

University of Idaho

Budget and Finance Committee Minutes September 16, 2008

Jim Murphy (chair) called the meeting to order at 1:35 p.m. Those in attendance were:

Lloyd Mues, Jana Stotler, Debbie Eisinger, Suzanne Aaron, Doug Baker, Lindsay Hamachek, Jack Sullivan, Jeff Bailey, Monte Boisen, Garret Holbrook, Ed Christian, and Archie George.

Welcome and introductions

New and old committee members were introduced.

Budget orientation

Jana Stotler gave a broad overview and provided handouts on the FY08 budget and an update on the FY09 budget.

- Operating Accounts for UI Divisions FY2007 and FY2008 Comparison
- FY2008 General Education Activity with FY2009 Carry Forward
- Service Center FY2007 and FY2008 Comparison by Division
- Service Center FY2007 and FY2008 Comparison by Account
- UI Summary of Sources and Uses of Fund Fiscal Year 2009
- FY2009 Reallocation by Unit Distribution
- FY2009 Summary Budget Appropriated and Allocated Funds
- FY2009 Base Budget "Draft"
- FY2009 Expenditure Budget Using One Time Reallocation Funds "Draft"
- FY2009 Revenue Budget "Draft"
- College & Universities Enrollment Workload Adjustment FY2010 Request
- President White's signed approval on the FY09 Budget Allocation

After reviewing the above spreadsheets a Q&A session followed.

The committee asked Jana if it would be possible to send out a spreadsheet that shows who paid for the strategic reallocations not just who received it. Jana agreed to the request.

Jana explained that the University is currently working with the divisions to pull back the \$6.2M which is a one-time holdback for FY2009. However, it will be a permanent reallocation in FY2010.

On another note, the committee asked clarification on the difference between a hiring freeze and pause. Lloyd Mues explained that to him a freeze is a stop in hiring and a pause is to look at the position, i.e., is it critical and/or strategically important or is restructuring a better method. Also, it takes his approval/signature to currently hire in the Division of Finance and Administration.

Timetable on the 2010 budget process

Jana noted that the 2010 budget has been submitted to the State Board of Education which happens from June through August. Due to a change in the calendar for submitting the 2010 budget to the Board, the University hopes to move the budget planning back a couple of months so that this committee can be more involved in the process.

In June, the Budget Office sent out templates and asked the deans and division directors to link 2010 requests to the strategic plan. The Budget Office has received all the requests back. Normally, this would be timed with our request to DFM on September 1st. Unfortunately, there was a calendar change at the last minute. In the next month, the Budget Office plans to put together a summary of the requests and present them to the President and VPs. Once reviewed, they will decide if there are any strategic requests that should be funded.

Jan indicated that this group should decide on how we want to communicate with the divisions and the colleges on the 2010 budget. Last year the University had a workshop and brought in Larry Goldstein to help train on budgeting. The workshop was well received in linking budget to strategic planning. The year before that we had actual budget hearings. Doug explained that at tomorrow's President's Retreat they will be discussing a new budget process. Doug and/or Lloyd will keep the committee update on the direction of this process.

Also, Jana briefed the committee on the Enrollment Workload Adjustment (EWA) for 2010 which will be \$1.1M that the University will need to fund from our general appropriated money.

Setting times for regular meetings

The committee decided that every other Tuesday from 1:30 to 3:00 worked best for the group. If you have agenda item(s) that you would like to discuss, please e-mail them to Jim at jmurphy@uidaho.edu. Also, Jim will e-mail the committee the University Budget and Finance by-laws so members can review and this should tell the committee the role we play, i.e., advisory or decision makers.

Adjournment

The meeting adjourned at 3:15 p.m. Our next committee meeting will be Tuesday, September 30th from 1:30pm to 3:00pm in Ad 207.

These are summary notes of the general topics discussed and do not reflect all of the details.