

[Budget, Finance, and Benefits]

MINUTES

OCTOBER 21, 2011

1:30 – 2:30 P.M.

MEETING CALLED BY	David J. Cummins
TYPE OF MEETING	Initial Organizational Meeting
FACILITATOR	David J. Cummins
NOTE TAKER	Laura Miller-Francis
ATTENDEES	Cody Austin, David Cummins, Christina Gentile, George Haritos, Ken Linderman, Joan Kaye, Jeanette Carson, Amy Gilliland, Laura Miller-Francis, Mike Nelson, Ali Hajjafar, Gustavo Carri, Russell Hopkins, Alicia Huffman

Agenda topics

1:30 – 1:45

INTRODUCTIONS

DAVID J. CUMMINS

DISCUSSION	Introductions were made and an agenda, committee roster, and The University of Akron University Council Shared Leadership for Integrated Planning and Consultative Decision-Making document was provided to each committee member.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Cummins requested that all committee members read the University Council document provided if not done so already.	All	

1:45 – 2:00

ELECTION OF OFFICERS

DAVID J. CUMMINS

DISCUSSION	Appendices A2 and A3 were reviewed to ascertain the duties and responsibilities of the elected positions. Discussion took place concerning which of the committee members were eligible to serve as one of the elected positions. Committee decided officers should be represented by one faculty representative, one contract professional and one staff employee. Nominations were made for chair, vice-chair and secretary. Cummins requested volunteers for the positions of Chair, Vice Chair, and Secretary. Discussion and voting took place.	
CONCLUSIONS	Chair -Gustavo Carri - Faculty Senate Representative , Vice-Chair- Joan Kaye-SEAC Representative and Secretary- Jeanette Carson- CPAC Representative	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:00 – 2:25 IDENTIFY / PRIORITIZE COMMITTEE RESPONSIBILITIES DAVID J. CUMMINS

DISCUSSION	Cummins reviewed Appendix B3 (specific responsibilities of Budget, Finance, and Benefits Committee) with committee members. The status of the University's current budget was discussed together with ERIP, HB251, and Sasaki meeting issues. The question of confidentiality was raised.	
CONCLUSIONS	Cummins and Gilliland will provide financial information to the committee as needed. Information discussed during committee meetings is not confidential unless indicated as such during the meeting. Future topics could include incentives for efficiency and RCM.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Budget overview presentation to committee members.	Cummins	Prior to November meeting
Statistics on past five years of enrollment growth and budget cuts.	Cummins and Gilliland	

[TIME ALLOTTED] [AGENDA TOPIC] [PRESENTER]

DISCUSSION	Committee discussed holding monthly meetings.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Laura Miller -Francis would request availability from members and communicate most convenient times for November and December meetings.	Laura Miller Francis	November 1, 2011

2:25 – 2:30 CREATE MEETING CALENDAR DAVID J. CUMMINS

DISCUSSION	Cummins discussed the options for frequency of meetings together with setting a day/time. Haritos suggested working around faculty and student class times.	
CONCLUSIONS	Committee elected to meet once a month.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send availability day/times to laura19@uakron.edu .	All	

[Budget, Finance, and Benefits]

MINUTES

NOVEMBER 26,
 2011 3:00 – 5:00 P.M.

MEETING CALLED BY	Gustavo Carri
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Gustavo Carri
NOTE TAKER	Jeanette Carson
ATTENDEES	Cody Austin, David Cummins, Christina Gentile, Ken Linderman, Joan Kaye, Jeanette Carson, Amy Gilliland, Laura Miller-Francis, Mike Nelson, Ali Hajjafar, Gustavo Carri, Russell Hopkins, Alicia Huffman

Agenda topics

3:00 – 4:30 PRESENTATION GUSTAVO CARRI

DISCUSSION	Gustavo Carri presented a document to Committee members “Ideas for the Brainstorming Session”	
	The document included...1) The Purpose of the Committee, 2) Organizing the Ideas, 3) Organizing the Committee,	
	4) Overview of the University Budget 2006-2011 [THIS DOCUMENT IS AVAILABLE ON THE SHREPOINT SITE]	
DISCUSSION	Members reviewed and discussed the University Budget 2006-2011 [prepared by Amy Gilliland]	
	Included 6 year snapshot of Total Revenues, Total Educational & General Expenditures. Net Changes in Fund Balance &	
	Carryovers	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
For the next meeting, Amy Gilliland will prepare an overview of how the budget process works titled “Budget 101” It is the expectation once this is made available to the committee it will make it easier to determine tasks and issues we will address for the remainder of this fiscal year	Amy Gilliland	
Next scheduled meeting is December 14, 2011 at 10:00am		

[TIME ALLOTTED] [AGENDA TOPIC] [PRESENTER]

DISCUSSION	
CONCLUSIONS	

[Budget, Finance, and Benefits]

MINUTES

DEC 14, 2011

10:00 -11:30AM

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MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Monthly
FACILITATOR	Gustavo Carri & David Cummins
NOTE TAKER	Jeanette Carson
ATTENDEES	David Cummins, Christina Gentile, Ken Linderman, Joan Kaye, Jeanette Carson, Amy Gilliland, Mike Nelson, Ali Hajjafar, Gustavo Carri, Russell Hopkins, Alicia Huffman
ABSENTES	Cody Austin, George Haritos

Agenda topics

10:00-11:30AM

INTRODUCTION TO BUDGETING

DAVID CUMMINS & AMY GILLILAND

DISCUSSION	David Cummins & Amy Gilliland provided a PowerPoint "Introduction to Budgeting" Explanation of ... 1) purpose of the budget, 2) former process of budgets in past years,	
	3) Overview of UA funds, 4) sources of revenue, 5) types of expenses, 6) and reporting. This PowerPoint can be found in the UC Budget Finance and Benefits folder within SharePoint site	
CONCLUSIONS	Meeting time ran out. Committee members will discuss PowerPoint and action items at next meeting January 17, 2012	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Established committee meetings Jan2012-May2012 to be held on the third Tuesday of each month 3:30-5:00pm Buchtel Hall McCollester Conference Room Next scheduled meeting is January 17, 2012 at 3:30pm	Gus Carri	