

Budget and Long-Range Planning Committee

Meeting Minutes October 28, 2022

Members present: Bradbery, Calvert, Fernandes, Sowell, Kiouisis

Call to order 11:02am ET

Discussion topics

- Spiro requested that the committee develops a process to solicit proposals for “big-picture” initiatives/projects to benefit the CJC.
 - o Leftover funds from the Dean’s startup budget will be used to fund these initiatives. It is estimated that each award could be up to \$50k
 - Sowell said that a maximum of 4 could be funded
 - o Projects should align with the CJC Strategic Planning goals
 - o Committee should develop criteria for proposals:
 - Who is eligible to submit? Any full-time CJC employee, preferably a group of individuals (collaborations between faculty/staff are encouraged)
 - Who should review and vet the proposals?
 - Projects should be a one-time expense
 - Who benefits from the initiative?
 - Develop a catchy name for the proposals
 - o Deadline for this committee to develop proposals: end of 2022-2023 academic year
- Bradbery suggested that committee members request input/suggestions from respective departments
- Fernandes will create a Google doc for committee members to work collaboratively
- Sowell will look for proposal templates

Meeting adjourned 11:21am ET