



ATTENDEES	Cynthia Matson, Darrell Morrison, Michael Sala, Elizabeth Mirakami, Lorrie Webb, Jo Anna Benavides-Franke, Eugene Ramirez, Stefanie Wittenbach, Edward Westermann, Holly Verhasselt, Sherita Love, Allison Garcia
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- I. Call to order
Darrell Morrison opened the meeting at 1:05 p.m.
- II. Welcome and Introduction of Michael Sala as the new Director of Budget
- III. Regularly scheduled meetings will occur on the last Friday of every month at 1 p.m.
- IV. Review of Handouts
 - a. FY15 & FY16
 - i. Close out FY15 now that audit is over
 - ii. Actual budget revenue side exceeded by \$67,000 from original projections
 - iii. Budget for this year is \$56 million understanding that it is enhanced with a one-time \$5 million of Downward Expansion money
 - b. Use of Funds FY15 & FY16
 - i. Budgeted \$47 million but only spent \$44 million across the university
 - c. Expense by Function
 - i. Instruction and Institutional Support, Student Services, Scholarships, Plant Expenditures etc.
 - ii. See where money was expended
 - iii. Spent \$44 million and in that \$22 million was expended on Instruction and Institutional Support
 - iv. Expended 50% on Academic Support
 - v. Student Services increased by \$7 million
 - vi. Administrative costs have gone from 20-21% to 13.7%
 - d. Operating Budget by Division FY16 as of January 2016
 - i. Includes beginning balances, how much has been expended and encumbrances
 - ii. Most items in encumbered are items we are obligated to (i.e. salaries)
 - e. Enrollment Data
 - i. Struggled in the fall semester with our graduate students
 - ii. Spring revenue ahead of estimates by \$144,000
 - iii. Graduate numbers are below projections for two terms
 - f. Phase I and Phase II items
 - i. Phase I items were released
 1. Much of Phase I has been or will be expended
 - ii. Phase II has info that is being held back pending tech review on the Academic support side
 - iii. Darrell recommends that based on our enrollment that we can release Phase II as it effects our banner implementation
 - iv. Motion to release Phase II based on projection-**all in favor**



URC Meeting

Minutes

Friday, January 29, 2016

1 p.m.

CAB Conference Room 219

- g. Summary of Downward Expansion Requests by Division
 - i. List of positions that were approved and recommended by subgroups and subcommittees of the super group on hiring and vetted by URC group
 - ii. All positions except for a handful of staff are being advertised
 - iii. Concerns about Faculty start date after the Faculty Professional Development
 - 1. Plan being developed for training and at that time will work on salary structure
 - 2. Edward Westermann inquired about the base line salary for lecture position for English and History
 - a. Jane is pulling together CUPA data for review
 - h. Summary of Downward Expansion Year 1
 - i. Recap of \$6.8 million that was allocated initially
 - i. Budget Calendar
 - i. Budget due to system by March 7th
 - ii. We have several budget issues that have yet to be addressed
 - 1. Merit Pay on Faculty and Staff side
 - 2. Price Water House Cooper study for Staff studies
 - 3. Salary Compression
 - 4. Scholarship Plan
 - 5. Utilities & Maintenance
 - iii. Proposal:
 - 1. Forecast our revenue
 - 2. Allocate money on a contingency basis in the various areas
 - 3. Once the budget is approved will reallocate as long as it is not over 10%
 - 4. General revenue is fixed, over budget will come from tuition
 - iv. Roll out budget requests to review and provide input
 - v. Strategic points or items should be sent to Darrell and Michael and will come back with a discussion on priority
- V. Meeting Adjourned at 1:51 p.m.