

## **Budget Advisory Committee**

### **07-23-18 Meeting Notes**

#### **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 - 4<sup>th</sup> 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

January 23, 2019

Rothwell 456 – 2:00-4:00 PM

### Meeting Minutes

#### I. 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 11<sup>th</sup> 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.

## II. 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?

### a. Cost Containment/Reductions: Mr. Ken Wester

The Cost Containment committee has not met since the last Budget Advisory Committee meeting. Work continues to evaluate opportunities for cost savings.

### b. Revenues: Dr. Lisa Toms

The committee has met and discussed ideas for revenue enhancements. Next steps are to collect the ideas and set a weighting system to evaluate.

### c. 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?  
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.

III. Enrollment: Dr. Blake Bedsole

Current statistics for Russellville for Spring 2019:

4.4% Student Semester Credit Hours are down overall from Spring 2019 to Spring 2018.

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.

IV. Other items: Ms. Bernadette Hinkle

a. Budget Timeline

2/1/19 Next meeting

2/26/19 Subsequent meeting