

University Resources Commission

Monday, May 6, 2019

2:00 p.m. – 4:00 p.m.

Modular Building 108

Attendees William Spindle, Mike O'Brien, Denis Elam, Deanna Reynolds, Claire Nolasco, John Smith, Brian Brantley, Edwin Blanton, Phillip Rodgers, Melissa Mahan, Miriam Magdaleno (for Jeanette DeDiemar), Chris Leach, Lloyd Butler, Nora Ortiz

Absent Marissa Lyssy, Brandon Oliver, Nancy Larson, Pablo Calafiore, Joseph Simpson

Summary

A PowerPoint presentation was delivered that captured tables, graphs, and information presented to the Commission. The commission will assemble again in two weeks discuss recommendations.

I. Legislative Update

- a. The legislative session ends May 27th and the appropriation bill must be finalized by that date. The bill will shape financial models to more accurately reflect potential funding and thus, affect funding deliberations for URC.
- b. However, formula funding (contingent on enrollment) still factors heavily into financial projections. Enrollment numbers will not be finalized until the fall, when the work of the commission is expected to be finalized.
- c. Members may note a discrepancy between financial scenarios and enrollment goals. Scenarios are created to anticipate potential outcomes and then implement agreed-upon recommendations, thus the conservative approach.
- d. Legislature is considering increasing the amount of Small Institution Supplement dollars and duration of support for institutions.
- e. Transitional funding came about when the university transitioned to a 4-year, undergraduate university that accepted and recruited freshman students. This funding is slated to start being phased out:
 - i. With a 25% decrease in transitional funding every biennium, or
 - ii. When FTSE enrollment reaches 6,000 students
 - iii. In anticipation of the decrease in transitional funding, a portion of unallocated funds have been set aside to help mitigate the impact of the decrease in funding.

II. Enrollment Update

- a. Fall enrollment numbers will not be finalized until the Fall; however, various metrics can be used to anticipate Fall enrollment rates, such as applications, admissions, and continuing enrollment, all of which have significant increases over the previous year.

III. Forecasted Available Incremental Revenue

- a. Tables shared reflect continued growth based on formula funding, in part based on the categories our student credit hours fall under (some disciplines are weighted higher than others).
- b. University Services Fee (USF) has no relation to state funding.
- c. \$4.5M to \$5.9M of new revenue is anticipated.
- d. FY 2020 Incremental Committed Expenses
 - i. Before allocating funds, recurring, committed expenses that have come up between budget cycles need to be identified and have those funds set aside. Examples of this include an increase in insurance policy premium costs that grow in relation to the expanded physical footprint of the school, increase in utilities due to new buildings, and increase in service fees passed on by System Offices to individual universities.
 - ii. A merit increase option was included in the tables to see what the impact would be. The decision to have merit increases has not been made, thus the inclusion is for planning purposes only.
 - iii. Finally, some recurring expenses that arose were bridged with one-time funds. Approximately \$1.5M recurring expenses were bridged with one-time funds in the last fiscal year.

IV. Division Strategic Priorities

- a. Business Affairs
 - i. (1) Police Officer
 - ii. (1) Director of Operations position to help improve auxiliaries (meal operations, events operation, and oversee procurement)
 - iii. (1) Procurement buyer position
 - iv. (1) HR Generalist position
 - v. In conjunction with Academic Affairs, (1) Post-award grants processor and (1) business analyst to support the Provost, specifically with faculty credentialing.
 - vi. (1) Payroll position
 - vii. (1) Information Security Analyst to support our 0.5FT Chief Security Officer
 - viii. Non-recurring expense priorities include equipment for our technology operations and network refresh, creating an inventory of Cisco phones, and equipment for University Police Department Operations' new hire (also in this request).
- b. Academic Affairs
 - i. 6-7 lecture lines will be converted to a tenure-track position
 - ii. Advisors: currently each advisor is assigned 400 students. The request is to hire more advisors to balance the workload and support retention efforts.
- c. Student Affairs
 - i. (1) Coordinator in the Student Activities area to support programming
 - ii. (1) Strengths-base coach

- iii. (4) Student workers in Campus Activities Board (positions currently volunteer work)
- iv. (1) Certification officer
- v. (1) Case Manager for Disability Support Services
- vi. (1) administrative coordinator to support Student Support Services
- vii. (1) Business Career Advisor
- viii. Museum Memberships
- d. University Advancement
 - i. (1) Associate VP for Development
 - ii. Content for marketing, especially in relation to admissions
 - iii. (1) Executive Director for Marketing and Communications
 - iv. (1) Support for web development
- e. Enrollment Management
 - i. Planning software for student course schedules
 - ii. Mailing and print communications
 - iii. Salary increase for Director of Admissions
 - iv. (1) Data Analyst
 - v. (1) Associate VP of Enrollment Management

V. Discussion

- a. Observation was made that all budget recommendations from University Advancement, Enrollment Management, and Student Affairs, were identified as “priorities” and no adjustments in requests were submitted from those areas. The information to submit priorities may not have been as clearly communicated as it could have been
- b. VPs from all areas will be asked to submit priorities in order of most to least important. Those lists will be shared with the URC.
- c. Next meeting to take place May 20th, 2019.