

# Budget & Finance Committee

MINUTES

MARCH 2, 2016

1:33 – 2:49 PM

LEIGH HALL 414

MEETING CALLED BY	Nathan Mortimer, Administrator	
TYPE OF MEETING	Regular Meeting	
PRESIDER	Shiva Sastry, Chair	
NOTE TAKER	Zak Steiner	
ATTENDEES	<p><b>Members:</b> Edward Conrad, Jessica DeFago, Matthew Lee, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner, Ben Nelson</p> <p><b>Absent with notice:</b></p> <p><b>Absent without notice:</b></p> <p><b>Other attendees:</b></p>	
Agenda topics:		
CALL TO ORDER		SASTRY
DISCUSSION	Meeting was called to order by the Chair at 1:33 p.m. The minutes from the February 17, 2015 were approved. Steiner/ Galehouse approved the agenda	
CHAIR REMARKS		SASTRY
DISCUSSION	<ol style="list-style-type: none"> <li>a. Welcome to new members – Interim Dean John Green, (he will be attending future meetings. Shiva met with him prior to the meeting to update him on the committee) Jessica DeFago, (CPAC representative, Associate Director, Office of Accessibility)</li> <li>b. Future meetings will start at 1:30 p.m. to be accommodating to class schedules.</li> <li>c. Shiva met with Ed Conrad and Mike Chung to update and inform them on the committee.</li> </ol>	
FALL 2016 ENROLLMENT STATUS AND UPDATE		MORTIMER
DISCUSSION	1. Nathan gave a quick update on the enrollment numbers. He will have more information on the Fall 2016 enrollment at future meetings.	
2017 BUDGET DISCUSSION		MORTIMER/ SASTRY
DISCUSSION	<ol style="list-style-type: none"> <li>a. Update on Flow Diagrams Shiva- passed out 2 flow diagrams that show the different budget processes that were discussed at the Feb. 17 presentation made by CFO Mortimer.</li> </ol>	

	<p>b. While looking at the flow diagrams, discussions took place on the following items.</p> <ul style="list-style-type: none"> <li>i. Cost of Graduate Education</li> <li>ii. Cost of Undergraduate Education</li> <li>iii. Cost of Research</li> <li>iv. Other costs and revenues</li> </ul>
<p>STRATEGIC INVESTMENT <span style="float: right;">MORTIMER</span></p>	
DISCUSSION	This conversation was pushed to the next meeting's agenda due to time issues.
	Meeting was adjourned at 2:49 p.m. Sastry/ Steiner

# Budget & Finance Committee

MINUTES

MARCH 16, 2016

2 – 3:30 PM

LEIGH HALL 414

MEETING CALLED BY	Nathan Mortimer, Administrator	
TYPE OF MEETING	Regular Meeting	
PRESIDER	Shiva Sastry, Chair	
NOTE TAKER	Zak Steiner	
ATTENDEES	<p><b>Members:</b> Edward Conrad, Jessica DeFago, Matthew Lee, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner, Ben Nelson, John Green</p> <p><b>Absent with notice:</b> Sterling Galehouse</p> <p><b>Absent without notice:</b></p> <p><b>Other attendees:</b></p>	
Agenda topics:		
CALL TO ORDER		SASTRY
DISCUSSION	Meeting was called to order by the Chair at 2 p.m. The minutes from the March 2, 2016 were approved. Sastry/ DeFago approved the agenda	
CHAIR REMARKS		SASTRY
DISCUSSION	<ol style="list-style-type: none"> <li>a. Welcome to new members – Interim Dean John Green and student Ben Nelson Future meetings will start at 1:30 p.m. to be accommodating to class schedules.</li> <li>b. Shiva inquired about graduate students attending the meeting. Ben was going to gather information and report back.</li> </ol>	
FALL 2016 ENROLLMENT STATUS AND UPDATE		MORTIMER
DISCUSSION	1. Nathan gave a quick update on the enrollment numbers. He will have more information on the Fall 2016 enrollment at future meetings and will send out information on Blue and Gold reports.	
2017 BUDGET DISCUSSION		MORTIMER/ ALL
DISCUSSION	1. Discussions took place on how UA calculates undergraduate and graduate tuition discount rates.	
STRATEGIC INVESTMENT		SASTRY
DISCUSSION	1. Information on the strategic investment dollars will be emailed to committee from Shiva.	
Meeting was adjourned at 3:30 p.m. Sastry/ Steiner		

# Budget & Finance Committee

MINUTES

MAY 20, 2015

1:30 – 3 PM

LEIGH HALL 414

MEETING CALLED BY	Nathan Mortimer, Administrator	
TYPE OF MEETING	Regular Meeting	
PRESIDER	Shiva Sastry, Chair	
NOTE TAKER	Zak Steiner	
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ben Nelson, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with notice:</b></p> <p><b>Absent without notice:</b></p> <p><b>Other attendees:</b></p>	
Agenda topics:		
	CALL TO ORDER	SASTRY
DISCUSSION	Meeting was called to order by the Chair.	
	FALL 2016 ENROLLMENT STATUS AND BUDGET UPDATES	MORTIMER
DISCUSSION	1. Nathan gave a update on the enrollment numbers and the impact this will have on the budget for 2016/17.	
	2017 BUDGET DISCUSSION	MORTIMER/ ALL
DISCUSSION	1. This was part of the previous discussion.	
	Meeting was adjourned at 3:30 p.m.	
	The May 4 meeting was cancelled.	

# Budget & Finance Committee

MINUTES

JUNE 1, 2016

1:30 – 3 PM

LEIGH HALL 414

MEETING CALLED BY	Nathan Mortimer, Administrator & Shiva Sastry, Chair	
TYPE OF MEETING	Regular Meeting	
PRESIDER	Shiva Sastry, Chair	
NOTE TAKER	Zak Steiner	
ATTENDEES	<p><b>Members:</b> John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent:</b> Mike Cheung, Edward Conrad, Jessica DeFago, Sterling Galehouse</p>	
Agenda topics:		
CALL TO ORDER		MORTIMER
DISCUSSION	Meeting was called to order by the administrator.	
FALL 2016 ENROLLMENT STATUS AND BUDGET UPDATES		MORTIMER
DISCUSSION	1. Nathan presented an Excel sheet to the group showing fiscal years starting with 2014 to present day. This sheet also shows what the CFO controls and does not control.	
2017 BUDGET DISCUSSION		ALL
DISCUSSION	<ol style="list-style-type: none"> <li>1. Shiva gave to the group four ideas on how to save money to balance the budget.               <ol style="list-style-type: none"> <li>a. Lowering the amount scholarships given</li> <li>b. Hiring freeze</li> <li>c. Cut or reduce non compensation “stuff”</li> <li>d. Athletics</li> </ol> </li> <li>2. From this conversation Dr. Green and others started to talk about numbers and areas as to where strategic cuts could take place. Some being one time amounts and others being permanent. (Please see Excel sheet with the example breakdown)</li> <li>3. There was talk on the following items:               <ol style="list-style-type: none"> <li>a. About taxing fees that colleges and departments receive</li> <li>b. RCM Based model</li> <li>c. 2017/18 budget if based on flat enrollment would start with a \$10-15 million hole.</li> </ol> </li> </ol>	
Meeting was adjourned at 3 p.m. The committee will start to meet weekly.		

# Budget & Finance Committee

MINUTES

JULY 20, 2016

1:30 – 3 PM

BH MCCOLLESTER

MEETING CALLED BY	Nathan Mortimer, Administrator & Shiva Sastry, Chair	
TYPE OF MEETING	Regular Meeting	
PRESIDER	Shiva Sastry, Chair	
NOTE TAKER	Zak Steiner	
ATTENDEES	<p><b>Members:</b> Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent:</b> Edward Conrad, Sterling Galehouse</p>	
Agenda topics:		
CALL TO ORDER		SASTRY
DISCUSSION	<ul style="list-style-type: none"> <li>Meeting was called to order by the Chair at 1:33 p.m.</li> <li>The committee was reminded that we are to present to University Council in September.</li> </ul>	
FALL 2016 ENROLLMENT STATUS AND BUDGET UPDATES		MORTIMER
DISCUSSION	1. A quick update was discussed.	
2017 BUDGET DISCUSSION AND BEYOND		ALL
DISCUSSION	<ol style="list-style-type: none"> <li>Shiva brought up a discussion that has taken place over the past year in regards to goal setting. UC Budget and Finance needs to have more of a strategic role when it comes to the budget outlook.</li> <li>The committee had a lengthy conversation on what it should look like and focus on. It was agreed that the committee would focus on items for the 2017 budget but to have more of a focus on items 3-5 years away.</li> <li>By focusing on budgets that are 3-5 years away, this could create a budget planning culture on campus.</li> <li>Future Committee meetings will have agendas that will help with the planning for the current fiscal year and those in the 3-5 years range.</li> </ol>	
Meeting was adjourned at 3 p.m. Next meeting TBA.		

# Budget & Finance Committee

MINUTES

DATE: AUGUST 3, 2016

TIME: 1:30

LOCATION: LH 413

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Nathan Mortimer, Shiva Sastry, Edward Conrad, Mike Cheung, Zak Steiner, John Green, Greg Lewis, Ruth Nine-Duff</p> <p><b>Absent with notice:</b> Jessica DeFago</p> <p><b>Absent without notice:</b> Sterling Galehouse, Ben Nelson</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SHIVA SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 1:33 pm. He asked for additions/changes to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the July 20, 2016 Budget &amp; Finance Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
REVIEW OF UC OBJECTIVES <span style="float: right;">RUTH NINE-DUFF</span>	
DISCUSSION	<p>Sastry reported that the UC bylaws were approved as of June 15, 2016. This brings a higher level of importance to this committee.</p> <p>Nine-Duff and Steiner reviewed the responsibilities of the Budget &amp; Finance Committee as defined by the UC bylaws. If needed, the bylaws can be amended at a later date. There was a lengthy discussion regarding more guidance and clarification on the committee's focus and responsibility.</p> <p>It was determined that each committee member needs to reach out to each of their constituent groups to ask for items/policy/procedures that are of high priority and should be discussed and reviewed by this committee.</p> <p>Nathan indicated that increasing Fall 2017 enrollment should be a high priority – campus wide. Also need to continue to educate the campus on the state of UA finances and managing expenses – progress has been made, but still work to be done.</p> <p>Cheung reminded everyone of the HLC visit in February. He indicated that the Budget &amp; Finance Committee plays a big role in convincing the HLC committee that there is shared governance on campus.</p>

CURRENT ISSUES		SHIVA SASTRY
DISCUSSION	<p>There was a discussion regarding scholarships and whether there should be fewer scholarships. It was determined that it is better to give scholarships with the benefit of recruiting more students to campus.</p> <p>There was a brief discussion regarding the use of carry over funds. It was decided that this is an issue that needs to be discussed by this committee to give recommendations on how these funds could be used to help balance departmental budgets.</p> <p>Sastry nominated Zak Steiner as Secretary to the Budget &amp; Finance Committee. Motion was made by Cheung, seconded by Green, and unanimously approved.</p> <p>Items for next the Agenda were discussed. Suggestions include Athletics, carryover, revenue and scholarships.</p>	
NEW BUSINESS		
DISCUSSION	<p>The meeting was adjourned at 2:58 p.m. by unanimous consent. Next meeting is set for August 10<sup>th</sup> at 1:30 in Leigh Hall 413</p>	

# Budget & Finance Committee

## MINUTES

DATE: AUGUST 10, 2016

TIME: 1:30

LOCATION: LH 413

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Edward Conrad, Jessica DeFago, John Green, Sterling Galehouse, Nathan Mortimer, Ben Nelson, Ruth Nine-Duff, Shiva Sastry, Zak Steiner,</p> <p><b>Absent:</b> Mike Cheung, Greg Lewis</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SHIVA SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 1:35 pm. Sastry suggested that the agenda be modified with the addition of an update from Deans &amp; Chairs. Steiner motioned for approval with this modification. The motion was seconded by Conrad and approved by unanimous consent.</li> <li>The August 3<sup>rd</sup> Budget &amp; Finance Committee minutes will be approved at the August 17<sup>th</sup> meeting.</li> </ol>
ISSUES	
DISCUSSION	<p>Sastry led a discussion regarding a flowchart he drafted regarding money flow at the University. Sastry explained that it is a simple version of how the budget could be explained and shared with others on campus. It is a working document and is not to be shared outside of the committee until it is accurate. Sastry updated the committee on the recent UC chairs meeting. He also shared that Ed Conrad, Nathan Mortimer and himself recently met and reviewed the FY14/15 actual budget, FY15/16 projected budget and FY 17 forecast.</p> <p>Mortimer asked the committee to define academic vs. non-academic. There was a discussion as to where the Office of Academic Affairs falls. It was suggested that a template be distributed to the Chairs to indicate where they fall.</p> <p>Mortimer shared handouts with the committee regarding investment and budget information that could be used to educate the committee and campus. He agreed that we all need to be more responsible and have candid conversations.</p> <p>Conrad led a discussion on the cost of doing business and what can be generalized. There was discussion regarding our academic mission and ways to reduce spending. Items included the police department, shared services, and part-time positions. Conrad asked if we know the number of open positions and if this committee is able to give an opinion as to whether positions should be filled.</p>

	<p>SSI was discussed and more information was requested to help the committee become more knowledgeable on this issue.</p> <p>Enrollment was discussed and it was suggested that Lauri Thorpe be contacted to answer questions regarding enrollment management and recruitment. The cost and use of Graduate Students was reviewed. It was suggested that the Committee make a recommendation that it may be less expensive to hire adjunct professors.</p>
<p>DEAN &amp; CHAIR UPDATE</p>	
<p>DISCUSSION</p>	<p>Green gave a Dean's Meeting update. The Provost has asked each Deans to share their thoughts and ideas regarding strategic investments. Green will share an overview of those presentations when complete.</p>
<p>NEW BUSINESS</p>	
<p>DISCUSSION</p>	<p>Next meeting is set for August 17<sup>th</sup> at 1:30 in Leigh Hall 413</p> <p>The meeting was adjourned at 3:00 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES

DATE: AUGUST 17, 2016

TIME: 1:30

LOCATION: LH 413

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, John Green, Greg Lewis , Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner,</p> <p><b>Absent:</b> Sterling Galehouse, Ben Nelson</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SHIVA SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 1:43 pm. He asked for additions/changes to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the August 3<sup>rd</sup> and August 10th Budget &amp; Finance Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE	
DISCUSSION	<p>Green gave a Dean’s Meeting update. The Deans continued with presentations to the Provost with their top strategic needs. Green received approval and will share these presentations with this committee.</p> <p>Cheung gave a Chair’s Meeting update. The chairs have been meeting with Mortimer on a list of topics and have found his discussions with them extremely informative. One topic has been the IDC carryover issue. The Chairs have been working with Dean Amis to unfreeze this money for use by Principal Investigators (PIs). It was suggested that Dean Amis share his plan with this committee. Sastry will obtain a copy of this plan for the committee to first review and then invite Dean Amis to discuss.</p>
ENROLLMENT UPDATE <span style="float: right;">NATHAN MORTIMER</span>	
DISCUSSION	<p>Mortimer gave an enrollment update. He explained that even though Freshman enrollment is down 21%, the -8% forecast is taking into consideration overall institutional enrollment.</p>

## ISSUES

DISCUSSION	<p>There was a discussion about the spreadsheet that was provided by Mortimer regarding non-personnel expenses. Sastry would like the committee to understand this spreadsheet, but there is some confusion regarding Class abbreviations and descriptions. Mortimer will provide a legend for clarification.</p> <p>Sastry commented that the objective of this committee is to understand the expenses and make recommendations. If there are cuts to the budget, there needs to be a policy in place for guidance and standards campus wide. Carryover policy was also discussed. This committee needs to present a resolution with recommendations regarding carryover use. IDC was discussed and agreed that it should support research, be an incentive to the PI, and not be hoarded. It was suggested that IDC should be released to the faculty and PIs who earned it and that guidelines/UA Rules be followed for use. The committee will wait to hear Dean Amis' plan.</p> <p>Startup funds and packages were also discussed. It was suggested that it should be localized to each unit/college level and not campus wide. It was agreed that the committee position should be that startup money be budgeted. Mortimer to provide current policy statement regarding startup funds.</p> <p>Conrad voiced concern regarding STRS/pension plans. Suggested that a task force be formed to look at problems.</p>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for August 24<sup>th</sup> at 1:30 in Leigh Hall 413</p> <p>The meeting was adjourned at 3:06 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES

DATE: AUGUST 24, 2016

TIME: 1:30

LOCATION: LH 413

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Jessica DeFago, John Green, Greg Lewis, Ben Nelson, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent:</b> Edward Conrad, Sterling Galehouse, Nathan Mortimer</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SHIVA SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 1:30 pm. He asked for additions/changes to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The August 17<sup>th</sup> and 24<sup>th</sup> minutes will approved at the August 31<sup>st</sup> meeting.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	<p>Cheung did not give a Chair meeting update as they had not met since the last committee meeting.</p> <p>Green gave a Dean's Meeting update. The Deans discussed Dean Amis' IDC proposal. There was a general appreciation for the proposal, but some skepticism due to the plan being too complicated. The Deans also met with the President regarding budgetary issues which included a soft hiring freeze, budget being fully populated and the possibility of BOT extending raises to all employees.</p> <p>Cheung commented that he thought the committee had already made a resolution to release IDC carryover. Sastry indicated that this would be added to next week's Agenda.</p>
ENROLLMENT UPDATE <span style="float: right;">ZAK STEINER</span>	
DISCUSSION	<p>Steiner gave an update indicating that enrollment is down -7.5%. He said that this is a preliminary figure. There are several variables and scheduling is still taking place. There was a discussion regarding payment dates, installment plans and financial holds. It was suggested that a reward/incentive be given for early pay such as a Starbucks gift card or T-shirt. Sastry asked Steiner to research this issue and report back to the committee.</p>

## ISSUES

DISCUSSION	<p>Sastry reported that non-personnel expenses have been reviewed and that everyone received the legend that helped educate the committee on abbreviations and descriptions. This item can be taken off the Agenda.</p> <p>Sastry asked the committee to formulate principles to a sustainable budget. It was agreed that to be sustainable, the University must:</p> <ul style="list-style-type: none"><li>• Live within its means and balance expenses to income</li><li>• Target waste areas</li><li>• Focus on general fund/auxiliaries</li><li>• Deliver a “product” that makes students want to come here and pay/spend money</li><li>• Carryover reduction should have the least amount of impact on students</li></ul> <p>There was a short discussion regarding the Presidents thoughts of decentralizing the Graduate School to save money. This would house Grad School operations in each of the colleges instead its own department. There was not a consensus as to whether or not this would generate a savings.</p> <p>It was reported that Ernst and Young has been hired as consultants to review and evaluate the University. It was agreed that each committee member should educate themselves on the firm.</p> <p>There was continued discussions on scholarships, carryover and endowments. Steiner to reach out to Thorpe to get additional information, including discount rate chart. Sastry will ask Mortimer to give presentations on both carryover and endowments at the next meeting to help educate the committee.</p>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for August 31<sup>th</sup> at 2:30 in Leigh Hall 413</p> <p>The meeting was adjourned at 2:59 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: AUGUST 31, 2016    TIME: 2:30    LOCATION: MCCOLLESTER

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, Greg Lewis, Nathan Mortimer, Ben Nelson, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> John Green</p> <p><b>Absent without Notice:</b> Sterling Galehouse</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 2:30 pm. He asked for additions/changes to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the August 17<sup>th</sup> and 24<sup>th</sup> Budget &amp; Finance Committee minutes. The minutes were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">CHEUNG</span>	
DISCUSSION	<p>Cheung reported that President Wilson had an informal meeting with the Chairs and discussed several topics. He indicated that the President would like to meet with the UC Budget Committee. September 7<sup>th</sup> has been set.</p> <p>Green was not in attendance to give a Dean meeting update.</p>
ISSUES	
DISCUSSION	<p>The Faculty Startup Funding Policy was distributed. The committee was asked to read carefully and consider the policy. Discussions will continue at future meetings. Dean Amis' IDC plan was also discussed. The committee decided that they are not ready to approve, but agree that faculty want money released.</p> <p>Sastry led a discussion on the draft resolution to release IDC funds. After a lengthy review and discussion, Cheung motioned to approve the resolution with agreed upon changes and submit to University Counsel. Steiner seconded the motion.</p>

BUDGET & ENROLLMENT UPDATE		MORTIMER
	<p>Mortimer gave a quick budget and enrollment update. He indicated that the budget will be populated at the same level as last year. Departments are asked to spend conservatively. The budget is being managed with organic enrollment, scholarships and position control. Operating carryover to be pulled back again this year. Enrollment before census is down approximately 7%. It was suggested that Kevin Rushing from the Bursar's Office speak to this group to explain add/drop/non-payment policies and how they affect enrollment numbers.</p>	
ENDOWMENT TUTORIAL		MORTIMER
DISCUSSION	<p>Mortimer gave a PowerPoint presentation to help educate the committee on UA and UAF Endowments.</p>	
NEW BUSINESS		
DISCUSSION	<p>Next meeting is set for September 7<sup>th</sup> at 2:30 in Leigh Hall 413. President Wilson will speak at 2:45.</p> <p>The meeting was adjourned at 4:08 p.m. by unanimous consent.</p>	

# Budget & Finance Committee

MINUTES    DATE: SEPTEMBER 7, 2016    TIME: 2:30

LOCATION:  
MCCOLLESTER

MEETING CALLED BY	Nathan Mortimer, Administrator	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Shiva Sastry, Chair	
NOTE TAKER	Linda Smith	
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, John Green, Greg Lewis, Nathan Mortimer, Ben Nelson, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent without Notice:</b> Sterling Galehouse</p> <p><b>Additional Attendees:</b> Harvey Sterns</p>	
Agenda topics:		
CALL TO ORDER		SASTRY
DISCUSSION	<p>1. The chair called the meeting to order at 2:34 pm. He asked for additions/changes to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p>	
ISSUES		
DISCUSSION	<p>The committee discussed the recommendation to submit a resolution to University Council to release IDC funds. Additional changes were made at the last meeting. Cheung motioned to submit the final version of the resolution to University Council for review and vote at the September 13<sup>th</sup> meeting. Conrad seconded.</p>	
PRESIDENTIAL UPDATE		WILSON
DISCUSSION	<p>President Wilson discussed several topics with the Committee.</p> <ul style="list-style-type: none"> <li>• Wants to make sure everyone is informed and gets involved. He is looking for guidance, direction, inspiration and feedback from all.</li> <li>• Wants to have FY18 budget done by March</li> <li>• Looking forward to Ernst &amp; Young report in October</li> <li>• Enrollment numbers are down, but getting better</li> <li>• He is visiting high schools</li> <li>• Wants to empower committees and Deans to be leaders</li> <li>• Wants to avoid further costs with realistic solutions – some suggestions: <ul style="list-style-type: none"> <li>○ Hiring/position control</li> <li>○ Prudent spending</li> <li>○ Defer raises</li> <li>○ Early buyout (Wright State example)</li> <li>○ Soft travel freeze</li> <li>○ No Alumni gala</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Everyone should focus on retention</li> <li>• His approach and style is to look at students as family members <ul style="list-style-type: none"> <li>○ Be a mentor / make a difference</li> <li>○ Personal contact to help students overcome obstacles</li> </ul> </li> <li>• Use crisis to make changes</li> <li>• Asking for innovative and creative ideas</li> </ul>
HLC ASSURANCE PLAN	
	SASTRY
	<p>Sastry reported to the group that the HLC visit will be February 14<sup>th</sup>. Before that visit, an Assurance Argument must be submitted. Sastry asked committee members to go to constituent groups and come back with budget problems/concerns and also ways to solve. Cheung stated that the University must demonstrate that it recognizes shortcomings, have plans to alleviate problems and have the ability to execute those plans.</p>
NEW BUSINESS	
	SASTRY
DISCUSSION	<p>The fall meeting schedule was discussed. It was decided that the committee will meet every other week and use e-mail for any issues on the off weeks. Linda will send out a doodle survey to set the next meeting for the week of September 19<sup>th</sup>.</p> <p>The meeting was adjourned at 3:59 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: SEPTEMBER 22, 2016    TIME: 2:30    LOCATION: MCCOLLESTER

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, Jessica DeFago, John Green, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> Greg Lewis, Ben Nelson</p> <p><b>Absent without Notice:</b> Sterling Galehouse</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 2:32 pm. Election of officers was added to the agenda and approved by unanimous consent.</li> <li>The chair asked for additions or corrections to the August 31<sup>st</sup> and September 7<sup>th</sup> Budget &amp; Finance Committee Minutes. The Minutes were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
ELECTION OF OFFICERS	
DISCUSSION	Conrad made the recommendation that Sastry be elected Chair and Conrad be Vice-Chair. There were no other nominations. DeFago made the motion and Steiner seconded.
ISSUES	
DISCUSSION	<p>The committee discussed the OU “Budget 101” document distributed by Green and Nine-Duff. The committee agreed that a similar document needs to be prepared to share with campus explaining principles and processes. Mortimer will have his staff begin working on the document and submit to the committee for approval.</p> <p>Mortimer explained that IDC funds have not been released due to UC procedure. UC has submitted the Resolution to the President and he has 45 days to respond.</p>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for October 5<sup>th</sup> at 2:30 in Leigh Hall 414 (room change to accommodate the need for technology).</p> <p>The meeting was adjourned at 3:10 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: OCTOBER 5, 2016    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Shiva Sastry, Chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Zak Steiner, Secretary
	<p><b>Members:</b> Mike Cheung, Jessica DeFago, Greg Lewis, John Green, Shiva Sastry, Zak Steiner</p> <p><b>Absent:</b> Edward Conrad, Sterling Galehouse, Nathan Mortimer, Ben Nelson, Ruth Nine-Duff</p>
Agenda topics:	
	CALL TO ORDER <span style="float: right;">SASTRY</span>
DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order at 2:32 pm.</li> <li>2. The chair spoke of SSI and need for more analysis on it. He spoke of a committee he was now appointed to and they will be figuring out ways to capitalize funds received from the state.</li> <li>3. Prior to Chair Sastry leaving, the group approved the minutes from the September 22 meeting.</li> <li>4. The group continued to talk after Sastry left making Steiner temporary chair for rest of meeting. The group talked about old business and had a general discussion on money saving ideas.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for October 19<sup>th</sup> at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:10 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: OCTOBER 19, 2016    TIME: 2:30    LOCATION: MCCOLLESTER

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Edward Conrad, John Green, Dominic Grossi, Greg Lewis, Ruth Nine-Duff, Shiva Sastry, Zak Steiner</p> <p><b>Absent with Notice:</b> Ali Carter, Mike Cheung, Katherine Cookson, Jessica DeFago, Nathan Mortimer, Ben Nelson</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 2:30 pm. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The October 5, 2016 minutes were distributed. The Chair asked that the committee review after the meeting and e-mail any corrections and/or approval. The motion to approve the minutes via e-mail was unanimously approved. Approved minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	<p>Dr. Cheung was not present to give update.</p> <p>Dr. Green presented a document prepared by the HLC Assurance Criteria 5 Committee entitled “UA Strategic Planning and Budget Process”. This document was discussed and suggestions/corrections were given. Dr. Green to circulate the updated document via e-mail later in the week.</p>
ISSUES	
DISCUSSION	<p>Dr. Sastry led a discussion regarding the goals of the UC Budget &amp; Finance Committee. Ideas were given and discussed. Linda will prepare a draft based on suggestions and circulate to the committee for approval to submit to University Council.</p> <p>Steiner handed out Disabilities Awareness Week postcards on behalf of DeFago.</p>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for November 2, 2016 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:27 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: NOVEMBER 2, 2016    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Zak Steiner
ATTENDEES	<b>Members:</b> Edward Conrad, Mike Cheung, Jessica DeFago, John Green, Dominic Grossi, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Shiva Sastry, Zak Steiner <b>Absent with Notice:</b> Ali Carter, Katherine Cookson, Ben Nelson
Agenda topics:	
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 2:32 pm. He asked for additions to the agenda. There was one item to add to the agenda by Dominic Grossi, the agenda was approved as distributed by unanimous consent (more information on the item is in new business).</li> <li>The October 19, 2016 minutes were distributed. The Chair asked that the committee review after the meeting and e-mail any corrections and/or approval. The motion to approve the minutes via e-mail was unanimously approved. Approved minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	<p>Dr. Cheung did not have an update.</p> <p>Dr. Green did not have an update from the deans, but started the conversation on “UA Strategic Planning and Budget Process” document. See notes below.</p>
ISSUES	
DISCUSSION	Drs. Green and Sastry led a discussion on the updated document prepared by the HLC Assurance Criteria 5 Committee entitled “UA Strategic Planning and Budget Process”. After extensive discussion on the document, the committee decided to schedule a special meeting to finish discussion on the document.
NEW BUSINESS	
DISCUSSION	<p>Committee will meet again on November 7 at 2:30 p.m. to have further discussion and to hopefully recommend the document on the budget process to the full UC.</p> <p>Dominic Grossi asked that the committee consider adding an additional item to a future meeting. A USG colleague of his would like the committee to look into the topic of scholarships for non-resident international students. The group agreed.</p> <p>Next meeting is set for November 16 , 2016 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: NOVEMBER 30, 2016    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	Shiva Sastry, Chair
NOTE TAKER	Zak Steiner
ATTENDEES	<p><b>Members:</b> Mike Cheung, Jessica DeFago, Greg Lewis, Ruth Nine-Duff, Shiva Sastry, Esrra Sayed, Zak Steiner</p> <p><b>Absent with Notice:</b> Edward Conrad, Ali Carter, Katherine Cookson, John Green, Dominic Grossi, Nathan Mortimer, Ben Nelson</p> <p><b>Other Attendees:</b> Harvey Sterns</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order at 2:32 pm. He asked for additions to the agenda. The agenda was modified. Cheung 1<sup>st</sup>, Lewis 2<sup>nd</sup>, all moved.</li> <li>The November 2, 2016 minutes were distributed. The committee will review the minutes and discuss at the December 14 meeting.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No updates were given.
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>Discussion took place on the proposed idea of a buyout offered by the University. The committee talked about the different positives and negatives of a buyout. The chair was to suggest three items to the CFO on behalf of the committee. <ul style="list-style-type: none"> <li>Plan Design</li> <li>Emulation of savings</li> <li>Academic impact</li> </ul> <p>Zak is to send out articles for the committee to read that deal with retirement and athletic department budgets.</p> </li> <li>Conversations took place about the graduate assistant positions that the University offers. Shiva talked about information from the Graduate Council.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for December 14, 2016 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>

# Budget & Finance Committee

MINUTES    DATE: DECEMBER 14, 2016    TIME: 2:30    LOCATION: LH 414

MEETING CALLED BY	Nathan Mortimer, Administrator
TYPE OF MEETING	Monthly Meeting
PRESIDER	John Green
NOTE TAKER	Linda Smith
ATTENDEES	<p><b>Members:</b> Mike Cheung, Edward Conrad, John Green, Greg Lewis, Nathan Mortimer, Ruth Nine-Duff, Zak Steiner,</p> <p><b>Absent with Notice:</b> Katherine Cookson, Jessica DeFago, Esrra Sayed, Dominic Grossi, Ben Nelson, Shiva Sastry</p>
Agenda topics:	
CALL TO ORDER <span style="float: right;">SASTRY</span>	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Dr. Green called the meeting to order at 2:34 pm. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>2. The Minutes from November 2<sup>nd</sup> and 30<sup>th</sup> were approved by unanimous consent. The minutes will be posted to the UC SharePoint site.</li> </ol>
DEAN & CHAIR UPDATE <span style="float: right;">GREEN / CHEUNG</span>	
DISCUSSION	No updates were given.
ISSUES	
DISCUSSION	<ol style="list-style-type: none"> <li>1. Mortimer gave an update to the buyout program indicating that they are in the process of vetting vendors. After a vendor is selected stakeholders will be involved and a program will be developed.</li> <li>2. Mortimer also reviewed FY18 plans for startup funds, IDC for PIs and general carryover issues. Basis of plan is to defer expenses. Ultimately, the University needs to grow enrollment and reduce expenses.</li> <li>3. Green led a discussion regarding responses to the survey results from the UA Strategic Planning and Budgeting Process Proposal. Green to write up recommendations and send to committee for review.</li> </ol>
NEW BUSINESS	
DISCUSSION	<p>Next meeting is set for January 25, 2016 at 2:30 in Leigh Hall 414</p> <p>The meeting was adjourned at 3:56 p.m. by unanimous consent.</p>