

University Budget Committee

Minutes

12.10.2021 | 9:00 am | Meeting called to order by Tim Bisping

In Attendance

<input checked="" type="checkbox"/> Alex Reisinger	<input type="checkbox"/> Janet Jones	<input checked="" type="checkbox"/> Kim Childs	<input checked="" type="checkbox"/> Ric Berry
<input checked="" type="checkbox"/> Alisha Collins	<input type="checkbox"/> Jason Johnstone	<input checked="" type="checkbox"/> Larry King	<input type="checkbox"/> Rob Meyers
<input checked="" type="checkbox"/> Angela Barcaille	<input checked="" type="checkbox"/> Jeremy Stovall	<input checked="" type="checkbox"/> Laura Turner	<input type="checkbox"/> Shirley Luna
<input checked="" type="checkbox"/> Barbara Qualls	<input checked="" type="checkbox"/> Jessica Barrett	<input checked="" type="checkbox"/> Leslie Cecil	<input checked="" type="checkbox"/> Stephanie Ross
<input checked="" type="checkbox"/> Beverly Moorehouse	<input type="checkbox"/> Judith Kruwell	<input type="checkbox"/> Lesa Beverly	<input checked="" type="checkbox"/> Tim Bisping
<input type="checkbox"/> Carrie Charlie	<input checked="" type="checkbox"/> Kay Johnson	<input type="checkbox"/> Megan Weatherly	<input checked="" type="checkbox"/> Todd Barrios
<input checked="" type="checkbox"/> Chris McKenna	<input checked="" type="checkbox"/> Keith Hubbard	<input type="checkbox"/> Michael Maurer	<input checked="" type="checkbox"/> Trey Turner
<input type="checkbox"/> Edward Iglesias	<input checked="" type="checkbox"/> Kelly Noe	<input checked="" type="checkbox"/> Mike Coffee	<input checked="" type="checkbox"/> Veronica Beavers
<input checked="" type="checkbox"/> Erin Bailey		<input type="checkbox"/> Mike Janusa	

Agenda:

- 1) Subcommittee Reports
- 2) UFC Meeting Summary
- 3) Prioritizing Decision Making

Committee Reports

Committee reports

- Subcommittee 1: Communication Team
 - A draft of the website has been developed. A preview was provided during the meeting. It is not currently live. There is a "Send your Comments" button that will be delivered to a Qualtrics Survey. It's currently set up so if someone wants to provide comments anonymously, they can, but they could also provide contact information to receive a call back. Utilizing Qualtrics also provides the ability to add and remove members of the committee as their term begins/ends. Communication regarding the website will be sent to the University community.
 - Discussions regarding the use of the Teams folder concluded with the development of a specific location or minutes. Recordings of the meetings will also be available in the Teams Folder, but will not be published on the website.
 - The Meetings and Minutes tab on the website will provide an agenda for the upcoming meeting, but without the location or zoom link available.
- Subcommittee 2: Budget Status Monitory Team
 - Nothing new to report at this time.
- Subcommittee 3: Budget Development Oversight Team
 - Recommendation of the timeline from the last meeting was approved and moved to the Cabinet for approval. Kim Childs said that the Cabinet is having ongoing discussions about the proposed deadlines.
 - Tim Bisping spoke with Scott Gordan and Judi Kruwell during the UFC meeting and the president requested a following up meeting to have further conversation regarding some issues. Tim will provide further communication to the UBC, when available.

- Subcommittee 4: Biennial Budget Request Development Team
 - After the UFC meeting on December 9th, Alisha Collins provided an update to the members of this subcommittee with discussions from the UFC meeting and suggestions to review. These are only suggestions.
 - Initially there were concerns regarding the charge for this subcommittee. Alisha clarified with Tim Bisping that the charge of the subcommittee would be to give a prioritized recommendation list of exceptional items that we would like to see submitted on the legislative appropriations request list.
 - Due to political influence on what has a higher likelihood of getting funded versus what we actually need and what the university's top priorities are, the subcommittee feels that they need direction from the Cabinet to better understand the conversations taking place with key stakeholders and legislators regarding initiatives and categories to move forward with.
 - A draft letter putting forth a request to the cabinet for guidance and direction by a certain deadline will be coming to Tim Bisping for approval.
 - Charlotte Sullivan said that conversations between university administration and state representatives usually start around January. There could be a delay this year due to the long-lasting session last time. The proposed timeline for recommendation is:
 - Cabinet provides direction by Feb 1
 - UBC receives requests by Mar 1
 - UBC provides recommendations by Mar 15
 - Other discussions taking place within the subcommittee include what would the requests look like? Who would submit the requests? How many requests would be accepted from each division? The committee suggests a one-page electronic collection of requested information. The committee is also discussing a limit of one request per division being submitted to the UBC, with the exception of Academic Affairs, which would accept one request per college. This process has the protentional to ensure it meets the overall big picture of university needs.
 - After requests are received, the next hurdle will be to determine what the evaluation process looks like. The budget development team is working on a matrix for consistency purposes and this team thinks we can use a similar format for decision making.
- Subcommittee 5: Policy Oversight Team
 - Jessica Barrett shared the mark-up of the HEF Policy with Leslie Cecil. Jessica will also post this document in the Teams folder for everyone to view.

UFC Meeting Summary

- Gina Oglesbee has been invited to present the same findings presented at the UFC meeting to the UBC during our next meeting, unless anyone feels there is no need. Her presentation is still a draft and confidential. We can talk about what I remember, but I can't present it.
- What the meeting was NOT. We did not find out how much of a deficit we have, or if we have one. It was not a meeting where someone came out and said, 'here's how much we have in reserves'. Those are items being done through the internal auditor, who has yet to report any findings.
- What is was. The purpose of Gina's presentation was to communicate data better and answer questions have been submitted to the board about the budget. What we see looking at the budget and the annual fiscal report are reported very differently. The budget is on a cash basis so if its on the budget that means revenue/expense happened; cash changed hands during that

period. The AFT is on an accrual basis so the liability might be in the future, but we record it now. The meeting spent a lot of time talking about the differences and how we can better communicate the numbers in the budget.

- They have broken down classifications, like business by function and found ways that we can actually compare different activities within the university and compare to other universities.
- There were questions submitted to the board: What is the percentage of our budget spent on academics? What percentage on athletics?
- You are encouraged to watch the board meeting on Sunday because some of this information will be shared at this time.
- The UFC meeting brought clarity to the audit being performed. This is a financial audit, not a process audit. The external auditors will go back through the numbers to see if they get the same results we did. The external group is not coming in to look at processes and controls that we have in place to develop and maintain our budget.
- It is important to remember the client for UFC is the Board of Regents. The purpose of that committee is to produce information that can help the board manage the university's budget.
- Tim Bisping provided a report to the UFC regarding what the UBC is working on and accomplishing. The point made to the UFC was that the UBC's charge does not include budget forecasting, or modeling. The purpose of the UBC is to get data, analyze it, and make recommendations, not to verify the accuracy of what is being reported to them.

How to prioritize decision making

- The charge of this council, as a whole, is to figure out how to comb through and prioritize the budget requests that will come forward. Should this group use general guidelines and broad definitions? We have established a set of university priorities that need to be considered within the recommendations from this Council to the Cabinet.
- The question was brought up regarding the original breakdown of funding. In the past, it is understood that division heads would get together and decide who would cover which expense. Establishing these initial guidelines would provide guidance on how the breakdown needs to happen going forward. Tim Bisping stated that he would look into what predetermined processes have worked in the past to determine what percentage of the budget is to be spent where.
- The UBC is responsible for making recommendations to the cabinet. The cabinet is responsible for making decisions. To maintain accountability, an important part of the process is for the Cabinet to report back to the UFC regarding those decisions they make. Did they agree with recommendations – why or why not.
- Tim Bisping provided a spreadsheet to help guide the decision-making process. By providing an evaluator score based on the pre-established priorities, discussions can begin to further understand the request.
 - o Should the form ultimately be completed by the one making the request?
 - o It was suggested that instead of listing every priority with a 0-10 score, that the requestor could check a box if the request fits within the priority. This could cut down on some of the subjectivity that could take place.

- Also, the form needs to provide a checkbox for “contractual obligations” for those items that we must purchase.
- The council will come back at the next meeting to finalize the form to be used and sent to division heads for budget information gather purposes.
- The council agreed that the six priorities that will be used for decision making purposes should be shared with division heads so they have a better understanding of how decisions will be made regarding their requests.
- Another thing to consider is the weights applied to each priority. Should all priorities have the same weight, or should some priorities vary?

Next Meeting

Monday, January 10, 2022