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Finance Committee

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Finance minutes 09/05/2013

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UMM Finance Committee Minutes

9.5.13

Members Present: Brad Deane, Michael Korth, Dennis Stewart, Sam Fettig, Sara Haugen, Pieranna Garavaso, Gwen Rudney, Timna Wyckoff, Laura Thielke

Members Absent: Mary Zosel, Lowell Rasmussen, TBD Member, TBD Student

Guests: Bart Finzel, Colleen Miller, Melissa Wrobleski-Note Taker

Agenda:

1. Introductions:

Everyone introduced themselves and what they do. It was discussed that people would like a list of the members of the Finance Committee and who is a voting or non-voting member. It was also mentioned that we are still waiting on the selection of the second student attendee, and also a replacement for Tara Winchester.

It was mentioned that there is a Governance website (<http://www.morris.umn.edu/committees/>) that states the committee members and their title. It is not up to date though and Michael stated that he will contact someone to update the Finance Committee's information. Colleen also mentioned that she would be able to provide a handout with the members' information on it.

2. Review of Charge:

Michael pointed out that the UMM by-laws for the Finance Committee were listed at the bottom of the agenda for everyone to review. This way everyone knows the responsibility of the committee and how the membership works.

3. Approval of Minutes:

There were no minutes available from the last meeting on April 29, 2013 yet.

4. Issues for the committee to consider this year:

Michael provided a handout with a list of possible agenda items for the 2013-14 year. They included:

- FY14 Budget
 - Last year the committee did not get the final information of the FY14 budget and some may be interested to see if anything changed.
 - Colleen will present on this topic for the next meeting on Sept 19th
- FY13 Year End
 - The clean-up for FY13 is largely over but it was mentioned that it would be good to see where UMM ended up. It might be nice to see the balances, deficits, and carry forwards of different areas at the end of the year.
 - The question was asked if both FY13 and FY14 could be discussed together, if that would make the most amount of sense to people.

- Colleen went on to explain that the FY14 budget was done before the FY13 year end came. We do budgeting with estimates of where each department projects they will end up at the end of the year.
 - Colleen will be prepared to discuss this topic on September 19th also if time permits.
- Annual report on gifts and endowments
 - Madeline Maxeiner will come to present for this topic.
- Guidelines for the contingency reserve
 - There is still work to do when it comes to how, and what kind of requests will be allowed from departments that would like to use some of the funds.
- Plant Services billing practices – results of the internal audit?
 - Michael stated that the overall results from the internal audit were positive. He also mentioned that when it came to the Plant Services billing practices that there were still questions that the committee had unanswered.
- Cost of Merit Scholarships, U Promise, and other institutional financial aid
 - It was asked if this topic should be brought up again or not. The conclusion was that the committee would let Michael know if they wanted to discuss this around the same time as FY15 budgeting.
- Student Fees – consistency
 - This needs to be discussed in the fall. Fee information goes in with the budget planning information around February 1st, 2014.
 - There are principles in relation to how fees are created and applied to courses.
 - Colleen mentioned that there are materials with rules when it comes to adding and/or changing fees. She said she would provide those materials for the group when that meeting was planned.
 - Pieranna stated she would like to discuss the fees early enough to have time to discuss it with her departments also so that everyone can understand the rules and fees better.
 - It was also mentioned that currently, NEW fees are highly discouraged with the tuition freeze.
- Spans and Layers Analysis
 - Sarah Mattson would be a good person to ask to discuss this issue when it comes.
 - Spans and Layers looks at the administrative structure of the University. Spans relate to the different responsibilities a position may have, and layers refer to the number of positions between the lowest worker and the highest supervisor in any given position.
- Spending Benchmarks – Mission Direct, Mission Support, Administrative – Historical Trends
 - Michael believes the committee should see how this affects our campus.
 - Colleen mentioned that part of this may tie into the FY14 budget she will cover next meeting.
- Resource Allocation Review (RAR)
 - There are currently re-visits/re-evaluations occurring. The Finance Committee will eventually be reviewing recommendations.
- Financing Capital Debt?

- Lowell made a radical proposal last year. We are waiting to see what happens.
- FY15 Budget Development
 - The budget meeting with Fitz occurs at the beginning of March so the committee will be reviewing budget formation early in spring semester.
- Five-year history of Fund 1000 allocations
 - It would be a good to review Fund 1000 allocation information at about the same time as the FY15 budget is forming.

Michael asked if anyone had other suggestions for agenda topics to be considered.

- 27th Pay Period (happening next in 2021) and how this affects budgeting starting this year.

5. Use of Funds from Student Fee increase – Presented by Bart Finzel

Bart came to the meeting and provided a handout to everyone with an overview of what the Peer Assisted Learning (PAL) program is all about and what are the programs intentions and the estimated costs of expanding the program. As mentioned in the handout, the PAL program is focused on helping in courses that are taken by freshman with high rates of C- grades and lower. They had a pilot year in 2011-12 with 5 courses. In 2012-13, the program expanded to 9 courses and 14 tutors. The goal is to expand the program in 2013-14 to 10 more courses (or sections of courses) and that's where the use of the Student Fee comes in.

Each PAL tutor earns about \$1,100 in salary and by increasing the program it also increases the need for administrative oversight. Kerri Barnstuble is the Academic Assistance Coordinator for the program, and places students in courses where they are able to assist and work well with a professor. Because of expanding the program, the coordinator position has gone from a 9 month appointment to a 10 month appointment.

Funding for this program comes from multiple places. Bart mentioned that the first year the Academic Assistance Office funded the program. The second year there was a grant in biology from the Howard Hughes Medical Institute (HHMI) that helps fund more tutors in the biology area. Now this year the program is working on getting a grant from the Great Lakes Foundation Grant. On top of this, Bart mentioned that they would like to use about 20% of the increase in the campus fee revenue to help assist in the funding of this program. As mentioned on the handout, the total estimated annual cost to expand the program would be about \$16,000. This would fund adding 10 additional PAL tutors and the increase of the coordinator's position.

Timna mentioned that from what she has seen in the classes that have these tutors in them, that is a great program and it is very helpful to the students. Michael also commented that he has heard positive things about the program not just from faculty, but also from the students.

Bart then went on to say that maybe in another year or two the program will have been running long enough to do an evaluation to see how effective it has been. He also mentioned that they have also identified courses in Humanities and Social Science that may benefit from this program, but it is ultimately up to the professor if they want a PAL student in their class room. Writing in Liberal Arts will not have this program. There are better alternatives for the writing class.

Pieranna then asked if there was something else we could do besides just pay the student for being a PAL tutor? She mentioned that maybe the faculty that has a PAL tutor in their class could write a letter of recommendation also.

Gwen asked if there was any feedback to the professor from the PAL tutor in relation to the course. Timna mentioned that from what she has seen, the tutor and professor work so close together that there would be plenty of opportunity for the tutor to say something if they saw fit.

Meeting adjourned.

Next meeting is September 19, in the Moccasin Flower Room at 8am.