



URC MEETING MINUTES

THURSDAY NOV. 16, 2017

1:00 P.M.

MODULAR-BLDG 108

ATTENDEES	Dr. William Spindle, Jo Anna Benavides-Franke, Holly Verhasselt, Denis Cano, Eric Cooper, Kimberly Nanez, Lloyd Butler, Dennis Elam, Amy Porter, Sharon Otholt, Edward Westermann, Pru Morris, Chris Leach, Carroll Ray Adams
ABSENT	Michael O' Brien, Sherita Love, Dr. Cynthia Matson, Dr. Melissa Mahan

I. Welcome & Introduction

A. Call to order

- a. Dr. Spindle opened the meeting at 1:07 PM

II. Review of URC Charge and Expectations

A. URC Charge and Expectations

- a. Update URC charge
 - Be responsible for developing a clear understanding of the University's financial picture and budget process.
 - Understanding the base and one time budget
 - Enrollment projections
 - Revenue diversification and Institutional priorities

B. Revised membership

- a. Chairs: VP Business Affairs: Dr. Bill Spindle
- b. VP Academic Affairs: Dr. Mike O'Brien
- c. Student Government Association President: Mary Walker
- d. Staff Council President: Kim Nanez
- e. Faculty Senate President: Dr. Amy Porter
- f. Faculty-at-Large Representative: Dr. Ed Westermann
- g. Faculty-at-Large Representative: Dr. Elizabeth Murakami
- h. Library Representative: Pru Morris
- i. Student Affairs Representative: Jo Anna Benavides-Franke
- j. Academic Affairs Representative: Dr. Holly Verhasselt
- k. President's Selection: Dr. Dennis Elam
- l. President's Selection: Dr. Sherita Love
- m. Non-voting support team:
- n. Comptroller: Chris Leach
- o. Assistant Comptroller: Denis Cano
- p. Financial Analyst: Sharon Otholt
- q. Budget Director: Lloyd Butler
- r. Budget Analyst: Carroll Adams
- s. Director of Enrollment: Eric Cooper
- t. Institutional Research Director: Jane Mims



III. FY 2018 Budget Lessons Learned

- a. Assessment for FY 2018
 - Transparency
 - Accountability
 - Role of the URC
- b. Clearly define One-Time Versus Recurring
- c. Need to adhere to budget Calendar
 - Concerns about timelines don't coincide with some academics timelines.
- d. Communication-upstream and downstream
 - Communication is getting lost when needing proper information about budget

IV. Budget Structure

- Training
 - Workday HR and Payroll processing system
 - Professional development initiatives for staff including a recognition program
 - Feedback for an improved process
 - What did you think about the process?
 - Not understanding the base line was a problem.
 - Not getting acquire data

V. FY2019 Budget- Anticipated Improvements

- Reformatting the base budget
- Statement of Budgeting Principles
 - Funding Matrix

A. Budget Timeline

- January 15,2018- Departmental Budget worksheets sent to Vice Presidents for distribution
- January 20, 2018- tentative week to hold URC review of Budget request, Presentations by Bice Presidents.
- March 2, 2018- Preliminary 2018 Budget and Supplemental Items due to Texas A & M System Offices.