

Strategic Budget Advisory Committee

8/8/13, 1:40 p.m.

- Minutes from the July meeting were approved.
- Discussion – key task list
 - 2012-2013 chart shows a synopsis of all that was done last year (SPARC, SPC and SBAC); this will be part of the SPARC annual report
 - 2013-2014 chart gives key tasks and deadlines for SPARC, SPC and SBAC
 - Most of SBAC’s work is done in the Fall semester; some deadlines are approaching relatively soon
 - By 9/16, must send out instructions/requests to VP’s and salary committees for new funding requests/proposals; we need these back by 10/25. The presentations of these requests will be 11/14.
 - SBAC will approve the budget/salary request instructions at the September meeting.
- Discussion – instructions / table for new funding proposals and salary requests
 - Trying to find the best, most understandable way to ask for requesters to provide information and plan out their requests for 5-year budgeting / planning
 - The form in its current state asks requesters to indicate how requests will fall into subsequent years. The practice has been to list projects or funding needed in one year and then break out any new costs that will be associated from year to year in the columns for subsequent years. Planning for equipment replacement or new personnel in later years might also be a consideration here.
 - The current version of the form does work well enough; however, it is confusing because there is not a good way to explain what is being asked of the requesters in a 5-year budgeting plan.
 - SBAC is not completely clear on how to put together a 5-year recommendation, so it is hard to know the best way to ask requesters to present their needs and plans in such a fashion.

- One year's committee does not obligate the next year's committee to use money for something, so 5-year budgeting becomes more of a process of re-evaluation from one year to the next
 - By requesting information this way, it causes divisions to start thinking in broader terms and making plans for further down the road than just thinking of one year at a time.
 - It may be a good idea to have requesters explain how they may be able to reallocate some of their existing resources in order to absorb some of the cost of new funding needs – showing how the new funding would be more of an “interim funding” to help get something established that would be revenue-producing in subsequent years.
 - Decision was made to make a note in the instructions to keep re-requesting items from year to year that may not have been previously funded, but that are still needs. Elements of some items may need to be re-proposed each year.
 - It supports a request's need/urgency to see that it is repeatedly asked for from one year to the next and/or to see that a request that was originally made for several years out remain on the request from one year to the next
 - Decision was made to make the form have a way to distinguish between ongoing/base expenses and one-time expenses
 - The form may also need to ask requesters if they would consider taking a lower amount than the amount requested (partial funding).
 - Diane will work with Budget and Financial Accounting to come up with a database / spreadsheet to track requests and 5-year plans/requests that are presented to SBAC each year. Combining this information with other financial information may make it possible to eventually create a financial model that could be used to show the cumulative effect of requests and funding on future budgets.
 - Diane Pounder and Nancy Reese will spend some time evaluating the form to see if they can come up with other ways to re-work it and make its instructions and format any more understandable and user-friendly.
- Diane Newton – Financial Reports

- It is too early in FY14 for an operating budget update, so that report was not given this month
- At the end of FY13, our Unrestricted/Unallocated balance (after transfers) ended up being \$23.9 million
- On 7/31/13 (the “leanest day of the year”), the Unrestricted/Unallocated balance was \$16.9 million
- Discussion of one-page SBAC report that is due to SPARC
 - Please read over the report and let Nancy Reese know if any changes need to be made before the group votes on the letter at the September meeting.
- Strategic Assessment spreadsheets
 - UCA roll-up / university-wide sheet shows the results from all departments across campus – how we as a University have used our resources this past year to meet the 6 goals
 - This will show HLC that we *can* identify how we are supporting the University’s goals
 - Eventually, it would be good to be able to use this data in conjunction with new funding requests to prospectively plan and budget
- The HLC visit will be November 11th and 12th
- The meeting was adjourned at 2:48 p.m.

****Please place a check mark beside your name to indicate your attendance of the meeting on 8/8/13. If you are not on the list and should be, please add a note at the bottom of the page. Thank you.**

& email address

Membership List Strategic Budget Advisory Committee 2013-14

| <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 | Charles Watson (V) | <input checked="" type="checkbox"/> 2014 |
| President Staff Senate | Lindsey Osborne (V) | <input checked="" type="checkbox"/> |
| President of SGA | Adam Price (V) | <input checked="" type="checkbox"/> 2014 |
| Faculty Representatives | | |
| Health and Behavioral Sciences | _____ (V) | <input type="checkbox"/> |
| Education | Terry James (V) | <input checked="" type="checkbox"/> 2014 |
| Fine Arts and Communication | Dave Harvey (V) | <input type="checkbox"/> 2014 |
| Business | _____ (V) | <input type="checkbox"/> |
| Natural Sciences and Mathematics | _____ (V) | <input type="checkbox"/> |
| Liberal Arts | Tom McInnis (V) | <input type="checkbox"/> 2014 |
| Unaffiliated/at-large | Renee LeBeau-Ford (V) | <input checked="" type="checkbox"/> 2014 |
| Non-classified staff | | |
| Housing/Residence Life | Stephanie McBrayer (V) | <input type="checkbox"/> |
| University Police | Arch Jones (V) | <input checked="" type="checkbox"/> 2014 |
| Instructional Development Center | Vicki Parish (V) | <input type="checkbox"/> 2014 |
| Classified Staff | | |
| Instructional Development Center | Sylvia Childers (V) | <input type="checkbox"/> 2014 |
| Financial Accounting | Tracy Spence (V) | <input checked="" type="checkbox"/> 2014 |
| President's Office | Erica Ruble (V) | <input checked="" type="checkbox"/> 2014 |
| Director of Academic Unit (Provost) | Diana Pounder (V) | <input checked="" type="checkbox"/> |
| Athletic Administration designee | Darrell Walsh (V) | <input checked="" type="checkbox"/> |
| President-elect, Faculty Senate | Don Bradley (NV) | <input type="checkbox"/> |
| 2013 Vice-President, Staff Senate | Chad Hearne (NV) | <input type="checkbox"/> |
| Vice-President, SGA | Ashley Ross (NV) | <input type="checkbox"/> |
| 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 | Jeremy Bruner (NV) | <input checked="" type="checkbox"/> Permanent |
| Director of Budget | Terri Canino (NV) | <input type="checkbox"/> Permanent |
| Secretary | Leslie Chronister (NV) | <input checked="" type="checkbox"/> Permanent |
| Associate Provost for Finance & Admin. | Laura Young (NV) | <input checked="" type="checkbox"/> Permanent |

V = Voting member

NV = Non-voting member