

[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

DISCUSSION	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 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.	
CONCLUSIONS	With the exception of the 1 student year term for ASG & GSG representative, the current membership of this committee will serve in their current capacity through April 30th, 2013.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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
Continue to make contact with ASG & GSG for the appointment of 2 ASG & GSG representatives to serve through April 30 2013	Gus Carri	No later than May 1 2012

3:50-4:00PM CHANGE OF STANDING COMMITTEE NAME GUSTAVO CARRI

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.	
CONCLUSIONS	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

REQUEST FROM DAVID WITT

GUSTAVO CARRI

DISCUSSION	The request for budget information submitted by David Witt was briefly discussed.	
CONCLUSIONS	The needed data will be provided by Amy Gilliland in the near future	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The needed data will be provided by UA	Amy Gilliland	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.	
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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	