Strategic Planning and Budget Study Committee

December 9, 2009

Bibb Graves Conference Room

The Strategic Planning and Budget Study Committee (SPBS) meeting was called to order at 3:30 pm by Chair Brenda Webb. The following committee members were present: Mr. Ben Baker, Dr. Kerry Gatlin, Ms. Martha Hickman, Ms. Tera Kirkman, Mr. Mark Linder, Dr. Anna Lott, Mr. David Shields, Dr. Steve Smith, Dr. John Thornell, and Dr. Kristy Van Rensselaer. Absentees were: Dr. Alan Medders, Ms. Lynn Underwood., and Mr. Daniel Wagner. Other attendees were: Dr. Priscilla Holland, Dr. Andrew Luna, and Ms. Donna Tipps.

Chair Webb added an item to the agenda under old business. Electing a vice chair was added. Dr. Lott made the motion to approve the agenda with the addition. Ms. Kirkman seconded the motion. The motion passed unanimously.

Dr. Van Rensselaer made the motion to approve the November 11 minutes. Mr. Baker seconded the motion. The motion passed unanimously.

Old Business

Dr. Lott made a motion to nominate Dr. Van Rensselaer as vice chair. Mr. Baker seconded the motion. The motion passed unanimously.

As discussed in the November 11 meeting of the importance of closing the loop between budgeting and planning, Chair Webb made the recommendation to the Shared Governance Committee concerning Dr. Andrew Luna serving as an Ex Officio member of the committee for tracking the budgeting process and linkage. The position was approved by the Shared Governance Committee and is now waiting for final approval. Dr. Luna will attend meetings as a guest until final approval is granted. Chair Webb will check concerning protocol for presenting the position to the President for approval.

The regular budget review will be continued at a later date.

New Business

The committee then turned its attention to the summer school budget. It was pointed out that the summer school budget is separate and should pay for itself which will impact courses offered and personnel.

Dr. Smith distributed a handout entitled, “University of North Alabama Summer School Data Comparison 2004-2009.” The handout listed data concerning enrollment in summer school from 2004 through 2009. Dr. Smith expressed concern regarding a 32.51% drop in graduate students

and an international student decrease of 46.99% from 2008-2009. It was noted on the handout that assuming all international students were undergraduates and took at least 6 hours, the loss in revenue for tuition and non residents is $372,708. The committee discussed these decreases and an explanation for the decreases.

Ms. Tipps and Dr. Smith distributed a handout of two pages entitled, “UNA Summer School Revenue and Expenditures Summer 2009” and “UNA Summer School Comparison of Revenue and Expenses.” Dr. Smith noted that the goal for the summer school budget is to break even after anticipating revenue and expenses. There was a loss of revenue in the Summer of 2008 of $273,947.30 and a loss of $212,152.88 in summer 2009. Reduction in revenue and increases in costs caused these losses. Dr. Smith noted the increase in costs included a 5% salary increase across the board requested by Dr. Garry Warren, a 20.16% retirement increase and social security expenses. Also noted, an increase in salaries for faculty affects the summer budget when paying 20% of faculty salaries in the summer.

Ms. Tipps distributed a handout entitled “UNA Summer School Revenue and Expenditures Summer 2009” which outlines the adjusted budget for Summer 2009. Enough funds are expected to offset expenses. Academic Affairs will receive any excess funds. The committee discussed potential ways of reducing the costs to the summer school budget. The possibility of moving some individuals from the summer budget to the regular budget was discussed. Chair Webb suggested reviewing line items and discussing possibilities for reduction after a time of reflection by the committee. Dr. Gatlin noted that as line items are moved, other sources of funds will have to be found. Dr. Thornell informed the committee that the determination of classes making in summer school is in individual colleges now and the individual colleges have to break even. The deans are now allocated funds to work with for summer school which goes down to department chairs. Decisions will have to be made concerning personnel and courses offered. President Cale has said that there will be no subsidizing of summer school. After discussion, Chair Webb noted that summer school issues will need to be explored on different levels.

Concerning other budget issues, Dr. Smith requested that he be informed concerning a new position before a hire letter is written. This will provide time for him to locate funds for the position. He also requested he be informed of unique things that will impact the budget.

Dr. Smith and Ms. Tipps presented these handouts as information items for the committee.

Chair Webb expressed appreciation to Ms. Tipps and Dr. Smith for the information.

Other

The next SPBS meeting will be January 13, 2010 at 3:30 pm. Location will be announced at a later date.

The meeting was adjourned at 4:30 pm.

Respectfully submitted,

Debbie Westmoreland