

Budget Allocation Subcommittee

Thursday, February 8, 2018

9:00 a.m. – 10:30 a.m.

SURC 137A/B

MINUTES

Members Present: Gail Mackin, Scott Fendley, Kevin Archer, Aaron Brown, Stuart Thompson, Jakob Shewey, Sharon Jonassen, Paul Ballard, George Drake, Josh Hibbard, James Johnson, Tim Englund, Scott Robinson (representing Todd Shiver)

Absent: Dennis Francois, Alex Horning, Shane Scott, Kathryn Martell, Todd Shiver

Agenda

Approval of January 31st Minutes

January 31st minutes approved. Paul Ballard motioned to approve, Aaron Browning seconded.

New Allocation Increase Requests

Discussion of 3 allocation increase requests that came in after the deadline. Committee discussed how to deal with late requests, if they will be reviewed, and committee will decisions on recommendations. Gail Mackin stated that the late requests from Institutional Effectiveness and Police/Parking result from Joe Han Joel leaving on January 31. Joel Klucking has reviewed unit budgets and these requests were recommended late due to this transition. Committee was unsure as to why Athletics allocation increase request was submitted late. Scott Fendley motioned to approve the consideration of the IE and Police/Parking requests, but to not consider the Athletics request. Seconded by Kevin Archer. After further discussion, committee voted nay to the motion, Scott Fendley abstained. Committee then discussed a different system of reviewing allocation increase requests that are submitted late. Allocation requests received before the priority deadline will receive priority review. Allocations received after the deadline will be reviewed as supplemental requests. All funding recommendations will be forwarded to the BEC. Aaron Brown motioned to approve, Tim Englund seconded, committee approved.

Additional Data for Review

- Historical data on 149 funds – is included in last year's Budget Summit materials available on the Budget Summit website.
- Budget unit staff FTE – Gail has asked HR for this information.

Preliminary discussion of Budget Units that presented on February 5 & 6

- 5-10 minutes per unit
- Review budget Reports
- Discussion of Allocation Increase Requests

- Accounting and Financial Affairs
 - i. Allocation Increase Request to fund the hiring of two Fiscal Analyst 2 positions. Committee discussed issues that they need more information on from the unit. What is the organization of the department, are these positions required, what is happening with their carry-forward funds, and how are they managing the efficiency targets? Committee will ask for more information from Patrick Stanton, including the org chart and historical FTE for 5 years.
 - Enrollment Management
 - i. Allocation Increase Request to fund hiring of regional admittance counselor and for state recruiting. Committee wants to know the benefits that the university will see from these positions compared to what is already in place, and compare the historical trends for recruiting in different in state and out of state to gain a better understanding of the potential benefits. Asked to see the org chart and 5 year historical FTE.
 - Provost Office
 - i. Allocation Increase Request to pay for professional development that is written into the CBA for next year. Required to be paid, so how will it be funded if not approved by this committee? An item that will be paid for by academics either on the front or back end.
 - Library
 - i. Allocation Increase Request for 2 items. One-time increase to pay for conversion of library to electronic. To make space in library for student learning space. As well as continuous funding for the hire of a full time Associate Dean. Committee wants to know why this is a one-time request, not a 5-year plan to convert the library?
 - Business and Financial Affairs
 - i. No Allocation Increase Request. Tim Englund asked if it is a good idea to have them present, as their budgets and make-up of the unit is so fluid. Potentially in the future, do not have the overarching units present, instead focus on the smaller units that form them.
 - Student Success
 - i. Submitted 6 Allocation Increase Requests ranked by priority. 1st priority – Health counseling. Cannot currently handle the volume of students seeking counselling. The budget has precarious for the last 8 years. Committee wants to see the budget details for the unit to gain a better understanding of the current situation.
 - ii. 2nd priority- Learning Commons. Student credit hours do not go directly to Student Success, forcing the Student Success to continue to raise the student fee. Committee asked to see more data on the numbers, and the students in the class. Potential to lower student fees.
- Does any budget report/presentation need further review/questions of the budget owner? Items that committee has requested will be sent to budget owners who will have an opportunity to submit supplemental materials for the February 21 meeting.

Questions