

Budget Advisory Committee Meeting

12:15 p.m., 11/17/09

- The minutes of the BAC meeting on 10/27/09 were approved. They may now be shared with others outside the committee as necessary.
- Review/updates on current (FY10) budget
 - There was discussion about how the different reports (the 10-year report, etc.) in the BAC folders were broken down and how the budget has been revised to reflect current organizational structure
 - It was asked how a department needs to go about requesting money for a project, and the answer was that the department (if academic) should contact the Provost's office.
 - There was discussion on the use of AOEP money and how it is spread among the academic departments.
 - § This year, \$1.9 million of AOEP profits was built into the base budget of Academic Affairs up front. In this way, a majority of the part-time teaching needs were budgeted. Overall, each department received a budget based on expected needs using actual 2008 expenditures as a guide and not in direct relation to the amount of AOEP profits received in the past. This approach will continue to be evaluated as our financial situation continues to improve.
 - § Alan Russell is still in the process of investigating this matter for Dr. Meadors.
- Travel questions/issues were discussed
 - The question was asked why there was a line for "travel" in the cash flow spreadsheet when no academic departments received a budget for individual faculty conference travel this year. (Official travel and group travel was budgeted.)
 - § The answer is that some departments have been able to transfer funds from other areas of their budget into conference travel.
 - An observation was made that this is an issue of "efficiency." If a department is efficient in the use of their budgets, they will not be able to find savings to use for travel. This creates the temptation

for a department to be inefficient with their budget in order to be able to find savings for travel use.

- Approaches to budgeting were then discussed.

§ There is still “group travel,” such as student groups (athletics, band, etc.), that occurs and has to be paid for.

- It was requested that this “group and other” travel be analyzed at the next meeting in the same way that “academic travel” was analyzed for this meeting.

● Alan Russell made a special point to mention that everyone needs to be prepared to cut budgets again within the next couple of months. The President has made it clear that UCA will not borrow from the line of credit, so if the state cuts our budget again, cuts will have to be made in divisional and departmental budgets again.

- UCA was informed of the previous \$1.16 million cut on 10/20. Dr. Meadors divided this amount up over the divisions proportionally to their amount of the current budget and told them to make the cuts. EVERYONE had to make cuts.

§ Dr. Meadors and Alan are now analyzing the cuts that have been submitted to see if Dr. Meadors will approve the recommendations he has been given. The final decision will likely be made within the next few days.

● Receivables

- The issue now is making sure that students stay on top of making payments on their payment plans
- Around \$327,000 was collected in the 2nd week of November
- 101 students were purged; of those, 26 came back and re-registered
- Collection agencies are bringing in around \$20,000/week (after taking out their fees)
- UCA will have to slowly move to where all charges must be paid before the student goes to class.
- Overall student receivables are down around \$700,000 from a month ago

- There was discussion of an idea to begin charging students a deposit on their next semester's charges when they register for classes. The idea is that it would help impress upon the students the importance of what they're doing when they sign up for a seat in a class and be more responsible in signing up for the classes they really need and staying in them. It would also help increase up-front cash flow. The details have not all been worked out at this time; it is just an idea.
 - During this discussion, the idea of charging more to drop classes was also suggested.
- Alan reiterated that he would complete any analyses possible in order to answer questions that BAC members have. He requested that the concerns/requested analyses be routed through John Parrack and that John forward them on to Alan in plenty of time to prepare them for the next meeting.
- The meeting was adjourned at 1:35 p.m.