

MEMORANDUM

Date: February 12, 2020
TO: Budget and Administrative Committee
FROM: Shawn Putnam
Chair, Budget and Administrative Committee

Meeting Date: Wednesday, February 19, 2020
Meeting Time: 2:30 – 3:30 p.m.
Meeting Location: Engineering II, room 202A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Announcements and Recognition of Guests**
4. **Approval of Minutes of *Jan 15, 2020***
5. **Old Business**
6. **New Business**
 - Update on Steering Topic #10 (Library Funding)
 - Update on Steering Topic #25 (Admin-to-Instructional Cost Ratios)
 - Overview presentation by B&A Ex Officio member (Ms. Rebeca Richards) on UCF's Budget Model Redesign and Steering Committee Meetings.
7. **Adjournment**

Budget & Administrative Committee Minutes
January 15, 2020
ENG.II, Room 202A

Call to Order: Shawn Putnam, chair, called the meeting to order at 2:33pm

Attendees:

Physical: Buck, Tina (Lib); Collins, Steven (CoS); Jones, Lisa (Comm. Innov. Ed.); Milon, Wally (CoB); Ng, Boon (CoN); Putnam, Shawn (CECS); Watson, Keri (CAH); Webster, Danielle (CoHPS)

Online: Hoffman, Bobby (CCIE); Kong, Anthony (CoHPS); LaManna, Jackie (CoN); Mitchell, David (CCIE); Sugaya, Kimi (CoM); Wohleber, Ryan (CoGS); Richards, Rebeca (BP&A)

Announcement and Recognition of Guests

Shawn Putnam announced new member Lisa Jones.

Shawn Putnam introduced Frank Allen and Barry Bake, as guests from Library.

Approval of Minutes: Budget and Administrative Committee Minutes for November 20, 2019.

- Motion to approve the minutes made by Danielle Webster, seconded by Boon Ng.
- Approved unanimously.

Old Business:

- No old business items were brought forth by committee members.

New Business:

- Steven Collins made a motion to move Topic #10 first.
- Steering Topic #10 (Library Funding): Invited presentations by Frank Allen and Barry Baker.
 - Barry Baker explained their slide presentation The Library Materials Budget Challenge. She showed a list of online subscriptions and their cost. Total of \$7,506,463 is needed and it will be additional amount of \$755,885 to keep the current subscription for 2020-2021. The library is planning to cut major subscriptions, such as Science Direct. On the other hand, if the library gets more budget resources repeatedly requested by faculty but not currently available such as Nature Electronics, Gallup Poll Covidence and other can be acquired
 - Shawn Putnam questioned about how to get an article from a journal, which we do not have subscription currently. The answer was that we can get through many other ways, but all those options significantly cost more than the subscription.
 - Barry Baker suggests having increased recurring allocation for the materials budget and annual inflation built into the budget each year for long term. In short term the library requests the 2019-2020 fiscal year will defer payments for subscriptions and reduce book purchases, and requests more than \$755,885 additional fund for 2020-2021 to meet the projected obligations to keep all subscriptions and avoid content loss.
- +++ questioned that what is the total budget relative to the material budget.

Frank Allen explained that all other budget such as salary has been paid by the university as necessary and they did not have the information about the total budget.

- +++++ questioned how our budget and usage were situated among the top 4 universities FL.
 - Frank Allen answered that UF had the largest budget for the materials and it is \$14 M. For the usage they do not have information.
 - +++++ questioned if those universities get the library budget from research, such as indirect costs from grants.
 - Frank Allen answered that UCF library was getting \$10,000 from the office of research. UF was receiving several millions of dollars from their grants, though this may be outlier. Committee member suggested to consider using the indirect costs from grants to support the library budget.
 - Steven Collins questioned who were controlling library budget.
 - Barry Baker answered the library budget was coming through information technology and resources.
 - Rebeca Richards explained that FL state cut the budget across the board and those cut came down to each division according to their budget size, and the budget cut was decided by the provost without any committee. The university budget committee has not met for the last 4 semesters because they only discuss about the new budget and there was no new dollar to come in.
 - Shawn Putnam summarized and asked the committee members volunteer to continue communicating with library to get more information and investigating this issue. Tina Buck and +++++ volunteered.
- Steering Topic #25 (Admin-to-Instructional Cost Ratios): Brief overview on task progress, financial data, and future plans
 - Tina Buck reported admin-to-instruction cost ratios. She ran comparisons on the How Colleges Spend Money site. One is between UCF and some peers, the other is between the large FL universities. They show that UCF's admin to instruction cost is a bit higher on average than others. There's not much detail to dig into and the latest data is 2016.
 - Shawn Putnam pointed out that we are top 14 out of those 115.
 - Tina Buck further looked into the administrator salary and found some of them were quite high. She questioned why the salary was paid not just from educational and general but from auxiliaries.
 - Rebecca Richards explained that University administrators cannot compensate no more than \$200K from Educational and General budget by Florida state statute.
 - +++++ pointed out that it seemed not much different if we compare the number among the university though it was a significant difference when we at the ratio.
 - Ryan Wohleber explained [the latest State University of Florida operating budget](#) he sent.
 - Ryan Wohleber asked Shawn Putnam to make summary of this topic in the next B&A meeting.

Other Business:

- Ryan Wohleber asked committee members to send names whom they wanted to invite to the committee for any of the topics.

Adjournment:

- There being no further business a motion was made by ++++++ and seconded by +++++++ to adjourn the meeting at 3:44 pm.