University Senate Budget Committee
Organizational Meeting
Minutes
May 14, 1998


Absent: Elliott Albers, Cleon Arrington, Roy Bahl, Dan Benardot, Bill Decatur, Sam Deitz, Anne Emanuel, Richard Fendler, Sherry Gaines, Janice Griffith, Ron Henry, Charlene Hurt, Keith Ihlanfeldt, Michael Jedel, Tom Lewis, Al McWilliams, Fran Mullis, Ellwood Oakley, Bruce Palmer, James Scott, Bill Waugh, Senator from FACP Committee (2), Student, President Staff Advisory Council (SAC), Member SAC.

The meeting was called to order at 1:00 by the Chair, John de Castro.

I. Approval of Minutes
   The minutes of the April 30 meeting with one typographical correction were approved as distributed.

   Dr. de Castro reported that this would be the first meeting of the Budget Committee for the upcoming academic year and would primarily be an organizational meeting.

II. Nomination and Election of Chair for 1998/1999
   Dr. de Castro opened the nominations for the position of Chair. Dr. John de Castro was nominated; no others were nominated for Chair; a motion to close the nominations was made, seconded; and unanimously passed thereby electing Dr. John de Castro, Chair of the Budget Committee for 1998/1999.

   Dr. de Castro distributed to the members a list of the University Senate Budget Committee meetings for the 1998/1999 academic year, a tentative schedule of proposed dates and times (the December 10, 1998, 1:00 PM time will have to be changed to 2:00 PM due to the unavailability of the University Conference Room at 1:00 PM) with listings at the bottom for the Senate meeting dates and the University Community meeting dates. Dr. de Castro would appreciate members' comments regarding this schedule; at the next meeting, the dates will be finalized.

   Dr. de Castro distributed a questionnaire and asked the members to fill it out as to their Sub-Committee Preferences.

III. Discussion of 1998/1999 Budget Committee Structure and Function
   Dr. de Castro reported that during the past couple of years as Chair, there has been an effort to find the appropriate role for the Budget Committee beyond being a forum for review and oversight of the Fiscal Advisory Committee actions and being a discussion group for more general budget issues—unit heads have come in and presented their budgets to inform and help the committee with deliberations (these were overview of needs as opposed to an in depth look at the budget). This coming year, it was recommended that the Budget Committee
become very actively involved in the process of program review; both for the academic program review side and from the standpoint of the administrative program review for two reasons: 1) It is something that probably should be a component of the program review itself, and 2) this should give the Budget Committee a very good zero based view of the budgets of various units. It is overwhelming with a budget as large as Georgia State's to look at it all in one year. With a rotating program review, there is an opportunity to take a thorough look at the budget a little at a time. The thinking was that this would be a good task for the Budget Committee, would help the program review process, and would give insight into the needs of different units.

Dr. de Castro emphasized in response to the discussion that it probably will be three years before the committee will be able to do this very well. Experience has shown that it is best to dive into something like this before putting it in any formal structure.

The discussion continued with comments regarding academic priorities being revealed by where the money is spent, the need for information to come from the departments with verification by the deans, suggestions to start with the original budget where there is control, the importance of each college's control, a desire to approach this with a reverence for accuracy. Dr. de Castro commented on future orientation, how a department is functioning on a financial basis and making projections of necessary appropriations for the department to function well in the future.

The discussion continued further with comments on the complexity of the salary structure. De. de Castro said that a higher level of detail was being suggested than was intended; and the intention was to look at it more from the standpoint of flags and their explanation and reasonableness.

The discussion continued with a suggestion that salaries be looked at later, that operating budgets ought to take precedence, that the number of part-time personnel utilized to complete a mission be examined. Dr. de Castro commented on the adequacy of operating budgets and the reasonableness of funding. It was suggested that once consensus is reached on the data required that other institutions might share information. Dr. de Castro commented on the need for an institutional research person, and hoped that the Budget Committee would not get into that level of detail, but rather would look at it from the standpoint of an overview, a comparison to see whether things are within reason. Dr. de Castro stated that part of the outcome of program review is budgetary recommendations.

The members joined in an extensive discussion of its need to understand the University System's allocation methods and priorities. A request was made for Jerry Rackliffe to make a presentation on this to the Budget committee at the July meeting.

IV. Other Business

V. Adjournment

De. de Castro thanked the members and adjourned the meeting.

Jo Freeman
Recorder
Please send questions or comments to Mary Nell Stone