

Administrative Budget Committee Minutes

December 8, 2011

9:00 am

Carrington 203

Present

Committee:

Brent Dunn, Vice President – University Advancement

Steve Foucart, Interim Chief Financial Officer (CFO)

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:

Debbie Donnellan, Executive Assistant – Administrative and Information Services

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

Personnel Reallocation Task Force

Dr. Bill Cheek, chair of the Personnel Reallocation Task Force, presented an update on their progress. The task force may have the final report submitted to this committee by the scheduled meeting in January.

Charging for transcripts

Dr. Thomas Lane presented the proposal, which was initiated by Rob Hornberger and recommended by the Administrative Budget Committee in the recommendation for FY12. This proposal is an opportunity to generate additional revenue and has been approved by Dr. Earle Doman. The consensus is to not charge for transcripts unless staff can be added to support the additional work. This proposal could be implemented by the fall 2012 semester.

Ken asked committee members to consider the proposal. It will be added to the agenda in January for further discussion. Rob may be invited to a future meeting. Questions should be sent to Thomas.

Executive Budget Committee update

Ken McClure gave an update of the November Executive Budget Committee. Items discussed were:

- Percentage of one-time funds which may be used by cost centers for pay adjustments
- Determining appropriate levels for fund balances
- Decision item package for use of one-time funds

The budget reduction for FY12 was based on a state growth of 4%, but revenues are currently lower than expected at 2%. Estimated growth for the year will be determined in January.

FY12 and FY13 pay adjustment reallocation

Steve Foucart reviewed the pay adjustment that cost centers must meet to provide the full year cost of the proposed January 2012 and July 2012 pay increases. Cost center budgets must be reallocated to pay for these raises.

Ken will contact all administrative cost center heads to review the budget requirement and report to the committee their reallocation plan separately for the proposed January 2012 and July 2012 pay increases.

Committee members were encouraged to contact Ken or Steve with questions regarding the spreadsheet.

Open Discussion

Ken reviewed the items that will need to be included in the final report, which is due to the Executive Budget Committee mid to late February:

- Personnel Reallocation Task Force report
- Funding raises
- Decision items developed by the cost centers to send forward
- Other budget recommendations

Cost center administrators may be invited to meetings to discuss pay raises if needed.

Dana distributed a revised budget book to the committee.

Next Meeting

The next meeting is scheduled for Thursday, January 5, 2012, from 9:00 a.m. to 10:00 a.m., in Carrington 203. Meetings will then occur weekly beginning January 19.