

**Business Affairs Subcommittee of the
Council on University Planning and Budget
March 21, 2014
10:30 a.m.
Booth Library, Room 4456**

Submitted by: Dave Emmerich

Kathleen Shank, Tim Zimmer, Pam Naragon, David Emmerich, Chris Childress(guest), Pat
Early(arrive ~10:30), Cynthia Nichols(arrive 12:00pm)

- KS – we'll be reviewing the combination of FPM programs today
 - A question heard around campus is regarding charge backs and repairs. Where does that show up in budgets/expenses
 - CC – explained where it is located
 - KS – looks like it is \$10million on expenses side, what about revenue?
 - Where does the money come from?
 - CC – comes through charge backs
 - Income in 2013 was approx.. \$10million
 - TZ – it's a 1:1 charge back as much as possible
 - KS – that's a lot of money around campus being spent, obviously not all appropriated, how much is appropriated?
 - CC – of \$10.9 million spent in FY14
 - ~\$7.3 million was appropriated
 - \$762,000 was local
 - ~\$2.8 million was bond
 - In FY13, a big amount was the track
 - TZ – would also have included pemberton, honors college, grounds shed
 - TZ – for FY15, planned appropriated is \$1million
 - CC – looked into track work order
 - Approximately \$3.5 million on track came from VPBA under appropriated funds(was over 2 years)
 - KS, TZ, etc..
 - Basically what we're stating is it's so difficult to even track 1 project and who's paying where, how can we be fiscally responsible tracking all of these projects and track who is being responsible with their spending
- KS – moving onto expenditures
 - Under travel, point was made that 90% of travel was not really travel. Where are the fleet expenses and revenue?
 - CC/TZ – that's in garage revolving
 - CC – the looking like travel a bunch is really fleet repairs
 - PN – why do we get up-charged on our gas expenses?

- Ie – when using right-express credit card, it's charged up
 - KS – we probably need to look at the fleet, because that is one that was discussed in the past as a possible place. Item placed on agenda for 3/28/14
 - TZ – in regards to the vehicles, Chris has broken out the budget on those and provided them to different shops
 - CC/TZ – we typically buy used vehicles with high miles to save costs
 - PN – comparing using personal vehicles compared to fleet vehicles
 - CC – it's .50 per mile to take the fleet and .56 per mile to take personal
 - KS – how does any of that compare to just using a rental car?
 - CC – some of that has been figured up, will provide info next week
- KS – in regards to several million in survey, where will that show up?
 - TZ – it won't show up on our funds as revenue or expenses because CDB(Capital Development Board) money
 - If we do the projects, we will have to pay out of local or appropriated funds if we prioritize any of them as something that needs done?
 - KS – who does the prioritizations?
 - TZ – many projects prioritize from different sources, just depends
- KS – what happens to all furniture, etc...that we send to surplus
 - TZ – talked about establishing a showroom in Carmen, but we do not know if it would be used Etc..
 - DE – we do some of that with computing inventory and other departments, too. Could find more
 - KS – can we at least put in a question to see if it's worth a surplus re-use process?
 - DE – we'll add it to our list to be reviewed
- PN – can we discuss cost of maintenance materials
 - TZ – looking back at history of projects, we've been slashed a large amount to where we are now at a dime/sq foot on maintenance materials which holds back projects
 - CC – in the 2003-ish reduction we lost many people due to the cuts
- PN – on trades, grounds operation had \$60k increase in FY13
 - CC – a case was made for the additional costs, and it was approved, which shows more expenses
 - Reviewed with CC expenses in trades to verify some numbers, nothing really to question
 - Noted 1.7 reduction in staffing over time
 - Also provide materials and time to a Masters program for experience and public services
- KS – is there a formula on charge-backs?
 - TZ – we use base wages + 48%, which is low compared to almost all other universities, and it has been asked to look into reducing that more.
 - CN – do they get any appropriated dollars from that?
 - TZ – example, RNA is not base funded by any appropriated
 - CN – but projects could come from appropriated
- PN – noted all of the trades accomplishments and public awards
 - Really nothing worth looking at for reductions
- CN – PBIR review
 - Not a lot of money there and already down on staff from the past
 - Could be a place where expanded forecasting could be done

- DE - Based on student/faculty data, would reduction of temporary faculty and temporary extra instructors be feasible to control reducing staff/costs over time
- KS – additionally, there is a significant amount of staff all around campus related to enrollment management, have we looked at the total cost of what it is taking to manage and implement new enrollment initiatives