

## Strategic Budget Advisory Committee

3/14/13, 1:40 p.m.

- Minutes from the February meeting were approved.
- Diane Newton - financial reports & strategic budgeting/assessment template
  - Exhibit 1 – Unrestricted/Unallocated Cash Balance (line chart)
    - This is the cash that is available to support the budget.
    - Shows in visual form where our balance is from month to month
    - Currently about \$45.1 million
    - The uptick this year compared to last year is a result of our Spring enrollment being higher this year
  - Exhibit 2 – Cash Position Statement
    - Back-up information for Exhibit 1
    - Also shows total balance (including restricted cash) – currently \$67.3 million
  - Exhibit 3 – Operating Summary
    - Shows where we are this year as compared to the same time last year and projects our year-end balance based on a formula. As the end of the year gets closer, the projection becomes more accurate.
    - Current projection is for us to have \$8.5 million at year-end. Some of this will go to carryover accounts, and some will go to reserves.
  - Link between Strategic Budgeting & Strategic Plan – Strategic Assessment Template
    - Ties specific efforts to specific actions - shows how existing resources are already being spent toward various University goals.
    - Each department will evaluate how their resources are being used toward University goals. The departmental spreadsheets will roll up to the divisional spreadsheets, and the divisional spreadsheets will roll up to a University-wide spreadsheet that demonstrates how the University is using its resources.
      - It is highly encouraged to write notes below the chart. This will help explain the methodology of how and why resources are broken down the way they are. This will be helpful to HLC as well as helpful to UCA

departments in the future as they evaluate their resource usage from year to year.

- This will be a document that can be handed to HLC to show the links between the budget and the Strategic Plan. It will show what areas are currently supported well and which are in need of more support
  - Diane will add a “redirected funds” category where departments can list items that truly do not fit into any of the other goals.
  - Wendy Castro would like to have these from all across campus by the end of May.
  - The total amount of budget money displayed on the spreadsheets when Diane sends them out will *not* include grant money and/or capital carryover money. Departments will need to make adjustments as needed to include those amounts in their breakdowns.
- Strategic Plan – Goal 3
    - Discussion of whether or not the purchase of academic supplies fits within this goal – it was determined that it does. The BOT will discuss the Strategic Plan at their retreat next week.
  - Shared Governance & Communication Survey
    - Format has been determined, and the information will be on the website by the end of the month.
      - It will look similar to last year’s summary. A table will be added to show significant changes between last year and this year.
  - 10 of 11 Strategic Plan forums have been completed. Information will be compiled for discussion in the April Strategic Planning Committee meeting.
  - Discussion: concern about the lack of transparency surrounding the flow of money between the University and Institutional Advancement.
    - Ties back to the concern about large amounts of money being spent in areas that fall outside the Strategic Plan goals.
    - The Foundation is trying to slowly build up to where it can generate sufficient revenue to become self-supporting, but it is not there yet.
    - Shelley Mehl will be invited to speak and answer questions at a future SBAC meeting.

- Tom Courtway will be invited to come to a future SBAC meeting to talk about why some items go through the SBAC prioritization process and why others do not.
- The meeting was adjourned at 2:30 p.m.

**\*\*Please place a check mark beside your name to indicate your attendance of the meeting on 3/14/13. Thank you.**

**Membership List  
Strategic Budgeting Advisory Committee  
2012-13**

<u>Capacity</u>	<u>Member</u>	<u>Term Expires</u>
SPARC Chair	Nancy Reese (V if tie)	<input checked="" type="checkbox"/> 2015
President Faculty Senate	Kevin Browne (V)	<input checked="" type="checkbox"/> 2013
President Staff Senate	Stephanie McBrayer (V)	<input checked="" type="checkbox"/> 2013
President of SGA	Spencer Sims (V)	<input checked="" type="checkbox"/> 2013
Faculty Representatives		
Health and Behavioral Sciences	Linda Musselman (V)	<input checked="" type="checkbox"/> 2014
Education	Terry James (V)	<input checked="" type="checkbox"/> 2014
Fine Arts and Communication	Dave Harvey (V)	<input type="checkbox"/> 2014 —
Business	Keith Atkinson (V)	<input type="checkbox"/> 2013 —
Natural Sciences and Mathematics	Don Perry (V)	<input type="checkbox"/> 2013 —
Liberal Arts	Tom McInnis (V)	<input checked="" type="checkbox"/> 2013
Unaffiliated/at-large	Renee LeBeau-Ford (V)	<input checked="" type="checkbox"/> 2014
Non-classified staff		
Psychology <i>Disability Support</i>	Veda Charlton (V)	<input checked="" type="checkbox"/> 2014
University Police	Arch Jones (V)	<input checked="" type="checkbox"/> 2014
Instructional Development Center	Vicki Parish (V)	<input checked="" type="checkbox"/> 2014
Classified Staff		
Instructional Development Center	Sylvia Childers (V)	<input type="checkbox"/> 2014 —
Financial Accounting	Tracy Spence (V)	<input type="checkbox"/> 2014 —
Financial Accounting	Erica Ruble (V)	<input checked="" type="checkbox"/> 2014
Director of Academic Unit (Provost)	Elaine McNiece (V)	<input checked="" type="checkbox"/> 2013
Athletic Administration designee	Darrell Walsh (V)	<input checked="" type="checkbox"/> 2013
President-elect, Faculty Senate	George Bratton (NV)	<input type="checkbox"/> 2013 —
Vice-President, Staff Senate	Lindsey Osborne (NV)	<input checked="" type="checkbox"/> 2013
Vice-President, SGA	Jovana Ilic (NV)	<input checked="" type="checkbox"/> 2013
VP for Finance and Administration	Diane Newton (NV)	<input checked="" type="checkbox"/> Permanent
Director, Institutional Research	Amber Hall (NV)	<input checked="" type="checkbox"/> Permanent
Controller, Business Office	Mary Kay Dunaway (NV)	<input checked="" type="checkbox"/> Permanent
Director of Budget	Terri Canino (NV)	<input checked="" type="checkbox"/> Permanent
Secretary	Leslie Chronister (NV)	<input checked="" type="checkbox"/> Permanent
	<i>Laura Young NV</i>	<input checked="" type="checkbox"/>

V = Voting member  
NV = Non-voting member