

Budget & Finance Committee [BFC]

Meeting Minutes for April 23, 2013 -2:30-4:00 pm- Buchtel Hall -McCollester Room

In Attendance: Jeanette Carson, Mary Beth Clemons, David Cummins, Dominic Donofrio, Amy Gilliland, Ali Hajjafar, Joan Kaye, Graham Kelly, Matthew Lee, Ken Lindeman

Absent with notice: George Haritos

Absent without notice: William Bediako, Michael Dzordzormenyoh

1. **Approval of agenda**

Motion made by Ken Lindeman and seconded by Matthew Lee

Motion made by Ken Lindeman, seconded by Joan Kaye

2. **Approval of April 16, 2013 Minutes:**

Motion made by Ken Lindeman, seconded by Matthew Lee

3. **BFC Report to UC Steering Committee on April 9, 2013**

On March 19th UC Steering Committee asked BFC to respond to the following questions:

The Steering Committee of the University Council is referring the following questions to your committee for review and recommendations about execution. Please submit your response to the Steering Committee.

1. *How can the UC ensure that the university policy by which the budget is created is done in consultation with the UC Budget and Finance Committee and is recommended by the UC?*
2. *How should policy provide for how the UC Budget and Finance Committee inform decision-making regarding budget issues?*

The following motion was passed at the University Council Meeting on March 12, 2013.

In light of the budget situation presented by the CFO and the Administration, University Council asks the UC Budget committee:

- *To review the suggestions on the budget sent or presented to the President*
- *To identify the specific options available for reducing the budget deficits and the tradeoffs involved*

- *To provide a detailed interim report on their work at the next UC meeting*
- *To develop policy recommendations in regards to the budget for the University for University Council to discuss, vote on and pass on to the president*

University Council also requests that to carry out this work at appropriate speed

- *The budget committee meets on a weekly basis*
- *The budget office provides any extra data that the budget committee requests on an expedited basis.*

This is the BFC response to the questions posed on March 19, 2013 by UC Steering Committee by BFC Co-Chair Ali Hajjafar at the April 9, 2013 UC meeting:

As stated in the proposed bylaws, the University Council Budget and Finance Committee realizes that it is the committee's role to study, monitor and make recommendations regarding the University budget before its final form is presented to the Board of Trustees.

The committee has decided that in order to fulfill these responsibilities, each year, the CFO will provide to the committee:

1. *The past five years spending history of each academic and administrative unit.*
2. *Updates on the progress in developing recommendations for revenue enhancements as well as budget reductions or increases, including;*
 - a. *Feedback from the Effectiveness and Efficiency Initiatives groups*
 - b. *Deliberations with the Vice Presidents, Council of Deans and the Board of Trustees.*
3. *An eventual draft of the suggested budget for the following year.*

The committee's responsibilities include but are not limited to studying the consistency of the draft with spending history data, identifying where dramatic changes have occurred, and considering whether the causes of the dramatic increases or decreases are justifiable. The committee may need to interview the budget representatives of some units. Also, the committee will study the feasibility of the budget with respect to the revenue and determine the expected surplus or deficit caused by the suggested budget.

After a complete review, the UC Budget and Finance Committee will submit to UC its recommendations.

At the present time with the complete support of the CFO and his office, the UC Budget and Finance Committee have received each unit's past five year spending data. Although we might not have much more time to review FY14 budget development, we expect to give some recommendations that could

minimize and potentially eliminate the FY14 deficit. Also we expect to be better prepared to develop recommendations for FY15.

3. Budget Cuts

CFO David Cummins stated the VP's have submitted their budget cuts on the operating side and compensation side of their unit or college's proposed FY14 Budget. The BFC committee requested David Cummins share those proposed cuts to BFC for review before they are submitted to the Board of Trustees for approval.

4. University Council Issue Brief: Cost per Student FTE and SCH (IB54)

The complete Issue Brief will be available on UC SharePoint upon approval of meeting minutes.

Amy Gilliland will forward request data from the Delaware Study regarding enrollment costs and revenues to David Witt.

Meeting adjourned at 4:00 pm

Next meeting is April 30, 2013 at 2:30-4:00pm in Buchtel Hall McCollester Room

Future meeting dates: 5/7, 5/14, 5/21, 5/28, 6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30

Time: 2:30-4:00pm

Location: Buchtel Hall McCollester Room

Minutes respectfully submitted by Jeanette Carson