Strategic Planning and Budget Study Committee

May 12, 2008

Arts & Sciences Conference Room

The Strategic Planning and Budget Study Committee (SPBS) meeting was called to order at 8:15 am by Chair Anna Lott. The following committee members were present: Ms. Tera Kirkman, Mr. Mark Linder, Ms. Phyllis McGuire, Dr. Alan Medders, Ms. Sandra Poole, Mr. David Shields, Dr. Steve Smith, Dr. Bill Strong, Ms. Brenda Webb, and Dr. Garry Warren. Absentees were: Dr. Kerry Gatlin, Mr. Kyle Mangum, and Ms. Lynn Underwood. Visitors were: Dr. Priscilla Holland and Ms. Donna Tipps.

An amendment was made to the agenda. Mr. Mark Linder will be placed as e. under new business. With this change, Ms. Webb made the motion to approve the agenda. Dr. Strong seconded the motion. The motion passed unanimously.

It was decided to postpone approval of the March 18 minutes until the next meeting.

New Business

a. Dr. Smith informed the committee of the following information items:

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1. He is accumulating fixed costs for next year’s budget.
2. There have been several changes in personnel (new positions added).
3. The State Legislature has not passed the state budget yet.

The University is expecting a $3.2 – $3.8 million dollar cut.

1. He noted that $370,000 will be added to the budget for accreditation for the College of Business.

b. Dr. Warren distributed a copy of a memo (Attachment 1) sent to Chair Lott with Academic Affairs fixed cost increases for consideration for 2008-09. He reviewed the requests with the committee.

1. Request for $162,500 to continue for 2008-09 any additional amount that was awarded for faculty promotions in March 2008.
2. Request for $33,995.57 for 34 faculty members who will be eligible to receive salary increases effective October 1, 2008.
3. Request for $6,000 for 6 new faculty positions approved for 2008-09 (supplies and travel funds). This will be funded from salary savings. No new funds needed.
4. Request for $15,375 for department chair stipends increases.
5. Request for $62,874 for Collier Library (books, periodicals/databases).
6. Request for $4,725 for Central Telephone Console maintenance.
7. Request for $21,093 to establish a cost center for the UNA Writing Center.
8. Request for $5,500 for Spitz Star Projector System Maintenance agreement for Planetarium.
9. Request for $15,000 for overtime account for lab assistance in Communications and Theatre.
10. Request for $1,000 to establish stipends for Graduation Brass Ensemble and UNA Jazz Combo for performances.
11. Request for $9,055 ($2,500 one-time start-up cost and $6,555 annually) to establish ongoing costs for College Radio Website.

Total amount requested for Academic Affairs is $337,117.57.

Dr. Warren also reviewed a memorandum (Attachment 2) distributed to the committee that was sent to Dr. Smith with requests for new fees that have already been approved by the UNA Curriculum Committee. The request was for $30 per course for special fees for the following courses: BI/ES 455W, ENT 235, ECE 472, HES 264, 274, 324, 343, 354, 364, 365, 367, 464, 465 and HES 221, 222, 330, 331, 332, 355, 430, 431, 432. A request to increase late internship application fees from $25 to $50 and adding a fee of $50 to late applications for admission to teacher education was also made. Justification for all increases was listed for each course.

Both requests were presented as information items to be considered for later approval. Ms. McGuire made a motion to accept these fixed cost requests for approval to be added to the list of fixed costs for the 2008-09 Budget. Ms. Poole seconded the motion. The motion passed unanimously.

c. Dr. Holland distributed a handout (Attachment 3) with Budget and Personnel requests for the 2008-09 Budget.

Budget Requests

1. Request for $6,300 to add an honors class to strengthen curricular offerings.
2. Request for $44,452 for Learning Communities. Amount requested would be for faculty compensation for instruction (overloads, adjuncts, and benefits).

Dr. Holland informed the committee that Learning Communities would be increasing from 26 to 48 with 1 hour attached for Fall 2008. Dr. Warren noted that Learning Communities were important to be competitive with other institutions and that Learning Communities were being considered for international students. Dr. Holland noted that President Cale’s goal is to increase retention rates and that Learning Communities will help contribute to an increase in retention rates.

Mr. Shields made a motion to accept the request for consideration and to be added to the fixed cost list. Ms. Webb seconded the motion. The motion passed unanimously.

Personnel Requests for IT

1. Request for $35,090 (not including benefits) for a Network Administrator.
2. Request for $38,000 for an ERP System Engineer.

Dr. Holland informed the committee that an analysis had been done of the Computer Center for personnel needs and according to analysis results 54 people were needed. This number was cut to 34. There are currently 19 employees. A network administrator is crucial for keeping the system running. Funds of $32,251 (savings from position changes) are available for this position through October 1, 2008. Some new funds will be required.

Dr. Strong made a motion that the network administrator position be approved to start immediately based on funds available now and to be added as a new position. Ms. Webb seconded the motion. The motion passed unanimously.

Personnel request for Continuing Education

1. Request for $30,000 for a Program Coordinator.

Dr. Holland informed the committee that Ms. Lavonne Gatlin (Interim Director) has no time to establish new programs due to continual travel. This position would relieve Ms. Gatlin and her staff. This position would be funded by Continuing Education from roll over funds. No new money will be required. Dr. Holland considers this position an immediate need.

Ms. McGuire made a motion that the Program Coordinator position be approved based on rollover funds income. Ms. Kirkman seconded the motion. The motion passed unanimously.

d. Ms. Webb distributed a Resolution Regarding Faculty and Staff Salary Increases handout (Attachment 4) for 2008-09. This is a formal resolution of the Shared Governance Faculty and Staff Salary Issues Committee. She noted that the committee is keeping salary issues for faculty and staff at the forefront. Ms. Webb read the resolution to the committee. The resolution is for approval at a later date. The committee reviewed and discussed the resolution. A minor wording change was recommended. Ms. Webb made a motion to forward the resolution to the President for his consideration. Ms. McGuire seconded the motion. The motion passed unanimously. Ms. Webb will make the change suggested and will forward to Chair Lott who will then forward the resolution to President Cale.

e. Mr. Linder distributed a handout (Attachment 5) presenting three budgetary requests for the Department of Athletics.

1. Request for $160,932.50 for scholarships.

Request would keep pace with 4-year phase in policy implemented last year.

1. Request for $9,100 for increase cost of officiating
2. Request for $8,000 for bus vs. van (student safety issue).

Mr. Linder expressed his appreciation for support for athletics.

Ms. Poole made a motion for the requests to be added to the list of fixed costs for consideration. Ms. Webb seconded the motion. The motion passed unanimously.

The next SPBS meeting will be Thursday, May 22 at 8:15 am in the Arts & Sciences Board Room. Tuition increases will be discussed. Dr. Smith noted that the State Legislature had one more meeting, and he should know the state budget for UNA soon. Fixed costs requests should be submitted from all vice-presidents for their areas.

There was no old business.

The meeting was adjourned at 9:25 am.

Respectfully submitted,

Debbie Westmoreland