

## Draft-minutes will be approved at the March meeting

Strategic Planning and Budget Study Committee, Dr. Molly Vaughn presiding and Bliss secretary.

Members in attendance: Dr. Jeffrey Bibbee, Dr. Kimberley Greenway, Dr. Donna Lefort, M Linder, Dr. Sandra Loew, Ms. Audrey Mitchell, Dr. Debbie Shaw, Dr. David Thompson, Dr. Thornell, Mr. Evan Thornton, Dr. Ryan Zayac, Linda Armstrong (proxy for Dr. Katie Kinney)

Members not in attendance: Mr. Hugo Dante, Mr. David Shields

### Approval of Agenda and Minutes

Motion was made by Dr. Loew to approve agenda. Motion carried.

Motion was made by Dr. Greenway to approve last meeting's minutes. Motion carried .

### Old Business

#### A. Creation of Form for Staff Line Proposals

Dr. Greenway reviewed that the change suggested from the previous meeting had been made. Floor was open for discussion. Dr. Thornell suggested adding approval signatures at the bottom of the form.

Motion was made by Dr. Zayac to approve the Staff Line Proposal form with the suggested revision of approval signatures . Motion carried.

#### B. Fixed Costs

Mr. Evan Thornton reviewed fixed costs and how they originate.

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