

MINUTES
Budget Advisory Committee
May 6, 2015, 9:00 a.m.

MEMBERS PRESENT: Vice-President for Financial Affairs – Mike McCoy, Business Manager – Evan Thornton, College of Business – John Berzett, College of Education – Lisa Hyde, College of Arts & Sciences – Sara Cline, Staff Senate – Damon Lares, and Barbara Ferguson, reporting.

ABSENT: Faculty Senate – Robby White

Mr. McCoy called the meeting to order at 9:00. Mr. McCoy indicated that the plan for today's meeting is to look at the requested operating budgets that were for increased amounts and decide which to recommend for funding. The committee should also look at the requested critical needs and determine which, if any, to recommend for funding. Additionally, the committee should consider the amount to recommend for the tuition increase. Mr. McCoy reminded the committee that the Board of Trustees has already approved a 1% - 5% range for the tuition increase. He expressed that he did not feel that the committee's role is to recommend an amount for a cost of living increase. This recommendation should come directly from the President. However, the committee should be sure that there are enough funds to cover a potential cost of living increase.

Mr. Thornton provided an update on Summer revenue. Currently Summer credit hours are down 14%. Also, last Summer the class ratio was 75% distance and 25% traditional. This Summer the ratio is 50-50. This also results in a drop in revenue. The initial projection for excess revenue over expenses was approximately \$529,000. The Summer decrease has dropped that to approximately \$280,000, which is the amount we have for consideration for funding increased operating budgets and critical needs.

The College of Business operating budget request was an increase of \$29,984. This increase included \$18,000 for ACBSP accreditation and the remaining \$12,000 for subscriptions, memberships, and travel. The committee agreed to approve the \$18,000 for ACBSP and put the remaining \$12,000 on hold at this point.

The College of Arts and Sciences operating budget request included an increase of \$6000 mainly for travel. The committee agreed to put this increase on hold at this point. The critical needs for COAS along with committee decision are: tools for the art program – put on hold at this point, a spectrophotometer – approve, and a sewing machine for drama – cover with regular operating budget. The personnel request for a math professor is already in the budget as a vacant position. It will be up to the Provost to determine if this vacant position should be filled.

The College of Education operating budget request included an increase of \$8000 mainly for travel. The committee agreed to put this increase on hold at this point. The personnel request for ELL professor is already in the budget as a vacant position. It will be up to the Provost to determine if this position should be filled.

The Alabama Center for the Arts operating budget request was a decrease of \$6050. However, Mr. McCoy reminded the committee that it is necessary to factor in an amount for operating cost for Phase II once construction is complete. He estimates \$35,000. This will result in an overall increase of \$28,950.

The Library operating budget request was an increase of \$11,340. Most of this increase was for books, especially for graduate school. The committee agreed to approve this increase. The personnel request should be offset by savings in employee retirements. The committee agreed to put the critical need requests on hold at this point. The Library Archives budget request was an increase of \$200. The committee agreed to approve this request.

The Academic Affairs operating budget request was an increase of \$2160 for additional travel, a copier lease, and new computer. The committee agreed to approve this request. The Faculty Professional Development operating budget request was an increase of \$7200 for the Quality Matters program to improve online education. The committee agreed to approve this request. The SACS budget request was an increase of \$1000 for the onsite visit. The committee agreed to approve this request. The CIO budget request was an increase of \$500 for travel. The committee agreed to approve this request.

The University Advancement budget request was an increase of \$50,000 for graduate school marketing. The committee agreed to approve this request. University Advancement also presented a critical need for a feasibility study for a new capital campaign. The committee agreed to put this request on hold at this point. Mr. McCoy indicated that the 2 personnel requests for Univ. Adv. are already in the budget as vacant positions.

The Adult Degree Program budget request was a decrease. However, ADP did request to move a position from a student worker to a part-time employee. The committee agreed to approve this request. The Testing Center budget request was an increase of \$2800 for more furniture and PCs for conducting tests. This is due to the growth of the center. The committee agreed to approve this request. The Writing Center budget request was an increase of \$2325 for new materials and a computer. Mr. McCoy reminded the committee that there will be no QEP budget next year and some of those funds can be transferred to the Writing Center. The remainder of the QEP funds will be savings. The committee agreed to approve this request.

The Enrollment & Student Services budget request was an increase of \$18,500 mainly for increased travel and printing. The committee agreed to put this increase on hold at this point.

The Academic Technology departmental budget request was an increase of \$11,550 mainly for additional travel for the Quality Matters program. The committee agreed to approve this request. Academic Technology also presented a personnel request for an Instructional Technology/Help Desk Support Specialist. The committee agreed to not fund this position. The critical need items requested along with committee decision are: McCandless Hall A/V upgrades – not fund, wireless microphone and sound mixer – put on hold at this point.

The Information Technology budget request was \$459,734. Additionally Mr. McCoy asked that \$15,000 be factored in for repairs, bringing the operating budget request to \$474,734. Of the

numerous critical needs requested, the committee agreed to approve the following: Banner upgrade for \$60,000, backup upgrade for \$28,000, and network security for \$25,000. All other critical needs will be put on hold at this point. The IT department budget request was an increase of \$21,000 mainly for additional conference travel and new computers. The committee agreed to approve an increase of \$13,300.

Additionally, Mr. McCoy discussed that the requested critical need of a new fleet vehicle can be funded from plant funds. He calculated that with the items approved today, the goal should be to have approximately a \$340,000 excess revenue buffer. He indicated that a 2.5% tuition increase would be \$320,000. He and Mr. Thornton will continue to look at the budget. He requested that the committee meet again in another week to finalize the recommendation for the President's Cabinet.

The meeting was adjourned at 11:30 a.m.