

URC Meeting Minutes for May 07, 2015

University Resources Commission (URC) committee-Formula funding report

Charge: Review report and provide advice- work with the President to establish funding recommendations based on university strategic plan.

- I. Review estimated increase in General Revenue
- II. Parameters for considering requests
- III. Strategies for reducing Institutional expenses in the President's area
- IV. Administrative costs
- V. Review new forms (PP template and Narrative)
- VI. Agenda for presentations
- VII. Summary of budget request submitted
- VIII. Adjourn

Minutes: Meeting commenced at 11:40 a.m.

Attendees: Committee members – Dr. Matson, Jennifer Skiver, Webb, Stefanie Wittenbach, Dr. Holly Verhasselt, Eugene Ramirez, Sherita Love, Jo Anna Benavides-Franke, Luis Rodriguez, Dr. Dennis Elam, Dr. Elizabeth Murakami, Andres Holliday

- a. System recommends university use \$3.369 biannual increase as an estimate.
- b. Jennifer recommends URC use slightly more conservative estimate (\$1.65 million recurring request and \$500,000 for one time request)
- c. FY15 fixed costs covered by reducing Finance & Administration (F&A) budget
 - a. Shifted expenses
 - b. \$260,000 reduction through renegotiation with Ellucian
 - c. Recommended elimination of one F&A position
 - d. F&A FY2015 budget was negative in the amount of \$138,795
 - e. Fixed cost covered Brooks CityBase lease, SCC contracting and covered all the fixed cost, plus additional costs
 - f. Merit increase instituted across the board
 - g. Legislature recommends administrative cost be at or below 14% (currently 22%)
 - i. Baseline (FY15 Budget) administrative cost at 22%
 - ii. 1st year goal (FY16 Budget) administrative cost at 18%
 - iii. 3rd year goal (Fy18 Budget) administrative cost at 14%
 - iv. 5th year goal (Fy20 Budget) administrative cost at 10%
 - h. Focus is instruction, student service and academic support
 - i. Minimal to no increases in institutional support

- j. University currently has approximately 3,000 FTE, which equates to approximately \$5 to \$6 million of the budget
- k. FY16 New Budget request documentation does not include all submitted changes. The total new requests and one time requests are almost \$3 million. Most of it is Academic Affairs, which is for instruction and considered priority.
- l. Budget priority should be for the whole university
- m. Dr. Matson recommends URC stay focused when making a recommendation about the budget, which will make it easier to visualize and work toward a target.
- n. University must present the budget to the Board of Regents in early August 2015
- o. Recommendation to URC is to work backwards to meet the target

Action items:

Jennifer

- 1. put together a baseline in the budget (was presented at the budget forum)
- 2. email NACUBO glossary web link
<http://www.tamusa.edu/uploadFile/folders/fcestrad/Pdf/Pdf-635627053053709897-10.100.150.124.pdf>

Luis/ Jennifer

- 1. email URC budget presentations before next meeting

Luis

- 1. email updated FY2016 New Budget Request before next meeting
- 2. email URC detailed summary and other budget worksheets after meeting adjourns

Elena

- 1. email URC agenda for budget presentations for next meeting May 12, 2015

College Deans

- 1. present respective areas during Budget Presentation meeting May 12, 2015

Next scheduled meeting May 12, 2015

Meeting adjourned 12:22 p.m.