

**Minutes of first meeting of Faculty Senate Budget and Administrative
Committee**

September 1, 2011

Minutes by Michael Moshell

Edited and approved during meeting of 22 September 2011.

The meeting was convened at 1 PM by Ida Cook. She briefly explained the purpose of the Committee, and turned the floor over to Arlen Chase who made a presentation about the UCF budget process. The Powerpoint of that talk is attached with these minutes.

Dr. Cook then requested any volunteers for the position of Chair of the committee. Michael Moshell volunteered and was unanimously elected.

Moshell then asked the group for agenda items. The following topics were proposed.

1. Salary inequities for women
2. The tracking of research overhead
3. Online management of student timesheets
4. General computing and networking issues on campus.
5. The availability of a single time across campus (with no classes scheduled) for meetings.

Each of these topics was then briefly discussed.

Salary Inequities for Women. Carla Poindexter (School of Visual Arts and Design) raised this issue. Arlen Chase reported that each College has a process in place to address these issues. An appropriate mechanism for addressing any perceived inequality is a Self-Study, of which several have been done in various colleges.

Tracking of research overhead by the Office of Research and Commercialization. Joseph Harrington (Physics) raised this issue. The problem raised was that ORC's accounting practices inject a substantial lag into the charging of indirect costs (overhead) against research grants. Principal investigators managing several grants are given inadequate assistance in tracking their total expenditures, and are at risk of overdrawn accounts when the tardy indirect cost charges arrive.

Harrington agreed to lead a subcommittee to investigate this matter further, and it will be placed on the agenda of the next meeting.

Online management of student time-sheets. (Joseph Harrington) While UCF has managed to automate most record-keeping and certification, student time-sheets are still managed by a paper based process. The question was raised : if online management is good enough for certification of effort on grants and contracts, shouldn't it also be good enough for student hours worked?

Networking and Communications: Smart Phones Accessing Network (Carla Poindexter) Some departments are paying for cell phone applications for e-mail; other departments are paying directly.

Restoring the hour with no classes scheduled, for meetings. Not discussed at the time. This issue will be placed on the agenda of the next meeting.

The meeting adjourned at 2 PM.

Budgeting within the University: A Personal View



Arlen F. Chase
Chair (2006-present)
Department of Anthropology
University of Central Florida

(UCF BOT, Voting Member, 2003-2005)
(Florida BOG, Voting Member, 2006-2008)

August 2011

Where does the money come from?

- Board of Governors proposes
- State Legislature allocates
- Governor vetos
 - Recurring Budget
 - Annualized Health Increase
 - Salary Recommendations ?
 - Buildings (PECO)
 - “Specials”



State Budget for Universities



	SUS Request	Senate Bill 2000	House Bill 5001	Final Conference	Final Appropriations - (After Veto)
2010-2011 Initial Budget	\$3,611,356,522	\$3,611,356,522	\$3,611,356,522	\$3,611,356,522	\$3,611,356,522
Technical Adjustments (health and life insurance)	\$11,876,909	\$11,876,909	\$11,876,909	\$11,876,909	\$11,876,909
2010-2011 Revised Budget	\$3,623,233,431	\$3,623,233,431	\$3,623,233,431	\$3,623,233,431	\$3,623,233,431
2011-2012 Start-up Budget					
2010-11 Non-recurring Appropriations	(\$186,274,448)	(\$186,274,448)	(\$186,274,448)	(\$186,274,448)	(\$186,274,448)
2010-11 Annualization of Health and Life Insurance	\$6,096,786	\$6,096,786	\$6,096,786	\$6,096,786	\$6,096,786
2010-11 PO&M - Phased-In Facilities	\$3,694,563	\$3,694,563	\$3,694,563	\$3,694,563	\$3,694,563
2010-11 Annualization of Fees	\$13,898,968	\$13,898,968	\$13,898,968	\$13,898,968	\$13,898,968
2011-2012 Beginning Base Budget	\$3,460,649,300	\$3,460,649,300	\$3,460,649,300	\$3,460,649,300	\$3,460,649,300
2011-2012 Budget Issues:					
Change-in-Mix and Technical Adjustments (Tuition Authority)	(\$19,078,841)	(\$19,078,841)	(\$19,078,841)	(\$19,078,841)	(\$19,078,841)
Budget Realignment to Actual FTE (Tuition Authority)	\$63,188,725	\$63,188,725	\$63,188,725	\$63,188,725	\$63,188,725
PO&M - Base Adjustment for Existing Facilities	\$7,584,229				
PO&M - New Facilities	\$19,969,479	\$19,969,479		\$19,969,479	\$19,969,479
New Florida Initiative (Medical School Requests Included)	\$150,000,000				
Restore Non-Recurring - Directed to STEM Incentive		\$140,950,925			
Base Operating GR Funds (Replace 2010-11 non-recurring funds)	\$14,220,697		\$33,526,911	\$53,644,052	\$53,644,052
Florida Institute of Oceanography	\$7,221,250				
Enrollment Growth - Tuition Budget Authority	\$21,404,673				
FIU/UCF - Continuation of Medical School Implementation				\$4,448,628	\$4,448,628
FIU/UCF/FAU Medical Student Phase-in (Tuition Authority)	\$3,580,000	\$8,169,070	\$8,169,070	\$6,601,070	\$6,601,070
USF Pharmacy Student Phase-in (Tuition Authority)		\$739,176	\$739,176	\$739,176	\$739,176
Major Gift Matching Program	\$193,883,803				
Moffitt Cancer Center	\$1,200,000			\$468,626	\$468,626
Human & Machine Cognition	\$1,497,047			\$447,411	\$447,411
Distance Learning (FACTS.org)				\$295,000	\$295,000
Targeted Assistance Program - FAMU (non-recurring funds)		\$5,000,000		\$5,000,000	\$5,000,000
Align Appropriations with Revenue Estimates		(\$103,550,646)	(\$180,408,515)	(\$152,536,514)	(\$152,536,514)
Restore Non-Recurring IHMC/UCF Partnership		\$90,000		\$90,000	\$90,000
Restore Fully Non-Recurring IFAS/HSC/Med. Schools		\$20,658,535			
Transfer Financial Aid to FSAG		(\$16,800,890)		(\$7,140,378)	(\$7,140,378)
Florida Retirement System Adjustment		(\$58,116,000)	(\$44,000,000)	(\$67,341,000)	(\$67,341,000)
Deduct Agency Data Center Services Funding			(\$7,490,512)		
NWRDC - Agency Data Center Services Funding			\$7,490,512		
NWRDC - Consolidate Services in Primary Data Centers			\$2,323,749		
University Employee Remuneration Cap (\$200,000 salary cap)			(\$1,544,377)	(\$1,544,377)	(\$1,544,377)
FCLA/CCLA Consolidation Reduction		(\$1,632,519)	(\$1,201,753)	(\$1,201,753)	(\$1,201,753)
Academic & Administrative Support Infrastructure - NCF			\$500,000	\$500,000	\$500,000
Arthropod Research Laboratory - FAMU			\$500,000	\$500,000	\$0
8% UG Base Tuition (Tuition Authority)			\$64,454,823	\$42,311,260	\$42,311,260
7% UG Tuition Differential (Tuition Authority)				\$74,074,238	\$74,074,238
10% UG Tuition Differential (Tuition Authority)				\$46,957,456	
15% UG Tuition Differential (Tuition Authority)		\$81,034,908			
8% Graduate/Professional/Out-of-State Tuition Inc. (Tuition Authority)		\$44,627,240		\$34,323,152	\$34,323,152
Florida Prepaid Tuition Adjustment (Tuition Authority)			(\$4,423,469)	(\$39,372,755)	(\$39,372,755)
Lou Frey Institute of Politics and Government				\$400,000	\$400,000
USF-HSC Neuromusculoskeletal Research					(\$500,000)
USF-HSC Addictions Research Program				\$250,000	\$250,000
FSU - Pepper Center Long Term Care				\$500,000	\$500,000
Sub-total	\$464,671,062	\$186,881,681	(\$30,727,811)	\$19,535,199	\$18,535,199
Total 2011-2012 Budget (including State Funds and Tuition)	\$3,925,320,362	\$3,647,530,981	\$3,429,921,489	\$3,480,184,499	\$3,479,184,499
% Change over 2010-2011 Revised Budget (Line 3)	8.3%	0.7%	-5.3%	-4.0%	-4.0%
% Change over Recurring Budget for 2010-11	14.2%	6.1%	-10.0%	1.3%	1.2%
% Change over Recurring Budget for 2010-11 (Less FRS Adjustment)	14.2%	7.8%	1.1%	3.2%	3.2%
2010-2011 Beginning Base Budget - State Support	\$2,150,370,548	\$2,150,370,548	\$2,150,370,548	\$2,150,370,548	\$2,150,370,548
Increase/Decrease in State Support	\$395,576,505	\$8,201,403	(\$190,734,751)	(\$150,584,996)	(\$151,584,996)
Total 2011-12 State Support	\$2,545,947,053	\$2,158,571,951	\$1,959,635,797	\$1,999,785,552	\$1,998,785,552
2010-2011 Beginning Student Tuition Budget Authority	\$1,310,278,752	\$1,310,278,752	\$1,310,278,752	\$1,310,278,752	\$1,310,278,752
Increase/Decrease in Student Tuition Budget Authority	\$69,094,557	\$178,680,278	\$160,006,940	\$170,120,195	\$170,120,195
Total 2011-12 Student Tuition Budget Authority	\$1,379,373,309	\$1,488,959,030	\$1,470,285,692	\$1,480,398,947	\$1,480,398,947
Total Support Generated	\$3,925,320,362	\$3,647,530,981	\$3,429,921,489	\$3,480,184,499	\$3,479,184,499



General Budgeting Guidelines

for good times and bad times

Prime Directive

Don't spend it unless it's in the bank

Never, Ever, Confuse

Recurring funds and one-time funds

Establish a Process

Plan  Track  Correct

Build a Reserve

"Stuff Happens"

Don't Commit Funds until Necessary

Tuition



- Legislature designates a set tuition increase percentage (7% or 8%)
 - These funds can be used for general university expenses.
- Each university can set a “differential tuition” increase to add up to no higher than 15% per annum
 - These funds can be used only for undergraduate education and 30% of these funds must go to need-based aid.
 - Universities must demonstrate in detail how these funds have been expended annually.

In the past, tuition was additive to the university's recurring budget;
During 2011-2012, the projected tuition increases were included in the recurring totals for each university, effectively resulting in a funding decrease.





Fees

- Most students also pay fees besides tuition; these fees add approximately 40% more to each credit hour and are distributed to different parts of the university.
- Departments may establish their own fees for laboratory materials and for equipment
 - These fees are audited annually and need to be spent appropriately
 - If charged, they are automatically billed to students enrolled in a designated class

Tuition and Fees

Amount of Money Returned
To University is Determined
Each Year (2011-2012):

Number of UCF Students Calculated
In Funding by State of Florida

Lower 10,306
Upper 16,000
Grad I 2,627
Grad II 379
TOTAL 30,840

+ In-state / out-state tuition
+ Application fees
+ Other fees
+ Late Registration
+ Library Fines
+ Tuition Differential
- Waivers

Estimated Revenue \$186,966,911

518,912 CH In-State = \$57,123,283
23,348 CH Out-State = \$14,473,318



Tuition & Fees

2011-2012 Fee Schedule - (Fall & Spring Terms)

ALL programs EXCEPT Doctor of Physical Therapy (DPT) & Doctor of Medicine (MD).

Fees per Credit Hour:	Florida Resident		Non-Florida Resident	
	Ugrad (0000-4999)	Grad (5000-7999)	Ugrad (0000-4999)	Grad (5000-7999)
Tuition	\$103.32	\$277.08	\$103.32	\$277.08
Non-Resident Fee	0.00	0.00	491.41	754.96
Building Fee	2.32	2.32	2.32	2.32
Capital Improvement Fee	2.44	2.44	2.44	2.44
Financial Aid Fee	5.16	13.85	5.16	13.85
Non-Resident Financial Aid Fee	0.00	0.00	24.57	37.74
Activity & Service Fee	10.79	10.79	10.79	10.79
Transportation Access Fee*	9.00	9.00	9.00	9.00
Health Fee*	9.88	9.88	9.88	9.88
Sub-Total per Hour Fees	142.91	325.36	658.89	1,118.06
Athletic Fee	13.10	13.10	13.10	13.10
Differential Tuition**	24.96	0.00	24.96	0.00
Technology Fee	5.16	13.85	5.16	13.85
Total per Credit Hour Fees	\$186.13	\$ 352.31	\$702.11	\$1,145.01

Doctor of Physical Therapy (amounts per credit hour)

Doctor of Medicine (annual amounts)

Fees per Credit Hour:	Florida Resident	Non-Florida Resident	Fees per Annum:	Florida Resident	Non-Florida Resident
	Tuition	\$475.49		\$475.49	Tuition
Non-Resident Fee	0.00	754.96	Non-Resident Fee	0.00	26,681.51
Financial Aid Fee	23.77	23.77	Financial Aid Fee	1,060.80	1,060.80
Non-Resident Financial Aid Fee	0.00	37.74	Non-Resident Financial Aid Fee	0.00	1,334.00
Capital Improvement Fee	2.44	2.44	Capital Improvement Fee	97.60	97.60
Building Fee	2.32	2.32	Building Fee	92.80	92.80
Transportation Access Fee	9.00	9.00	Transportation Access Fee	360.00	360.00
Activity & Service Fee	10.79	10.79	Activity & Service Fee	431.60	431.60
Athletic Fee	13.10	13.10	Athletic Fee	524.00	524.00
Health Fee	9.88	9.88	Health Fee	342.40	342.40
Technology Fee	23.77	23.77	Counseling Fee	52.80	52.80
Total/Credit Hour Fees	\$570.56	\$1,363.26	Equipment Fee	601.00	601.00
			Technology Fee	191.20	191.20
			Total Annual	\$24,972.20	\$52,987.71

OTHER FEES (For Specific Course/Student)

	Florida Resident		Non-Florida Resident	
	Ugrad (0000-4999)	Grad (5000-7999)	Ugrad (0000-4999)	Grad (5000-7999)
Distance Learning Course Fee (per Hour)	18.00	18.00	18.00	18.00
Repeat Course Fee (per Hour)	159.87	0.00	159.87	0.00
ID Service & Access Fee (Annual)	10.00	10.00	10.00	10.00
Material & Supply Fee	Up to 70.00	Up to 70.00	Up to 70.00	Up to 70.00
International Student Fee (per Term)	50.00	50.00	50.00	50.00
Equipment Fee	Up to 90.00	Up to 90.00	Up to 90.00	Up to 90.00
Late Registration Fee	100.00	100.00	100.00	100.00
Late Payment Fee	100.00	100.00	100.00	100.00
Returned Check Fee	(a)	(a)	(a)	(a)

*Fee charged to main campus and Rosen College courses only.

**Charged to new or re-admitted students as of Fall 2007. Students with active Florida Prepaid contracts purchased before 7/01/07 are exempt.

Students enrolled in zero-hour courses are assessed one credit hour at the Florida Resident Tuition rate at the course level for which the student is registered.

(a) Fee is \$25 for checks with a face value of up to \$50; \$30 for checks 50.01 - \$300; \$40 or 5%, whichever is greater, for checks over \$300.

Where does my budget come from?

The state passes funding to the universities; the universities can also collect tuition on students over their allocated limits*; this funding then can be distributed to different academic units

- part of the budget is in recurring funds
- part of the budget is in new money
- For new monies, the university (UCF) has “off-the-top” costs and, then retains 10% for reserves, 25% for administrative costs, and passes 65% of the remaining funds to the different colleges and units
 - each college distributes the 65% figure somewhat differently, some more centrally and some more democratically

* “Bright Futures” and “Pre-paid Tuition” will modify the totals collected



COS Planning Document: Income



UNIVERSITY OF CENTRAL FLORIDA

College of Sciences

Anthropology

2011-12 Income Statement

Fund Type:

E&G

	Recurring	NonRecurring	Total
INCOME			
College			
2010-11 Base Allocation	\$ 233,285	\$ -	\$ 233,285
2011-12 Funding Document Adjustment*	\$ (80,479)	\$ 23,333	\$ (57,146)
Summer II Teaching OPS (July-August)		\$ -	\$ -
Summer I Teaching OPS (May-June)		\$ -	\$ -
Faculty Startup**		\$ 51,000	\$ 51,000
Computer Packages		\$ 7,500	\$ 7,500
Adjustment from Funding Document - line #18	\$ -		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total College Allocation	\$ 152,806	\$ 81,833	\$ 234,639
Other Funds			
Honors (based on next worksheet)	\$ 36,000	n/a	\$ 36,000
Certified Forward	n/a	\$ 19,022	\$ 19,022
Carry Forward	n/a	\$ 35,000	\$ 35,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Other Non-Salary Allocation	\$ 36,000	\$ 54,022	\$ 90,022
TOTAL INCOME:	\$ 188,806	\$ 135,855	\$ 324,661
EXPENDITURES			
Based on Expenditure Plan			
Operations	\$ 59,725	\$ 33,703	\$ 93,428
OPS	\$ 129,081	\$ 16,152	\$ 145,233
Carry Forward	\$ -	\$ 35,000	\$ 35,000
Startup	\$ -	\$ 51,000	\$ 51,000
Secondary Operations	\$ -	\$ -	\$ -
E&G Match	\$ -	\$ -	\$ -
future use	\$ -	\$ -	\$ -
future use	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 188,806	\$ 135,855	\$ 324,661
Difference	\$ (0)	\$ 0	\$ (0)

*NonSalary adjustment based on Funding Document ("check")

**Any certified forward funds associated with Faculty Startup are listed under certified forward on this report; for specific amounts review the information on the Non-Salary Planning document.

Expenditure Tracking

UNIVERSITY OF CENTRAL FLORIDA
College of Sciences
Monthly Status Report

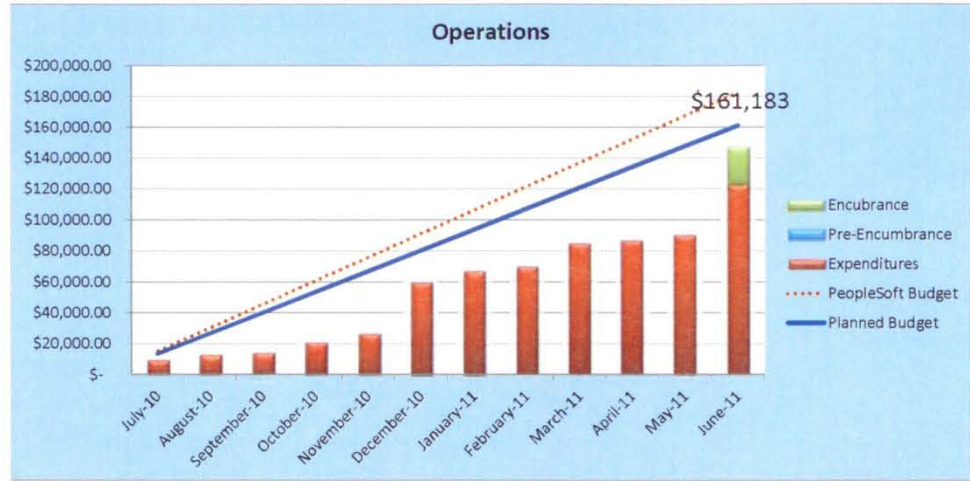
Anthropology

June 29, 2011
24140001

Budget Position Summary

Category	Amount
Budget	\$ 182,890
Pre-Encumbrance	\$ -
Encumbrance	\$ 24,775
Expenditures	\$ 122,590
Available Balance	\$ 35,525
Pending Budget Transfers	\$ (21,707)
Actual Balance	\$ 13,818

Percent Spent 91.43%
Average per Month \$ 10,216



Budget Unit	Anthropology	Column Labels	1	2	3	4	5	6	7	8	9	10	11	12	Grand Total
Sum of Total Amount															
Row Labels	Account														
BOOKS & LIBRARY RES NONTAGABLE	751102			\$ 40.48											\$ 40.48
CMP MAIN FR ASOC EQ TAGABLE	754201	\$ 2,564.10													\$ 2,564.10
COMPUTER ASSOCIATED EQUIP NONT	754206			\$ 86.32			\$ 528.68	\$ 5,609.98						\$ 239.98	\$ 6,464.96
COMPUTER SOFTWARE NONTAGABLE	754208		\$ 58.40	\$ 224.94	\$ (13.00)										\$ 270.34
DATA PROCESS-SUPPLIES	713709	\$ 389.15	\$ 1,232.54	\$ 116.00	\$ 201.74		\$ 448.02	\$ 1,417.24	\$ 1,769.17	\$ 39.00			\$ 129.95	\$ 3,011.68	\$ 8,754.49
DUES/MEMBERSHIPS	749301									\$ 90.00				\$ 978.77	\$ 1,068.77
FREIGHT	722701	\$ 406.08		\$ (8.48)				\$ 264.05							\$ 661.65
FURNITURE & EQUIPMENT NONTAGAB	752102	\$ 2,436.48													\$ 2,436.48
GRADUATE ASST INSTRUCTION	712402							\$ 353.57	\$ (353.57)						\$ -
INDEPENDENT CONTRACTORS SVCS	713999					\$ 4,000.00									\$ 4,000.00
LEGAL, EMPLOY AND OFFICIAL ADV	713301	\$ 530.00		\$ 700.00	\$ 540.00					\$ 875.00					\$ 2,645.00
MATERIAL & SUPPLIES	734101			\$ 66.12	\$ (16.00)	\$ 158.40		\$ 751.44	\$ 1,673.85	\$ 1,229.05	\$ 22.93	\$ 169.95	\$ (2,634.02)		\$ 1,421.72
MOVING AND STORAGE	713901			\$ -											\$ -
OFFICE SUPPLIES	738101	\$ 1,385.83	\$ 343.93	\$ (743.07)	\$ 556.19	\$ 37.49	\$ 35.76	\$ 1,028.75	\$ 20.52	\$ 518.99	\$ 52.75	\$ 49.64	\$ 3,977.41		\$ 7,264.19
OTHER MISC EXP NON-COMMODITIES	749999										\$ 2,050.00				\$ 2,050.00
PARKING FEES/DECALS/PASS	749916				\$ 16.00			\$ 30.00							\$ 46.00
PC ASSOCIATED EQUIP TAGABLE	754205	\$ 2,971.89	\$ 1,136.45		\$ 1,652.53		\$ 24,370.35								\$ 30,131.22
PERQUISITES	749906	\$ 52.46	\$ 65.58	\$ 65.58	\$ 65.58	\$ 32.79									\$ 281.99
POSTAGE	722501	\$ 36.40	\$ 8.74	\$ 41.74	\$ 5.14	\$ 5.52	\$ 64.02	\$ 52.10	\$ 57.91	\$ 11.21	\$ 7.57	\$ 3.16	\$ 4.25		\$ 297.76
PRINT SHOP	723101			\$ 235.30							\$ 305.70				\$ 541.00
PRINTING	723109		\$ 87.90						\$ 165.73		\$ 95.25				\$ 348.88
PROF SVCS -MAILING AND DELIVER	713903	\$ 6.25		\$ 8.48	\$ 35.99	\$ 24.89	\$ 9.54	\$ 22.59	\$ 50.37	\$ 32.96	\$ 105.95	\$ 71.80	\$ 33.11		\$ 401.93
PROFESSIONAL SERVICES	713101				\$ 200.00										\$ 200.00
REP AND MAINT SERVICES	724201	\$ 216.57			\$ 216.57	\$ 189.50		\$ 60.27	\$ (189.50)		\$ 880.82	\$ 144.03	\$ 227.74		\$ 1,746.00
REPAIRS AND MAINTENANCE	724101		\$ 50.00												\$ 50.00
RESEARCH SUPPLIES	734401			\$ 75.36											\$ 75.36
SALARY REIMB-PHYS PLT CHGS	711199			\$ 97.16											\$ 97.16
SCIENTIFIC EQ TAGABLE	753103							\$ 461.52		\$ 9,032.00					\$ 9,493.52
SOCIAL SECURITY MATCH-SALARY	711401	\$ 4.01	\$ 5.00	\$ 4.11	\$ 0.94	\$ 0.47									\$ 14.53
SOFTWARE LICENSES NONTAG	739101							\$ 114.16							\$ 114.16
SUPPLIES PHY PLT	734199	\$ 30.00	\$ 43.00	\$ 5.00	\$ 10.00	\$ 20.00				\$ 10.00	\$ 10.00				\$ 128.00
TELEPHONE CELLULAR	722110									\$ -	\$ 28.50	\$ 10.50	\$ 38.00		\$ 77.00
TELEPHONE EQ INSTALLATION	722104				\$ -										\$ -
TELEPHONE SERVICES	722101	\$ (1.14)	\$ -	\$ -	\$ (1.14)	\$ -	\$ -	\$ -	\$ (2.70)	\$ (1.57)	\$ 629.92	\$ 664.99	\$ 7,674.67		\$ 8,962.68
TRAVEL FOREIGN	726301				\$ 2,098.39	\$ 24.33		\$ 452.50	\$ 437.75	\$ (2,100.00)			\$ 732.35		\$ 1,645.32
TRAVEL IN STATE	726101				\$ 868.60	\$ 432.49	\$ 2,604.27	\$ 3,236.00	\$ (3,086.00)			\$ 2,645.79	\$ 300.00		\$ 7,001.15
TRAVEL OUT OF STATE	726201		\$ 335.10		\$ 898.84		\$ 2,073.14		\$ 860.20	\$ 1,216.00	\$ 483.41		\$ (175.27)		\$ 5,691.42

How do I increase my budget?

- Traditionally at UCF, budgets are increased through growth in students relative to existing faculty
 - Measure 1: faculty to majors
 - Measure 2: total SCH (student credit hours) generated
- Thus, growth is tied to the health (faculty teaching and collegiality) and management (scheduling and class size) of a given department
- The recurring budget should cover existing faculty salaries (and benefits) and department operating expenses; growth dollars or external grant funding are needed to increase a budget



Different Buckets

- E & G Funding
 - Primary funds used to operate the university
 - State provides roughly 55%
 - Roughly \$400 M
- C & G Funding
 - Contract and Research Grants
 - Complex Rules and Reporting Requirements
 - GET HELP
 - Overhead (part returned to colleges and departments)
 - Presently ca. \$130 M
- Auxiliaries
 - Continuing Education
- UCF Foundation
 - Mostly Philanthropic Donations
 - Endowed versus Spendable Funds
 - Presently ca. \$ 121 M



Department Operating Expenses

- Recurring Budget
 - Faculty Salaries: cannot be differentially allocated
 - Benefits need to go into any calculations for summer, for grants, or for replacement funds
 - Department Operations: can be differentially allocated
 - Staff, Adjuncts, Teaching Assistants, Student Assistants
 - Phones (keeping track of non-work related calls)
 - Supplies (Pens and Paper)
 - Xeroxing and Printing (replacement costs)
 - Computers (3-5 year replacement costs)
 - Professional Development
 - Out-of-Cycle Raises / Reclassification



Department Operating Expenses

- Non-Recurring Budget
 - Graduate College
 - Tuition Waivers for Graduate Students
 - Regional Campus (will vary by College and even Department)
 - 1 regional campus faculty = 6 courses owed per year
 - On regular courses, 30% of SCH Funding is returned to college
 - On-Line Courses (COS); departments control all W classes
 - For web courses, 50% of SCH Funding is returned to COS
 - Generates funding for GTA stipends by number of students in W class (e.g., 75 = \$2,000; 100 = \$2,500)
 - If over number of courses owed regional, returns \$7,368 to Department for Instructor per class
 - Adjuncts
 - Rate is set by college or by department individually
 - Honors Courses
 - Tenure-track faculty course = \$7,000 for department (less for instructors) if in load
 - Salary Savings
 - Sabbaticals, Buy-Outs, Diversity Lines
 - Searches
 - Most dollars usually come from Department (airfare; hotels)
 - Start-Up
 - Dollars must be committed at the time of hire and spent within the allotted time (1 to 2 years)
 - UCF Foundation, Inc
 - Donations
 - Funds may be used for food (usually with non-department individual at the meeting)
 - Must show benefit to the university



Budgetary Department Pitfalls

- Using 1-time Dollars as if they are Recurring
 - Visiting Faculty Lines / Planning for Future
 - Specials (e.g., Diversity Hires)
- Professional Development
- Textbooks (Bookstore Reading Copies)
- P-Cards
- Grant / Fee Overspending

Develop a RESERVE



Develop at Long-Term Budget Plan
and
Always Expect the Unexpected

