Members Attending:

John de Castro, Bill Decatur, Ramona Hasan, Ron Henry (chair), Sherry Gaines, Fred Jacobs, Fred Massey, Jim Scott

Members Absent:

Ahmed Abdelal, Elizabeth Heidler

Others Attending:

Janice Griffith (for Abdelal), Jerry Rackliffe, Edgar Torbert (secretary)

Minutes of May 1 were approved as distributed.

Contingency/End-of-Year Sweep

Dr. de Castro communicated a recommendation from the Senate Budget Committee that end-of-year funding for libraries enable spending for acquisitions to at least equal the previous fiscal year.

Mr. Rackliffe distributed a spreadsheet of expenditures for acquisitions for FY90 through FY97. He noted the gap between partial FY97 and complete FY96 as $420K for Pullen and $76K for Law.

Mr. Rackliffe also distributed a statement of projected revenues and expenditures as of April 30, showing a net excess of revenues over expenditures of $1.03M after deducting $194K for the DCE Olympic shortfall. He estimated May and June additions to the net, not including the end-of-year sweep, would be $500K bringing the total contingency funds for allocation in June to $1.5M. He estimated the end-of-year sweep would be $200-500K, so that altogether $1.7-2.0M would be available for allocation.

Dr. Henry distributed a spreadsheet showing the contingency fund packages for the FY97 previously recommended by FACP and approved by the President (with funds already allocated through package no. 3).

Dr. Torbert pointed out the two items associated with the Art & Music Building classroom-computer lab renovations would need to be split between FY97 and FY98, roughly 50-50. He indicated staff in Facilities & Planning and ISAT were still working on the exact split for computers, A-V equipment, etc.

Dr. Henry indicated the campus networking item was also still under review with respect to FY97 versus FY98 expenses. Mr. Rackliffe indicated Mr. Fisher had stated the full $400K could be encumbered in FY97.

Dr. Massey inquired about the $80K request for funds to install network ports in the College of Law. Dr. Griffith responded these ports would be for student use in the Law Library. Dr. Henry noted this item was not included in the funding packages recommended by FACP and that the funds available would not exceed the remaining packages.
Dr. Decatur suggested current contingency funds be allocated to bring FY97 library acquisitions to the FY96 levels for both Pullen ($420K) and Law ($80K) with additional funds to come from a specified portion of the end-of-year sweep. Using a 12% inflation figure for serials, Dr. Decatur also suggested allocating end-of-year funds up to $336K for Pullen and $78K for Law. Dr. Massey suggested the end-of-year funds be reduced to $168K for Pullen and $39K for Law in the absence of action plans for collection development and pending review of acquisitions spending by the new library director. Dr. Gaines spoke in support of this suggestion.

Dr. Torbert commented on the need for classroom improvement funds, and suggested $25K be allocated for continuing the classroom fix-ups in General Classroom Building and $25K be allocated for additional monitor-VCR installations in the same building.

Dr. Gaines withdrew the $25K research equipment request from Cardiopulmonary Care Sciences and Physical Therapy noting soft money had covered these items. Dr. de Castro inquired about the $50K request for marketing the College of Business Administration, and observed that PR for the College of Business Administration had side benefits for the entire university. It was agreed to hold this item for consideration in the next fiscal year after arrival of the new dean.

Dr. de Castro suggested at least partial funding of the two items pertaining to Urban Life Conference Center furniture ($112K) and A-V equipment ($40K). He also suggested agreement on a $250K carry-forward to start up the FY98 contingency fund.

Dr. Decatur suggested an overall package of contingency and end-of-year funds as follows: (1) from the current balance of contingency funds: $420K for Pullen Library, $80K for Law Library, $400K for campus networking, $290K for Art & Music Building classroom-computer lab project, and $50K for classroom improvements; (2) the next $210K for the libraries to cover 6% inflation; (3) the next $76K for Urban Life Conference Center improvements; (4) the next $250K for carry-forward (i.e., remainder of Art & Music Building project); (5) the next $210K for the libraries to cover second 6% inflation; and (6) any overage to the carry-forward.

Dr. de Castro made a motion to recommend the above package. Dr. Massey seconded the motion. The motion passed.

**Budget Calendar**

Mr. Rackliffe distributed a revised budget calendar for FY99. Dr. Henry advised the calendar should be reviewed by the Deans' Group in view of the proposed schedule of budget submissions and discussions for November-December at the same time deans would be heavily involved with promotion and tenure.

Dr. Scott objected to the proposed October 15 deadline for fee change requests because of the very limited time for student input after the start of the quarter. Dr. Decatur noted the Board of Regents had accelerated the system-level budget calendar which in turn necessitated earlier action at the university level. Dr. de Castro suggested the fee change requests be due October 31 and that the October 31 meeting for discussing the requests be dropped in favor of a meeting on November 7. It was agreed to make this change in the draft calendar. Dr. Massey urged that the fee deadline be communicated to Mr. Christenberry right away given the possibility of technology fee proposal.

Dr. de Castro suggested the budget requests and discussions could be scheduled for November-December for the vice presidents and January for the Provost and deans.
Other Business
Dr. Henry distributed a preliminary draft of "Action Plan for the Strategic Plan, 1997: Linkage to Budget Allocations for FY98".

Dr. de Castro inquired about the status of capital project requests before the Board of Regents. Dr. Decatur responded that this was the last year of the long-running Board of Regents capital projects list, with all items on the list now funded. He stated Dr. Patton would be making a presentation to the Board of Regents on June 10, which would be crucial to obtaining funding for the new classroom building. Regarding minor capital projects, Dr. Decatur indicated GSU had submitted very strong requests, but that optimism was guarded given recent Board of Regents preference for projects at the two- and four-year institutions.

Dr. Henry invited comments on general funding priorities to be conveyed to the Board of Regents. Dr. Massey suggested P-16 and technology infrastructure as priorities with system-level appeal. Dr. de Castro suggested facilities maintenance and classroom improvements as priorities. Dr. Massey noted on-going legislative interest in distance learning. Dr. Decatur suggested compensation in a broader sense should be a priority, in particular the ORP and fringe benefit packages which at present are not competitive. Dr. Massey commented that tuition remission for staff was a major accomplishment for USGa.

Dr. Decatur invited comments on ways to improve the budget process. Dr. Massey suggested developing an expectation of reporting impacts of new funds allocated to units. Dr. Griffith suggested a glossary of budget terms would be helpful to new participants in the process. Dr. Gaines conveyed the desire of some deans to make their own budget presentations before FACP. Dr. de Castro urged that documents to be discussed at meetings be distributed in a more timely fashion to allow study and consultation. Dr. Massey encouraged continued emphasis on the University Strategic Plan for guidance in the budget process. Dr. de Castro requested an opportunity for FACP discussion of budget recommendations with the President prior to his final decision on allocations. Dr. Gaines suggested discussion of how requests will be reviewed prior to the call for requests so that vice presidents and deans can shape their requests accordingly. Dr. Henry noted the limits placed on total amounts of requests in past years had worked well, but that this had only been done for the vice presidents this year. It was agreed to begin discussion of the budget criteria for FY99 at the next meeting.

The meeting adjourned at 10:30 a.m.

Prepared by Edgar Torbert
Approved August 15, 1997