

**FSBC Meeting Number 8**  
**Minutes of Friday, December 5, 2003**

**Members present:** Larry Burns, Maria Cimitile, Scott Grissom, Rita Kohrman, Lynn Mapes,  
Nancy Schoofs, Elaine Schott, Nancy Shontz (Chair)

**8.1.** *The meeting was called to order at 1:08 when a quorum was achieved.*

**8.2.** The minutes of 11/21/2003 were approved by acclamation.

**8.3.** Announcements:

- a. The chair reported that the Phased Retirement Agreement has been accepted by the Provost and will be implemented.
- b. Sue Martin distributed copies of the general fund budget and discussed the pending cut in finances by executive order. The exact amount is still pending, although it appears to be 6%, which would mean a cut of \$3.6 million for GVSU. The students will be asked to make up half of this; the other half will be covered by the contingency fund and by reductions in the current budget. About \$600,000 to \$700,000 will be needed over and above the money available from the contingency fund.

**8.4.** The motion by Lynn Mapes regarding released time for a faculty member to work with FSBC and Institutional Analysis was removed from the table and discussed. Suggestions were made, including having the position for one semester each year, and for the first semester to be on a trial basis, after which FSBC will reevaluate the benefits of having a person in this position. A further suggestion was made that FSBC could spend time in the winter semester formulating questions, and that the individual could then seek the information and do the data analysis as a summer project. Discussion also produced the idea that an informational retreat similar to "Budget Boot Camp" be held before classes begin. Alternatively, the informational session could be held during a regular FSBC meeting early in the winter semester. The motion was placed back on the table.

**8.5.** Further discussion was held about the wording of the proposed survey on salary adjustments. *The chair will incorporate the suggestions into a draft document and circulate it to the membership for further consideration next semester.*

**8.6.** The meeting was adjourned at 1:27 p.m.