

**SOE Budgetary Affairs Meeting
January 16, 2008
Minutes**

In attendance: Chris Leland, Linda Houser, Keith Morran, Pat Stites, Mary Fisher

The **Summer Pay Changes** were reviewed again. The committee agreed that Chris should send out an e-mail stating the new policy and her approval.

The group reviewed the **Induced Course Matrix** and the impact it may have on future credit hours.

The **Current Enrollment Shortfall** was discussed in the Administrative Team meeting so there was no additional discussion.

The committee gave Chris feedback on the **Request to Pay Editing Bill for Hughes's Book**. Chris listened to the advice and concerns and was to decide whether or not to reimburse the faculty member for the expense.

Pat announced that the **Proposed Non-Instructional Fees** were to increase 5% and that we had requested the addition of the Distance Education Course Fee.

Discussion of **Promotion, Tenure & Contracts** (e-mail from Keith) will be carried forward to the February meeting.

Pat gave an overview of the financial status based on the **2nd Quarter** figures. The projection is that we will breakeven at year end. This assumes the projection for summer income is still reasonable and that we do not experience any unusual expenses this spring. Summer I income can make us or break us and we will not know until May.