

# Budget & Finance Committee

MINUTES    DATE: JANUARY 25, 2017    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner,</p> <p><b>Absent with Notice:</b> Katherine Cookson, Dominic Grossi, Ben Nelson, Esrra Sayed</p>
Agenda topics:	
	CALL TO ORDER <span style="float: right;">SASTRY</span>
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:32 pm. He asked for a modification to the Agenda. The agenda was approved with changes by unanimous consent.</li> <li>2. The Minutes from December 14, 2016 were approved. The minutes will be posted to the UC SharePoint site.</li> </ol>
	DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>
DISCUSSION	No updates were given.
	ISSUES
DISCUSSION	<ol style="list-style-type: none"> <li>1. Green made a motion to present the UA Strategic Planning and Budgeting Process Proposal as a formal recommendation to University Council. Motion carried by unanimous consent.</li> <li>2. Mortimer gave an update to the buy-out program indicating that no changes have occurred since the December meeting. Suggestions from campus are due by Monday, January 30<sup>th</sup>. The Towers Watson report is expected in the next three weeks. The committee discussed questions and possible outcome of the buyout.</li> <li>3. Mortimer gave two presentations to the Committee: 1) <i>Metrics and Comparisons – KPMG and SB6</i>; and 2) <i>UA and UAF Endowment Spending and Administrative Fee Proposed Rate Changes</i></li> <li>4. Sastry gave a Graduate Council update. They are working on four recommendations for policy/procedure changes that could save the University money by lowering expenses and growing reserve.</li> <li>5. Sastry suggested that the new Chief of Staff, Barbara Weinzierl, be invited to give an update on scholarships.</li> </ol>

	<p>6. Sastry suggested that a team be put together to reduce athletic expenses. There is an upcoming meeting with the Athletic Director and Faculty Senate. Mortimer suggested Sastry attend and wait until after that meeting to discuss next steps.</p> <p>7. There was a brief discussion regarding the use of reorganization to save and reduce costs. It was agreed that the Committee should wait until after the buy-out is complete to re-visit this suggestion.</p> <p>8. Mortimer gave a FY17 budget update. Nothing surprising has happened regarding the general fund. IDC for PIs has been released. Working with Aramark to minimize shortfall in projected number of meal plans purchased. Meal plan/swipes are available to use as incentives at campus events. E.J. Thomas/Playhouse Square is seeing an improvement and is less of a draw on the general fund. Need to project for FY 18 and build a timeline – waiting to see what happens with pending initiatives.</p>
<p><b>NEW BUSINESS</b></p>	
<p><b>DISCUSSION</b></p>	<p>Next meeting is set for February 8, 2016 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:58 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: FEBRUARY 8, 2017    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner,</p> <p><b>Absent with Notice:</b> Katherine Cookson, John Green, Dominic Grossi, Ben Nelson, Esrra Sayed</p> <p><b>Other Attendees:</b> Harvey Sterns</p>
Agenda topics:	
	CALL TO ORDER <span style="float: right;">SASTRY</span>
DISCUSSION	Sastry called the meeting to order at 2:35 pm.
	DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>
DISCUSSION	No updates were given.
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry gave an update on the Graduate Council’s proposal on the future of graduate assistantships. He said that the proposal is made up of four components and will go to Faculty Senate for a vote: 1) Cut research GAs 2) Cut tuition for community and industrial assistantships 3) Enforce credit hours restrictions 4) New model for terminal master degrees</li> <li>2. The Deans spoke with Rex and wanted to be able to make their own cost saving proposal. They were given the opportunity and are using the E &amp; Y numbers.</li> <li>3. Mortimer updated the committee on several issues/projects. He indicated that 95% of current projects are state funded. Aramark will soon be rolling out Tapingo – a food ordering app that allows students to order &amp; pay for food on their phone. This will be done on a test basis to see if it reduces wait time. PI IDC has been released and is viewed as being untouchable and not a part of the budget. Conversations will begin to happen regarding start up dollars and shifting them into the future.</li> <li>4. President Wilson joined the committee via Skype to give an update regarding scholarships. He spoke regarding his proposal to shift scholarships to a “guarantee system”. He believes that his plan will motivate students and enhance retention and graduation. Scholarships will be lower in the first year with a guarantee for automatic upgrades as the student reaches predefined benchmarks.</li> </ol>

	<p>5. Sastry gave an update and led a quick discussion regarding the athletic meeting he attended with Larry Williams. He suggested that small focused groups be formed to put together a “get well plan” for scholarships, athletics and GA assistantships.</p> <p>6. Minutes from the January meeting to be approved at the February 22<sup>nd</sup> meeting.</p>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for February 22, 2016 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 4:03 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: FEBRUARY 22, 2017    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Jessica DeFago, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner,</p> <p><b>Absent with Notice:</b> Edward Conrad, John Green, Ben Nelson, Esrra Sayed</p> <p><b>Absent without Notice:</b> Katherine Cookson, Dominic Grossi</p> <p><b>Other Attendees:</b> Harvey Sterns</p>
Agenda topics:	
	CALL TO ORDER <span style="float: right;">SASTRY</span>
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:35 pm. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>2. The Minutes from January 25th and February 8th were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
	DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>
DISCUSSION	<ol style="list-style-type: none"> <li>1. Dr. Green was not present to give a Dean's update</li> <li>2. Dr. Cheung reported that the Chairs met on February 17, 2017. Rex joined that meeting and updated them on the buyout. Savings projections are higher than he thought they would be. Teaching plans are due the 27<sup>th</sup> even though the buyout details won't be available before that time.</li> </ol>
	ISSUES
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry reported that Faculty Senate approved the GA recommendations. Grad Council was asked to provide clarifications for the four recommendations. They met with the President and Provost regarding the clarifications. A few modifications will be made. Sterns stated that alternative solutions are causing a concern. There needs to be a team that goes to each college to give clear information and to be sure it gets down to faculty.</li> <li>2. Sastry also reported on Athletics and indicated that it is a complicated issue that involves culture and an impact on enrollment. Need to improve revenue, lower expenses and improve performance. No announcement until after census.</li> <li>3. April 10<sup>th</sup> is an information session with the Board of Trustees - everyone should solicit issues to bring to the Board.</li> </ol>

	<p>4. Mortimer gave a budget update. FY 17 is holding steady with no surprises. Expenses are being controlled. FY18 is very fluid depending on new initiatives. He is working on modeling things in his control, but will need to wait to forecast and model when things begin to firm up. No decisions have been made yet regarding the details of the buyout. State funded projects are moving forward. Talking with USG regarding sustainability and renting a composter to put at Rob's – reduce, reuse, recycle. Mortimer to propose two items to be discussed by the committee (1) endowment spending (2) Tuition payment plan change.</p>
<p><b>NEW BUSINESS</b></p>	
<p><b>DISCUSSION</b></p>	<p>Next meeting is set for March 8, 2017 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:40 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: MARCH 8, 2017

TIME: 2:30

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Edward Conrad , Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Esrra Sayed, Zak Steiner</p> <p><b>Absent with Notice:</b> Mike Cheung, Ben Nelson</p> <p><b>Absent without Notice:</b> Katherine Cookson, Dominic Grossi</p> <p><b>Other Attendees:</b> Jared Coleman</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:32 pm. Revisions were made and the Agenda was approved.</li> <li>2. The Minutes from February 22, 2017 were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	Dr. Green reported that changes are ready to be implemented to the GA program. Information/preferences on the buyout program have been presented to the Provost.
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Mortimer and Coleman gave a presentation on an initiative to cancel four out of five current parking lot leases. This presentation was given to USG and GSG. They are both in favor of the changes. The parking lot lease cancelations will provide a combined yearly savings of \$50,000. Steiner made a motion to endorse this change and it was unanimously approved.</li> <li>2. Mortimer reviewed a presentation previously given to the committee - Endowment Spending and Administrative Fee Proposed Rate Change. He is setting the groundwork for FY18 and is seeking an endorsement from the committee to reduce spending and admin fee percentages. Green made a motion to endorse this change and it was unanimously approved.</li> <li>3. Mortimer gave an update to the buyout program. He indicated that there should be a decision made early next week as to whether or not there is enough savings to go forward with the program. It will not happen unless it is a smart decision for the University.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for March 22, 2017 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:35 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: MARCH 22, 2017

TIME: 2:30

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Zak Steiner
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Jessica DeFago, John Green, Nathan Mortimer, Ruth Nine-Duff, Zak Steiner</p> <p><b>Absent with Notice:</b> Mike Cheung, Edward Conrad, Greg Lewis, Shiva Sastry, Esrra Sayed</p> <p><b>Absent without Notice:</b> Katherine Cookson, Dominic Grossi, Ben Nelson</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	Mortimer called the meeting to order at 2:36 pm.
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No reports
ISSUES	
DISCUSSION	<p>Mortimer reported that FY17 budget is holding true to what was approved by the Board. FY18 is both static and fluid. He should have general fund numbers at the next meeting. General fund, auxiliary and sales account numbers will go to the Board in June. This will be the first time the sales account has been presented to the Board.</p> <p>The buyout was briefly discussed and Mortimer reiterated that the potential savings to the University was not enough to make fiscal sense to move forward.</p> <p>Mortimer gave a presentation on proposed changes to the tuition and fees, housing and dining refund policy. There was discussion and recommendations given by the committee. Green made a motion to endorse the proposed changes and it was unanimously approved.</p> <p>Mortimer presented a spreadsheet of revenues and expenses for the Center for Child Development. Mortimer explained that the Center has been running in deficit for the past six years. Steiner motioned and it was unanimously agreed that the committee will endorse corrective action up to and including closure of the Center for Child Development.</p>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for April 5, 2017 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:38 p.m. by unanimous consent.</p>

## Budget & Finance Committee

### MINUTES

DATE: APRIL 5, 2017

TIME: 2:30

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Edward Conrad, Jessica DeFago, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> Mike Cheung, Greg Lewis, Esrra Sayed</p> <p><b>Absent without Notice:</b> Katherine Cookson, John Green, Dominic Grossi, Ben Nelson</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:35 pm.</li> <li>2. There being no additions to the agenda, it was approved as distributed by unanimous consent.</li> <li>3. The Minutes from March 8th and 22nd were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No reports
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Mortimer updated the committee on current activities including authorization of a composter, cancellation of parking lot leases, refund policy changes and Center for Child Development budget deficit. FY17 budget is good to go and with controlled spending/hiring, should use less than the \$18 million projected from reserves. Mortimer is ready to move forward to FY18 numbers and planning. FY18 will be a challenge and the goal is to balance without involuntary reductions. Enrollment is improving.</li> <li>2. Mortimer now oversees IT and reported that he will be working to stabilize the ERP system. Three to four IT positions will be filled. The Network needs to be updated and enhanced. He also reported that there are several capital projects in process such as EJ Thomas updates and work on Central Hower, Auburn and roof maintenance on several buildings. These projects are funded with state money.</li> </ol>
NEW BUSINESS	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Next meeting is set for April 19, 2017 at 2:30 in Leigh Hall 414</li> <li>2. The meeting was adjourned at 3:04 p.m. by unanimous consent.</li> </ol>

# Budget & Finance Committee

## MINUTES

DATE: MAY 3, 2017

TIME: 3 P.M.

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, chair
NOTE TAKER	Zak Steiner, secretary
ATTENDEES	<p><b>Members:</b> Edward Conrad, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent without Notice:</b> Mike Cheung, Katherine Cookson, Dominic Grossi, Ben elson, Esraa Sayed</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 3 pm.</li> <li>2. One addition was added to the agenda. The new item was the approval of the April 5<sup>th</sup> minutes. The amendment was approved by unanimous consent.</li> <li>3. The Minutes from the April 5<sup>th</sup> were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No reports
ISSUES	
DISCUSSION	<ul style="list-style-type: none"> <li>• FY18 Budget – a working draft of the budget was presented to the group. Questions were asked from the group to CFO Mortimer and he will present this information at future committee meetings.</li> <li>• Trackside and Spicer Updates – CFO Mortimer informed the group the Aramark would like to close Trackside Grille in Quaker Residence Hall and would like to add more food options to the POD in Quaker and will do a POD build out in Spicer Residence Hall.</li> <li>• Start Up Deferral Update – A conversation was had on the continued deferment of funds.</li> <li>• Enrollment Update – it is looking like enrollment will be down 5% in Fall 2017.</li> </ul>
NEW BUSINESS	
DISCUSSION	<p>The committee will be meeting weekly until a budget is presented to the BOT in June 2017.</p> <p>The meeting was adjourned by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: MAY 10, 2017

TIME: 2:45

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Greg Lewis, Jessica DeFago, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry,</p> <p><b>Absent with Notice:</b> Edward Conrad, John Green, Esrra Sayed, Zak Steiner</p> <p><b>Absent without Notice:</b> Katherine Cookson, Dominic Grossi, Ben Nelson</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:45 pm.</li> <li>2. There being no additions to the agenda, it was approved as distributed by unanimous consent.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No reports
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. The Provost asked the committee to review the Faculty Laptop Replacement program. Nathan confirmed that money has been budgeted for FY18 and that devices need to be updated to help the network run faster. After review and discussion, the committee came to a consensus that they are in support of this FY18 budget expenditure with the following suggestions that 1) pricing should be examined for cost efficiency and 2) plans should be made to stagger the expense in future years.</li> <li>2. There was a discussion regarding the approved budget process and FY18 planning. It was agreed that these are unusual times and the committee recognizes that the process may not always be followed. The committee appreciates the budget process and endorses the CFO withdrawing from the University savings to balance the FY18 budget.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for May 17, 2017 at 2:00 in Leigh Hall 414.</p> <p>The meeting was adjourned at 3:05 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: MAY 31, 2017

TIME: 2:00

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Jessica DeFago (Via Phone), Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> Mike Cheung, Edward Conrad, Greg Lewis, John Green,</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:05 pm.</li> <li>2. There being no additions to the agenda, it was approved as distributed by unanimous consent.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No reports
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Mortimer presented and discussed FY18 budget numbers and summaries for Auxiliary, Sales and General Fund accounts.</li> <li>2. There was a short discussion regarding graduate-level tuition charge changes for undergraduates. It was decided that Mortimer will provide additional information for discussion at the next meeting when more members are present.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for June 7, 2017 at 2:00 in Leigh Hall 414.</p> <p>The meeting was adjourned at 2:45 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: JUNE 7, 2017

TIME: 2:00

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<b>Members:</b> Mike Cheung, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry <b>Absent with Notice:</b> Edward Conrad, Jessica DeFago, Zak Steiner
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:05 pm.</li> <li>2. There being no additions to the agenda, it was approved as distributed by unanimous consent.</li> <li>3. The Minutes from May 3, 10 &amp; 31 will be approved via e-mail consent.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Cheung informed the committee that as of July 1<sup>st</sup> he will no longer be the UC Chair of Chairs and that Mike Nelson will fill that position.</li> <li>2. Green gave a Dean update and reported that the Deans have been discussing the TARP savings that will be available for rehires. Key faculty and staff will be the priority.</li> </ol>
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. The committee discussed what needs to be included in the June 13<sup>th</sup> budget presentation to University Council. Several issues were reviewed including the planning process, endorsements, accounting of savings and FY18 numbers.</li> <li>2. Now that FY18 budget is complete, Mortimer says the committee should use the next 6 months to plan for FY19.</li> <li>3. Mortimer reported that the State may allow a \$10/credit hour increase to undergrad fees/tuition. After discussion, a motion was unanimously passed to defer any decision on whether or not to endorse an increase until the next regular meeting.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>There was discussion regarding the committee not meeting during the summer. It was determined, according to UC bylaws, that the committee must meet at least once a month all year long. The next regular meeting will be scheduled in July.</p> <p>The meeting was adjourned at 3:25 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: JUNE 28, 2017

TIME: 2:00

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Shiva Sastry	
NOTE TAKER	Linda Smith	
ATTENDEES	<p><b>Members:</b> Mike Cheung, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> Edward Conrad, Jessica DeFago</p>	
CALL TO ORDER		SASTRY
DISCUSSION	<ol style="list-style-type: none"> <li>1. Sastry called the meeting to order at 2:05 pm.</li> <li>2. There being no additions to the agenda, it was approved as distributed by unanimous consent.</li> </ol>	
DEAN & CHAIR UPDATE		GREEN / CHEUNG
DISCUSSION	No reports	
ISSUES		
DISCUSSION	<ol style="list-style-type: none"> <li>1. Mortimer provided a quick review of the FY18 budget including sales &amp; services, auxiliary and general fund numbers.</li> <li>2. Mortimer also shared the new smoke-free posters that will be placed around campus. He pointed out that tobacco, smoke and vapor are all prohibited on campus.</li> <li>3. Mortimer led a continued discussion regarding the possible increase in tuition if allowed by the State. After consideration, Steiner moved and Cheung seconded a motion to endorse an increase, should the Administration choose to pursue a tuition increase, of 2% consistent with state law. Motion passed 5 to 1.</li> <li>4. Mortimer updated the committee on the Jar renovation. In the process of fundraising. Moving forward with replacement of the scoreboard. An advancement will be made to cover expenses, but will be paid back by Athletics.</li> </ol>	
NEW BUSINESS		
DISCUSSION	<p>Next meeting is set for July 19<sup>th</sup> at 2:00 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:15 p.m. by unanimous consent.</p>	

# Budget & Finance Committee

## MINUTES

DATE: JULY 19, 2017

TIME: 2:00

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Zak Steiner
NOTE TAKER	Linda Smith
ATTENDEES	<b>Members:</b> Phil Allen, Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer (via phone), Ruth Nine-Duff, Zak Steiner <b>Absent with Notice:</b> Shiva Sastry
CALL TO ORDER <span style="float: right;">STEINER</span>	
DISCUSSION	Steiner called the meeting to order at 2:05 pm.  <ol style="list-style-type: none"> <li>1. There being no additions to the agenda, it was approved as distributed by unanimous consent.</li> <li>2. The Minutes from June 7<sup>th</sup> &amp; 28<sup>th</sup> were approved by unanimous consent.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No reports
ISSUES	
DISCUSSION	Mortimer provided two updates. He informed the committee that the BOT special meeting was canceled and the Board did not move forward with any increase of tuition. Mortimer also reported that the JAR scoreboard project is moving forward. Athletics has assembled external money of approximately \$1.1 million towards the project. In order to get the scoreboard installed and operational for the men's & women's basketball season, approximately \$450,000 will be loaned from the general fund and re-paid prior to June 2018.  Mortimer informed the committee that discussions are being held to change University travel policies to reduce expenditures and streamline the process. These discussions include a change to the BOT rules to allow the administration more flexibility to realize savings in things such as mileage vs. car rental, per diem amounts and outsourcing of travel management services. Concern was voiced regarding actual savings versus the inconvenience the changes could cause. The travel discussion will continue at the next meeting. There was a discussion regarding Athletics and the need for them to share in the budget deficit.
NEW BUSINESS	
DISCUSSION	Next meeting is set for August 16, 2017 at 2:00 in Leigh Hall 414  The meeting was adjourned at 3:15 p.m. by unanimous consent.

## Budget & Finance Committee

### MINUTES

DATE: AUGUST 16, 2017

TIME: 2:30

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<b>Members:</b> Phil Allen, Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Ruth Nine-Duff, Shiva Sastry ,Zak Steiner <b>Absent with Notice:</b> Nathan Mortimer
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	Steiner called the meeting to order at 2:35 pm. There being no additions to the agenda, it was approved as distributed by unanimous consent.
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No Chair update. Dr. Green reported that the Deans discussed two topics at their last meeting. 1) Mortimer to generate general fund income statements for each unit and 2) HLC program review is in process and requesting financial information.
TOPICS	
DISCUSSION	Phil Allen was nominated and elected Vice Chair.  There was a continued discussion regarding athletics and the need to raise revenue and/or impose cuts. It was suggested that a survey be given to incoming students asking the reason they decide to come to UA. It was also suggested to invite Larry Williams to a budget & finance meeting. The committee decided to further discuss what action this committee will take regarding athletics at a future meeting.  Other agenda items deferred until next meeting when Mortimer is present to discuss.
NEW BUSINESS	
DISCUSSION	Next meeting is set for August 23, 2017 at 2:30 in Leigh Hall 414 The meeting was adjourned at 3:15 p.m. by unanimous consent.

# Budget & Finance Committee

## MINUTES

DATE: AUGUST 23, 2017

TIME: 2:30

LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Phil Allen, Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry ,Zak Steiner</p> <p><b>Other Attendees:</b> Harvey Sterns</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<p>Steiner called the meeting to order at 2:33 pm.</p> <p>There being no additions to the agenda, it was approved as distributed by unanimous consent.</p>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No Chair or Dean update.
TOPICS	
DISCUSSION	<p>Mortimer shared that potential travel rule change conversations are happening between the Provost and faculty union so it's better to let that process work versus simultaneously engaging the Budget &amp; Finance Committee at this time. The Committee concurred.</p> <p>Mortimer shared the Administration's intent to pursue the Ohio tuition guarantee. He will update the Committee as the process begins and continues.</p> <p>Mortimer reviewed General and Auxiliary funds Budget to Actual results for the fiscal year ended June 30, 2017. He noted the results are typically provided to the BoT for Approval at a fall BoT meeting but Mortimer felt it important to release the results at least as information sooner than a fall Board meeting, and he did that at the Board's August 16<sup>th</sup> meeting and to UC Budget &amp; Finance on this day.</p> <p>As for the FY17 results. Mortimer talked about GF revenues were ~\$8 million or about 2% better than budgeted while much effort and energies were focused on initiatives to reduce, defer, and relocate GF costs.</p> <p>Mortimer also reviewed the FY18 General Fund Revenues and Expenditures</p>

	<p>Assumptions that were shared with the Committee in prior meetings and he fielded and answered questions. In the end, an anticipated General Fund shortfall totaling \$29 million is anticipated for FY18, and he will continue to try to manage deficit down.</p> <p>A Committee member introduced the idea of a capital campaign to raise revenue.</p>
<p><b>NEW BUSINESS</b></p>	
<p><b>DISCUSSION</b></p>	<p>Next meeting is set for September 20, 2017 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 4:10 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: SEPTEMBER 20, 2017    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Zak Steiner
ATTENDEES	<p><b>Members:</b> Phil Allen, Mike Cheung, John Green, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with notice:</b> Jessica DeFago, Greg Lewis</p> <p><b>Other attendees:</b> Josh Thomas</p>
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<p>Meeting called to order at 2:35 pm.</p> <p>M. Cheung had one addition to the agenda; it was approved as distributed by unanimous consent.</p>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	S. Sastry and P. Allen have been meeting with different groups across campus, including the Chairs and Deans groups. These conversations are directed around the academic program reviews.
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Former Child Development Center <ul style="list-style-type: none"> <li>• CFO Mortimer presented to the committee information on establishing an Ohio State Patrol (OSP) Office on or near campus. One of the locations under review is the center for child development. This would allow for an OSP presence around campus and in particular the area south of campus. After information was presented from CFO Mortimer the committee voted on endorsement. <ul style="list-style-type: none"> <li>○ UC Budget and Finance endorses administration the idea of pursuing the establishment of an Ohio State Patrol Office on or near campus. <ul style="list-style-type: none"> <li>▪ Vote in favor - Allen, Cheung, Green, Nine-Duff, Sastry, Steiner</li> <li>▪ Abstain - Mortimer</li> </ul> </li> </ul> </li> </ul> </li> <li>2. Plasma Center Building <ul style="list-style-type: none"> <li>• The old Plasma Alliance should be torn down by December 2017. This is being done to help open up the neighborhood south of Exchange St. Foundation funds are being used to tear down the foundation owned property.</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>3. Baseball &amp; Women’s Lacrosse <ul style="list-style-type: none"> <li>• Conversation took place on the reestablishment of Baseball and the addition of Women’s Lacrosse. It was determined after the lengthy discussion that a special meeting would take place on October 5 to decide if the committee would endorse the sports.</li> </ul> </li> <li>4. 2018 Goals – tabled until next regular meeting</li> <li>5. Athletics Get Well Plan <ul style="list-style-type: none"> <li>• A quick conversation took place and it was noted that a larger get well plan to include Larry Williams needed to happen at an upcoming meeting.</li> </ul> </li> <li>6. Integrated Planning &amp; Budget Process <ul style="list-style-type: none"> <li>• GA changes that took place in FY 17 are looking better than previously budgeted.</li> </ul> </li> <li>7. Tuition charge - Undergraduate students taking graduate-level courses <ul style="list-style-type: none"> <li>• Information was shared on the number of undergraduate students that take graduate classes. It was decided to endorse the faculty senate brief to allow undergraduate students to take graduate classes at the undergraduate rate. This will be revisited from time to time to make sure issues do not arise from this change. It will be shared with UC at the meeting on October 10.</li> </ul> </li> <li>8. Draft reserve fund policy introduced by M. Cheung. It was tabled until the next regular meeting</li> </ol>
<b>NEW BUSINESS</b>	
<b>DISCUSSION</b>	<p>A special meeting will be called to talk about the endorsement of the reestablishment of Baseball and the addition of Women’s Lacrosse</p> <p>Next meeting is set for October 11, 2017 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:30 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: OCTOBER 5, 2017

TIME: 10:00

LOCATION:  
LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Special Meeting
PRESIDER	Zak Steiner
NOTE TAKER	Linda Smith
ATTENDEES	<b>Members:</b> Phil Allen, Mike Cheung, Jessica DeFago, John Green, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner <b>Absent with Notice:</b> Greg Lewis
<b>CALL TO ORDER</b> <span style="float: right;"><b>STEINER</b></span>	
DISCUSSION	Steiner called the meeting to order at 10:10 am. <ol style="list-style-type: none"> <li>1. The agenda was changed by unanimous consent to postpone the discussion of 2018 Goals.</li> <li>2. Steiner to prepare and distribute Minutes from September 20<sup>th</sup> meeting at the next regularly scheduled meeting.</li> </ol>
<b>TOPICS</b>	
DISCUSSION	<p>Mortimer shared details of the administration’s effort to return baseball and women’s lacrosse. He reviewed the pro forma of each sport. Mortimer emphasized the recruitment strategy of the two programs will be in-state undergrad students and only academic and/or externally funded scholarships will be awarded to the student athletes. Meaning, no Athletic scholarships will be awarded.</p> <p>Donor support will also be pursued to help fund each program’s operations. Additionally, Mortimer also indicated an intent to require these student athletes to reside in the residence halls for two years (within the parameters of current resident hall policy).</p> <p>The committee discussed several issues/questions with Mortimer. The Committee acted on Mortimer’s request and endorsed the return of baseball and addition of women’s lacrosse.</p> <p>The resolution wording was developed offline after the meeting and among the group (excluding Mortimer). The recommendation was submitted to UC – see attached.</p>
<b>NEW BUSINESS</b>	
DISCUSSION	Next meeting is set for October 11, 2017 at 2:30 in Leigh Hall 414. The meeting was adjourned at 10:55 a.m. by unanimous consent.

## Recommendation to UC:

UC Budget and Finance Committee recommends that the UC endorse the resumption of Men's Baseball and the addition of Women's Lacrosse with reservations. As indicated in the financial pro forma reviewed with the UC B&F Committee, we commend the administration for their leadership in recommending the use of academic scholarships instead of Athletic Scholarships to support these programs. We strongly encourage them to pursue any and all donor engagement strategies to reduce the general fund support for these programs in the future. In addition, we strongly recommend that the students who receive scholarship for these programs must be required to stay in our campus dorms for their first two years in the program.

Expanding general fund athletic support at this time when UA faces fiscal challenges concerns us. For the continued wellbeing of the university, we strongly recommend a detailed financial review of all athletic support on campus to create a specific plan that can reduce the general fund support for athletics over the next three years.

# Budget & Finance Committee

## MINUTES

DATE: OCTOBER 25, 2017

TIME: 2:30

LOCATION:  
LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Regular Meeting
PRESIDER	Shiva Sastry
NOTE TAKER	Linda Smith
ATTENDEES	<b>Attendees:</b> Phil Allen, Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner
<b>CALL TO ORDER</b>	
<b>SASTRY</b>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. He asked for additions to the agenda. The Agenda was changed as requested and approved by unanimous consent.</li> <li>2. The chair asked for additions or corrections to the September 20<sup>th</sup> and October 5<sup>th</sup> minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>
<b>AGENDA TOPICS</b>	
DISCUSSION	<p>No chair update. Green reported on two items the Deans are currently discussing. 1) Metrics expected to use to evaluate academic review documents 2) State mandates, especially rules for tenure and commercialization as a factor.</p> <p>Mortimer reported that the University will be moving forward with operating budget adjustments for FY18. He emphasized his goal of a pure general fund and the need to increase net tuition revenue. He also stated that a top priority of the committee should be to educate the campus community.</p> <p>There was a discussion regarding finalizing UC Goals for 2018. These goals will become agenda items for future meetings. The committee's #1 goal will be to do their best to follow the previously endorsed strategic planning and budgeting process for the FY19 budget. Steiner will finalize and distribute the 2018 Goals document.</p> <p>The committee is scheduled to present to University Council on November 14<sup>th</sup>. Other suggestions to keep campus informed include Digest updates and spring and fall presentations from Nathan and members of the committee.</p>

	<p>Cheung continued the discussion regarding the recommendation to establish a University Reserve Fund Policy for the future use of carryover balances. This is a goal of the committee and will continue as an agenda item for future planning and discussion.</p> <p>The committee voiced concern regarding how future budget reductions would be handled - across the board or could Deans decide what's best for their Department? Mortimer was not present for this conversation.</p>
<p><b>NEW BUSINESS</b></p>	
<p><b>DISCUSSION</b></p>	<p>Next meeting is set for November 8, 2017 at 2:30, Leigh Hall 414.</p> <p>The meeting was adjourned at 3:40 p.m. by unanimous consent.</p>

# Budget & Finance Committee

## MINUTES

DATE: NOVEMBER 8, 2017

TIME: 2:30

LOCATION:  
LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator	
TYPE OF MEETING	Regular Meeting	
PRESIDER	Shiva Sastry	
NOTE TAKER	Linda Smith	
ATTENDEES	<p><b>Members:</b> Phil Allen, Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> Andrew Adolph</p> <p><b>Other Attendees:</b> Harvey Sterns</p>	
CALL TO ORDER		SASTRY
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the October 25<sup>th</sup> minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
AGENDA TOPICS		
DISCUSSION	<p>No Dean or Chair updates.</p> <p>The committee discussed FY19 budget planning process and the role that the committee should take.</p> <p>The faculty buy out was also discussed. Mortimer indicated that the plan and design will be presented to the Board of Trustees with a possible December rollout. It will only go forward if it works financially. Also pursuing tuition guarantee with plans to take to the Board in December. He will bring more information on both topics to the next meeting. (Post meeting Mortimer e-mailed the committee with an update that the buyout will not be discussed as it is now an issue between AAUP and the University's collective bargaining team)</p> <p>Budget reduction details to rollout to campus soon. Pursuing debt re-financing. Will not reduce, but defer debt and give University time to fix revenue problem.</p> <p>The committee would like to understand auxiliary budgets. Mortimer suggested that the focus be on auxiliaries that draw from the general fund - rec center, student union, EJ Thomas and athletics. Mortimer to initiate contact with Larry Williams and John Messina to attend an upcoming meeting.</p>	
NEW BUSINESS		
	Next meeting is set for November 22, 2017 at 2:30, LH 414.	
	The meeting was adjourned at 3:45 p.m. by unanimous consent.	