

Committee on Priorities and Resources
Meeting Minutes – September 14, 2021

In attendance: Professor Nusrat Chowdhury; Professor Andrew Dole, chair; Professor Jill Miller; Professor Monica Ringer; Retail Dining Supervisor Peter Charron; Interim Chief Financial Officer Thomas Dwyer, *ex officio*; Provost and Dean of the Faculty Catherine Epstein, *ex officio*; Interim Director of Financial Planning, Ashley Travis, *ex officio*; Allie Ho '24; Steven Hegarty, recorder

Not in attendance: Interim Director of Human Resources Chris Casey, *ex officio*; Jae Yun Ham '22, *ex officio*

The meeting came to order at 8:30 am.

Proceedings

1. CPR began the year with introductions and a reading of the charge for CPR (copied below). The charge was last revised in 2010. CPR had questions about including staff and student opinions in the language of the charge. As a task for this year, CPR may consider revising the charge. The committee is not yet at its full membership. An additional staff representative will be elected in time for the next meeting. Also, results of the AAS election will be forthcoming.
2. Committee logistics, meeting formats and documents:
 - a. Currently, CPR is meeting on Zoom, and aspires to meet in person this semester. While there is no college policy on committee meetings in person versus zoom, given the need to minimize interpersonal contact, CPR will meet for September on Zoom and reconsider month by month.
 - i. Zoom allows flexibility as needed, for example if a committee member is required to isolate.
 - ii. In person, CPR would be limited to meeting outside (for example, in a tent) weather permitting and with attention paid to maintaining confidentiality, or in a larger room. This also enhances the student experience of interacting with the committee and governance issues. Employees in the hybrid remote work pilot would need to be on campus for CPR meetings.
 - b. The shared CPR Google drive will be closed and Steven will setup a new shared folder in Dropbox. [This is available as of 9/15.]
 - c. Andrew presented a proposed schedule of CPR meetings for the Fall and academic year, including recurring topics such as the faculty salary report.
3. Open items from last year:
 - a. For employee benefits, CPR would like to meet earlier with HR and have input into any benefit decisions as a resource issue. Also to look at FSA's for faculty and the cost differential between single and married faculty health plans.
 - b. CPR will update of the faculty salary report for AY20-21 during the Fall.
 - c. CPR will receive an update on campus facilities.
 - d. There will be a follow up visit with the Workday implementation project.
4. Suggestions for new business items:
 - a. Conduct a review of the CPR charge, to consider the addition of language to represent staff and student views to college. Any proposed change will need to go to the Committee of Six, and then be voted on by the Faculty.

- b. There was a suggestion to move the meeting time to 8-9 on Tuesdays, to manage a class conflict. The committee will vote on this proposal after all members are appointed.
- c. Explore how the college is managing during a period of high staff turnover. Request that HR share staff salary/wage and benefit comparisons, if there is current information available.
- d. For the faculty salary report, consider the kinds of data needed from institutional research.

Adjourned 9:40 am.

Respectfully submitted,
S Hegarty

CPR Charge:

Committee on Priorities and Resources (voted by the faculty, May 2010). The Committee on Priorities and Resources (CPR) is a committee of faculty, students, and staff (with a faculty member as chair), with officers of the administration (the president, the provost and dean of the faculty, the chief financial and administrative officer and the director of budget and analysis, and the chief human resources officer) present ex officio (amended by vote of the faculty, May 2014). The four faculty members, at least one each from the humanities, the social sciences, and the natural sciences, normally serve for a term of three years, and their terms of office are generally staggered so that each year no more than two new members of the committee and the chair are nominated by the Committee of Six and elected by the faculty. To assure continuity of membership on the CPR, the Committee of Six will endeavor to nominate members of the faculty whose service on the committee will not be interrupted for two or three years. The minutes of the CPR's meetings are circulated to the faculty and staff of the college. There is a general expectation of confidentiality in regard to the minutes. The minutes should not be shared with anyone who is not officially entitled to receive them (voted by the faculty May 1, 2018).

Two of the three student members are elected from the student senate by that body and serve for terms of two years. One of these members is elected in one year, and a second in the other, alternately. A special election conducted from within the senate is used to select replacements for students unable to complete their terms of office. The third student member is selected by the senate from the executive branch of the student government for a one-year term, and serves without vote.

The two staff members of the committee are elected by the staff and normally serve staggered two-year terms.

The voting members of the CPR are its four faculty members, its two staff members, and two of its three student members (as described above).

The purpose of the CPR is to bring a range of faculty, student, and staff opinion to bear upon (1) the process of annually budgeting the resources of the college, and (2) the long-term allocation of resources. To ensure the CPR's involvement in the annual budget process, the administration will bring the budget currently being formulated before the CPR while there is still ample time to affect

it. The administration will also present its sense of the priorities among competing claims on the college's resources. The CPR will present to the Amherst College Board of Trustees the committee's views on the annual budget as it is being prepared and on long-term financial concerns. In the spring term, the CPR will also receive and respond to new large capital requests and review the ongoing list of capital priorities and deferred maintenance projects. To discharge its responsibility to assess the continuing ability of the college's financial resources to support its educational mission, the CPR will periodically review the long-term financial impact of such things as the relationship between resources and programs, the level of compensation and benefits, the level and rate of change of the comprehensive fee, and other pertinent matters. To that end, the committee will query other offices and committees about proposals that have financial implications.

Particular responsibilities of the faculty members of the CPR are to represent to the administration the views of the faculty concerning the budget and to report to the faculty each year concerning the status of faculty salaries and compensation.

The committee may request that the Committee of Six include CPR reports or recommendations on the agenda of meetings of the faculty.