

Budget Advisory Committee  
April 23, 2020 10:00 a.m.  
Via Zoom

Members Present:

Phil Oldham  
Claire Stinson  
Lori Bruce  
Lisa Zagumny  
Kevin Braswell  
Brandon Johnson  
Francis Otuonye  
Yvette Clark  
Mark Wilson  
Deanna Metts  
Karen Lykins  
Dan Warren  
Alice Camuti

Troy Smith  
Sandi Smith-Andrews  
David Larimore  
Jeff Roberts  
Lee Wray  
Leslie Crickenberger  
Emily Wheeler  
Mark Stephens  
Evelyn Chambers  
Terri McWilliams  
Paul Semmes  
Joseph Slater

Members Absent:

Tom Payne  
Brad Sells  
Rob Owens

Invited Guests:

Ann Davis  
Steve Isbell

Others:

Diane Smith	Lisa Russell
Kim Hanna	Carol Holley
Dewayne Wright	Doug Bates
Darron Smith	John Smith
Mike Gotcher	Sandra Bohannon

Dr. Claire Stinson called the meeting to order at 10:05 a.m., thanked everyone for their attendance. The agenda, minutes of the September 27, 2019 meeting and handouts were distributed previously via email to committee members.

Dr. Stinson asked for a motion for the approval of the agenda

[REDACTED]

seconded. Dr. Stinson asked for discussion. There was no discussion and the minutes were approved unanimously.

~~Remarks by President Oldham: Dr. Oldham noted that we were interested in~~

~~[REDACTED]~~

~~EXPENSE~~

~~Revised~~

~~[REDACTED]~~

Expense by Natural Classification:

	<u>Actuals FY2018-19</u>	<u>Revised Budget 2019-20</u>
Salaries & Wages	51%	47%
Fringe Benefits	22%	20%
Travel	2%	1%
Operating & Utilities	14%	21%
Scholarship & Fellowship	11%	11%
Capital	0%	0%

Dean Slater asked why the utilities had increased so much. Dr. Stinson advised the utilities budget had been building in dollars for three years to pay for the additional costs of the two new buildings and also the re-budgeting of the carryforward dollars contributed to the increase. Dr. Oldham added to look at the increase you would need to look at actuals year over year.

Dr. Stinson advised the Governor revised his budget that was presented in February and reduced the salary recommendation from 2.5% to 1.5%

removed most of his new initiatives but did leave the outcomes funding formula, removed capital outlay projects including the Engineering building. There was potential for additional adjustments in June. Dr. Stinson explained maintenance of effort was the level

The Coronavirus Aid, Relief and Economic Security (CARES) Act provided federal level

~~assistance. The total allocation of \$9,742,400 from the CARES Act to the University of~~  
~~the state of Michigan was split into two parts. The first part, \$4,356,732, was~~  
~~designated for emergency financial aid grants to students to be distributed by the~~  
~~university. The other 50% went to the institution and may be used for costs~~  
~~associated with significant changes in instructional delivery due to COVID-19~~  
~~pandemic including the refunds for room and board, tuition and other fees,~~  
~~purchasing equipment and software, licensing and internet fees and additional~~  
~~personnel. The second part, \$5,385,668, was designated for the purchase of~~  
~~equipment and software, licensing and internet fees and additional personnel.~~  
~~The purchase of equipment and software, licensing and internet fees and~~  
~~additional personnel is being funded by the state of Michigan.~~

was written that 50% (\$4,356,732) was designated for emergency financial aid grants to students to be distributed by the university. The other 50% went to the institution and may be used for costs associated with significant changes in instructional delivery due to COVID-19 pandemic including the refunds for room and board, tuition and other fees, purchasing equipment and software, licensing and internet fees and additional

~~personnel. The second part, \$5,385,668, was designated for the purchase of~~  
~~equipment and software, licensing and internet fees and additional personnel.~~  
~~The purchase of equipment and software, licensing and internet fees and~~  
~~additional personnel is being funded by the state of Michigan.~~

The operating expense requests were broken down by recurring, one-time, E & G and special fees. Committed funding was \$4,377,407 recurring, \$302,000 one-time, \$3,382,799 E & G and \$992,608 special fees. Priorities of funding are as follows:

Priority	Recurring	One-time	E & G	Special Fees
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Dr. Braswell asked what reserves looked like and what expectation in the next year was. Dr. Stinson advised the largest part of the reserves were in the housing auxiliary enterprise and have been accumulating there due to our debt service. There was anticipation that our current revenues would not support the operation and growth of the

[REDACTED]

service. There were reserves held for capital projects through commissions from food services and bookstore. There are reserves left from 15 years ago when it was decided

[REDACTED]

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**Funds for operating funds**

Capital budget	\$	150,000	\$	150,000	Possibly use one-time funds for one yr
State	\$	150,000	\$	150,000	Possible use one-time funds this year
Permanent budget	\$	150,000	\$	150,000	Possible use one-time funds this year
Continuation	\$		\$	300,000	Amount of marketing budget still supported by one-time resources
IT	\$	162,734	\$	162,734	Still looking for resources
Transportation	\$		\$	40,000	Possible use one-time funds this year
Tour guides	\$	20,000	\$	20,000	Possible use one-time funds this year
Analyst	\$	91,800	\$	91,800	Still looking for resources
	\$	724,534	\$	340,000	
	\$		\$	784,534	



**Notes**

Funded in UER/Plant

B	Items for Ca	Total Project Cost				Local E&G Hou	Local Hou	State maint	State Capital	Other	Notes
		Cost	Local E&G	Hou	State maint						
		\$ 5,526,532	3,989,560						\$ 1,536,972	Other = Project contingency	
		\$ 991,687	991,687							May be less - Possible \$743,458	
		\$ 1,440,000	937,000						\$ 503,000	Transfer from Roof - bid under budget	
		\$ 406,555	406,555							JEXP Academic Bld Upgrades	
		\$ 125,776							\$ 125,776	From Storm Sewer Replacement Proj	
		\$ 780,000				\$ 780,000				RR & Housing	
		\$ 412,700	412,700							Defer for one year?	
		\$ 8,000,000	8,000,000							Possible from fundraising?	
		\$ 2,750,000	2,750,000								
		\$ 1,000,000	1,000,000								
		\$ 100,000	100,000								
		\$ 6,324,802	6,324,802								
		\$ 406,555	406,555								
		\$ 100,000	100,000								
		\$ 6,831,357	6,831,357								

748

Recurring/Temp

Recurring	9,512.0
Recurring	3,2324.0
Recurring	0,076.0
One Time	8,000.0
One Time	9,750.0
Recurring	0,875.0
Recurring	0,000.0
One Time	0,000.0
Recurring	0,000.0
Recurring	2,000.0
Recurring	12,175.6
Recurring	0,492.1

Total

9,512.0
3,2324.0
0,076.0
8,000.0
9,750.0
0,875.0
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2,000.0
12,175.6
0,492.1

People Admin 1/1/22

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Current Estimate Temp  
Current Estimate recurring

2020-20201 Proposed New Budget Request

Provost / Notes:

Total

Capital

Travel

Operating

PR Group

Equipment

Benefits

Salary

Position

Recurring/Temp

Department

Senior faculty position for Future Education Model Dietetics  
Birth, Clinical coordinator/preceptor faculty position for the  
Dietetics Graduate program. 12-month, non-tenure track, 3  
TEC site visit completed 2/10/2020. Pending approval by  
list 2021.

In Earth Sciences, Index 210111. The person in this position  
has primarily general education courses, by preparing  
equipment, supervising student workers and teaching lower  
level courses.

With the new PHD Counseling & Psychology program. Original  
cost was \$50,000. Provost and President approved additional  
funding from THEC. See attached documents.

With the new PHD Counseling & Psychology program. This has  
been approved by the Provost and President. See attached  
documents + \$936 benefits + \$14,619 tuition/fees = \$27,555 x 3 =

Acquisition of an extra educational facility comes the need  
for a full-time administrative assistant to be stationed in the new building. There is  
currently a part-time Admin Assoc 2 position to full-time,  
indicating that person to the new facility, in which case the  
cost would be less.

With this popular program. See attached justification. Provost  
has approved. Position should be self-sustaining in two years.  
Budget has gone from \$1,280,630 (\$890,360 E&G +  
\$389,270 E&G + \$75,000 TAF). This, coupled with an  
increase in materials, has limited our ability to provide the  
facility need.

New position for performance improvement analyst  
at Oldham's instructions to serve as budget analyst for  
the development of Provost and VP for Finance.

150,000.00

567,382.00

Total non-instructional

interdisciplinary Studies

2020-2021 New Budget Request

	Recurring	One-Time	Total	% of Total component	% of Total Request
	112,000	12,000	124,000	19.74%	67%
	84,000	84,000	168,000	14.80%	51%
	59,717	59,717	119,434	10.53%	43%
		152,665	152,665	26.91%	50%
				0.00%	54%
				0.00%	30%
	9,000	9,000	18,000	1.59%	30%
	150,000	150,000	300,000	26.44%	71%
				0.00%	58%
				0.00%	30%
	567,382	13,544	580,926	13.54%	34%
	462,511	462,512	925,023	12.77%	36%
	78,000	78,000	156,000	2.15%	47%
	220,625	49,750	270,375	6.09%	34%
	14,176	2,000	16,176	0.39%	32%
	80,492	2,222	82,714	2.22%	77%
	32,265		32,265	0.89%	30%
	972,000	755,000	1,727,000	26.84%	57%
	2,900	2,900	5,800	0.08%	30%
	1,353,064	37,367	1,390,431	37.36%	30%
	290,000	8,013	298,013	8.01%	32%
	104,620	2,899	107,519	2.89%	30%
	11,000	0	11,000	0.30%	16%
		3,621,653	3,621,653	86.46%	
	887,650	2,783,768	3,671,418	189.035	

Originally there were \$870,382 of Instructional request submitted to the Provost. Total funds reallocated by colleges \$778,758