

 <b>UNIVERSITY OF CENTRAL FLORIDA</b>	<b>UCF University Budget Committee Meeting</b> <b>Meeting Minutes</b>
<b>Date:</b>	November 10, 2020
<b>Time:</b>	10:00 – 11:30 a.m.
<b>Location:</b>	via Zoom
<b>Voting members in attendance:</b>	Michael Johnson, Joe Trubacz, Misty Shepherd, Maribeth Ehasz, Deborah German, Elizabeth Klonoff, Theodorea Berry, Mike Kilbride, Mike Sink, Sissi Carroll, Paul Jarley, Joe Harrington, Steven Collins, Fernando Rivera, Cissy Glowth, Edwanna Andrews
<b>Not in attendance:</b>	Reshawna Chapple, Stephanie Blanco
<b>Staff (non-voting members):</b>	Kristie Harris, Rebeca Richards, Derek Horton, Kathy Mitchell, Tracy Slavik

**UBC Budget Philosophy:** *An effective budgeting process transforms strategic goals into achievable operating plans, and:*

- *Properly and continuously aligns resources with universitywide strategic priorities*
- *Employs an “all-funds” approach*
- *Maintains fiscal responsibility with those closest to operational decisions*
- *Provides a degree of predictability to promote multi-year planning on a universitywide basis*
- *Increases communication, transparency, and accountability*
- *Provides timely funding recommendations to the President*

- - - - - Meeting Topics - - - - -

**1. Minutes from the October 28, 2020, UBC meeting**

Approved as submitted.

**2. Threshold for recommendations to President for approval of CARES Act expenditures**

Joe Trubacz reported the university had approximately \$3.4 million in remaining CARES Act funds available.

Kristie Harris requested that the UBC approve allowing the President, Provost, and CFO to approve smaller requests for CARES funding, up to \$100,000. The committee deferred this decision until the next UBC meeting.

Harris reported two outstanding requests for CARES funding, just over \$2 million from Athletics for COVID testing for student athletes and up to an estimated \$160,000 from Rhonda Bishop and the Emerging Issues and Crisis Response Team for testing of sewage to monitor traces of the

virus. The committee approved the \$160,000 request for sewage testing but deferred a decision on the request from Athletics until a future meeting.

Committee members expressed concerns about whether the entire campus community had the opportunity to request CARES fund. Other suggested uses of the funding included additional financial aid for students, additional support for the University Testing Center to allow students to take required SAT/ACT tests, housing assistance to cover revenue shortfalls due to room reductions to allow for isolation and single occupancy rooms.

The committee recommended that that a request for proposals for CARES Act funding be sent out campuswide this week with a due date in December 2020. An additional meeting will be scheduled for December to discuss priorities and processes allocation of the remaining CARES Act funding.

### **3. Update on Central Support Unit Allocation Committee (CSUAC)**

Paul Jarley reported that a UBC subcommittee, the Central Support Unit Allocation Committee, has been established to review administrative costs as a component of the new budget model that will be implemented July 1, 2021. The committee is tasked with reviewing the expenses related to 15 administrative units (“cost pools”) across campus and developing the Service Level Agreements (SLAs) between the administrative units and the colleges. These SLAs will include metrics to measure the service provided by the administrative units.

The first four units to be reviewed include Facilities, Human Resources, the UCF Foundation, and the Compliance Office. These units were selected by the deans to cover a range of simple to complex operations and pain points experienced by the deans. It will take about three years to rotate through all the administrative units.

A list of the CSUAC subcommittee members will be posted on the TEAMS site and provided to the UBC members.

A discussion was had about creating a web site in lieu of using the TEAMS site. This will provide increased transparency by allowing the entire university community, not just UBC committee members, to have access to the UBC’s philosophy, meeting materials, membership, and recommendations to the President. Staff agreed and will provide additional information to the committee about the website when it becomes available.

### **4. Discussion of administrative divisions’ plans for meeting the 3% and 6% budget reallocations**

Michael Johnson led the discussion of the administrative plans following the summary of the plans provided by UBC staff.

Joe Harrington requested that each unit provide additional information regarding any proposed personnel cuts or reductions to divisions reserves. For any personnel cuts, provide the number of positions cut and the total number of positions; for reserve cuts, provide the amount of the cut and the total amount of the division’s reserve. This will provide necessary context for decisions to be made by the committee.

Joe Trubacz noted that this committee will also be charged with making recommendations regarding the reallocation of any strategic reserve amounts generated by this exercise. Joe

Harrington cautioned that if the purpose of the strategic reallocation was to take funding from the administrative units and provide it to the academic units, it doesn't make sense to cut the Library and IT (which support academics and are already underfunded) when we're going to give it right back.

Paul Jarley advised the committee not to accept any "Washington Monument" cuts (i.e., a strategy of proposed cuts to the most visible or valuable service provided by the unit) and instead ask the unit to find alternative areas for reduction.

Deborah German asked what would happen if the legislature requires us to cut more than 6%? Are we in the position of having to cut programs or entire units? Johnson responded that while we had to do that during the Great Recession, we're not at that point yet. We won't know the answer to this question until the legislature reconvenes.

**5. Recommendations to the President for reallocation of administrative budgets**

The committee agreed to highlight certain plan items for further discussion, as reflected in red on the updated summary for the November 17, 2020, meeting. One additional meeting will be scheduled in December, if necessary, to finalize these recommendations and discuss requests for CARES Act funding.

6. The meeting adjourned at 11:30 a.m.