

## **MEMORANDUM**

**TO:** Deanna Pelfrey, CJC Faculty Senate Chair

**FROM:** John Wright, Chair, Budget and Long Range Planning Committee

**Date:** April 16, 2017

The 2016-17 Budget and Long Range Planning Committee (BLRPC) followed the following procedure adopted by the Committee in 2015.

- Early in the semester a representative of the BLRPC asked the Faculty Senate for any charge from the Senators, including any budget issues they wish to be discussed.
- Following that meeting, in the middle of fall semester, the chair sent an email to all faculty members, asking for input and ideas related to the College budget.
- There were only two responses from the faculty, both pertaining to physical plant and access issues. Both were quickly resolved by IT.
- The chair also contacted the associate dean to ask if there were issues the administration wanted the Committee to discuss. None were suggested this semester.
- A member of the BLRPC is also a member of College's Technology Committee (TC) and attended TC meetings. This is important as our policy states that the BLRPC should complement the work of the TC and work harmoniously on important budget matters. This year there were no issues on which the two committees saw need to collaborate.