

Strategic Budget Advisory Committee

1:40 p.m., 10/11/12

- 👤 Minutes from the 9/13/12 meeting were approved.
- 👤 Review of Revisions to UCA Strategic Plan for 2012 and 2013
 - SGA still needs to vote
 - All revisions will go to SPC before going to the Board of Trustees
 - SBAC endorses the current revisions with the following change: Under Goal 2, point G - a motion was approved by the Council of Deans to not include the word “staff” – Dr. McNiece will take this back to the Council of Deans
 - Concern was expressed over the wording change of Goal 3, point B – what had been a more specifically-worded plan has now been worded in more vague terms.
 - This change was made to better fit the flexible, changing nature of this “living” document. SPC felt that the previous wording was too specific considering that all of the necessary elements are not yet in place to be that specific. As more information becomes available, this and other goals will be able to be supplemented with more realistic and achievable plans, action steps and benchmarks.
- 👤 Discussion of New Funding and Salary Proposal and Presentation Process
 - There is a big concern with figuring out a way to keep SBAC prioritized recommendations for new funding (that do not end up being funded in a given fiscal year) from “falling off the radar” as new budgets and new funding requests are discussed each year.
 - HLC has mandated the 5-year planning/budgeting process, so it will be necessary to figure out a way to make this realistically work.
 - Priorities have a way of changing from year to year, so it may be best to let departments and unit heads re-evaluate each year and re-present their requests from previous years if they were unfunded then and are still priority.
 - Diane suggested that planned transfers are a good way of planning for future needs and priorities as they relate to capital needs.

- SBAC may need to involve President Courtway or one of the Board members in the discussion with this committee on how best to move forward and make this work without priorities falling by the wayside.
- SBAC may need to bear in mind certain initiatives to *not* recommend funding in one year in order to make it possible to fund higher-priority needs in years further down the road.
- SBAC will need to be “moving and flexible” on recommendations for new funding proposals and salary requests as the Strategic Plan changes and fine-tunes in years to come. Some priorities and goals are likely to change as more information becomes available and things change within certain areas.
- SBAC’s charge is simply to make recommendations for how new funding will be budgeted – not to reallocate existing funds.
- Requests for new funding are due to Dr. Reese on 10/26
 - She will post them on myUCA and also forward them to the committee members when she receives them.
 - The 10-minute presentations will be made in the Board of Trustees room on 11/8.
 - SBAC will rank the top 10 proposals and then discuss/make any necessary adjustments to the list at the December meeting.

● Review of Cash Position Statement and Operating Summary

- Cash Position Statement
 - Our final Unrestricted/Unallocated cash balance at the end of September was \$39.2 million, approx. \$9 million more than it was at this time last year. This will be the high point for the Fall semester.
- Operating Summary
 - We appear to be a little ahead in tuition/fees this year as compared to last year, but that is due to the tuition increase, not because of an enrollment increase.
 - Everything is running about the same as it was at this point last year.

● Shared Governance Questionnaire

- Preparing to send this out to campus again
- Suggestions for questions or changes
 - Question 1 – define “transparent” to ensure that all respondents have the same understanding of the term as it relates to the questionnaire
 - Question 8 – add option for “both” and “don’t know”
 - Questions 11 & 12 – discussion on whether or not to isolate the *Echo* as a source – could change this to say “university publications” instead (to include the *Fountain*, other published materials, Channel 6, etc.)
 - Discussion occurred on whether or not it would be good to include a question about the budget process and whether or not all groups are adequately represented within it
 - It was decided that it would be a good idea to give the “Budget 101” presentation to many groups across campus to ensure that more members of the campus community *do* understand the process and the various elements that make up the budget.
- Next meeting: November 8, 2012 at 1:40 p.m. in the Board Room in Wingo Hall (presentation of new funding and salary proposals)
- The meeting was adjourned at 2:50 p.m.

****Please place a check mark beside your name to indicate your attendance of the meeting on 10-11-12. 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 checked="" type="checkbox"/> 2014
Business	Keith Atkinson (V)	<input checked="" type="checkbox"/> 2013
Natural Sciences and Mathematics	Don Perry (V)	<input checked="" 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 Disability Support Services	Veda Charlton (V)	<input checked="" type="checkbox"/> 2014
University Police	Arch Jones (V)	<input checked="" type="checkbox"/> 2014
Instructional Technology Support	Vicki Parish (V)	<input checked="" type="checkbox"/> 2014
Classified Staff		
Instructional Development Center	Sylvia Childers (V)	<input checked="" type="checkbox"/> 2014
Financial Accounting	Tracy Spence (V)	<input checked="" 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 checked="" type="checkbox"/> 2013
Vice-President, Staff Senate	Lindsey Osborne (NV)	<input checked="" type="checkbox"/> 2013
Vice-President, SGA	Jovana Ilic (NV)	<input 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

V = Voting member
NV = Non-voting member

Absent