

Administrative Budget Committee Minutes

November 10, 2011

9:00 am

Carrington 203

Present

Committee:

Brent Dunn, Vice President – University Advancement

Steve Foucart, Interim Chief Financial Officer (CFO)

Chris Herr, Associate Professor - Theatre and Dance / Chair Elect – Faculty Senate

Paul Kincaid, Chief of Staff / Assistant to the President for University Relations

Austin Kramer, SGA Chief of Staff

Allen Kunkel, Associate Vice President for Economic Development / Director – JVIC

Thomas Lane, Assistant to the Vice President for Student Affairs / Director of Plaster Student Union

Ken McClure, Vice President for Administrative and Information Services, Chair

Joye Norris, Associate Provost for Access and Outreach

Matthew Stublefield, Lab Support Administrator / Chair – Staff Senate

Staff:

Kim Hardie, Administrative Assistant – Administrative and Information Services

Rachel McGinnis, Budget and Contracts Officer – Jordan Valley Innovation Center

Tina McManus, Director of Accounting and Budgeting – Financial Services

Dana Popp, Budget Officer – Administrative and Information Services

Guests:

Bill Cheek, Chair – Personnel Reallocation Task Force

Tabitha Haynes, Personnel Reallocation Task Force

Background and Introductions

Ken McClure welcomed everyone to the meeting and led introductions. A committee roster was distributed to all members. The committee is a representation of all administrative cost centers, the Office of the Provost, Faculty Senate, Staff Senate, and the Student Government Association (SGA).

The task of the committee is to make recommendations on administrative areas which will be presented to the Executive Budget Committee, who is preparing the budget for fiscal year 2013.

Personnel Reallocation Task Force

Bill Cheek, chair of the Personnel Reallocation Task Force, presented the charge and reported their progress. Bill will provide an update at each Administrative Budget Committee meeting. The task force will present recommendations by January 31, 2012.

Bill welcomed suggestions and questions from Administrative Budget Committee members.

Scope of Work

Administrative Budgets

Dana Popp distributed and reviewed a budget book that covers all areas under the charge of the Administrative Budget Committee. Suggested changes will be made. Dana asked the committee to let her know if any other corrections are needed.

FY13 Challenges

Important factors in discussing possible recommendations are:

- *Student enrollment estimate* - The FY13 student enrollment goal has been set to match 2010 enrollment (i.e., increasing enrollment from fall 2011 by 226 students).
- *State reduction* - State appropriations this year are anticipated to be reduced by 5% due to low revenue growth and recovery from a \$400 - \$500 billion dollar shortfall caused by the depletion of federal stimulus dollars. The Governor will announce his budget recommendations by the end of January 2012. The Missouri General Assembly historically has accepted the recommendation from the Governor.
- *Consumer Price Index (CPI)* - A tuition increase request will be made to the state. This increase cannot exceed the CPI target, which is anticipated to be 3.6%. The tuition increase will help to offset the reduction in state appropriations.

Increases that will need to be planned for in FY13 include employee pay raises in July, 2012, and the continuance of pay raises offered by the President in January, 2012. Fringe benefits and utilities will also increase in 2012. Tina McManus distributed a report showing the result by cost center of the proposed raise in January. The Executive Budget Committee will supply targets that will need to be met by the Administrative Budget Committee.

The Administrative Budget Committee will establish a decision package considering whether part of university reserve money can be used to fund raises and if it can be used for more than a one-time event. Cost centers will be asked for input on suggestions.

The Administrative Budget Committee is charged with the following responsibilities for FY13:

- Allocating dollars
- Reviewing recommendations of the Personnel Reallocation Task Force
- Creating a decision package for the availability of funds

Timeline

The fee resolution is due to Financial Services by the end of January and recommendations from the Administrative Budget Committee must be submitted by March 15.

Open Discussion

Cost center heads will be consulted regarding large decision items.

Auxiliaries will be reported for informational purposes only.

Administrative Budget Committee members agreed not to ask cost center heads to present information on their areas. A request was made to have the Personnel Reallocation Task Force summarize this information if needed.

Minutes

A draft of the minutes will be prepared and emailed to the committee for review. The final minutes will be posted on the Administrative Budget Committee web page only after they have been reviewed and approved by the committee.

Meetings

The next meeting is scheduled for Thursday, December 8, 2011, from 9:00 a.m. to 10:00 a.m., in Carrington 203. Beginning in January, meetings will occur weekly as needed.