

**Business Affairs Officers Committee**  
**Meeting Minutes**  
**Wednesday, January 4, 2017**

**Members Present:** Rachel Beatty, Kathleen Blumberg, Jeff Bolton, Mary Beth Buchan, Shelley Clifton, Warren Doucet, Elizabeth Elder, Joan Ferguson, Andrew Kaufman, Sausha Kellogg, Joe Kieleszewski, Stuart May, Shelia Primas, Sue Robell, Lakshmi Sabapathy, Lisa Shrader, Bobby Smith, Angela Strickland, Arthurine Turner, Donna Wells, Janie Williams-White

**Guests:** Anna Robinson, Diana Goode

**I. Call To Order**

- a. The meeting was called to order at 1:35 pm

**II. Announcements**

**a. Appointments/Promotions/Retirements/changes to membership**

- Brandon Wulf was welcomed to his first BAO meeting.

**III. New Business**

**a. UPTF Proposed Pay Schedule Change**

- Anna Robinson presented the proposed payroll schedule for University Part-time faculty – New Pay ID - PF
- This effort originated with complaints from UPTF regarding delays in processing paperwork and paychecks. After discussions with the Provost's Office a task force was formed.
- Lila Appiah, Anna Robinson, members of UPTF, and designated individuals from HR worked on the task force.
- To reduce the difficulty with having different pay calendars, transactional issues, and unnecessary paperwork delays, the proposed calendar starting Fall 2017 will start from pay #17 instead of Pay #19. This will eliminate the delay in the first pay for part time faculty being 2 pay periods later than the first pay for 9 month faculty. This calendar with 2 additional pays is expected to reduce the missing pay issue
- The proposed calendar with bi-weekly service periods, check dates, and deduction schedule was distributed. A comparison of the current UPTF pay calendar with the proposed was provided for Fall 17 term.
- More specifics on the processes will be disseminated next month.

**b. Budget Planning Council/RCM**

- Diana Goode provided an in-depth overview of the Budget Planning Council's work. Starting with the Budget Office transformation, an effort has been made to engage all groups across the University.
- The council will be chaired by Bill Decatur and Provost Whitfield. Diana, Celeste, and Antonio will be council members. There is a vacancy for one BAO – volunteers are requested.
- Individuals formerly in the Budget Office were consulted for their recommendations. Other best practices such as financial ratios and comparisons with other Universities were included. The group has a goal of obtaining input from constituents not included before and to have alignment with the strategic plan.
- The Budget Planning Council will sit in on all the budget hearings. All the various constituents including Deans, faculty, staff, and students are included in the budget planning council.
- A Tuition taskforce will be working on tuition rates considering whether the upper division/lower division fee structure would continue or if a flatter rate would be more appropriate.
- A Policy/Procedure taskforce will work on Spring/Summer funding, fee commitments, carry forward etc.

**c. FY18 Budget Planning Process/Budget Hearing**

- Preliminary budget hearings will start in February. These pre-planning meetings will be to discuss options. The budget hearing template for Schools/Colleges has been distributed.
- FY18 Budget plan, prepared with input from the preliminary discussions and feedback from the pre-planning meeting, will be presented to the Budget Planning Council in April.
- Final recommendations to the Board will occur in May.
- Budget Office will be more involved in helping with any structural deficits identified as we move towards the RCM model in FY20.
- Institutional Research will provide the data such as student-faculty ratio, enrollment, etc. Mark Byrd is currently working with the Budget Office to provide a concise report.
- Spring/Summer revenue 2017 calculation will be based on actual expenses and revenues as much as possible. Overhead may be weighted based on enrollment or the RCM principles may be applied.
- Budget Office will send out a template asking for plans based on various scenarios: budget reduction, increased funding, enrollment increase/reduction, etc.

**d. FY16 Year-end: Budget Carryforward & Tax**

- The Budget Office does not intend to continue the practice of assessing a year-end (beginning of year) budget tax. Diana talked about how the tax was used in prior years to reduce the deficit.
- Diana offered the following proposal:
  - A portion of carry-forward balances (10%?) would be considered “unrestricted” and could be used at the discretion of the SCD.
  - Remaining carry-forward balances would be held by the Budget Office for future use by the respective SCD. Proposals would be presented for expenditure of the remaining carry-forward balance.

**IV. Adjourn:** Meeting was adjourned at 2:58 pm