

[Budget, Finance, and Benefits]

MINUTES

FEBRUARY 21, 2012

3:30 - 5:00 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Gustavo Carri & David Cummins
NOTE TAKER	Jeanette Carson
ATTENDEES	David Cummins, Ken Linderman, Joan Kaye, Jeanette Carson, Mike Nelson, Ali Hajjafar, Gustavo Carri, Kent Marsden [by invitation]
ABSENTEES	Christina Gentile, George Haritos, Amy Gilliland, Russell Hopkins,

Agenda topics

3:30- 3:45PM	ROLE OF COMMITTEE FROM UC COUN PERSPECTIVE	CIL KENT MAI	RSDEN
DISCUSSION	Kent Marsden was invited by Gus Carri to provide an overview and explain the role of the Budget, Finance and Benefits Committee from the University Council's perspective. Kent provided scope of what this committee's function is.		
CONCLUSIONS	David Cummins is a major influence and resource for what challenges, issues and recommendations the committee should focus and ultimately submit University Council Issue Briefs for action		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
3:45 -4:30PM	UA BUDGET UPDATE	DAVID CU	MMINS

Discussion David Cummins presented the 6 month budget analysis of revenues, expenditures and net surplus/deficit from July 1 –Dec 31, 2012 CONCLUSIONS \$9mil short fall expected at end of FY 12.
\$1mil increase anticipated from state share of instruction [SSI]. This equals an estimated \$8mil shortfall at the end of FY12. As an exercise... Deans and Vice Presidents to submit FY13 budget scenarios with a 3% - 6% reduction from their FY2012 budget ACTION ITEMS PERSON RESPONSIBLE DEADLINE

4:30-4:40	UC TERMS OF COMMITTEE APPOINTMENTS	GUSTAVO	CARRI
DISCUSSION	Update by Gus Carri concerning annual membe of the first year of University Council.	rship of this committee. April 30 th	2012 marks the end
CONCLUSIONS	CONCLUSIONS Each constituency's representatives is required to replace members whose term expires April 30 2012 and will not be able serve in that capacity through April 30,2013		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

4:40-4:50PM CHAIR UPDATES

GUSTAVO CARRI

DISCUSSION	Meeting Feb 23, 2012 with the Integrated Financial Planning Group [IFPG] to examine if a subcommittee of those committee members would be beneficial to contribute regularly to UC Budget and Finance Committee. Gus Carri to meet with Phyllis O'Connor, Chair IFPG

Meeting adjourned at 4:50pm Next meeting –March 27, 2012 at 3:30pm		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
CONCLUSIONS		

[TIME ALLOTTED] [AGENDA TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	



[Budget and Finance]

MINUTES MARCH 27, 2012 3:30 – 5:00 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Gustavo Carri & David Cummins
NOTE TAKER	Jeanette Carson
ATTENDEES	David Cummins, Ken Linderman, Joan Kaye, Jeanette Carson, Mike Nelson, Ali Hajjafar, Gustavo Carri, George Haritos ,Amy Gilliland,
ABSENTEES	Christina Gentile, , Russell Hopkins,

Agenda topics

3:30- 3:40PM **TERMS OF APPOINTMENT GUSTAVO CARRI** During the March meeting of the UC a motion was passed regarding a policy to determine the Terms of Appointment of the members of the Standing Committees. The motion was to accept the "Operating Protocol Draft" which will be used to determine the terms of appointment of each DISCUSSION constituency group. The first year will end on May 30th, 2013 and, afterward, each year will end on May 30th. This would insure a seamless flow and more productivity from all 9 standing committees. The committee discussed this issue and adopted the Terms of Appointment recommended by Gus Carri by unanimous vote. With the exception of the 1 student year term for ASG & GSG representative, the current membership CONCLUSIONS of this committee will serve in their current capacity through April 30th, 2013. PERSON RESPONSIBLE DEADLINE ACTION ITEMS

3:40 -3:50PM

ASG & GSG APPOINTMENTS UPDATE

GUSTAVO CARRI

DISCUSSION	Gus Carri has made several requests to ASG & GSG to appoint a representative on the committee due to the resignation of both Cody Austin in January and Alicia Huffman in February. No answer from either constituency group has been received to date.		
CONCLUSIONS			
ACTION ITEMS PERSON RESPONSIBLE DEADLINE			DEADLINE
Continue to make contact with ASG & GSG for the appointment of 2 ASG & GSG representatives to serve through April 30 2013Gus CarriNo later than May 1 2012			

 CHANGE OF STANDING COMMITTEE
 GUSTAVO CARRI

 3:50-4:00PM
 NAME

DISCUSSION	The University Council passed a motion to change the name of the Budget, Finance and Benefits Standing Committee to the Budget and Finance Standing Committee.		
CONCLUSIONS The decision was based on the realization that university benefits fall under the Talent Development and Human Resources Standing Committee. An ad-hoc committee will be formed with members from Talent Development & Human Resources, and Budget and Finance when 2013 benefits package is evaluated.			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

4:00-4:50PM BUDGET UPDATES

DAVID CUMMINS

DISCUSSION Based on data of revenues and expenditures in the first 6 months of FY 2012 estimates indicate that the university will have an \$18-\$20 million deficit at the close of FY 2013. How does the university close this gap? There is a small amount of reserves that can be tapped. Discussion of a 3.5% tuition increase for Fall 2012 could generate \$7-\$8 million. Health Insurance costs under spent to date are \$1-\$2 million in surplus. All these sources could be put into the deficit pot. Colleges and Administrative Units have already completed 2013 budget scenarios with a 3%-6% reduction from their operating FY 2012 budget. A 3% reduction to university total budget of \$390 mil would equal \$6-\$7 million.

Responsibility of this standing committee to review each college and administrative units 2013 budget.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Deans & VPs to make public FY 2013 budget scenarios with a 3-6% reduction.	David Cummis	April 2, 2012
At next meeting each committee member to offer 1 or more criteria that colleges and units compile and validate their budget requests for FY 2013	All Committee members	April 3, 2012 [next meeting]

4:50-5:00PM

CONCLUSIONS

REQUEST FROM DAVID WITT

GUSTAVO CARRI

 DISCUSSION

 The request for budget information submitted by David Witt was briefly discussed.

 CONCLUSIONS

 CONCLUSIONS

 The needed data will be provided by Amy Gilliand in the near future

 ACTION ITEMS

 PERSON RESPONSIBLE
 DEADLINE

 The needed data will be provided by UA
 Amy Gilliand
 April 3rd, 2012 [next meeting]

4:50-5:00PM NEW SCHEDULE FOR MEETINGS

GUSTAVO CARRI

DISCUSSION

The committee voted to approve a new meeting schedule.

CONCLUSIONS			
The committee will meet every two weeks.			
ACTION ITEMS PERSON RESPONSIBLE DEADLINE			
Meeting adjourned at 5:00pm Next meeting –April 3, 2012 at 3:30pm			

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	



[Budget and Finance]

MINUTES APRIL 3, 2012 3:30 – 5:00 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri & David Cummins
NOTE TAKER	Jeanette Carson
ATTENDEES	David Cummins, Ken Linderman, Joan Kaye, Jeanette Carson, Ali Hajjafar, Gustavo Carri, George Haritos ,Amy Gilliland, Russell Hopkins,
ABSENTEES	Christina Gentile,

Agenda topics

3:30- 4:50PM BRAINSTORMING SESSION: POSSIBLE REDUCTION SCENARIO REQUESTS

GUSTAVO CARRI

 DISCUSSION
 Committee Members conducted a brainstorming session of various criteria the Academic Colleges and Administrative Units might incorporate for future annual budget reduction scenarios

Criteria for Academic Units:

1) Use teaching load as one of the criteria, i.e. 2 & 2 or 3 & 3 faculty members teach and/or conduct research to an equivalent of a full load in Fall & Spring Semesters. 2) Use student credit hour production per tenure/tenure-track faculty as one of the measures. Potentially standardize this criterion across all colleges. 3) Consider research as a metric. 4) Use the Delaware Study: capacity utilization, comparative data on teaching and external grant productivity with peer institutions. 5) Consider the ratio of students per faculty and the operating budget per student. This should be separated for graduate and undergraduate students.

<u>Criteria for Administrative Units</u>: 1) Benchmark against other institutions after normalizing by the number of students, number of square feet, number of millions of dollars of research funding and other suitable metrics.

In General: 1) Take into account the effects of various budget scenarios on student and the possible budget reductions have to be economically sound. 2) Look at carryovers and expenditures with a focus on the reasons why large carryovers occurred or why large, last minute expenditures happened. 3) Focus on allocating the budget correctly at the beginning of the fiscal year. If cuts have to be implemented then they should be across the board since the funds were correctly allocated at the beginning of the fiscal year.

CONCLUSIONS This brainstorming session will be an ongoing exercise

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Budget criteria input by committee members will continue in future meetings		

4:50-5:00PM ISSUE BRIEF: 10 YEAR BUDGET DATA

GUSTAVO CARRI

DISCUSSION	David Cummins is working with Amy Gilliland to Data. As soon as the information is compiled it Committee of the University Council. The Coun sees appropriate.	will be forwarded to Gus Carri and	d the Steering
CONCLUSIONS	In progress.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Meeting ad	David Cummins to provide documentation journed at 5:00pm ng –April 17, 2012 at 3:30pm	Gus Carri will forward to D. Witt	By end of April 2012

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION			
CONCLUSIONS			



DAVID CUMMINS

University Council

[Budget and Finance]

MINUTES APRIL 17, 2012 3:30 – 5:00 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	David Cummins, Ken Linderman, Jeanette Carson, Mike Nelson, Ali Hajjafar, Gustavo Carri, Amy Gilliland, Mary Beth Clemons
ABSENTEES	Christina Gentile, Joan Kaye, Russell Hopkins, George Haritos

Agenda topics

3:30- 4:50PM

DISCUSSION

CONCLUSIONS

PRESENTATION OF DOCUMENT: TEN YEAR UA BUDGET ALLOCATIONS, EXPENSES AND

REVENUES
As a result of the issue brief submitted to this committee by Dr. David Witt, David Cummins provided a
10 year historical study outlining budget allocations and expenditures for each campus unit, including
additional reports, narrative and context for the consideration of the data. Wayne College revenues
and expenses for the ten year period were also presented
In the coming weeks three public budget forums will be held to explain UA finances to the campus
community.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
In the coming weeks this document will be shared in three public budget forums to provide transparency and information to the university community.	David Cummins and his staff	
Meeting adjourned at 4:50pm Next meeting –May 4, 2012		

DISCUSSION .		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



[Budget and Finance]

MINUTES MAY 4, 3:00 – 5:00 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Gustavo Carri
ATTENDEES	David Cummins, Ken Linderman, Ali Hajjafar, Gustavo Carri, Amy Gilliland, Joan Kaye
ABSENTEES	Christina Gentile, Russell Hopkins, George Haritos, Jeanette Carson, Mike Nelson, Mary Beth Clemons

3:00- 3:30PM	DISCUSSION ABOUT THE IS BRIEF SUBMITTED BY MS. RAINEY	SSUE	GUSTAVO CARRI
DISCUSSION	Ms. Rosalyn Rainey submitted an Is new governmental financial aid to a University. In addition, she requeste semester if they are within two sem	ny and all past student balances t ed that students be allowed to reg	hat are owed to the
CONCLUSIONS	The committee researched the requirequests. There are federal regulations. Rainey requested. These rules a committee.	ons and university rules in place tl	hat do not allow what
CONCLUSIONS	requests. There are federal regulations. Rainey requested. These rules a	ons and university rules in place tl	hat do not allow what
CONCLUSIONS	requests. There are federal regulations. Rainey requested. These rules a	ons and university rules in place tl	hat do not allow what

3:30- 4:00PM	DISCUSSION ABOUT THE FY13 DUDGET	AVID CUMMINS
DISCUSSION	David Cummins presented an overview of the FY13 budget and the most re-	ecent projections.
CONCLUSIONS	 A 3.5% increase in tuition and fees was approved by the Board of Tru. The most recent projections for FY13 indicate a nearly \$20 million dol the tuition increase. Reserves may be used to help balance the current deficit. Revenues for FY13 are expected to be flat but expenses are expected The committee discussed not filling vacant positions to help balance t Nothing definite came out of this conversation. It was also mentioned that the institution will refinance some debt wh some minimal savings. 	llar deficit after to keep rising. he budget.

		ded scholarships (the question wa ficit will be handled (possibilities: ners).	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Ongoing discus	sion.	David Cummins and his staff	
4:00- 5:00PM	DISCUSSION ABOUT THE ANSW TO THE 3% AND 6% BUDGET REDUCTION SCENARIOS SUBM BY THE UNITS		DAVID CUMMINS
DISCUSSION	The committee discussed the respor submitted by the units. Amy Gilliland committee members.		
CONCLUSIONS	For the sake of transparency, the co SharePoint drive in the Budget and		ments on the
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Ongoing discuss	sion.	David Cummins/Gustavo Carri	
NEXT MEETING MAY 15 TH , 2012. 3:30- 5:00PM.			

DISCUSSION			
CONCLUSIONS			
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ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



[Budget and Finance]

MINUTES MAY 29, 2012

3:00 – 4:30 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	Gustavo Carri, Jeanette Carson, David Cummins, Amy Gilliland, Joan Kaye, Ken Linderman, Mike Nelson,
ABSENTEES	Mary Beth Clemons, Christina Gentile, Ali Hajjafar, George Haritos, Russell Hopkins,

Agenda topics

3:30- 3:30PM

UPDATE ON FY13 BUDGET

DAVID CUMMINS

	David Cummins and his staff prepared a list of budget balancing options aimed to minimize		
	the \$19,400,000 deficit the university	is facing for FY13. These pr	oposed options are a
	combination of one-time and on-going reductions. For example, use part of the Health Care Insurance		
	Contingency in the amount of \$4.5-\$5 million,	Academic Support budget reduct	tions between 4%-5%,
DISCUSSION	Academic Unit budget reductions between 2%	6-3%, reduce Part-Time Faculty	by 3%, negotiate debt
DISCUSSION	service interest rate, increase Auxiliary indire	ct costs by 1%, increase Wayne	Campus indirect cost,
	raise department Sales and Services indirect c	osts, reduce Plant Fund transfer.	These and a few other
	potential one-time and on-going reductions and increases would total an estimated \$16.5 shrinking the		
	\$19.4 million deficit to less than \$2.9 million for	r FY13.	
CONCLUSIONS	CONCLUSIONS The final recommended reductions and cost increases to be presented on June 13, 2012 at The Board of Trustees meeting.		3, 2012 at The Board
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
	PRESENT BUDGET BALANCING OPTIONS AT THE NEXT BOARD OF David Cummins June 13, 2012		June 13, 2012

3:30PM-3:40PM

DISCUSSION OF ISSUE BRIEF: ENVIROMENTAL SUSTAINABILITY

GUSTAVO CARRI

DISSCUSION	Issue Brief Description : Install solar panels and wind turbines on campus and save money. Identify how much could be saved and have those savings applied for fees students pay. This environmentally friendly idea could be a selling point for recruiting students and faculty to study and work at the University of Akron.
CONCLUSIONS	The Budget and Finance Committee will refrain from making a recommendation to whether or not move forward with this proposal until the Physical Environmental Committee has reviewed the issue

and a feasibility study is done and analyzed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Issue Brief would be referred back to the Physical Environment Committee for further examination and feasibility study		
	Gustavo Carri	
Meeting was adjourned at 3:40pm Next meeting – June 26, 2012 @ 3:00pm		

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	



[Budget and Finance]

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JUNE 26, 2012 BUCHTEL HALL 3:00 – 4:30 P.M. MCCOLLESTER ROOM

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	Gustavo Carri, Jeanette Carson, David Cummins, Amy Gilliland, Joan Kaye, Ken Linderman, Ali Hajjafar
ABSENTEES	Mary Beth Clemons, Christina Gentile, George Haritos, Russell Hopkins,

Agenda topics

3:30- 3:45PM	UPDATE ON FY13 BUDGET		DAVID CUMMINS
DISCUSSION	The committee focused its discussions on summary of the most relevant decisions follo There will be a one-time reduction of 5 millio There will be an on-going reduction of 3.5 m There will be an on-going reduction of 2.5 m There will be an on-going reduction of 1.5 m There will be an on-going 3 million dollar sav Refinance will save 850,000 dollars, approxin There will be a one-time reduction of one mi There will be a one-time reduction of two mi There will be a one-time reduction of Trustee The committee also talked about reallocatio this discussion. The committee also brainstormed about shor topics discussed included: across-the-boar supplementing revenues from existing fu opportunities, differential tuition, and energy	ws: n dollars to the Health Care Insu illion dollars to Academic Suppor illion dollars to the Academic Uni illion dollars to Continuing Obliga ings due to Attrition. nately. lion dollars to the Plant Fund Tra lion dollars to the Budget Stabili es is 388 million dollars. ns, but no conclusions or recom t-term and mid-term solutions to d reductions, spending control nd balances, staffing analysis,	rance Contingency fund. t. ts. tions. ansfers. zation Fund. mendations resulted from the budget situation. The s, attrition management, alternative employment
CONCLUSIONS	There were no objections to the one-time &	on-going reductions	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
PROPOSED 2013 B MEETING	UDGET CUTS PRESENTED TO BOT AT NEXT BOT	DAVID CUMMINS	JUNE 27, 2012

3:45PM-4:20PM

GUSTAVO CARRI

DISSCUSION	Committee members brainstormed a list of priorities for FY13. Ideas offered were: -Responsibility Centered Management Budgeting, -Establishing Revenue Enhancement Committee Opportunities, -How do we address \$8.5 mil deficit at the start of FY 13 -Establish a subcommittee with members from Budget & Finance and H.R. Talent Development & Benefits Committee to evaluate future health care plan coverage and related premium costs		
CONCLUSIONS	none		
ACTION ITEMS	ACTION ITEMS PERSON RESPONSIBLE DEADLINE		
AT next meeting continue brainstorming what priorities this committee will focus on in FY13			
Meeting adjourned at 4:20pm			
Next meeting – July 24, 2012 @ 3:00pm in Buchtel Hall McCollester Room			

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



[Budget and Finance]

MINUTES

SEPT 4, 2012 LEIGH 413

3:00 - 4:30 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	Gustavo Carri, Jeanette Carson, David Cummins, Amy Gilliland, Joan Kaye, Matt Lee, Ken Linderman, Ali Hajjafar, Mary Beth Clemons
ABSENTEES	George Haritos, Christian Djin Fiagbedzi, Kow Okyere Eshun

3:00- 3:35PM	FY13 BUDGET UPDATE	DAVID CUMMINS		
	David Cummins will present the FY12 unaudited budget numbers to the Boa Administration Committee on September 10, 2012.	rd of Trustees' Finance &		
	Revenues for FY12 came in below estimates by \$7.5 million.			
	Total spending for FY12 was \$900,000 less than originally estimated.			
	Many academic and administrative units paid a total of \$5.1 million of their portions of the ERIF than anticipated. Leaving a balance of \$21 million to be paid over the next 5 years. Early enrollment estimates for Fall 2012 are projected to be 3.5% below the zero enrollment assumption. If early enrollment estimates are correct this would result in a budget deficit of \$9 approximately. No across the board cuts are being considered at present but other options ar studied. David Cummins stated that the university needs \$4.4 million in savings through attrition to bala budget built on the zero enrollment growth assumption.			
DISCUSSION				

3:35PM-3:55PM	COMMITTEE PRIORITIES FOR ACADEMIC YEAR 2012-2013	GUSTAVO CARRI
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	Budget and Finance Committee goals for the Academic Year 2012-2013				
DISCUSSION	 Make policy recommendations related to the budget, especially with regard to long-term planning (e.g. 5-year plans) Responsibility Center Budgeting: the committee members decided to start thinking about how to implement RCB at The University of Akron for the FY 2014 budget. This includes Resource Allocation. Monitor major legislation and upcoming bills at the state budget level to prepare for fluctuation in state dollars The committee will increase its role in informing the University Council and the university community in general about university finances. In particular, we decided to clarify the financial terminology so that every member of the university community can understand what the financial figures mean. The committee will study the retention problem. We plan on inviting Dr. Ramsier and the Studen Engagement and Success committee to learn more about this issue. The committee will carry out a fee analysis to clarify where the dollars generated through fees are going. The committee will improve the coordination of its activities and studies with the Integrated Financia Planning Group. 				

3:55PM-4:05PM ISSUE BRIEF: FOUR YEAR TUITION GUARANTEE

DISCUSSION	Copy of this brief can be found on the UC SharePoint Site. The Committee feels this issue brief is related to retention and should therefore be re-directed to the Student Engagement and Success Committee for merits of initiating such a program. Gus Carri will forward the brief to the Committee Chair for Student Engagement and Success.			
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4:05PM-4:15PM ISSUE BRIEF: PART-TIME STAFF FEE REMISSION

	Copy of this brief can be found on the UC SharePoint Site.			
DISCUSSION	Group formed along with members of the Human Resource and Talent Development Committee to investigate the merits of this issue brief. Budget & Finance Committee members are Joan Kaye, Ken Linderman, Matt Lee, and Gus Carri			
Meeting adjourned at 4:20pm				
Next meeting –				
September 25, 3:00-4:30pm Leigh Hall 413				

Future meetings 3:00-4:30pm 10/9 Buchtel Hall McCollester Room	
10/30 Buchtel Hall McCollester Room 11/27 Buchtel Hall McCollester Room	

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[Budget and Finance]

MINUTES

SEPT 25, 2012 LEIGH 413

3:00 – 4:30 P.M.

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	Gustavo Carri, Jeanette Carson, David Cummins, Amy Gilliland, Joan Kaye, Matt Lee, Ken Linderman, Mary Beth Clemons, Dominick Donofrio
ABSENTEES	George Haritos, Christian Djin Fiagbedzi, Kow Okyere Eshun, Ali Hajjafar

Agenda topics

3:00- 3:20PM	FY13 BUDGET UPDATE	DAVID CUMMINS
	Due to lower than estimate Fall 2012 enrollment numbers there is rou Presently the administration is not looking at any across the board cu indentified to balance FY13	0)
DISCUSSION	The State of Ohio is preparing the 2014-2015 Biennium Budgets. universities [Miami U, Ohio U, Ohio State, Shawnee State and Wright discuss ways to improve the state allocation budget. Modifications at these meetings	State] are scheduled to meet and

3:20PM-3:30PM	ISSUE BRIEF: FOUR YEAR TUITION GUARANTEE	GUSTAVO CARRI
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	The committee feels this Issue Brief merits more investigation so a preliminary study group was
	established. The group consists of Gustavo Carri, Jeanette Carson, David Cummins, & Amy Gilliland.

3:30PM-3:30PM ISSUE BRIEF: PART-TIME STAFF FEE REMISSION

DISCUSSION	Nothing new to report on this issue brief at this time

3:30PM-3:45PM ISSUE BRIEF: ENVIROMENTAL SUSTAINABILITY

GUSTAVO CARRI & DAVID CIMMINS

DISCUSSION The study done by the Vice President of Capital Planning in 2006 concluded that generating energy through the use of wind turbines was too costly to move forward with it at the time. The committee believes that this conclusion is still valid at present. However, this committee is in favor of other environmentally sustainable solutions if there is a cost savings to the university. The September Board of Trustees Meeting listened to a new business proposal regarding the installation of Solar Panels on campus. An outside company is proposing to install an array of solar panels on the roof of the Stiles Athletic Field House. The solar panels could generate 1% of UA electrical usage. There is Federal Stimulus Funds available that would reduce the cost of the panels by 30% if approved by September

	30th. There is also a buy-out clause whereby the university would own and maintain the solar panels after 20 years.
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DISCUSSION			
	Joan Kaye brought to the attention maximum of \$2,000 for the moving of adjusted for more than a decade. Sho new hires moving expenses. She is ro costs based on today's costs. The Financial Planning Group] for further d	expenses of new faculty hi e stated the amount allotte equesting the amount be r committee suggests this b	ires. This amount has not ed is not even close to cov aised to reflect average m

Future meetings 3:00-4:30pm 10/30 Buchtel Hall McCollester Room 11/27 Buchtel Hall McCollester Room



[Budget and Finance]

MINUTES

OCT 9, 2012 BUCHTEL MCCOLLESTER 3:00 – 4:30 P.M. ROOM

MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Bi-Weekly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	Gustavo Carri, Jeanette Carson, David Cummins, Amy Gilliland, Ali Hajjafar Joan Kaye, Matt Lee, Ken Linderman, Mary Beth Clemons, Dominick Donofrio
ABSENTEES	George Haritos, Christian Djin Fiagbedzi, Kow Okyere Eshun,

3:10- 3:15PM	FY13 BUDGET UPDATE	DAVID CUMMINS
DISCUSSION	David Cummins informed the committee he is awaiting 1 ^s on September 30 th . There was no new information to share on FY13 Budget a	

3:15PM-3:25PM IS	SSUE BRIEF: PART-TIME STAFF FEE REMISSION	GUSTAVO CARRI
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DISCUSSION	The Budget and Finance, and Talent Development and Human Resources Standing Committees formed a subcommittee to address this Issue Brief. After a lengthy discussion, the subcommittee concluded that the original purpose of tuition and/or fee remission for full- and part-time faculty, as well as for full-time staff, was to attract high quality personnel to The University of Akron. This extra benefit was most likely due to market pressures like a more dynamic macroeconomic environment, growing enrollment, and the consequent higher competition for talent. However, the current request for a potential expansion of tuition and/or fee remission for dependents of part-time staff raises broader questions about the purpose of such remission for all groups on campus. The subcommittee brainstormed about whether the existing benefit packages should be expanded while other essential activities that impact student success directly, like departmental operating budgets, are being cut. The subcommittee concluded that, in the current financial situation when the institution is facing millions of dollars of deficit, it could not recommend the request put forward by this issue brief. Furthermore, the subcommittee recommends that future decisions regarding fee remission for employee groups and their dependents should be driven by talent recruitment and retention rationale that are consistently and fairly applied across employee groups, using an integrated and strategic approach to meeting our current
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and future staffing needs. The Budget & Finance Standing Committee agreed with this recommendation with one exception. [referring to highlighted text above] A motion was made and seconded, that the last sentence be removed from the issue brief recommendation. Gustavo Carri will notify The Talent Development and Human Resources Standing Committee. The issue brief can be found on UC SharePoint site.

3:25PM-3:35PM ISSUE BRIEF: ENVIROMENTAL SUSTAINABILITY GUSTAVO CARRI & DAVID CUMMINS

DISCUSSION	Preliminary studies indicated that the solar panels could generate 1% of UA electrical usage. After the September Board of Trustees meeting and a presentation regarding the installation solar panels on the roof of the Stile Athletics Field House employees from Capital Planning, Purchasing and the Budget Office will initiate a competitive review process of proposals (RFP). The original company and its proposal for installing solar panels was not compelling enough to accept only one proposal. Research will also be conducted to identify federal stimulus dollars and grants that may be available to reduce the installation costs. The Budget and Finance committee will follow this initiative through the RFP phase and report back when new information becomes available.
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3:35PM-4:00PM	ISSUE BRIEF: FOUR YEAR TUITION GUARANTEE	GUSTAVO CARRI
DISCUSSION	The committee discussed this Issue Brief and found it to the students who would be able to plan for the cost of inception of their higher education experience. They we money they have to pay each month or quarter over the The committee feels this issue brief merits further reserved recommendation on whether to propose such a progra University has a similar four year guaranteed tuition p committee will review how it was implemented at Kent discussions at the next scheduled meeting.	their educations at the yould know how much e course of four years. earch before making a am or not. Kent State program in place. This

4:00PM-4:25PM	RESPONSIBILITY CENTERED BUDGETING [RCB]	DAVID CUMMINS
DISCUSSION	RCB is a form of decentralized financial management. The so that proper incentive and reward, reflecting true con attached to all management decisions The Budget and intends to research various RCB models and begin to under cons to budgeting in this manner. David Cummins has shar for the committee to review. The study of the RCB model is committee.	st and benefit, are Finance committee erstand the pros and ed two RCB models

Next meeting – October 30, 2012, @ 3:00pm Buchtel Hall McCollester Room

Future meeting 11/27 Buchtel Hall McCollester Room 3:00-4:30pm



[Budget and Finance]

MINUTES

OCT 30, 2012 BUCHTEL MCCOLLESTER 3:00 – 4:30 P.M. ROOM

MEETING CALLED BY	Gustavo Carri & David Cummins	
TYPE OF MEETING	Bi-Weekly Meeting	
FACILITATOR	Gustavo Carri	
NOTE TAKER	Jeanette Carson	
ATTENDEES	Gustavo Carri, Jeanette Carson, David Cummins, Amy Gilliland, Ali Hajjafar Joan Kaye, Matt Lee, Ken Linderman, Mary Beth Clemons, George Haritos	
ABSENTEES	Dominick Donofrio, Michael Dzordzormenyoh, William Bediako	

3:00- 3:20PM	FY13 BUDGET UPDATE	DAVID CUMMINS
DISCUSSION	The university's first quarter budget numbers show that the university is shortfall with respect to the flat enrollment assumption for the fall 2012 Office is looking at various ways to reduce this shortfall such as taking stabilization fund, asking all VP's to be frugal and refrain from spendi minimizing travel expenses, monitoring hiring closely and looking at the Wa funds. At this time David Cummins said there is no plan to offset the dollars.	2 semester. The Budget g \$4.5 million from the ng on large purchases, nyne College stabilization

DISCUSSION At the September Meeting, the BOT authorized the executives at the university to investigate th costs for the installation of solar panels on the roof of the Stiles Field House more extensively. I fast-track RFP process was conducted by the Purchasing Department in early October. Thre vendor proposals were received and the lowest bid will be awarded subject to the BOT approval a October 31 st meeting. The energy savings are estimated to at least \$1 million over the next 2 years. An engineering study remains to be done to resolve how the solar panels will connect t UA's power supply. Can the Stiles Field House roof structure support the solar panels? Ali Hajjafa made the suggestion that UA engineering study. Questions were raised regarding the liability students complete the engineering study and the time it would take for them to do such a project Questions were also raised regarding who is responsible for the maintenance and repair of th solar array and the life expectancy of the panels. Also who would be liable if the panels damag Stile's roof structure over the 20 year contracted period? These questions and concerns will be shared with Purchasing and Legal Counsel by Davi Cummins.	3:20PM-3:50PM	ISSUE BRIEF: ENVIROMENTAL SUSTAINABILITY	GUSTAVO CARRI
	DISCUSSION	costs for the installation of solar panels on the roof of the Stiles Fie fast-track RFP process was conducted by the Purchasing Departm vendor proposals were received and the lowest bid will be awarded so October 31 st meeting. The energy savings are estimated to at leas years. An engineering study remains to be done to resolve how the UA's power supply. Can the Stiles Field House roof structure support made the suggestion that UA engineering students or UA engineer faculty advisors conduct the engineering study. Questions were ra- students complete the engineering study and the time it would take Questions were also raised regarding who is responsible for the m solar array and the life expectancy of the panels. Also who would be Stile's roof structure over the 20 year contracted period? These questions and concerns will be shared with Purchasing a	eld House more extensively. A nent in early October. Three subject to the BOT approval at t \$1 million over the next 20 e solar panels will connect to t the solar panels? Ali Hajjafar ring technology students, and aised regarding the liability if for them to do such a project. naintenance and repair of the pe liable if the panels damage

3:50PM-4:25PM ISSUE BRIEF: FOUR YEAR TUITION GUARANTEE

GUSTAVO CARRI

DISCUSSION	During this meeting the committee held a teleconference with Ms. Lucy Berry from Kent State University who administers a program called "Kent First", a fixed 42 month payment program for incoming freshman. The committee posed questions to Ms Berry to determine if this type of payment plan would be popular with incoming UA students. Ms. Berry told us that Kent has between 400 and 500 student enrolled in this program. However, managing the program is challenging since it is labor intensive. The program includes tuition and general fees. But, it does not include other fees like special course fees, program fees, etc. The payment plan is based on the assumption of an increase of 3.5% per year. The committee decided to request input from the Student Engagement and Success Standing Committee.

DISCUSSION

DISCUSSION	

Next meeting –November 21, Buchtel Hall McCollester Room 2:30pm-4:00pm

Future meetings December 5, 2:30-4:00pm & December 19, 2:30-4:00 Location: Buchtel Hall McCollester Room



[Budget and Finance]



DEC 19, 2012 BUCHTEL MCCOLLESTER 2:30 – 4:00 P.M. ROOM

MEETING CALLED BYGustavo Carri & David CumminsTYPE OF MEETINGBi-Weekly MeetingFACILITATORDavid CumminsNOTE TAKERJeanette CarsonATTENDEESJeanette Carson, David Cummins, Amy Gilliland, Ali Hajjafar
Joan Kaye, Ken Linderman, George HaritosABSENTEESMatt Lee, Dominick Donofrio, Michael Dzordzormenyoh, William Bediako,
Mary Beth Clemons,

Agenda topics

2:30- 3:15PM	FY13 BUDGET UPDATE	DAVID CUMMINS
DISCUSSION	 David Cummins announced Gustavo Carri's formal Members in attendance thanked Gus for his time an contact Tim Lillie and request a representative from the vacant seat on this committee. Meeting minutes <u>Budget Update-</u> A budget evaluation regarding exp scheduled to update BOT at the January 28th sched projections of {<i>negative</i>} -3.5% enrollment compare the university will be operating in a \$9 million deficit predicted to balance out - will know for sure if predic become available at the end of January 2013. At th \$25 million deficit based on current trends and if no The 2014 State of Ohio budget expected to be intro stated he will not cut higher education budget. Expecting higher education institutions. It is likely the state's for could result in as much as \$4 million in cuts. 	nd efforts as Chair. David Cummins will faculty representative be appointed to fill were voted on and approved. Denditures will occur after Jan 31 ^{st.} David dule meeting. If Spring 2014 enrollment d to Spring 2013 enrollment are correct, t to date. University expenditures are ction is accurate when budget numbers his time, early projection for FY14 is a adjustments are made.
3:15PM-3:45PM	RESPONSIBILITY CENTER BUDGETING	DAVID CUMMINS
DISCUSSION	David meeting with IFPG committee to discuss FY discussions have begun on the topic of RCB. When impact it will have on university budgeting going forwarschedule in the future.	to introduce this budgeting model and the

Adjournment:

MEETING ADJOURNED AT 3:50PM. NEXT MEETING JANUARY 29, 2013 AT 3:00PM IN BUCHTEL MCCOLLESTER ROOM