

## **Strategic Budget Advisory Committee**

4/11/13, 1:40 p.m.

- Minutes from the March meeting were approved.
- Shelley Mehl – UCA Foundation
  - Reviewed what the Foundation is and what its relationship is with the University
    - Completely separate board of directors
      - Members serve 3-year terms
      - Board elects its own members
      - Ex-officio members:
        - Shelley is one because of her role as the President of the UCA Foundation
        - President of the University
        - Representative from the Alumni Association
        - Representative from UCA Board of Trustees
    - 501c3 non-profit
    - Mission is to support UCA / operate for UCA's benefit
  - Reviewed handouts
    - Standing committee list
    - Memorandum of Understanding between the Foundation and the University – lays out who is responsible for what and what each party does
    - Information provided to the UCA Board of Trustees at the March retreat (summary information)
  - Foundation is in the beginning stages of implementing its own Strategic Plan that will complement UCA's Strategic Plan.
    - Plan includes how they will move from being interdependent to independent over the next 10 years
    - Becoming more financially independent (although it is common/typical for a university to pay for development activities)

- Buffalo Alumni Hall is owned by the Foundation by leased by UCA (through Arkansas Building Authority / “ABA”)
- Donors decide where and how their donations are used and also whether the money goes to the University or the Foundation.
  - Donors have meetings with Foundation employees to ensure that they have a mutually clear understanding of how the donors wish to have their funds used. The bottom line is that it is the donor’s decision how their funds are used.
  - If a donor makes an unrestricted gift, the University or Foundation boards decide how to use it. Unrestricted gifts are typically spent within a year
  - With endowments, the principal is never spent – the interest or other earnings are what is used each year for awards
  - Programmatic funds are restricted by the donors
    - These funds are to be used strictly for support of a specific department.
    - The fund director is the one who decides how the money is spent
    - If a department or program has a Foundation fund, they can use it to pay for things that fall outside the realm of the Strategic Plan, but these expenditures must still be approved through the departments up through the approval chain.
- In FY12, \$612,000 was awarded in Foundation scholarships, and direct expense reimbursements to the University were just over \$1 million.
- Shelley will provide a copy of the Foundation’s quarterly financial statement to the library so that interested parties can access it.
- Diane Newton - financial reports
  - 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 \$39.5 million
    - Cash will steadily decrease between now and 6/30
  - Exhibit 2 – Cash Position Statement
    - Back-up information for Exhibit 1

- 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.
- Financial Report Card
  - Created for the Higher Learning Commission (HLC)
  - One-page report that shows where we are financially
  - Ratios – as they relate to the Composite Financial Index (CFI), which is the most important number to the HLC
  - The range given is self-imposed – the BOT decides where they want us to be
- Do not currently know what our proposed budget for FY14 will be.
- Bunny Adcock will attend the next meeting to discuss his financial report.
- The meeting was adjourned at 2:35 p.m.

**\*\*Please place a check mark beside your name to indicate your attendance of the meeting on 4/11/13. 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 type="checkbox"/> 2013
President Staff Senate	Stephanie McBrayer (V)	<input type="checkbox"/> 2013
President of SGA	Spencer Sims (V)	<input type="checkbox"/> 2013
Faculty Representatives		
Health and Behavioral Sciences	Linda Musselman (V)	<input 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 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	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 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
Financial Accounting	Erica Ruble (V)	<input 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 type="checkbox"/> Permanent
Director of Budget	Terri Canino (NV)	<input checked="" type="checkbox"/> Permanent
Secretary	Leslie Chronister (NV)	<input checked="" type="checkbox"/> Permanent
	Laura Young	<input checked="" type="checkbox"/>

V = Voting member

NV = Non-voting member