

5-1-2018

Finance minutes 05/01/2018

Finance Committee

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UMM FINANCE COMMITTEE MINUTES

5-1-2018

Members Present: Roger Rose, Michael Korth, Mark Logan, Ramsay Bohm, Naomi Skulan, Josiah Gregg , Dennis Stewart, Brad Deane, Angela Anderson, Non-voting members present: Stacey Aronson, Kerri Barnstuble, Bryan Herrmann

Others Present: Melissa Wroblewski, Janine Teske,

Members Absent: Salvi Alam, Josiah Gregg.

Agenda:

1. Approval of Minutes from 4-3-18

The minutes of the meeting from 4-3-18 were sent to the committee prior to the meeting and were approved as presented. The minutes from the 4-17 meeting were not complete as note taker Janine Teske had asked Melissa Bert to include the questions and answers that she had used in the presentation to be included. Those minutes will be sent to the committee to be reviewed. There was a question asked regarding if anyone looks at the minutes posted and Naomi looked into the data and found that there have been 171 downloads of the all minutes at the time of this meeting.

2. Open up nominations for Chair of Committee

Chair Roger Rose opened up the meeting asking for nominations for chair of the committee. None were given at this time and Roger stated that the committee could revisit that in the Fall if someone was interested. He also stated that there will be a common meeting time next year so that the committee will probably be meeting during that time frame.

3. Equity and Diversity Pilot Project

Kerri Barnstuble is on the Finance Committee as part of the Commission on Women and there was discussion on the role of this position. The Office of Equity and Diversity will continue to be involved in search committees and they will continue to have committee presence within the University to represent them. They are looking for someone to step forward to represent that group. Brad asked a question regarding how the committees get staffed to serve in the role of EDI. Kerri explained that training will be done in the Fall with the Chief Diversity Officer and the Commission on Women providing experts and staff the ability to work together day to day.

4. Review of Central Allocations

The committee had been presented documents on Central Allocations to review and a few questions were submitted to Melissa Wroblewski. Melissa responded to the questions and her responses are included here in the minutes in writing as she did read from those notes. The questions are in italics and the answers Melissa provided follow.

Questions on Carryforwards and Allocations

1. *When a budget line has a carryforward that is a substantial fraction of the annual allocation to that budget line or is some multiple of the annual allocation to that budget line, is anyone looking into that?*

During the budget process each year, departments are asked to estimate what they expect to have as carry forward funds and what their plan are for the funds. This information is provided to the Chancellor and Vice Chancellors yearly and they determine where funds can be pulled from if needed for balancing.

2. *Some budget lines do not have specific, informative names. Transparency and accountability would be better served if such names were added. Some of the DeptIDs that need better names are:*

10529, 10532, 10533, 10540, 10542, 10543, 10571, 10574, 10577, 10583
10585, 10586, 10590, 10652, 12106

Is this comment based on the allocations document or the carryforward document?

3. *Questions about allocations*

- a. *10532 20010 (\$52,319) Why is this large again? We were told it was an error the prior year.*

Three salaries were budgeted for FY18 with a non-CF2 account string. This should not have occurred and was not caught. I went back and reviewed FY19 position budgeting and can verify at this point, there are no salaries budgeted in 1000-10532-20010 without a CF2 attached.

- b. *10532 20034 (\$21,315) Why did this repeat? We were told it was a partial reimbursement the prior year.*

Budgeting of the partial position in this account string was continued in FY18 but has been eliminated for FY19.

- c. *10532 20085 (\$16,302) Why did this increase?*

Reallocation of funds within the Dean's area. Funds were reallocated and reduced in program 21010 in the amount of \$30k. Moved from out of state travel to Dept research.

- d. *10533 20407 (\$245,674) Why did this increase?*

Salaries moved to 10533 from 10535-20231 due to reorganization that occurred at the beginning of FY17 (after the budget was already entered for FY17).

- e. *10582 is missing. It is listed on the carryforward sheet as having a balance.*

This was a Grant in Aid awarded to a Sociology faculty and should have been excluded from the carryforward amounts. This was not an allocated amount.

- f. *10542 20526 1000001534 What is the purpose of the \$140,000?*

Library Technology Expansion – (received additional funds in FY17 for increased cost of electronic publication subscriptions)

- g. *10586 Do we still have CERP?*

This includes May Session, Summer Session, and Online Learning.
CERP is Continuing Education and Regional Programs

- h. 10590 Why the large increase is athletic administration when we can't balance the budget?
The increase in 10590-20675 is salaries and is due to the issues of some athletics salaries budgeted in Education instead of Athletics. This was updated and the allocation moved from Dean's Education salary account to the athletics salary account in FY18.
- i. 10609 20407 Why the large increase?
A salary was added to this account string in FY18; previously paid else were.
- j. 10623 20540 Why the large increase?
After looking at the Position Budget vs Actuals for FY17, we had under budgeted by about (\$101,000); FY18 is projected to be about exact when comparing budget to actual at this point in the year. We could see between \$10k-\$20k savings based on budgeted amounts. We more accurately budgeted salaries in FY18.
- k. 10638 21103 How many staff do we have in Fund Development?
Communications is also paid from this account string. Both Advancement and Communications have been budgeted together for the past several years. With the change in reporting, this may change in the future, but for FY19, salaries have been budgeted the same way.
- l. 10644 20491 (Last three lines) Is this really student employment?
These funds are for work study programs. The funds either cover salaries, student assistance (stipends), or fellowships/grants/scholarships.
- m. 10652 What "music department" is this?
The Humanities Music- instrumental music.

5. Discussion on Visions and Goals summary

(An overview was sent out to the campus community via email from Nic McPhee)
Chair Roger Rose encouraged the committee to review the information from the Strategic Visioning and Planning Task Force that was sent the email that was sent out.

6. Discussion of goals for committee for next year.

Chair Roger Rose stated that we need to have a conversation as to how the Finance Committee can give meaningful input to the University as a committee. What are our goals? Brad Deane stated that he'd like it noted that when it comes time to prioritize the goals, the finance committee would like to be involved in making some recommendations. We would need to be able to have information on what the financial impact of decisions made would be.

Due to the end of meeting time, the meeting was adjourned.