1. Minutes for the meetings of November 22, 2017 were approved.

2. The committee considered who should take over as Chair because Professor Myers announced that he would be stepping down. Professor Shabb and Professor Gjellstad both said that they would willing to consider taking the position. After some discussion Professor Shabb was unanimously selected as Chair and will serve through the 2017-2018 term.

3. The Committee then heard reports from the representatives as to what the colleges were doing to inform faculty and staff about the budget cut proposals that would be forwarded to the Provost on February 3rd.
   a. The School of Law scheduled several meetings with faculty and staff; some together and some separately. One issue is the discussion of jobs that might be eliminated in the documents provided to the provost on Feb. 3rd. This could impact the voluntariness of people taking separation from service. A meeting with students will also be held.
   b. There have been meetings at Arts & Sciences of chairs and meetings for faculty both at the college and department level.
   c. Professor Barkdull (stepping in for Professor Heitkamp, the Nursing and Professional Disciplines representative who was unable to attend) that the college had held several open meetings.
   d. The Business and Public Administration held a joint accreditation/budget town hall meeting. There have also been scheduled two open meetings and two executive meetings. It was expected that the executive meeting would review a draft of the proposed cuts before they go to the Provost. The faculty advisory group will also meeting with the Dean.
   e. Education had an all college meeting on Friday. No data has been presented. The Dean will have open office hours this week. The Dean has tried hard to separate the budget discussions from the general discussion on college reorganization.
   f. Engineering and Mines has had town hall meetings, with at least some discussion of general budget data.
   g. Medicine and Health Sciences has not really had any faculty or departmental meetings. They did hold their regular annual town hall which included some high level discussions of budget issues.
h. University and Public Affairs has had three meetings that bored down into each of the scenarios at the leadership level.

i. Associate Vice-President for Finance will have a unit wide meeting tomorrow.

4. The Committee then discussed the way the proposals would be handled once they have been forwarded to the administration.

   a. The Provosts envisions the process as involving a great deal of discussion between the Deans, the President and the Provost once the data comes in. This will be supplemented as financial projections come in from the legislature.

   b. The Provost will deliver the members of the committee each of the bits of data that come into to his office. This includes the work of the colleges as well as the credit hours, research, publications, graduates, etc.

5. The Committee determined that it would be helpful to the work of the Committee if it set a regular time to hold a weekly meeting. This time was set initially at 4:30 on Tuesdays.