

URC Meeting Minutes-May 20, 2015

University Resources Commission (URC)-Review and recommendations

Charge: Divisions will present their respective budget presentations to the URC and President; Work with the President to establish funding recommendations based on the university's strategic plan.

- I. Faculty cohort hiring
- II. University Services Fee (History and breakdown)
- III. Course Fees
- IV. Analytics
- V. ITAC Feedback
- VI. Rubric for recommendations
- VII. Review of requests
- VIII. Adjourn

Minutes: Meeting commenced 8:35 a.m.

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

Absent: Andres Holliday

Faculty cohort hiring

- Consider cohort hiring as downward expansion approaches
- Different disciplines
- Next year
- Discuss the pros.....

General Budget Discussion

- Did not have a balanced budget
- University service fee allocated
- Money rolled into reserves
- Reserves approx. 3.8 months

- System office recommends 4.8 months
- Intentions are to grow reserves and earn interest on it
- President will discuss reserves with the System

Course Fees

- Offsets what the state does not fund
- USF accounts replaced course fee accounts
 - COB
 - COA&S
 - COE
- Every fee is brought before the Board of Regents for approval
- GTCP program is a separate fee
- Fee went up and revenue went up
- Start working on budget processes for the next Fiscal year
- A referendum was done for recreation fee
- Goal is to reallocate USF for new fiscal year

Analytics

- Administrative support positions per Division/College
- Reports directly impacts the budget request
 - Data on Fall 2014 & Spring 2015
 - Faculty ratios
 - COB offers larger online courses
 - How faculties are allocated?
- Data provided can be used when considering budget request
- Monitoring of the low producing programs
- Reflects enrollment growth
- Important data on the Ds, Fs, NCs and Qs
 - At risk students
 - Prevention in place

ITAC Feedback

- A rubric recommendation
 - Emphasis on Institutional support vs Academic support
 - Is money being spent on expanding our vision
 - Mindset change

Review of request for Academic Affairs

- Deans request from course fees
- Concerns on USF
- Presenters will have an opportunity to share more information
- Different ways to approach the request
 - By rank
 - By ticket item
 - Largest ticket item-Library data base and journal
 - Original amount of request was \$300,00 was reduced to \$175,000
 - Flexible with \$100,000
 - Stem Library possibly placed on the downward expansion
- Water Resources
 - Meadows foundation-institutional funds-applied research
 - CRI-can be funded from Chancellor's funding
 - Best on earth
 - Recruitment
 - Start up
 - Building a lab
- Data base request-a three year list
 - Criteria for adding data base
 - How does it fit?
 - Who will it serve?
 - Is it a good interface?
 - What is the content like?
 - What college does it supports?
 - At renewal time each data base is measured by
 - Marginal or low
 - Annual basis
 - Zero base
- Mobile app
 - Access recording of Hyflex
 - Recordings of class lecture
- AVPAA
 - Missing critical function in academic support
 - Research needed
 - Faculty affairs
 - Undergraduate studies

Comment [JLS1]: We discussed a STEM Library? Or was it additional books to support STEM? I do not remember.

- Cyber security needs more reputation due to competition
 - Not enough publication on our part
 - Needs to be competitive with others
- Student to Faculty ratios
 - Adjunct
 - Full time faculty
 - Students
- Special Collections Librarian
 - Supports our growth
 - Grown more than expected
 - Will handle potential donor
 - Potential financial donors
 - Opportunity cost of not having it
 - Not servicing the current collections
 - Collections will not be processed
 - Catalogue
 - Accessible
 - Staff read and learn
 - Establishing identity
 - Specialized work
- Data Analyst
 - Workload has increased
 - Data request 150
 - IPEDS reporting
 - Fee for being late \$30,000
 - Federal reporting
 - Clear house reporting
 - In house needs
- Student travel
 - No data to review on student travel
 - What is the cost?
 - How much do we set apart?
 - Who will oversee the funds?
 - Should funds be centralized?
- Writing Center start up
 - ISD does not prepare students
 - Student success initiatives
 - Services to student help them meet the demands

- Adobe connect
 - IT currently funds it
 - Decentralized the license fees to departments

Review of Requests for Strategic Initiatives

- Comprehensive Professional Development/Wellness Program
 - Staff Professional Development
 - Faculty/Staff Wellness Program
 - Both programs will be used university wide

Review of Requests for Communications

- Senior Communications Specialist
 - Demand for high quality communications
 - Provide support for a growing communication

Review of Requests for Business Affairs (formerly F&A)

- Instructional Technologist
 - To support the COB
 - Provides tier 1 and 2 level support
 - Estimate 1373 students will be impacted
- Academic Technology Training Coordinator
 - To assist with planning and coordination of faculty and student training
 - Blackboard learn
 - Adobe Connect
 - Any other applicable academic
 - Estimate 215 faculty members will be directly affected
 - Both positions can be funded within F&A
 - Both support instruction through advancing technology

Review of Requests for Student Affairs

- Associate Director Financial Aid
 - Dr. Matson approved to fill position now
 - Critical position needed
 - Department will fund out of reserves if not approved by URC

Questions and thoughts on the following request:

AA-College of Education: Need more information on these requests? What data is available to support these requests?

5# Education Ed Leadership & Prep Assist Prof of C&I 60,000

Is this amount going to be taken out of the course fee which was presented on USF break down of total revenues, if so should we even consider it in the request?

9# Education Couns. Health, Kines Counseling 65,000

32# Education EPCC EPCC Admin II 26,000

Based on the information that URC has, it does not see justification for #9 and #32 for the positions listed above. But maybe the dean can provide some more details on these positions. There was decline in enrollment and needs justification why these positions are necessary?

18# Education Admin COE& HD Business Operations (EdU) 9,960

Is this a title change to give the admin. assistant a raise? These are duties are already done by them. We need more clarification on this position before proceeding?

35# Education Course Fees Course Fees 179,554

In regards to course fees listed above, is this additional \$179,554 to the \$60,000 already scheduled to receive? Bringing them up to a total \$239,554?

AA-College of Business: Is request 15# and Adobe Connect a duplicate?

15# Business College of Business Hyflex 35,000

We need more clarification on this? Need to find out if this is a duplicate or two different items (Hyflex and MP4 adobe conversion).

AA-College of Business (One Time):

4 Business College of Business AACSB Consultant; Accred. 13,000

Is there a timeline for accreditation? Do they plan to follow the pre-candidacy or go straight to application? There are different ways for approaching AACSB? How will this money be used?

AA-Provost Office: What results are expected from this hire?

23 Provost Provost Office AVPPA 125,000

What new duties will this person be expected to do? As an institution we are missing a critical function in academic support, research, faculty affairs, and undergraduate studies. It is not wise to have one person do both functions.

AA – College of Arts & Sciences: more information needed?

29 Arts & Sciences Psychology Psych Assessment Instruments 4,200

Listed differently in the justification and possible mid-year request? More information is needed?

Issues to think about:

- Cyber security needs more reputation due to competition.
 - Not enough publication out there about cyber security at A&M compared to other universities that are publicizing their cyber security.
- Consistent student travel across college
 - How is it allocated across the university? Need student travel data? The funds were approved but got used for something else.
 - Dr. Matson would like us to be consistent. Dr. Westermann recommended that the funds go to the President or Provost office and not the departments.
 - Recommended at the end of the year the funds go back to the President or Provost office, so that the funds are manage for student travel use.
- Adobe Connect centralized or decentralized: what will work best for us?
 - IT funded it before but now it needs to get decentralized so each department funds it.

- What data do we have for the library? Are there metrics for librarians and library support by FTE? How many student visitors on average per day, per week? How many databases do we currently have?
 - Stefanie stated that her list was \$300,000 was given to the Provost and cut in half to \$175,000. \$100,000 would work but not the optimal. Stem librarian position can wait until the downward expansion. The wish list for databases is for previously 3 years. Analyzing the database on an annual usage then renew or remove it. What is the number of students it is going to support?

Budget request

Must haves Faculty	Staff	Other
8	19 (AS)	17
13	22(AS)	26
14	UC 1 (IT)	27
6	FA 1 &2 (AS)	28
7	SA 1 (SS)	
10	SA 2&3 (SS)	
11		
25		
12		
16		

Action items:

- Deans need notice to prepare for course fee budget
- President will bring back VPs or Deans to next meeting
- Need more clarification from Deans in regards to #32, #9, and #35
- Question on TK20-unclear if a fund comes out of USF or are additional funds needed?
- Need more information on #15 is this a duplicate?
- Need more information on #15 Mobile app and MP4 is duplication?
- Need more information on #4 AACSB need timeline and how it's used?
 - Timeline for accreditation
 - Pre-candidacy or go straight to application

- Different approaches for AACSB
- How will money be used

Need more clarification #18 Business operations?

- Raise
- Need justification on this position

AVPPA- needs more clarification

- What function will this person be expected to do.
- Critical function in academic support
- Research
- Faculty affairs and undergraduate studies

Dr. Matson would like to look into student travel

- Allocation

Need more information on Psychology Assessment Instruments

- Need justification

Meeting adjourned 12:45 p.m.