

BUDGET ADVISORY COMMITTEE

July 23, 2018

Meeting Minutes

I. Welcome and Introductions

Members in attendance:

Dr. Robin E. Bowen

Dr. Mary B. Gunter

Dr. Blake Bedsole

Laury A. Fiorello

Lindelle Fraser

Dr. Jeff Robertson

Dr. Lisa Toms

Dr. Jeff Woods

Pat Chronister

Dr. Phil Bridgmon

Wyatt Watson

Dr. Linda Bean

Dr. Sandy Smith

Dr. Judy L. Cezeaux

Suzanne McCall

Ken Wester

Steve Mullins

Dr. Jeff Aulgur

Bernadette Hinkle

Sandra Cheffer

II. Dr. Bowen

- Thank you to the committee for your work, including those serving on sub-committees
 - Reviewed of list of committee participants and made changes to sub-committee members
 - Please volunteer for a sub-committee, and if you would like to join one of the teams, please let Ms. Hinkle know
- We are ready to begin 2019-20 budgeting year. The budget is perpetual.
- Productivity funding is up
 - Wanted to reward people so had bonus and raises
 - Because we did bonuses – it is not reflected in CUPA (and base pay)
- College populations are declining – until year 2024.
- Have balanced approach to budget – keep costs low for students and grow revenue
- Fee committee – did great things last year

- Online fee reductions
- Curriculum content fee
- Build Recreation Center/Student Union
 - Student senate agreed to have fees to have the Rec center (\$75/semester)
 - Any other new fees are improbable for FY20
- Moving forward – special requests for the Fee Sub-Committee:
 - Review individual course fees with critical eye
 - Departments do this first. Is there some other way to package the fees that are more amenable to students?
 - Create total fee for the college to combine individual course fees
 - Review mandatory fees
 - Review non-mandatory fees
 - Find ways to house fees under other areas to minimize mandatory fees
 - Reduce fees? Would be great.
- Regarding salary increases – we will have university-wide committee for faculty and staff. What tools are needed?
- Directors/Deans/VPs – those in approval process: as you put budget items forward identify those that you endorse and prioritize them. Document this for HLC plus budget process.
 - These will be difficult decisions
- Q: Do we have any idea if Governor will hold tuition?
- A: Would be surprised if tuition was held flat two years in a row.
- Q: How to structure fees so that they are transparent to students and parents?
- Q: Could we increase fees and decrease tuition to keep a wash but show that fee will fully fund the department?
 - Also look at mandatory fees
 - Differential tuition
 - Example: identify the cost of a tuition and fees for a Nursing major – compared across institutions
 - Need-based program – consider more scholarships here
- At the July 27 AHECB Arkansas Higher Education Coordinating Board meeting the staff will report productivity funding results
- Request for each Dean:
 - What are the course fees associated with each academic department?
- Document the budgeting process for HLC
- Need preliminary 3 year look during strategic planning process

- Fee committee will be meeting soon
- Standing meeting for BAC - 4th Monday of the month, 2-4 p.m.

III. Sub-Committee Updates

- Communications
 - The budget communicates the priorities of the university
- Cost Containment / Reductions
 - One strategy for cost containment is to coordinate bulk buying across campus to further reduce costs.
 - To determine the viability of products with ongoing (maintenance) expenses, information is needed from each department.
- Revenues
 - Develop strategies to pursue additional revenue sources
 - Could we have a hang tag that an individual could purchase at a higher price that would provide a reserved parking spot for the year?
- Fees

IV. Enrollment Figures

- i. 7% increase in SSCH for summer
- ii. Reinstatement of summer Pell
- iii. Fall 2018
 1. Undergrad – 8
 2. Undergrad – 11
- iv. Remain financially viable – make the difficult decisions on an incremental basis

V. Other

- A. BAC Members for 2018-19
- B. Discussed budget advisory sub-committees, new appointments and committee chairs are as follows:
 1. Communications
 - i. Chair, Dr. Jeff Woods
 - ii. Dr. Judy Ceseaux
 - iii. Dr. Jon Clements (or new faculty senate chair)
 - iv. Dr. Linda Bean
 2. Cost Containment/Reductions
 - i. Chair, Ken Wester
 - ii. Pat Chronister
 - iii. Wyatt Watson
 - iv. Suzanne McCall
 - v. Dr. Jeff Aulgur
 3. Revenues

- i. Chair, Dr. Lisa Toms
 - ii. Dr. Phil Bridgmon
 - iii. Dr. Blake Bedsole
 - iv. Dr. Sandy Smith
- 4. Fees
 - i. Chair, Sandra Cheffer
 - ii. Dr. Keegan Nichols
 - iii. Ken Wester
 - iv. Brent Etzel
 - v. Wyatt Watson
 - vi. Steve Mullins
 - vii. Dr. Jeff Robertson
 - viii. Student Government president
 - ix. Graduate student

C. Discussion of ATU Budgeting Cycle and the corresponding calendar

VI. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

August 27, 2018

Rothwell 456 – 2:00-4:00 PM

Meeting Minutes

- I. Committee Chair update: Ms. Bernadette Hinkle
 - a. Introductions of all members
 - b. Key elements of the Budget Advisory Committee are:
 - i. Education about budget process for your knowledge, and for sharing with colleagues. (see website for information)
 - ii. Provide representation of the campus for budget decisions for submission in the form of recommendations to Executive Council.
 - iii. What tools does the committee need to be successful?
 - iv. There is an upcoming legislative session; much preparation goes into reporting from the Administration and Finance side for the session.
- II. Calendar – Budget Cycle: Sandra Cheffer

Sandra Cheffer reviewed the budget cycle calendar with the Budget Advisory committee to provide an overview of timeline and expectations. Some calendar items were moved according to the timing of information and the needs of the Budget Advisory committee and Executive Council.
- III. Sub-Committee Updates
 - a. Communications (Dr. Jeff Woods)
 - i. Minutes are up to date on the website
 - ii. The chair is open to suggestions to improve communications
 - b. Cost Containment/Reductions (Mr. Ken Wester)
 - i. The sub-committee is beginning its work, reviewing past work and looking at best practices.
 - c. Revenues (Dr. Lisa Toms)
 - i. Discussion of Convenience fee and its smooth implementation
 - ii. Next billing for tuition and fees is 8/30/18.
 - d. Fees
 - i. Discussion about desire to better define mandatory fees to students.
 - ii. How ATU defines mandatory fees affects overall cost of attendance reported by ADHE.
 - iii. The committee meets next on 08/29/18 at 2:00 pm
- IV. Enrollment (Dr. Blake Bedsole)

Dr. Bedsole provided an update of Fall 2018 enrollment numbers. High School Concurrent enrollment is mainly the driver of the increase in enrollment. Russellville non-concurrent student enrollment is down 4.50%, Ozark is up slightly.

- V. Other items
- a. Health Benefits
 - i. The Insurance Committee is in the process of working with Stephens, Inc. to obtain quotes for potential health insurance providers for Arkansas Tech, as well as research and review of current rates and what rates may be proposed for the coming calendar year. The insurance rates are in effect for January 1 – December 31 of each year, therefore rates will change on the November payroll in preparation for the changes implemented for January 1. ATU wishes to minimize any rate increase and plan design changes that will negatively impact employees.
 - ii. BCBS has proposed a 24.2% increase in rates, stating that there are \$2 mm more in claims than premiums collected.
 - iii. What alternatives does Tech have? Can we utilize the State of Arkansas plan? Can we find a different/expanded population pool to improve rates?
 - b. Recreation Center – Architect Search
 - i. Ms. Hinkle shared that the current status of the Recreation Center is that a search is under way to find an architect to design the concept plan so that project funding can be determined and this will assist with fundraising.
 - ii. Mike Hutchison shared that a case summary has been conducted to begin the capital campaign. He shared reactions to the Student Union and Recreation Center.
 - c. Compensation Study Committee

A compensation study committee has been formed to review compensation of ATU employees as compared to peer institutions and to find optimal benchmark. Mr. Bob Freeman, Director of Human Resources will lead this committee. The work is planned to be completed by 4/1/19 and is not anticipated to impact FY19 budget.
 - d. BAC Sub-committee members

The roster of Sub-Committee assignments was circulated and reviewed for any adjustments needed. Changes include:

 - 1. Communications: Dr. Gunter was added.
 - 2. Cost Containment: Dr. Robertson and Dr. Johnette Moody were added as members and Brian Lasey was added as ex officio in association with the energy audit and sustainability project.
 - 3. Revenues: Ms. Hinkle and Sandra Cheffer were added.
 - 4. Fees: The Staff Senate Chair was added to this sub-committee
 - e. College Work Study – review of budget allocations by university departments.
 - f. Budget training for all university employees will be held 8/29/18 at 2:00pm in RPL 331.
- VI. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

September 24, 2018

Rothwell 456 – 2:00-4:00 PM

Meeting Minutes

- I. Committee Chair update (Ms. Bernadette Hinkle)
 - a. ADHE Enrollment Report

Discussion regarding enrollment. Early last spring Virtual Arkansas approached Arkansas Tech to accept students for the state, since other institutions were declining participation. Tech agreed and this is why HS Concurrent enrollment is up so much. Tech hopes to inspire more students to attend college and matriculate the concurrent high school students.
 - b. 2019 Operating Budget Discussions

October 3 – Executive Council will discuss the enrollment reduction and the effect on the budget. The FY19 budget was based on a 1% enrollment decline, however we are seeing approximately a 4% decline.
 - c. Drop for Non-Payment List

There are currently 394 students on the drop for nonpayment list as of today, which equates to \$1.7mm owed. They will be dropped as of 9/26/18 if they do not pay. Dr. Bridgmon is charging a committee to look at this issue. 82 are from Ozark, 40 are freshman with no financial aid available. Last year there were 80 students at \$300,000 owed.
- II. Welcome New Committee Members
 - a. Graduate Student Council – Co-chairs Ugonma Onuegbu and Kimberly Stevens
 - b. SGA chair – Jayson Simmons
- III. New Sub-Committee List
- IV. Sub-Committee Updates
 - a. Communications (Dr. Jeff Woods)
 - i. The website is up to date and meeting minutes will be added as available.
 - b. Cost Containment/Reductions (Mr. Ken Wester)
 - i. September 27 is the next meeting. The committee is looking into formulating a survey to go out to departments.
 - ii. Discussed energy audit process, best practices, and the IT Software Audit and Subscription. Anticipated Technology increases were also discussed.
 - c. Revenues (Dr. Lisa Toms)

Committee met on September 10 and continues it work. Looking for ways to increase revenue, including non-tuition sources.
 - d. Fees (Dr. Jeff Robertson)
 - i. Dr. Robertson shared that October 15, 2018 is deadline for fee proposals to be received by the Fee Sub-Committee.

V. Enrollment

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VI. Other items

a. Health Benefits Update

- i. The Insurance Committee is working on looking at ways to decrease the cost of a 24.20% increase in health insurance and a 6.5% increase in dental.
- ii. After the rate proposals go to the Board of Trustees, there will be more information presented to Budget Advisory.
- iii. May recommend that employees need to pay \$2.69 toward dental insurance, there may be plan design changes, and we are also looking at the amount a family plan costs; it is very high.

b. Salary Compensation Study Committee update – Dr. Mary Gunter

- i. The Compensation Committee has met once so far.
- ii. Members are: Dr. Jon Clements, Scott Jordan, Gwen Faulkenberry, representing faculty senate; Andrea Eubanks, Kristy Moore, representing staff senate; Dave Dawson, Amy Anderson; and the co-chairs are Dr. Lisa Toms and Mr. Bob Freeman.
- iii. Dr. Gunter reported that the committee will review the comparator groups to determine which comparator groups should be used for faculty, staff, athletics staff, adjunct faculty, and Ozark
- iv. Hope to have a recommendation by the end of January. It will go to Ms. Hinkle to look at the financial impact. Goal to have the information by April 1, 2019 for final analysis.

c. Next meeting is October 22, 2018.

VII. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

October 22, 2019

Rothwell 456 – 2:00-4:00 PM

Meeting Minutes

- I. Committee Chair update: Ms. Bernadette Hinkle
Ms. Hinkle gave an update to the Budget Advisory Committee regarding:
 - a. FY19 Budget Update
Discussion of Fall 2018 budget reduction that is currently being assessed.
 - b. Biennial Update
Update on upcoming legislative committee meetings.
- II. Sub-Committee Updates
 - a. Communications (Dr. Jeff Woods)
 - i. The website is up to date and the chair is open to suggestions to improve communications
 - b. Cost Containment/Reductions (Mr. Ken Wester)
 - i. The sub-committee continues its work, reviewing past work and looking at best practices. They are working with Procurement to identify areas where costs may be combined or reduced.
 - c. Revenues (Dr. Lisa Toms)
 - i. Dr. Toms provided an overview of the items being considered by the Revenues Sub-Committee.
 - d. Fees
 - i. The committee met on 10/17/19 and reviewed all fee proposals received to date.
 - ii. Other topics of discussion:
 1. Methods for structuring fees so that they are transparent to students and parents.
 2. Mandatory Fees and total cost of attendance
- III. Enrollment (Dr. Blake Bedsole)
Dr. Bedsole discussed the current enrollment status for Fall and provided an outlook for Spring 2019.

- IV. Other items
 - a. Health Benefits
 - i. Next Steps: How much will the increase be?
 - b. Budget Cycle Calendar

Sandra Cheffer reviewed the Budget Cycle Calendar with the Budget Advisory Committee.
 - c. Strategic Planning Update

- V. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

November 26, 2018

Rothwell 456 – 2:00-4:00 PM

Meeting Minutes

- I. Committee Chair update: Ms. Bernadette Hinkle
 - a. FY19 Budget Update

Vice Presidents have submitted the budget reductions for their respective areas.
 - b. Biennial Update was provided by Ms. Hinkle regarding the following:
 - i. Budget: Arkansas Higher Education Coordinating Board recommendation
 - ii. Personnel Committee – There is a possibility that there will be classified position pools created to assist institutions with utilizing the classified positions. This would mean that the institution could use any title that falls within that position pool, as long as they have one of those positions appropriated.
 - iii. Also discussed total number appropriated positions as reported by ADHE, comparing all 4 year institutions in Arkansas. This was an information item.
 - iv. Cash appropriations – Arkansas Tech has been asked to reduce its total Cash Appropriation from \$187mm to \$167mm, based on historical usage of the appropriation.
 - v. Student Government Association hosting legislative meeting
 - vi. The Governor's budget passed and for Higher Education this will mean:
 - 1. FY20 \$271,000 for ATU in extra funds due to productivity funding.
 - 2. FY21, no new funds for productivity funding.
 - c.
- II. Sub-Committee Updates
 - a. Communications (Dr. Jeff Woods)
 - i. The website is up to date and the new Budget Cycle Calendar has been added.
 - ii. There is a new photo of the Budget Advisory Committee on the website.
 - b. Cost Containment/Reductions (Mr. Ken Wester)

- i. Working with best practices from NACUBO (National Association of College and University Business Officers) to compare our practices and to gain ideas.
 - c. Revenues (Dr. Lisa Toms)
 - i. Dr. Toms discussed that the charge of the Revenues committee is to identify new revenue sources
 - ii. Items of discussion:
 - 1. Review of the draft of the investment policy
 - 2. Tuition structure
 - 3. How to encourage students to take more hours, finish on time.
 - 4. Pricing to facilitate access and affordability
 - 5. “banded” tuition, or one price for the semester, regardless of the number of hours (split between full time and part time student)
 - 6. Lease Rentals
 - d. Fees
 - i. The committee met on 10/17/19 and reviewed all fee proposals received to date.
 - ii. Other topics of discussion:
 - 1. Methods for structuring fees so that they are transparent to students and parents.
 - 2. Mandatory Fees and total cost of attendance
 - e. Dr. Gunter gave an update on where we are with the Strategic Planning update.
 - i. Goal to align the Strategic Planning and the budget planning processes
 - ii. There was a retreat recently with Executive Council and direct reports to discuss the update of the strategic plan and the current year goals.
 - iii. Since that meeting, we are working to capture the cost of items proposed, and it will take another month to finalize. It looks like new dollars needed will be \$290,000.
- III. Enrollment (Dr. Blake Bedsole)
 - a. Dr. Bedsole discussed the current enrollment status for Fall and provided an outlook for Spring 2019.
 - i. Winter Session is flat so far compared to last year and the session begins December 17, 2018
 - ii. Spring 2019 enrollment looks better than fall, with undergraduate enrollment trending slightly upward and graduate looking slightly down.
 - iii. For Fall 2020, the Freshman applications are currently up 35%.
 - iv. Trying to allow for earlier registration in the Spring
 - v. Question posed: what percentage of concurrent students enroll?
 - vi. Leading a financial literacy program for high school students to assist them with planning for college.
- IV. Other Items
 - a. Minimum Wage increase effective January 1, 2019

No new budget dollars will be provided to departments for the increase in minimum wage. You may have to reduce hours, or transfer funds from other areas to cover the additional cost.

- b. The Budget Advisory meeting for 12/17/18 is canceled.
 - c. The next meeting will be 1/23/19 from 2:00-4:00 in Rothwell 456.
- V. There being no other business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

December 17, 2019

Brown Building RM 435, 1:00-3:00 PM

Meeting Canceled

BUDGET ADVISORY COMMITTEE

January 23, 2019

Rothwell 456 – 2:00-4:00 PM

Meeting Minutes

VI. Committee Chair update: Ms. Bernadette Hinkle

a. FY19 Budget Update

During Fall of 2018 there was a \$2.2mm budget reduction that was funded from the Vice President level budgets, using salary savings, contingency budget reductions, and Maintenance and Operations budgets. For the Spring 2019 semester, we are waiting to see how the 11th class day numbers come in, reevaluate the budget and then communicate the status.

b. Legislative Update: Ms. Bernadette Hinkle

The Arkansas Tech appropriation bill has been filed and a copy of the bill has been provided via email to Budget Advisory Committee members. The appropriation bill includes all of the positions appropriated to Tech that may be filled and the maximum salary for each. Currently there are 1670 appropriated and 1340 filled.

Provisional positions are authorized separately. A legislative update narrative was also provided by Ashley Golleher; please see attached. Discussion: There is a proposed change in the Arkansas Department of Higher Education Coordinating Board membership requirements that would add to the board an industry representative, and a representative from another school. Also, Higher Education would be moved under the Department of Education.

c. Strategic Planning Update: Dr. Mary Gunter

The work of the Strategic Plan year four planning continues, with the focus on identifying priority items and the related costs. The Executive Council is working to identify and prioritize those items within their teams and will bring the recommendations forward to Executive Council for review on 1/31/19. The resource implications are being considered and suggestions will be made for new money as well as reallocating existing budget dollars to fund the items.

Next Steps:

- 2/1/19 The priorities will be brought before the Budget Advisory Committee for review.
- 2/26/19 A final list of Strategic Planning priorities will be presented to the Budget Advisory Committee.

VII. Sub-Committee Updates

- a. Communications: Dr. Jeff Woods
- i. Website still needs minutes from some previous meetings
 - ii. Should we/can we publish the legislative bill tracking on the Budget Advisory Committee website?
- b. Cost Containment/Reductions: Mr. Ken Wester
- i. The Cost Containment committee has not met since the last Budget Advisory Committee meeting. Work continues to evaluate opportunities for cost savings.
- c. Revenues: Dr. Lisa Toms
- i. The committee has met and discussed ideas for revenue enhancements. Next steps are to collect the ideas and set a weighting system to evaluate.
- d. Fees: Ms. Sandra Cheffer
- i. The Fee Sub-Committee has reviewed all fee proposals to date, and has set a priority to each. See attached for the list of proposals and the current priority ranking.
 - ii. Once the Fee Sub-Committee finalizes the prioritization of all new tuition and fees, the proposal will be submitted to the Budget Advisory Committee for approval, and then submission to Executive Council.
 - iii. Also a regular topic for the Fee committee meeting: where does Arkansas Tech stand compared to its peers in the state for total cost of tuition and mandatory fees?
 - iv. Discussion: of the course fees on the list of approved, do the Deans review them before they are submitted? How are the fees justified, are the fees consistent with other universities, should it be part of the base funding from the budget; what are the course fees covering?
 - v. Among the academic departments, the fees are benchmarked with other universities to be sure they are in line. The fee provides additional revenue to help support costs in the program dedicated for course materials and/or other items such as industry certifications.

VIII. Enrollment: Dr. Blake Bedsole

- a. Current statistics for Russellville for Spring 2019:
Student Semester Credit Hours are down overall from Spring 2019 to Spring 2018 by 4.4%.
A further breakdown:
3.7% Undergraduate SSCH decline
12% Graduate SSCH decline

5.6% Ozark Campus SSCH decline

For Fall 2019, applications received in Russellville are 54% higher than the previous spring at this time. The numbers look very good, and there have been higher scholarship acceptances as well.

Other items discussed include: marketing strategies, the possibility of charging an application fee, how housing deposits indicate the likelihood of the student matriculating, to date, housing deposits are down in paid applications for Fall 2019 compared to Fall 2018, international student enrollment is also down and it is due in large part to the loss of the ESL grant, the possibility of securing an agreement with Nigerian secondary schools and to reach out to those schools to let them know about ATU.

- IX. Other items: Ms. Bernadette Hinkle
 - a. Budget Timeline
 - 2/1/19 Next meeting
 - 2/26/19 Subsequent meeting
- X. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

February 1, 2019

Rothwell 456 – 1:00-3:00 PM

Meeting Canceled

BUDGET ADVISORY COMMITTEE

February 27, 2019

Brown Hall 355 – 1:00-3:00 PM

Meeting Minutes

- I. Committee Chair Update (Ms. Bernadette Hinkle)
 - a. Welcome and Introductions since last meeting
- II. FY19 Budget Update: Dr. Robin Bowen
 - a. Legislative Update

ATU Appropriations- authority to spend is HB1197 and has been in Joint Budget Committee since 1/17/19. It is anticipated that the bill will be moved forward by end of legislative session.

Dir. Govt. relations is aware and in touch with legislator(s).

Special language added to bill by Hester for specific institutions for nursing \$100K will come to Arkansas Tech.

SB156 – freedom of speech act broadens free speech area to all of campus

SB 232 tenure contracts

Enhancement Funds

Gen improvement money is being reinstated.
 - b. Budget cycle – where we are: Committees are working w/ to EC to have a more distributive process
- III. Enrollment: Dr. Blake Bedsole
 - a. FY19 there is record enrollment 12,101
 - i. 4.5% decrease in enrollment of non-concurrent students, so the concurrent student population is driving the increased enrollment.
 - b. Scholarship Expenditures

Previous years scholarship \$ spent is committed for FY19

Retention of those students results in increased expenses

We have since decreased those scholarship amounts

This group will still be on campus and well will honor those commitments

Introduced new scholarships that are much smaller awards

Added HS concurrent scholarship for students who enroll with concurrent credit

- c. Current Status: There are fewer freshmen, we have increased retention and graduation rates. Next year, we will need to increase the freshmen population in order to keep flat enrollment.
- IV. Discussion about FY19 Budget projection and reduction
 - a. Last fall there was a budget reduction of \$2.3 mm at Vice President and President levels to minimize impact on rest of campus if reg. funds for special projects, probably won't happen
 - b. Salary savings. Let's not fill vacancies until 7/1/19 unless immediate impact.
 - c. Infrastructure reserves will not be made, hold projects, reduce unused M & O and encumbrances
 - d. We operate lean and mean and need to do this going forward. Have to become more competitive in our market, Collaborate with 2 year- offer program on site, attract nontraditional students
 - e. - These revenue challenges are short term
 - Modest increase in freshmen
 - Look for other markets
 Primary problem: Declining enrollment
 Look at ways to find efficiencies, stretch our boundaries.
 Decision IQ - Survey tool of admitted students over 1,000 students have said yes, perception of campus amenities is very important. Rec Center will definitely help.
- V. Strategic Planning Update: Dr. Mary Gunter
 - a. Budget items going forward - Budget preparation is a process
 - Where are we in the process?
 BAC committees, discussed budgets in the units
 - b. S. P. items: to do:
 - i. prioritize the strategic planning items so that we would know how to assign any new dollars
 - ii. Look at categories:
 - 1. for appropriateness by March 13 : look at categories
 - 2. discuss with EC members
 - 3. use strategic plan to guide
- VI. Subcommittee Reports:
 - a. Communications
 - Provide for anonymous feedback – to increase number of categories
 - b. Cost Containment
 - Working to identify possible areas where expenses may be reduced through efficiencies and collaboration
 - c. Revenue
 - Met twice since last BAC
 - Discussed how to increase revenue and have positive net flow, support the institutional mission
 - Weigh options and report to entire community, mentioned reserved parking spots at higher rate corp. sponsorships/ ↑
 - d. Fees
 - * Res life fees – Prepayment/deposit fee for fall residents, change from \$50/\$100 and make all apartment deposits \$250

* Review of mandatory fees and how the university self-discloses what is a mandatory fee (all students) as we compare ourselves to other institutions and what we charge

-Are there any fees we can move out of the mandatory fee to make ourselves more affordable per SSCH?

Dr. Bridgmon-Remove scuba fee for FY20

e.

VII. Next Meeting: March 26, 2019, 1:00-3:00pm, Rothwell 456

VIII. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

March 26, 2019

Brown Hall 355 – 1:00-3:00 PM

Meeting Minutes

- I. Committee Chair Update (Ms. Bernadette Hinkle)
 - a. Welcome
 - b. Discussion of the Spring 2019 budget reduction – review of summary of proposed budget reduction by VP area
 - c. Update of progress for budget cycle calendar – Sandra Cheffer
- II. Legislative Update
Dr. Robin Bowen provided a legislative update
- III. Strategic Planning
 - a. Strategic Planning Priorities, Dr. Mary Gunter
 - b. Dr. Gunter gave an overview divisional requests
- IV. Enrollment (Dr. Blake Bedsole)
Dr. Bedsole provided an update for enrollment – and reiterated that high school concurrent enrollment has increased in FY19. Scholarship expenditures are
- V. Sub-Committee Updates
 - a. Communications (Dr. Jeff Woods)
 - i. Budget Advisory information is current on the website and no issues to report.
 - b. Cost Containment/Reductions (Mr. Ken Wester)
 - i. Sub-committee is working to review areas of possible cost containment. Have discussed minimum wage and how it will affect departmental budgets and student employment.
 - c. Revenues (Dr. Lisa Toms)
 - i. No report
 - d. Fees (Sandra Cheffer)

i. Mandatory Fees

1. Discussion of definitions of mandatory fees as defined by ADHE, and at the federal and regional levels.
2. Reviewed comparison data regarding where ATU stands compared to peers in charging mandatory fees to students.
3. The Fee Sub-Committee provided a proposal to the budget Advisory Committee to:
 - a. Omit the following from being reported as mandatory fees for FY20 and going forward:
 - b. Public Safety Fee: \$2.25 per SSCH
 - c. Student Activity Fee: \$2.50 per SSCH
 - d. Student Recreation Center and Union Fee: based on student classification as follows:

<u>Graduate</u>	<u>Senior</u>	<u>Junior</u>	<u>Sophomore</u>	<u>Freshman</u>
\$0.00	\$1.00	\$3.00	\$5.00	\$6.25

- e. This proposal would reduce the mandatory fees from the prior fiscal year by \$4.75 per SSCH, and keep the Student Union and Recreation Center fee from being reported as mandatory.

ii. Fee Proposals

The Fee Sub-Committee provided a report of the proposed fee changes received to date.

VI. Other items

- a. Next Meeting: April 23, 2019, 1:00 – 3:00pm Rothwell 456

VII. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

April 23, 2019

Rothwell 456 – 1:00-3:00 PM

Meeting Minutes

- I. Committee Chair Update (Ms. Bernadette Hinkle)
 - a. Welcome
 - b. Thank you to all in the room serving on committees and doing the hard work.
 - c. Discussion of the Spring 2019 budget reduction
- II. Sub-Committee Updates
 - a. Communications (Dr. Jeff Woods)
 - i. Budget Advisory information is current on the website and no issues to report.
 - b. Cost Containment/Reductions (Mr. Ken Wester)
 - i. Looked at student labor and what hourly rate to pay. Will Tech recommend moving from \$9.25 to \$10.00 per hour for student labor in January 2020?
 - ii. Continued to track with the state budget and see what other institutions are doing.
 - c. Revenues
 - i. No Report
 - d. Fees
 - i. Discussion of course fee for books as proposed by Barnes and Noble. How will this affect Office of Information Systems, student accounts, and faculty?
- III. Enrollment (Dr. Blake Bedsole)
 - a. Dr. Bedsole provided and update on scholarship expenditures for FY19.
- IV. FY2019-20 Budget (Ms. Bernadette Hinkle)

Discussion:

- a. In the process of reviewing all new revenues and expenses to balance the budget
- b. Scholarship expense increase - biggest change
- c. Today's papers- state of the state of AR UALR, and other universities
- d. Considerations:
 - i. Long-term expenditure commitments
 - ii. Use some fund balance to cover non-recurring expenses
 - iii. Stewardship and defining priorities.
 - iv. Possible closing of Lake Point Conference Center
 - v. Main observation from department heads and faculty
 - 1. We have increased Scholarships, decreased funding for operations.
 - 2. How does this communicate our priorities?
 - 3. Easier to accept because money goes to students, but we need to assign those money wisely.
- e. Sandra Cheffer presented the following to the Budget Advisory Committee:
 - i. The Proposed FY20 Operating Budget Revenues and Expenditures
 - ii. Tuition and Fees Summary detailing all changes in tuition and fees, and a comparison to prior year. Overall, the proposed changes in tuition and fees would increase undergraduate tuition by \$5.75 and fees by \$11.00, and graduate tuition would increase by \$7.75 and fees by \$5.75. These are draft proposals and will go forward to Executive Council for further consideration.

V. Dr. Robin Bowen

- a. Thank you to all in the room serving on committees and doing the hard work.
- b. Tech makes difficult decisions based on our mission and we will make cuts as we incur them to remain financially healthy.
- c. Other institutions are also making cuts
- d. We have many great things going on at Tech and we want to invest in our people.
- e. We are all leaders and want to our institution to be transformational.
- f. What can each of us do to encourage returning students and recruit new students?

VI. There being no further business, the meeting was adjourned.

BUDGET ADVISORY COMMITTEE

May 28, 2019

Rothwell 456 – 1:00-3:00 PM

Meeting Canceled