



## University Budget Committee Meeting

### Minutes

<b>Date:</b>	February 3, 2021
<b>Time:</b>	9:30 – 11:30 a.m.
<b>Location:</b>	via Zoom
<b>In attendance:</b>	Michael Johnson, Gerald Hector, Misty Shepherd, Maribeth Ehasz, Deborah German, Elizabeth Klonoff, Theodorea Berry, Stephanie Blanco, Mike Kilbride, Mike Sink, Sissi Carroll, Paul Jarley, Joe Harrington, Steven Collins, Fernando Rivera, Reshawna Chapple, Cissy Glowth, Edwanna Andrews
<b>Not in attendance:</b>	
<b>Staff (non-voting members):</b>	Kristie Harris, Rebeca Richards, Kathy Mitchell, Tracy Slavik

1. Approval of the minutes from January 29, 2021 – Michael Johnson

The minutes were approved unanimously as submitted.

2. Approved CARES Act funding requests and how much funding has been spent to date – Gerald Hector & Kristie Harris

Kristie Harris reported that CARES Act Institutional expenditures totaled \$15.8 million as of January 31, 2021, leaving an unspent balance of \$9.7 million. We have through May 2021 to spend CARES Act Institutional funds.

CARES Act MSI fund expenditures total about \$50,000 as of January 31, 2021, leaving \$3.7 million unspent. We have through August 2021 to spend CARES Act MSI funds.

Gerald Hector noted that we need a better strategy for spending down these funds to avoid returning them to the federal government or asking for an extension to spend them. MSI funds allow for reimbursement for lost revenue; Institutional funds do not.

Michael Johnson said that it's possible that some expenditures originally planned to be reimbursed from CARES Act Institutional funds may not be spent by the May 2021 deadline; we'll consider reallocating those expenditures to the next CRRSSA round of funding and instead reimburse other COVID-related expenses (recorded in specific COVID departments established for each unit) that were not originally submitted for reimbursement from CARES Act.

Michael Johnson explained that prior to reconstituting the UBC, funds had been awarded to central unit to pay for COVID-related expenses; we need to circle back to those units to confirm whether or not they need all funding that has been allocated. Any unspent funding will be reallocated to other units.

3. Spending deadlines for CARES Act and CRRSSA funding allocations – Michael Johnson & Gerald Hector

- CARES Act Institutional funds may reimburse expenses incurred on or after March 13, 2020; must be spent by May 20, 2021.
- CARES Act MSI Funds may reimburse expenses incurred on or after March 13, 2020; must be spent by August 2, 2020.
- CRRSSA Funds may reimburse expenses incurred on or after December 27, 2020; must be spent by early January 2022 (pending receipt of the official Grant Award Notification from USDOE).

4. Approval of pending CARES Act funding requests – Michael Johnson & Rebeca Richards

Rebeca provided a spreadsheet showing remaining requests for CARES Act Institutional and MSI funds. Currently, there is \$125,704 unallocated from the CARES Act Institutional funds and \$2.14 million unallocated from the MSI funds. Total requests for this funding exceed available CARES Act Institutional and MSI funding by just under \$1 million.

Johnson explained that the UBC needs to make recommendations based on estimates and without knowing for certain how much will be available, complicating the decision process. Further, it is difficult for the central UBC to understand the detailed consequences to the individual units that are requesting funding. Units that have been allocated CARES Act funds will need to provide new spending plans and be given new spending deadlines.

Hector shared a spreadsheet that showed allocated, actual, and remaining CARES Institutional and MSI funds. He stressed the need to contact the units to ensure all COVID-related expenditures are recorded in COVID departments so that all federal funding may be spent.

Maribeth Ehasz noted that Housing had \$2.9 million lost revenues for Fall 2020 and \$1.9 million lost revenues for Spring 2021. Johnson requested that Housing submit a request for reimbursement of this lost revenue with the next tranche of funding. Hector noted that this lost revenue could be reimbursed from unspent MSI funds if there are remaining unspent funds as we approach the August spending deadline.

Following a robust discussion of the outstanding requests, the committee voted unanimously to allow Johnson and Hector to make funding recommendations to the President, starting with the largest amount(s) requested. As additional funding becomes available, the remainder of the smaller requests on the list will be considered for funding.

5. Discussion of process for soliciting CRRSSA Act funding requests – Rebeca Richards

Deb German suggested asking units requesting CRRSSA reimbursements to come to UBC to make presentations explaining their need for the funding.

Johnson said the process for submitting CRRSSA funding requests would have extra layers of uncertainty, including final guidance for spending the new funding and whether the state would cut UCF's budget knowing that we have received this additional \$88 million in funding. We likely won't have this information prior to when decisions about this tranche of funding will need to be made.

Communication to students about requesting financial aid funding

Rebeca Richards explained that the process for this round of funding would be similar to the Exceptional Funding Requests in prior years, with a form and required documentation for submitting the proposals. Johnson and Hector will meet with President Cartwright to identify his strategic priorities. UBC staff will review the requests for completeness and accuracy as they are submitted.

6. Adjourn

The meeting adjourned at 11:09 a.m.