

University Budget Committee Minutes

Meeting Date: 10/15/2020	
Meeting Topic(s): Goals and Objectives for the school term, Tuition and Fees sub-committee update / report, Sustainability Task Force update / report	
<p>Attendees, Members: Uduak Akpan, Holly Wei (Chair), Cindy Elmore, Steve Garrett (Secretary), Jennifer McKinnon</p> <p>Ex-officio Members: Stephanie Coleman, Wendy Sergeant, Susan Chapman, Purificacion Martinez, Beth Thompson</p> <p>Attendees, Guests: Rachel Baker</p>	
Meeting Purpose(s): Set UBS goals and objectives for this academic year, hear report from Tuition and Fees committee meeting.	
Objectives/Outcomes: Have the committee agree on top 3 objectives for 20/21	
Agenda Item #1	Approval of minutes from prior meeting
Options/Points Raised:	Approved as submitted
Decisions or Recommendations:	n/a
Agenda Item #2	Goals and Objectives discussion
Options/Points Raised:	Holly reviewed the questions and provided summaries. We agreed that Holly's summaries for the 5 questions.
Decisions or Recommendations:	Areas of interest are a) understanding the 10% cut process and helping each College do its work most effectively; b) understanding the costs and revenues picture and figuring out how to present that information to the university community and c) providing guidance and input on how to more effectively share the information with the community (the new Budget Central website)
Agenda Item #3	Tuition and Fees discussion
Options/Points Raised:	No opportunity to improve the revenue side from tuition increases. We will have small increases in food and housing fees. There will be a 43% increase per semester in the student health fee. This will cover necessary repairs, unexpected COVID expenses, and additional services.

Decisions or Recommendations:	n/a	
Agenda Item #4	Sustainability Task Force	
Options/Points Raised:	<p>Expect to have multiple ways to engage the community. There are up to 8 categories for cost reduction – we should have input on whether the categories are appropriate. Faculty Senate will be the first in line to give input.</p> <p>There will be teams dedicated to looking at Academic vs. Non-Academic spending. The first meeting covered very broad topics; the implication is that they're open to anything and everything.</p>	
Decisions or Recommendations:	None – this was informational	
Agenda Item #5	N/A	
Options/Points Raised:		
Decisions or Recommendations:		
Action Items		
Task to Be Done	Person Responsible	Due Date
Invite guest speakers to future meeting	Holly	11/12/2020
Start a document related to our wish list for information to include in our new Budget Central Website	Jennifer to create and circulate for input	11/01/2020
Budget Office to take the lead in compiling and gaining approval to publish financials and budget numbers on our new Budget Central Website	Stephanie	11/12/2020

Freeform Notes

Goals

Holly reviewed the responses from the first question.

3 buckets Q 1

- a) Faculty involvement
- b) Faculty knowledge
- c) Effects of budget committee – what we can do to help

Q 2 – concerns and comments – 15 replies

- a) Budget – what's likely to happen, how can we work through it?

- b) Actions to balance the budget – includes budget process
- c) Concerns
- d) Instructional questions

Q3 – list of speakers from ECU

- a) Athletics
- b) Interim Chancellor
- c) Controller or someone who can review admin costs
- d) CFO
- e) Board of Trustees
- f) Buildings and Space Usage

Q4 – how can we solicit faculty input

- a) Department surveys
- b) Global surveys

Q5 – how can we promote faculty involvement

- c) Email if eye-catching
- d) ECU bulletin board
- e) Faculty involvement
 - a. Lobbying
- f) Program prioritization
- g) Admin work

Discussion

Jennifer suggested that we understand the hidden costs of running the University (primarily the admin expenses) and understand what we can do to manage these costs.

Puri suggested that we find out what each college is doing to reach the 10% cut and to ensure that faculty in the colleges have sufficient input. We ALL need to understand what's going on and help ECU make the best solution possible.

She provided a link to the American University budget process.

<https://www.american.edu/finance/budget/annual-budget-reports.cfm>

Also, she mentioned that NCSU has a very robust website for financial information. <https://budget.ncsu.edu/budgetcentral/>

Q: what part of the financial information should be made available?

Stephanie stated that much of this information is available, however some is not on public websites. There are also several endowments and other sub-budgets that make ECU's financial difficult to combine. Not impossible, but difficult. There is a directive to combine all the pieces and parts to make the ECU budget 'whole'. This could be part of a new website. The University Budget Office is

different than Finance Services (the scorecard – what happened). The Budget Office looks at what “should be” and we track what happened versus the budget.

Budget Office, Financial Services, and possible I-Par (IDK what this is) that would provide the complete data set.

Who would take the lead? Stephanie suggested that she would be willing and able to take point on this effort.

Wendy addressed the 10% budget cuts and stated that the Provost asked each Dean to have a committee (new or existing) to recommend budget cuts for that college. Puri stated that we ALL need to know what’s going on -

Beth suggested that we add a clear explanation of the funding / cash flow relationship between Main campus and Medical campus. Puri said that this should be available sometime soon.

Jennifer asked Stephanie if we could give input on what to show – she said that we could work on setting a priority list and that would help give some guidance. We will need web support help. Jennifer offered to start a wish list document to circulate before our November meeting.

Holly closed this section and proposed that we move to the **Tuition and Fees topic**.

Cindy reported that Board of Governors did not approve most suggestions. No tuition increases for in-state students. Would have approved out-of-state increase, but we declined.

Fees – requested 1.7% increase in housing fees. Increase of 2.35% in dining costs. Approved student health increase of \$56 (from \$131.50) per semester – HVAC repairs, leaky roof, building changes, increased mental health counseling, weekend hours, new equip / PPE for COVID, and make-up for increased percentage of on-line students.

Puri – **sustainability task force report** – we expect to have multiple ways to engage the community. There are up to 8 categories for cost reduction – we should have input on whether the categories are appropriate. Faculty Senate will be the first in line to give input.

There will be teams dedicated to looking at Academic vs. Non-Academic spending. The first meeting covered very broad topics; the implication is that we’re open to anything and everything.

Meeting adjourned at 5:01 PM.