

University Budget Council – UBC Meeting Minutes

9-11:00 a.m. – October 14th, 2008

Members Present: Betty Beard (NUR), Colin Blakely (Art/AA), Michael Bretting (COE), Polly Buchanan (COT/AA), Howard Bunsis (A&F/Faculty), Byron Bond (Cont. Ed.), Jim Carroll (P&A, Faculty Council), David Clifford (HS, Faculty Council), Raeuf Hanna (ISPC/Econ), Laverne Higgins (COB/AA), Veda Jenkins (B&F), Brian Kulpa (Fin.Ser./Student Affairs), Sheilah Larnhart (Advancement), John Lumm (B/F), Michael Malach (Athletics), Todd Ohmer (B/F), Mahaud Rahman (A&F, Faculty Council), Chris Shell (Records), Rebecca Sipe (CAS), Phil Smith (Spec. Ed, Faculty Council)

Members Absent: John Donegan (Physical Plant), Bob Neeley (AA), Bill Price (L&C, Faculty Council), Wade Tornquist (CAS)¹

I. Approval of Minutes from September 23rd meeting; corrections made and minutes approved.

II. Proposed New Subcommittees for FY09

- a. Define the purpose and scope of the subcommittees, assign members, determine meeting times for the subcommittees.
- b. Chairs were asked to take notes regarding details of their charge, and the responsibilities of each committee.
- c. John Lumm suggested a B&F member be on each committee so they can get data for the committees as needed. (Veda Jenkins, Todd Ohmer, John Lumm, Jason Broge)
- d. **Pricing Committee #I** (Chair: Colin Blakely)
Main Charge: Determine a more competitive and user friendly tuition/fee model
Council Suggestions for the Committee to consider:
 1. Concern expressed about how the Nursing program fee was increased much more than others; was recently passed by Board of Regents.
 2. The recommendations of this committee need to be more strongly presented when the committee makes conclusions.
 3. Collect stories from students about how they have been affected by recent increases.
 4. Comment made about how EMU's complex fee structure is "killing us" among our competition; we are losing the battle.

Committee Members: Colin Blakely, Chris Shell, Michael Bretting, Bob Neeley,
Bill Price, B&F member?, student member?

- e. **Idea Generation Committee #II** (Chair: Jim Carroll)
Main Charge: Recommend ideas for revenue enhancements & cost savings
Council Suggestions for the Committee to consider:
 1. Design an energy savings program where those who change behavior get some recognition.
 2. What are other schools doing? (Check MSU)
 - a) "Green" is in and does reduce costs; how can EMU "get green"?
 - 1) Example: Give folks a free bike if you don't drive to campus.
 - 2) Put windmills up in parking lots; install solar panels; what else?

¹ These dedicated but absent committee members were assigned to committees who needed members!

- 3) Examine how these initiatives can be funded.
3. Consider all ideas on how to save money at EMU; don't limit topics discussed.
 - a) Can administrative structure at EMU be reduced to save money?

Committee Members: David Clifford, Betty Beard, Polly Buchanan, John Donegan, Roeuf Hanna, Sheilah Larnhart, Jim Carroll, B&F member?

f. **Entrepreneurial Committee #III** (Chair: Byron Bond)

Main Charge: Recommend incentive models

Council Suggestions for the Committee to consider:

1. Design payback ideas so if you participate, you and your unit benefit.
 - a) Need system that can go longer than 12 months if payback takes longer.
2. Review current "dis-incentives" that exist now and need to be replaced/changed.
3. Need incentives if units increase SCH and enrollments that directly affect programs; currently they don't ever get anything back if they do increase their numbers.
4. Review Spring/Summer Courses: Need a new model.
 - a. Somehow programs need to get the payback if they grow spring/summer?
 - b. Are there any AAUP contractual issues involved in faculty teaching more sp/su?
 - c. There is GREAT potential for filling more spring classes across campus.
 - 1) Current budget levels for Spring/Summer faculty won't allow much expansion in spring/summer programming, but rebasing did help make these budgets better.
 - 2) Cost of consumables (lab supplies) for added spring courses need to be discussed.
 - 3) Consider alternative pricing/tuition for sp/su so EMU is more competitive with community colleges.
 - 4) Do we ever aggressively advertise our spring/summer offerings around Michigan and Ohio?
 - d. Do we advertise entry level courses in high schools so kids get a head start on their college education?
 - e. Are there other spring/summer activities we can bring to campus? (i.e., 1 and 2 week conferences)
 - f. AC in most building is to way too cold in spring summer; this is wasteful. Moderate this but also consider only putting Spring/Summer classes in fewer buildings so some can be closed during warm months.

Committee Members: Phil Smith, Laverne Higgins, Becky Sipe, Byron Bond, B&F member?

g. **Class Scheduling Committee #IV** (Chair: Chris Shell)

Main Charge: Recommend scheduling patterns to increase enrollments and meet needs of students (i.e., multi-year rollouts, compressed delivery, etc.)

Council Suggestions for the Committee to consider:

1. Discuss more expanded spring/summer course offerings using more variety in times offered.
 - a. Time of day courses are offered needs to be discussed; consider when students work.
 - b. Alternative scheduling patterns need more discussion such as compressed 1-week courses, and other patterns... not just 7 weeks.
2. Encourage/require longer program rollouts (2-4 years) so students can plan their schedule more in advance than is now possible. Published rollouts and put online!
3. Examine multi-semester student registration.
4. Evaluate paper vs online course schedules: Online schedule is hard and cumbersome to use

so at present, we still need a printed copy of the schedule; can the online version be changed so it is more user friendly and current to include new courses added after the original course schedule deadlines?

- a. Can there be a tab on the web page that lists new sections added so students can easily find them?
- b. Centralized communications about courses added/cancelled doesn't happen easily.
5. Wait List is not working well; needs to be discussed/changed?
 - a. COB uses method of opening new sections easily based on enrollment records.
 - b. Often the "Wait List" is not being looked at routinely by departments to make good "add section" decisions. Consider training in how to use the Wait List feature?
6. Gen Ed courses present a unique challenge; discuss with this committee.

Committee Members: Becky Sipe, Polly Buchanan, Wade Tornquist, Bill Price, Chris Shell, B&F member?, student member?

h. **Budget Process Committee #V** (Chair: Howard Bunsis)

Main Charge: Recommend a budget approach and process to use in the long term at EMU.

Council Suggestions for the Committee to consider:

1. Consider all standard budget models as options (% , zero-based, multi-year)
2. Examine if departments who stayed within budget last year were penalized this year in the rebase?
3. Historical view: Have SS&M budgets stayed the same for years? (Many have gone down.)
4. Need a process fairly soon to determine FY10 budgets; may not be able to implement recommendations until after FY09.
5. Consider budget implications of the Strategic Planning Committee's recent recommendations.

Committee Members: Colin Blakely, Sheilah Larnhart, Laverne Higgins, Mahaud Rahman, Raeuf Hanna, Michael Bretting, Mike Malach, Byron Bond, Howard Bunsis, B&F member?

Members were asked to sign up for one or two committees. Committees will meet on Oct. 28th so they can give a status report at the Nov. 11th meeting. (See committee membership above)

III. Status Update - John Lumm gave a short update on EMU's purchasing of cheap gas for the future, and bond interest rates that have gone up and down of late.

IV. Concern was expressed about requiring staff to use vacation hours for the new energy days when EMU is closed.

V. Following are the proposed dates for the FY09 UBC Meeting Schedule – 2nd and 4th Tuesdays from 9-11:00 a.m. in 205 Welch.

October 28th (sub-committee meetings)
December 9th
February 10th and 26th***
April 14th and 28th

November 11th (sub comm. Reports) and 25th
January 13th and 27th
March 10th and 24th
May 12th and 26th