

University Budget Committee

Minutes

11.19.2021 | 9:00 am | Meeting called to order by Tim Bisping

In Attendance

Tim Bisping	Alisha Collins	Angela Barcaille	Barbara Qualls
Beverly Moorehouse	Carrie Charley	Chris McKenna	Judith Kruwell
Kay Johnson	Kelly Noe	Kim Childs	Larry King
Leslie Cecil	Megan Weatherly	Michael Coffee	Ric Berry
Shirley Luna	Stephanie Ross	Todd Barrios	Trey Turner
Lesa Beverly	Jessica Barrett	Keith Hubbard	Edward Iglesias
Jeremy Stovall	Michael Maurer	Robert Meyers	

Agenda:

- 1) Reports from subcommittees
- 2) Initial discussions on the prioritization process for annual budget requests.

Committee Reports

Committee reports

- Subcommittee 1
 - Larry King reported that the sub-committee met with Jason Johnstone regarding a webpage for UBC communication. The subcommittee should have something to view for feedback on 12.02.2021.
- Subcommittee 2
 - Keith Hubbard reported that the subcommittee is working on a dashboard draft/wish list. While the budget office typically utilizes a spreadsheet, that view offers a snapshot, while Tableau would offer more real-time information. A decision is needed on the update timeline – weekly, monthly, quarterly, or real-time updates? Each option should provide a place for notes to better understand what the numbers are currently representing. Mike Coffee will meet with Keith Hubbard to decide on different data categories and from where the data should be pulled
- UFC (University Finance Committee)
 - Tim Bisping stated that the next UFC meeting is scheduled for Thursday, 12.09.2021. Audit Services will provide a presentation on the Special Budget Project to aid in understanding the Budget of the University.
- Subcommittee 3
 - Timeframe proposed by Subcommittee 3 (seconded by Megan Weatherly)
 - 02.01.2022: Budget call request to Division Leads
 - 02.18.2022: Budget call request from Division Leads to UBC
 - 02.18.2022-03.21.2022: UBC to review requests
 - 04.01.2022: UBC Recommendations given to Budget Office (Budget office has expressed an absolute hard deadline of 04.01.2022 to receive recommendations.)
 - *A vote from the committee passed the timeline without opposition.*
 - The current budget approach is to be based on a baseline budget, not a thriving budget. A definition of a baseline budget for our purpose was proposed as, “We are where we are right now without adding too much; How could a department operate at ‘normal’ budget?”. A zero-line budget would be hard to jump into this year, but is something we can work toward.

- The committee felt it was more reasonable to ask for a bare budget and provide additional monies, if the budget allowed, rather than asking for a thriving budget and deny monies if not available.
- Each department is requested to submit a new budget for everything, as a way of “resetting” budget lines in each department. This has the potential to “clean up” excess allocated budget lines. The budget requests should be as simple as possible and should include UBC priority list & textbox justification.
- Additional proposed categories to be added to the priority list include “State/Federal Mandate”, “Immediate Need”, and “Other”. More categories may be added to the list in the future.
- Subcommittee 4
 - Alisha Collins reported that she has been in conversation with Charlotte Sullivan, Director of Government Relations for SFA, regarding background knowledge. Charlotte shared the process of how she communicates with the cabinet to determine the needs of SFA.
 - January: Charlotte meets with Senator Nichols and House Member Clardy to start discussing requests SFA might have.
 - February: Charlotte needs to know the direction of our requests. Historically, we’ve made only 4 requests. *Has SFA been aggressive enough?* SFA has made a small number of requests in hopes of receiving exactly what we need/want, but perhaps this is the old way and a new more aggressive plan is in order.
 - LAR (Legislative Appropriations Requests) exceptional items could be brought forward to UBC. LAR preparations process has only been handled by the budget office in the past. It is vital to know how the LAR process works to better understand the timeline. *How many requests to submit. What format do we want to use to prioritize the list?* This will be a year to establish a new process to increase the probability of receiving additional monies the following year.
 - This subcommittee needs direction from the cabinet to ensure requested items/monies on the LAR is what the cabinet envisions for SFA as well
 - Exceptional funding explanation provided by Jessica Barrett: these funds include capital funding, one-time funding, permanent funding, and/or a reduction in funding.
 - New requests are written by the department that requested them – they know what and why they need the funding. While each request uses the whole template, and each subsequent request uses an additional template, all requests are entered into one prioritized list. During a LAR hearing, we are given the opportunity to expand on our reasoning and justification for requested items.
- Subcommittee 5
 - Leslie Cecil reported that she is working to establish “connections” with the key personnel across campus that work with and approve different policies.

Next Meeting

12.10.2021, BU167