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ASSC minutes 10/25/2013

Academic Support Services Committee

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Minutes ASSC meeting, October 25, 2013

Attending: Sylke Boyd, Joe Beaver, Rose Murphy, Taylor Barker, Sam Daniewicz, LeAnn Dean, Jim Hall, Roger Boleman.

Absent: Joel Eisinger, Matt Johnson, Lisa Harris, Nancy Cheeseman.

Guest: Colleen Miller.

1. Minutes from 9/25

Edit to minutes about comments from LeAnn about money from Dean.

2. Discussion with Colleen

Following up on question from last time: Who makes budget decisions? ASSC would like to assess concerning Library budget and needs for recommendation to Dean.

Colleen shared financial data history for the Library (DeptID 10542) covering FY04-FY13 (actuals) plus FY14 (budget).

Colleen says decisions come from the “Budget Five” at the Twin Cities campus: this group makes decisions across the entire University. We have budget meetings annually in March for the budget allocation. Morris never gets all the money we ask for, so it’s important for departments to have priorities established. Finance works with all the departments for anticipated O&M allocations. We have 115 DeptIDs on campus, and everyone has same process.

Colleen reviewed the financial data history.

- Central allocation : amount allocated to Library (tuition and O&M)
- Other revenues : fines and fees, etc
- Transfers in/out : can be within the Library (i.e. between programs), or transfers between Library and another department.
- Salary/Fringe : salaries
- SE&E (supplies, expenditures & expenses) : includes general operating supplies
- Other expenditures : non-capital equipment, rents & leases, repairs & maintenance

- Ending balance : is what you carry forward into the next year. Spreadsheet shows every year the library has at least some carry forward, except for one year. (LeAnn disputes they have had carry forward like this.)

Further discussion: Anything with fund 1000, the money comes from central allocation (highlighted in yellow in the spreadsheet) and is generally unrestricted. Fund 1026 comes from non central allocation (money generated from another source) but still unrestricted. Fund 1100 are self-supporting activities. Fund 1701 are monies given as gifts to the University; first to the U of M Foundation, and sits there until we call upon it to be used. Donors can put ties on what the money may be used for (for example, donation to cover purchase of a new book collection).

UMM has been asked by Central to “cut” expenditures (see spreadsheet). Morris has had an incremental cut out of our budget each year from our central allocation. Every year is a different amount that is cut.

ASSC is interested in these numbers because usage within the Library is shifting. We want to understand funding of Library.

LeAnn sees discrepancies between what we are seeing in the spreadsheet and her recollection of past allocations. Colleen suggests looking through the six-page financial data history spreadsheet, since the totals there arrive at the numbers on the one-page financial data history spreadsheet. Colleen says these numbers come from UMRports. Looks like the discrepancy comes from salary line, so the “Change in O&M” line is a little misleading, and we can ignore what’s in the boxed area on the spreadsheet. Colleen says the ending balance numbers are correct, this spreadsheet represents everything included for the UMM Library.

Our goal in this Academic Support Services Committee review is to make sure the Library has resources needed to support academic services. LeAnn says costs for electronic resources, journals, etc, do go up a little bit every year. Colleen says a good starting point is to make a case to Bart that there’s a need to reallocate funds. Bart has previously reallocated some funds between areas where they are needed (for example, during re-organizations). If the Library needs extra monies to purchase journals, etc, this request needs to go through the Dean’s office.

What’s the process to determine department budgets? Currently it’s based on what you got last year. The vice chancellors have some discretion to do some realignment of funds.

If we want to make further inquiries about how O&M is handed out, we might also consult with Michael Korth from Finance Committee. Some of this review is also happening in Finance Committee, for example.

Next steps: Colleen and LeAnn will get together to figure out areas that don't seem to look right per the Library. LeAnn will bring more information to the next ASSC meeting.

3. Area updates

No time remaining in meeting for area updates.

Meeting adjourned 4:30pm.