

## Budget Advisory Committee Meeting

1:30 p.m., 10/19/10

- The minutes of the BAC meeting on 9/28/10 were amended and approved. Once the amended minutes are distributed, they may be shared with others outside the committee as necessary.
- BAC binders were distributed. The reports included in the first section of the book are the same reports that have been distributed in previous years; however, under the “Miscellaneous” tab, there are also several graphs and summaries that were taken directly from the current fiscal year’s Budget Book.
  - The Budget Book graphs/information are from the information that the board approved when the current fiscal year’s budget was approved; the other reports in the BAC binders will be a little different because they are more up-to-date and were created from the budget as it has been revised.
- Diane Newton went over two handouts: the Cash Position Statement and the Operating Summary.
  - Operating Summary
    - Handout shows the revised budget as of 9/30 (the most recently closed month)
    - The notes explain variances, etc. in the amounts from month to month, current time this year vs. last, etc.
    - The YTD information includes the library fee, which *has* been transferred to their holding account. The makeup of the committee that will oversee the use of the library fee was discussed.
    - The amount of money spent on scholarships this year versus last is significantly lower. This is in part due to the pre-planned reductions in scholarship spending, but it is also due to the fact that the amount of scholarships accepted was below the amount budgeted.
    - Replacement positions / Increasing Enrollment
      - Money for this is being found wherever possible. Currently, approximately \$100,000 more is needed to complete the necessary funding.
      - The dilemma with this is that although the replacement positions are very much needed, the money being found now is all one-

time money; enrollment will have to increase in order to sustain the needed funding for these positions.

- If enrollment does not increase, cuts will have to be made somewhere – whether it is layoffs, overall budget cuts, etc. – in order to keep the positions once filled.
  - Even if enrollment does increase and is able to fund the replacement positions, it will be important for people to understand that that still means less money available for other campus needs.
  - It is important that everyone on campus work as hard as they can to do what they can do to help boost enrollment.
  - Executive Staff has received much positive feedback on the marketing that is being done. Time will tell if it translates into increased enrollment, however.
  - Dr. Chen is currently working in China, targeting 200-300 non-degree-seeking, visiting students. This could become a very beneficial standing program in years to come and would help boost Spring enrollment, which traditionally has been lower than Fall enrollment.
- Salary savings
    - Many title changes have occurred lately, and the question was raised about if the change in title/raise in pay also came with a proportionate increase in job duties/responsibilities, and if there was a specific place that any salary savings were going.
      - Salary savings have been captured and put toward the bottom line.
- Cash Position Statement
    - Diane still plans to email the goals to the BAC members.
    - The numbers in Column C are where we ended at 6/30/10 – numbers are still unaudited.
    - Column B shows where we were at 9/30/10.

- The amounts from lines 9, 10 and 11 reflect the unrestricted cash position (cash that supports the budget).
    - While the amount looks very large at this time, it is important to remember that this amount must last us through December.
  - Line 12 shows the restricted money - \$7.1 million in lottery money was received today.
  - This report will be updated each month.
- Enrollment Management can address finding out how many students may have come to UCA strictly because of the lottery scholarships being available.
- Discussion on Student Fees
  - SGA is working on a report showing what fees are collected and where it is that they go once collected.
  - Diane is developing a new form that will be used to develop new fees in the future. It will break down who is requesting the fee, what it will be used for, etc., and will be routed through all pertinent groups before going to the board for approval. This should do a great deal to help make the fees more transparent and to make sure everyone is informed about what the fees are and why they are there.
  - It was noted that it can be quite frustrating to both faculty and to students to see a fee listed on the student bill and know that the money is not actually earmarked for what the title of the fee is.
    - It was suggested that the term “fee” be used only for charges that *are* actually earmarked for the purpose/department mentioned in their titles.
    - A concern with this was voiced because of reporting requirements.
    - It is a concern that will need to be very carefully considered before any changes are made.
- Things are still looking good for the raises to be released in January.
- There was discussion about how the BAC should take part in the Strategic Planning process; the committee will need to weigh in on how funding for various things will occur.

- There was discussion on how comparisons/benchmarks with peer and aspirant institutions could be beneficial for UCA. Some departments are part of organizations that can easily provide benchmark data, but others do not. It might be helpful to see how peer institutions operate with more/less people/funding, etc.
  - The President has a list of 15 peer institutions and 15 aspirant institutions that could be very useful.
- It was noted that UCA is spending a lot of money on various types of consulting lately. We need to ensure that we are using the advice for which we are paying.
- The meeting was adjourned at 2:45 p.m.