to ensure the College website and associated departmental websites are updated to reflect the new organizational structure.
4. **Jim Johnson** and the **Department Heads** will work together administering the on-campus Extension Forestry specialists' salary pool.

Executive Session

Faculty Retirements and Programs – Darius Adams

Darius Adams facilitated a discussion about known and anticipated faculty retirements and the impact these could have on programs; particularly in light of a tight budget. Because of the College's reduced ability to refill positions when vacated, our ability to make programmatic strategic shifts is limited, particularly when positions critical to degree program accreditation need to be filled. This topic was for discussion purposes only and no decisions were required. It did reinforce the need to integrate programmatic and financial needs through strategic planning.

FEC Member-at-Large Nominees – Steve Hobbs

The FEC discussed the three nominees for the FEC Member-at-Large position soon to be vacated by Barbara Lachenbruch. The decision will ultimately be Hal's. His plan is to talk with each of the nominees before making a final decision.

Building Community Committee – Steve Hobbs

The FEC discussed composition of the Building Community Committee but most of the attention was focused on selecting a new chair to replace the outgoing chair, Tom Adams. Several potential candidates for the chair position were discussed. Hal said he would consider the suggestions and talk with one or more of the candidates and then make a decision.

Meeting adjourned at 5:00 p.m.

Minutes by Katherine Morris