

## **Budget and Long-Range Planning Committee Meeting Minutes from 11/21**

Attending: Ferguson, Foley, Chance, Rodgers, Chen, Vettel, Hon, Susan Luther, Carlson, Matt Sheehan, Wright, Morton, Jodi Ward, Ostroff, Weigold

Meeting start: 11:48 AM

Titus Rush called the formal meeting to order

Ferguson moved to approve with minor edit on line 4 of para. 1 (changes to designation of chairman to acting chairman)

Grogan seconded the minutes. Minutes approved.

Rush announced reconfiguration of members (Rodgers & Morton) to replace those regular appointees away in the fall semester.

Primary agenda announced: Committee members wanted to know more about the budget lay out. The meeting coincided with a Dialogue with the Dean session.

Dean Wright thanked the Committee for the opportunity to dialogue with the Committee and interested faculty. Wright encouraged the Committee to prepare questions for the next meeting.

### Budget Review points

- First handout (Revenues and Costs Allocations) emphasizes the importance of Student Credit Hours (SCH) to the College. This is primarily how the College budget is allocated. He emphasized the distinction in monies attributed to master's students relative to undergraduate students.

- Teaching and teaching allocations: 70% credit for all majors taking courses goes directly back to the College. Dean Wright explained that the credit weights are determined on the basis of the number of students taking courses across campus. 30% is allocated to students taught within the College. This is why students should be encouraged to take courses that are required by the College and to watch for those outside of the College that are not required for the major.

Differential dollars gets confusing.

Transparency is supposed to be an advantage of RCM.

P. 2

Infusions into the budget were pointed out to make up the shortfall from prior years, such as overhead charges, etc. This is recurring money that the College will see in the budget from year to year, but the Dean will appeal for a further reduction in the expense in future years.

Budget Prep Control is really what the College has to work with in terms of allocation/distribution of funds throughout the College and its programs.

CJC FY 2011/2012 (Based on the 10.5 mill Budget Prep Control figure)

- State dollars are mostly used by salary-filled lines. Unfilled lines must be used to pay the bills because of the stagnation in the budget. This includes faculty and adjuncts. Expenses are based on expenditures associated with phones, FedEx, mail, toner, copiers, and other general operating expenses. Dean encouraged the Committee to read the ACEJMC self study on budgeting as a good place to pick up on the discussion.

- Vacant line money is balanced by the hope that the money won't be taken or need to be reallocated to more urgent overhead needs. However, the interest in attracting talented faculty is still strong.

- Money has to be set aside for Summer A/B and Summer C for 2012. The allocation is shown on the budget allocation form.

- The Dean explained that the line item for the Dean's start up package is based on a portion of his original package intended for his use at the time of his appointment. The package is currently being used to cover other expenses rather than as the incentive for which it was intended.

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Questions:

-Strategic Funding line item: Ferguson asked for clarification. Wright explained the Strategic Funding was a Provost's adjustment that provides recurring funding to compensate for RCM losses in the early years of its implementation. Known as the "1% solution." Budget reduction in strategic funding was \$90,930.

CJC State Budget Allocation Handout Reviewed  
Points made:

- Ostroff asked if Overhead included actual cost. Dean Wright answered that there is no actual cost, but rather the Overhead formula is based on space. Therefore, the figures are based on one lump sum.

- The bulk of the Vacant Lines cost are for funding adjunct and grad assistants for Fall 2011.

-Rodgers suggested evaluating the size of classes/student enrollment relative to adjunct employment and their impact on the budget. Dean Wright generally agreed that the College has to be very efficient in how we do this. The Dean suggested that the College is well positioned to perform better from a budgetary standpoint without relinquishing the quality of course offerings in the next 5 years or so.

- Morton asked about the anticipated impact of the spring/summer cohort program on the budget. Wright suggested that it will be a positive impact over time and could attract more students to stay in the long run. The four Departments have stepped up to participate in the program, but the launch will happen slowly (only 2000 students admitted to start).

- Dean Wright also said the College is looking for creative ways to get more distance courses out in the future.

- The amount needed to carry forward is \$90K

The Dean stressed the need for new faculty lines and new faculty to alleviate the current demand on teaching and program concerns.

- Budget Reduction Summary - FY08-FY12 provides a trend snapshot of the history of the budget allocations and reductions over time. The Dean stressed the announced and unannounced cutbacks from State budget losses. He also said that it is difficult to match up losses from year-to-year in working with UF's budget office and the College.

- Faculty hires have come from the differential tuition increases and other miscellaneous funds (jump start funds, faculty enhancement, etc.)

Ferguson asked how future requests for cutbacks will be determined. Wright said that difficult decisions with clear information. He suggested that staff may take a hit if further cuts are requested from the College.

The "Dialogue with the Dean" portion of the meeting covered the health insurance changes proposed and how to voice concerns about the issues involved. The Dean talked about the role that Shands would play in serving the University in light of such an adjustment.

Ferguson questioned next steps for the Budget Planning Committee and proposed that, with Susan Luther's help, the Committee meet for a more in-depth understanding of the budget. Rush thanked Dean Wright for his time.

Ferguson pointed out that faculty members had asked her about how the Foundation funds influence the conversation. Dr. Wright referred the Committee to a study referencing the various funding points and how they are used, which members of the Committee agreed to investigate.

Motion to adjourn. Meeting adjourned at 1:03