

Budget Advisory Committee Minutes

August 21, 2015

The RSU Budget Advisory Committee held a meeting August 21, 2015, in the OMA Conference Room in Meyer Hall beginning at 2:00 p.m.

Members Present: Tom Volturo (Chair); Brent Marsh; Brian Reeves; Frank Elwell; Jerry Bowen; Keith Martin; Mark Meadors; Daniel Marangoni; Ryan Erwin; Steve Housel; Heidi Hoskinson; Rachel Smith

Members Absent: Maynard Phillips; Richard Beck; Leonard Szopinski; Susan Willis

Others Present: Mary Millikin; Claudia Story, Staff Support

WELCOME

Chair Volturo welcomed the committee members and announced that Karl Reynolds, RSU's new Facilities Director, will replace Leonard Szopinski on the committee. Dr. Susan Willis as Interim Dean for the School of Business and Technology has been appointed to the committee but was unable to attend this meeting. Introductions by members were made around the table. New members present were Rachel Smith, replacing Bryce Hall as SGA representative and Dr. Steve Housel, replacing Dr. James Ford as Faculty Senate representative.

BUDGET SURVEY

The committee discussed the Budget Survey due to the State Regents in October. The survey includes mandatory costs, budget needs, and what the university has done to save money.

The committee also discussed simplifying the strategic planning process along with the budget process.

ISSUES FROM PREVIOUS COMMITTEE MEETING

Chair Volturo asked the committee members which of the items addressed in the Budget Advisory Committee meetings last fiscal year they want to pursue.

Dr. Marsh moved to appoint 3-5 member subcommittees to tackle the subjects with the option to add outside experts to the subcommittees and bring recommendations back to the committee. Heidi Hoskinson seconded the motion. The committee agreed the following 5 subcommittees should be formed:

1. **Salaries:** Housel, Marangoni, Millikin
2. **Tuition & Tech Fees:** Hoskinson, Erwin, Elwell
3. **Computers & Copiers:** Reeves, Bowen, Smith
4. **Health Insurance:** Meadors, Marsh, Reeves, Willis
5. **Campus Police:** Volturo, Martin, Phillips

OTHER COMMENTS

Chair Volturo stated the need to complete the budget survey which could be done by email prior to the next committee meeting in September.

Ryan Erwin moved to adjourn the meeting, seconded by Dr. Martin. The meeting was adjourned at 3:40 p.m.

Budget Advisory Committee Minutes

September 18, 2015

The RSU Budget Advisory Committee held a meeting September 18, 2015, in the OMA Conference Room in Meyer Hall beginning at 9:00 a.m.

Members Present: Tom Volturo (Chair); Brian Reeves; Maynard Phillips; Frank Elwell; Keith Martin; Daniel Marangoni; Susan Willis; Karl Reynolds; Mark Meadors; Jerry Bowen; Steve Housel; Heidi Hoskinson; Rachel Smith

Members Absent: Brent Marsh; Richard Beck; Ryan Erwin

Others Present: Mary Millikin; Claudia Story, Staff Support

APPROVAL OF MINUTES

Dr. Elwell moved approval of minutes from the August 21, 2015, meeting. Dr. Bowen seconded. Motion approved by committee.

BUDGET SURVEY

Chair Volturo presented a quick overview of the Budget Survey along with the preliminary information to be included on the worksheets. The Budget Survey requires the University to list priorities and mandatory costs and identify funding sources for each and include justification for each priority listed. The Budget Survey for FY17 is due to the State Regents on September 23, 2015.

The committee discussed hiring full-time Administrative Assistants for the Honor's Program and Psychology Department and hiring more full-time faculty.

Committee members discussed expanding recruiting efforts, focusing on growing the market in the Tulsa area and expanding efforts into Arkansas and Missouri. Also discussed was better utilization of the RSU television and radio stations for marketing and promotion of the University.

Dr. Elwell moved to recommend at least \$100,000 to the Enrollment budget for marketing and promotion. Ms. Hoskinson seconded the motion. Motion approved.

The committee discussed the need to raise salaries of RSU employees.

Dr. Martin moved that a priority to the State Regents include in the Budget Survey salary inequities and a need for sufficient funds for market adjustments. Dr. Elwell seconded the motion. Motion approved.

The committee discussed additional priorities to include in the Budget Survey to the Regents. Mr. Marangoni moved the committee include three items in the Survey: (1) increase Enrollment budget \$100,000, (2) market salary adjustments, and (3) add 3 new faculty members. Motion seconded by Ms. Hoskinson. Motion approved.

SUBCOMMITTEE REPORTS

The following are the chairs for the subcommittees:

- Richard Beck – Salaries
- Heidi Hoskinson – Tuition & Tech Fees
- Brian Reeves – Computers and Copiers
- Mark Meadors – Health Insurance
- Tom Volturo – Campus Police

Chair Volturo requested each subcommittee to prepare a statement of purpose and charge for the next Budget Advisory Committee meeting scheduled for Friday, October 9, 2015.

Mr. Phillips moved to adjourn the meeting, seconded by Dr. Elwell. The meeting was adjourned at 10:45 a.m.

Budget Advisory Committee Minutes

October 9, 2015

The RSU Budget Advisory Committee held a meeting October 9, 2015, in the OMA Conference Room in Meyer Hall beginning at 9:05 a.m.

Members Present: Tom Volturo (Chair); Brian Reeves; Steve Housel; Maynard Phillips; Frank Elwell; Daniel Marangoni; Susan Willis; Heidi Hoskinson; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Rachel Smith

Members Absent: Ryan Erwin

Others Present: Mary Millikin; Rhonda Spurlock, Staff Support

APPROVAL OF MINUTES

Dr. Elwell moved for approval of minutes from September 18, 2015, meeting. Dr. Martin seconded. Motion approved by committee.

BUDGET SURVEY RATIFICATION

Chair Volturo advised the Budget Survey was sent to the Committee for review and the survey has been submitted to OSRHE. The survey included the Budget Advisory Committee's recommendations. The survey also included a provision to increase the minimum starting salary to \$25,000/year and to increase current fulltime employees to \$25,000/year under certain conditions. The pay increase will affect approximately 35 people. The areas the 35 staff members will be affected are:

- Auxiliary; Print Shop, Housing
- Grounds/Maintenance
- Cashiers
- Development
- Admissions, Financial Aid, Registrar
- Administrative Assistants
- Library

Supervisors of these positions will conduct a performance evaluation on each position. The performance evaluation form will be distributed by the Human Resources department. In order to receive the salary adjustment, the employee must receive a satisfactory evaluation. The effective date for the increases will be December 1, 2015. Enrollment Management is currently reorganizing several positions and may adjust her staff salaries accordingly. This issue has been discussed for a number of years and in previous department budget hearings. Conducting future employee evaluations should be considered. Dr. Elwell made a motion to approve the ratification to the Budget Survey. Dr. Martin seconded. Motion approved by the committee.

SUBCOMMITTEE REPORTS

Heidi Hoskinson, chair, for the Tuition and Tech Fees sub-committee has been looking at regional tuition and fee structures and will continue their research. The question her committee has is what role they will play in deciding on tuition and fees. Chair Volturo responded the scope of the sub-committee in relationship to determining tuition and fees should be advisory.

Dr. Richard Beck, chair, for the Salaries sub-committee is collecting data from our regional peers and select community colleges. How to retrieve the data comparisons and using the metro market salary data was discussed. The committee is looking at breaking down data but it was requested they present it as one document. Any salary plan will likely be implemented over a two to three year process subject to available funding.

Brian Reeves, chair, for the Computers and Copiers sub-committee is trying to schedule a meeting to discuss the project but the members have worked on the mission statement.

Mark Meadors, chair, for the Health Insurance sub-committee hasn't met but there is time with no changes to the benefits this year. He advised that Open Enrollment is next week for all employees.

Tom Volturo, chair, for the Campus Police sub-committee stated a committee meeting will be scheduled soon and Dr. Marsh will be serving on this sub-committee.

Mr. Marangoni moved to adjourn the meeting, seconded by Dr. Marsh. The meeting was adjourned at 9:55 a.m.

Budget Advisory Committee Minutes

November 17, 2015

The RSU Budget Advisory Committee held a meeting November 17, 2015, in the OMA Conference Room in Meyer Hall beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Rachel Smith; Frank Elwell; Steve Housel; Susan Willis; Ryan Erwin; Brent Marsh; Mark Meadors; Karl Reynolds; Richard Beck; Heidi Hoskinson; Jerry Bowen

Members Absent: Daniel Marangoni; Keith Martin; Maynard Phillips; Brian Reeves

Others Present: Mary Millikin; Claudia Story, Staff Support

APPROVAL OF MINUTES

Dr. Elwell moved approval of minutes from the October 9, 2015, meeting. Ms. Hoskinson seconded. Motion approved by committee.

GOVERNOR'S EXECUTIVE ORDER

Chair Volturo discussed Governor Fallin's Executive Order requiring Oklahoma agencies, boards and commissions to provide written documentation of a 10% reduction in expenses for the remainder of FY 2016 and all of FY 2017; a moratorium on nonessential out-of-state travel; and advanced notification of proposed payments for memberships in private or public organizations, nonessential out-of-state travel, or nonemergency purchases that exceed \$10,000.

RSU will continue to use due diligence in reducing expenses and ensuring that nothing considered unessential is in the budget.

RSU's policy requires all out-of-state travel requests go to the President for approval. Dr. Beck stated the university is reducing the number of people attending HLC this year but it should not affect accreditation.

The university will require a separate memo to any requests over \$10,000 to explain why it is essential.

RESPONSE TO CHANCELLOR

The committee discussed a memo dated November 9, 2015, sent from Chancellor Johnson to President Rice requesting RSU's two best examples that reflect cost savings initiatives, efficiency efforts or leveraged purchasing enhancements being undertaken by the university to address the state budget crisis.

Chair Volturo presented to the committee the Managed Print Solution, Virtual Desk Top Computer Project, and Restructure of Health Insurance Benefits as possible items to recommend as examples.

The Managed Print Solution is cost effective and will save money by reducing the expenses associated with multiple office and desk top printers by routing printing through a centralized printer. Additional savings will come from reducing the maximum copy limit for students.

The Virtual Desk Top Computer Project will eliminate the cost of replacing desk top computers by allowing software and data access directly from the main server. Savings will also come from reduction in license fees and reduce energy costs.

Restructure of Health Insurance Benefits is being studied by a university committee which has been asked to provide recommendations to the Budget Advisory Committee for calendar year 2017. The rates for 2016 have already been established.

Dr. Elwell moved the committee recommend sending to Chancellor Johnson the Managed Print Solution and the Virtual Desk Top Computer Project as the two examples from RSU. Dr. Housel seconded the motion. Motion approved by committee.

SUBCOMMITTEE REPORTS

Tom Volturo, chairman of the Campus Police subcommittee, reported Dr. Marsh replaced Dr. Martin on the subcommittee. Mr. Volturo, Dr. Marsh and Mr. Phillips had a meeting and discussed obtaining more data on officer staffing of institutions comparable to RSU. Mr. Volturo presented data showing the RSU Campus Police Department had 3 fulltime officers in 2011 and has 8 fulltime in 2015. Chair Volturo also noted the budgets reflect an increase in allocation to the department from approximately \$400,000 in FY 2011 to \$597,000 in FY 2016. The committee will continue meeting and investigating what services local law enforcement can contribute.

Dr. Richard Beck, chairman of the Salaries subcommittee, reported his committee is gathering salary data and will prepare a report to include comparisons from other institutions. The ultimate goal is to provide the data according to classifications and categories. The committee discussed the possibility of hiring a consultant once the subcommittee has completed their research.

COMMITTEE MEMBERS' COMMENTS

The committee discussed and proposed two agenda items for the next Budget Advisory Committee meeting. One item is the consideration of faculty compensation for independent study. The other item is making a change in vendors providing the course evaluation surveys, currently IDEA Center, due to a possible significant cost increase.

Dr. Elwell inquired about funding for capital equipment becoming available this year. Chair Volturo stated the university is not considering major capital equipment requests at this time. Academic Affairs, Administration & Finance, and Academic Computing each have \$25,000 allocated for equipment at this time.

ADJOURNMENT

Dr. Elwell moved to adjourn the meeting, seconded by Ms. Hoskinson. The meeting was adjourned at 4:20 p.m.

Budget Advisory Committee Minutes

January 6, 2016

The RSU Budget Advisory Committee held a meeting January 6, 2016, in the OMA Conference Room in Meyer Hall beginning at 1:30 p.m.

Members Present: Tom Volturo (Chair); Brian Reeves; Steve Housel; Maynard Phillips; Frank Elwell; Daniel Marangoni; Susan Willis; Heidi Hoskinson; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Rachel Smith; Ryan Erwin; Keith Martin

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

APPROVAL OF MINUTES: Dr. Elwell moved for approval of minutes from the November 17, 2015, meeting. Dr. Marsh seconded. Motion approved by committee.

SIDEWALKS, PARKING LOTS, SITE DRAINAGE PROJECT

Chair Volturo presented information on the proposed project for replacing and adding sidewalks, improving parking lots and site drainage on the Claremore campus. This project has been in the works for over a year. The university went out for bids with the low bidder withdrawing its bid of \$595,947 due to not correctly bidding the scope of the project. The second lowest bidder submitted a total bid of \$764,095. This bid includes \$175,010 for Prep Hall parking lot, \$209,346 for campus sidewalks and drainage, \$112,129 for Meyer Hall sidewalks, \$240,590 for Centennial Center parking lot, and \$27,020 for baseball material bins. Funds have been established for this project and will come from one-time capital funds and restricted funds. Dr. Housel moved the committee recommend accepting the \$764,095 bid and placing it on the January 2016 agenda for approval by the Board of Regents. Rachel Smith seconded. Motion approved by the committee.

MANAGED PRINT SOLUTIONS PROJECT

Chair Volturo provided the committee with information on the managed print solution proposed by ImageNet. The proposal includes a reduction from 432 current devices to 145 devices with a projected savings of approximately \$149,000 per year. Thirty copiers and 41 printers will be replaced with new machines. The total price of the project is approximately \$350,000. Committee members voiced some concern about the loss of personal devices for use in correspondence and advisement, but agreed that the proposal appeared to be the most practical solution.

Brian Reeves, chairman of the subcommittee looking into the computers and copiers, advised the committee that he supports accepting the proposal from ImageNet. Chair Volturo reported funding will come from surplus money in the Administrative Services auxiliary account due to savings over the previous two years in the Administrative Services department and/or Section 13 offset funds. Dr. Elwell moved the committee recommend accepting the ImageNet proposal and placing it on the January 2016 agenda for approval by the Board of Regents. Rachel Smith seconded. Motion approved by the committee.

MOODY'S CREDIT RATING REPORT

Chair Volturo presented a credit opinion from Moody's Investors Service indicating they had downgraded the rating of RSU's Series 2007 Student Facility Revenue Bonds from A2 to A3, and changed the outlook to negative from positive. Their concerns included RSU's debt ratio, the enrollment trend and reduced state funding.

Moody's report also included RSU's credit strengths which include a history of substantial financial support and conservative budgeting producing good cash flow margins.

Maynard Phillips reported the University audit includes the Foundation which improved the University's financial statements. Even though the Foundation funds are restricted, it does help with the credit rating.

FY 2016 REVENUE FAILURE AND BUDGET REVISION

Chair Volturo provided the committee with a listing of the FY 2016 budget reduction to RSU as a result of the revenue shortfall declaration on December 21, 2015. Several committee members expressed their surprise over how underfunded RSU is compared to some of the other institutions. While news reports published a 3% reduction, it is actually the equivalent of a 6% reduction since the reduction will be absorbed over the last 6 months of this fiscal year.

The budget revisions must be submitted by January 7, 2016. Mr. Volturo stated most institutions are cutting budgets as opposed to showing increases in enrollment. Some state offices are considering hiring freezes and furloughs.

The legislature is particularly concerned about money spent on higher ed travel. Mr. Phillips said he has suspended all Foundation out-of-state travel and is limiting in-state travel. Foundation restricted gifts are up, but return on investment is down. The Foundation is also cutting down on community engagements and memberships in organizations.

Mr. Volturo said RSU will need to show a reduction in travel. A significant portion of the E&G travel is tied to the academic function of faculty traveling between campuses. The committee discussed the option of cutting the travel reimbursement rate and the effect that would have on properly maintaining and replacing RSU's fleet of vehicles. The possibility of having different rates for personal reimbursement and fleet reimbursement was also discussed.

Mr. Volturo and Mark Meadors identified several areas in the budget where savings can be found. Eliminate funding \$50,000 per year to the pre-65 health & life insurance trust account. Risk management can be reduced approximately \$12,330 due to an over-estimation of premiums and health insurance premiums can be reduced by approximately \$7,000. The major repairs budget of \$50,000 can be cut and any necessary repairs paid with Section 13 funds. The budgeted International Faculty position can be eliminated, saving \$62,000 plus the cost of benefits. After these reductions/savings, an additional reduction of \$175,000 must be identified.

In addition to travel, other areas of potential savings were discussed such as not filling certain vacant positions, reducing supplies, and reducing student wages.

Dr. Housel moved the committee recommend the budget savings and reductions previously identified and recommend Chair Volturo and Mark Meadors identify areas to cut the additional \$175,000 through a combination of reduction in travel, salaries and supplies. Dr. Elwell seconded the motion. Motion approved by committee.

FY 2017 BUDGET REDUCTIONS

Mark Meadors presented to the committee estimates of additional growth in enrollment necessary to cover any increases in mandatory costs and reductions in state appropriations for FY 2017. His calculations included 8%, 10%, and 12% appropriation reduction scenarios. His estimates indicate that additional revenue with a 1% enrollment growth would be \$173,487.

COMMENTS/SUBCOMMITTEE REPORTS

There were no additional comments or subcommittee reports.

The meeting was adjourned at 3:15 p.m.

Budget Advisory Committee Minutes

January 22, 2016

The RSU Budget Advisory Committee held a meeting January 22, 2016, in the OMA Conference Room in Meyer Hall beginning at 9 a.m.

Members Present: Rachel Smith; Steve Housel; Maynard Phillips; Frank Elwell; Daniel Marangoni; Susan Willis; Heidi Hoskinson; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Ryan Erwin; Keith Martin; Mary Van Diest

Members Absent: Tom Volturo (Chair); Brian Reeves

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

ANNOUNCEMENTS

Chair Volturo introduced new member Mary Van Diest from Enrollment Management to the committee. She replaces Daniel Marangoni as the representative from the Staff Advisory Council.

APPROVAL OF MINUTES

Dr. Elwell moved for approval of minutes from the January 6, 2016, meeting. Dr. Willis seconded. Motion approved by committee.

JANUARY BUDGET REDUCTIONS

Chair Volturo presented a revised spreadsheet reflecting reductions in student wages, travel and supplies in the amount of \$183,575. A correction was made to Development & Alumni wages to change reduction from \$6,000 to \$3,500, which decreased the total recommended reductions to \$186,075. Department budgets will be reduced accordingly.

Dr. Elwell requested a week to go back to the departments to discuss. Chair Volturo agreed to Dr. Elwell's one week request and stated the reductions need to be implemented and posted to budgets as soon as possible. Mr. Meadors stated the accounting department can inform the departments when they go over the supplies budget, but cannot do the same for payroll. Departments must carefully monitor payroll to ensure they don't exceed the budget.

Dr. Marsh moved the committee recommend accepting the revised January budget reductions subject to possible changes from Enrollment and Liberal Arts. Dr. Bowen seconded the motion. Motion approved by the committee.

FY 2017 BUDGET REDUCTION SCENARIOS

In response to a request from the State Regents to specify the impact of a 5 percent, 7.5 percent, and a 10 percent reduction in state appropriations for FY 2017, Chair Volturo requested committee members submit budget reduction suggestions prior to the meeting. The following items include suggestions from the committee members and President Rice.

- Reduce travel: Eliminate all nonessential out of state travel (approx. \$36,000 in FY 15 and approx. \$21,200 in FY 16 as of today) and reduce in state travel, reduce the current reimbursement mileage rate of .54 per mile, reduce the \$250.00 travel rate for faculty traveling to Pryor campus.
- Eliminate low producing academic programs
- Eliminate non-essential positions/transfer responsibilities

- Eliminate membership agreement with the City of Claremore Recreation Center - \$100,000
- Eliminate agreement with City of Claremore Expo Center - \$150,000
- Evaluate Bartlesville and Pryor campuses to determine if there are any cost savings or potential revenues
- Mandatory or voluntary furlough program
- Health insurance: Lower the amount the university will pay for insurance. Employees would pay the difference or receive less if the employee does not take university insurance. Second, university would only pay for HealthChoice basic insurance.
- Scholarships: Reduce Honors and PLC to 75% full ride. Honors would save \$167,000 or \$42,000 per class if phased in over 4 years. PLC would save approximately \$80,000 or \$20,000 per class if phased in over 4 years.
- Reduce Strategic Initiatives /Higher Learning Commission expenses. Note: Reduced \$10,000 in January 2016. Additional cut to be determined
- Eliminate part-time architect \$25,000
- Reduce adjunct/overload costs
- Reduce university provided cell phones/employee reimbursements
- Reduce Student Affairs budget – suggested amount \$10,000
- Reduce Student Health Clinic budget by eliminating the OU Physician – approximately \$75,000

SAVINGS

- Adjust HVAC settings - a tad warmer in the summer and cooler in the winter
- Four-day work week in the summer with 10 hour days Monday-Thursday
- Consolidate course sections/increase FTE per section reduction
- Credit card convenience fee \$50,000
- Managed Print \$100,000 to \$150,000
- Computer Virtualization Savings
- Debt Service \$30,000

After discussing each of the items, it was agreed a summary of possible action items for each scenario of 5%, 7.5% and 10% would be presented to the committee at the next meeting for consideration.

COMMENTS/SUBCOMMITTEE REPORTS

There were no additional comments or subcommittee reports.

The meeting was adjourned at 11:45 a.m.

Budget Advisory Committee Minutes

January 25, 2016

The RSU Budget Advisory Committee held a meeting January 25, 2016, in the OMA Conference Room in Meyer Hall beginning at 4 p.m.

Members Present: Tom Volturo (Chair); Steve Housel; Maynard Phillips; Frank Elwell; Heidi Hoskinson; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Mary Van Diest

Members Absent: Rachel Smith; Brian Reeves; Susan Willis; Ryan Erwin

Others Present: Sara Williams, Representing Ryan Erwin; David Hamby; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called this meeting to continue discussion of FY17 budget reduction scenarios from the January 22, 2016, meeting and finalize the committee's recommendations.

FINALIZE FY17 BUDGET REDUCTION SCENARIOS

Mr. Volturo opened up the discussion to comments and suggestions for budget reductions under each requested scenario. The committee discussed the following budget reductions totaling \$666,800 at the 5% level.

- Reduce in-state and out-of-state travel \$65,000
- Eliminate part-time architect \$25,000
- Eliminate non-essential positions/transfer responsibilities \$93,300
- Eliminate overtime with exception of physical plant and campus police \$13,000
- Reduce scholarships for PLC and Washington Internship \$100,000
- Reduce Sections offered \$108,000
- Reduce university-provided cell phones/employee reimbursement \$7,500
- Reduce Student Affairs budget \$10,000
- Reduce debt service \$30,000
- Eliminate printing the Bulletin \$15,000
- Mandate 2-day furlough \$100,000
- Savings from Managed Print Solution \$100,000

Dr. Housel moved to approve recommending the items for the 5% scenario. Mr. Phillips seconded. Motion approved by committee.

The committee discussed the following additional budget reductions totaling \$332,000 to reach the 7.5% level.

- Eliminate positions \$134,000
- Mandate 1.5 day furlough \$98,000
- Eliminate Rec Center Membership \$100,000

Dr. Elwell moved the committee recommend the items for the 7.5% scenario. Dr. Bowen seconded. Motion approved by committee.

The committee discussed the following additional budget reductions totaling \$332,046 to reach the 10% level.

- Mandate 2-day furlough \$127,046
- Reduce amount university pays toward employee health insurance \$152,000
- Eliminate Student Health Center physician \$53,000

Dr. Bowen moved the committee recommend the items for the 10% scenario. Dr. Elwell seconded. Motion approved by committee.

The committee discussed the possibility of having a university-wide meeting to present the budget information. Chair Volturo stated the recommendations are what-if scenarios at this time. These recommendations will go to the President for inclusion in the letter to the Chancellor.

The meeting was adjourned at 6:15 p.m.

Budget Advisory Committee Minutes

March 4, 2016

The RSU Budget Advisory Committee held a meeting March 4, 2016, in the Executive Board Room of the Centennial Center beginning at 10:30 a.m.

Members Present: Tom Volturo (Chair); Steve Housel; Maynard Phillips; Frank Elwell; Heidi Hoskinson; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Mary Van Diest; Brian Reeves; Susan Willis

Members Absent: Rachel Smith; Ryan Erwin

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 10:30 a.m.

APPROVAL OF MINUTES FROM 1-22-16 MEETING

Dr. Marsh made a motion to approve the minutes from the January 22, 2016, meeting. Dr. Martin seconded. Motion approved by committee.

APPROVAL OF MINUTES FROM 1-25-16 MEETING

The committee discussed comments made during the January 25th meeting regarding setting a minimum salary for furloughs and questioned if a motion was made to exclude those making \$30,000 or less. The committee concluded that it was part of the conversation, but no motion was made at the time. Mr. Meadors said the “how” and “who” of possible furloughs would require legal advice before taking any action.

Dr. Martin made a motion to approve the minutes from the January 25, 2016, meeting. Dr. Housel seconded. Motion approved by committee.

FY2016 AND FY2017 BUDGET REVENUE SHORTFALL

Chair Volturo stated with the last reduction in state allocations, RSU reductions are over 1.2 million dollars for FY 2016. It has been estimated that RSU could receive additional cuts in FY 2017 in the range of 1.3 to 1.6 million dollars unless the state can find additional revenue to address the shortfall of state revenues. The budget reduction scenarios of 5%, 7.5% and 10% previously developed by the committee to address the FY 2017 shortfall will have to be reviewed in greater detail now in light of the current cuts received by the institution. The committee needs to approve a plan of action to address the current budget shortfall and potential shortfall for next fiscal year. He suggested the plan should be developed by the end of April in order to have sufficient time to discuss with the President prior to the Board of Regents meeting in May. The committee will meet weekly or as needed during the month of March and April to develop a proposed plan of action.

A cost reduction item of concern to some members was cutting the Rec Center memberships, especially for students. The committee discussed the possibility of re-negotiating the contract to allow student access and having employees pay their membership dues. Chair Volturo stated the City of Claremore needs to be notified before April 1st if RSU is going to make a change to the contract.

Several members stated they had reservations about implementing a furlough plan and felt it would have a negative effect on morale and release employees from responsibilities that are important to the institution. Seeking faculty and staff association input on furloughs was suggested.

The committee discussed conducting surveys regarding some of the budget reduction items, but decided the best way to inform and obtain input from faculty and staff is to have an open, face-to-face meeting to address the budget crises and ask for additional ideas for ways to cut the budget. Mr. Volturo said he would check with President Rice about setting up 2 meetings for Thursday, March 10, 2016. Dr. Housel and Mary Van Diest volunteered to take notes at the meetings.

The meeting was adjourned at 12:00 p.m.

Budget Advisory Committee Minutes

March 21, 2016

The RSU Budget Advisory Committee held a meeting March 21, 2016, in the OMA Conference Room in Meyer Hall beginning at 4:00 p.m.

Members Present: Tom Volturo (Chair); Steve Housel; Maynard Phillips; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Mary Van Diest; Susan Willis; Rachel Smith; Ryan Erwin

Members Absent: Heidi Hoskinson; Brian Reeves

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES FROM 3-4-16 MEETING

Mary Van Diest made a motion to approve the minutes from the March 4, 2016, meeting as amended. Dr. Martin seconded. Motion approved by committee.

FY17 BUDGET SCENARIOS

Chair Volturo directed the committee's attention to the information provided to the members prior to meeting regarding the requested 14% budget cut in which he indicated the committee's task is to identify another \$470,189, an additional 4%, to add to the 10% reductions previously recommended.

Mr. Volturo said the university is still receiving cost-saving suggestions from the website which David Hamby will compile and summarize for distribution to the committee members.

Chair Volturo requested committee members provide additional budget cut recommendations in response to the March 16, 2016, request from the State Regents to provide what impact a 14% reduction in state appropriations would have on the university.

Dr. Beck said he and the Deans have prepared a list of positions with associated salary savings to be included in the budget reduction recommendations. Other departments on campus including Enrollment, IT, Student Affairs and Physical Plant are also reducing their budgets through attrition. Chair Volturo will provide a list of the positions and cost-saving amounts to committee members by Thursday, March 24, 2016.

The committee discussed the cost savings associated with possible furloughs and the possibility of making a motion to exempt employees below a certain salary level. Mr. Volturo reported that furloughs must be applied across the board by employee classification based upon advice from legal counsel and that further guidance from legal counsel will be required before a furlough plan can be adopted.

Other cost-saving measures discussed by the committee included adjusting the temperature set points in buildings and reducing number of housing units used for summer camps. Having employees share in the cost of certain retirement benefits was also discussed as a way to reduce the budget.

The meeting scheduled for March 25, 2016, has been cancelled and the next meeting is scheduled for Monday, March 28, 2016, at 3:00 p.m. The meeting was adjourned at 5:30 p.m.

Budget Advisory Committee Minutes

March 28, 2016

The RSU Budget Advisory Committee held a meeting March 28, 2016, in the OMA Conference Room in Meyer Hall beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Steve Housel; Maynard Phillips; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Mary Van Diest; Susan Willis; Rachel Smith; Ryan Erwin; Heidi Hoskinson; Brian Reeves

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES FROM 3-21-16 MEETING

Dr. Marsh made a motion to approve the minutes from the meeting held on March 21, 2016. Ms. Hoskinson seconded. Motion approved by committee.

RESPONSE TO STATE REGENTS

Chair Volturo reported the 14% worse-case scenario reduction in state allocations was submitted to the State Regents on March 24, 2016. Mark Meadors provided a summary sheet showing the 5%, 7.5%, 10% and 14% budget reduction scenarios with specific examples provided to the Regents in each scenario. Total cuts required for a 14% budget reduction are approximately \$1.8 million.

FACULTY/STAFF COST-SAVING SUGGESTIONS

The committee members were presented with the list of suggestions for cost-saving measures compiled from input by faculty and staff. The categories on the list are Academic, Athletics, Facilities, Operational, Organizational, Revenue Stream, Salary or Benefit Change, and Student Support. Chair Volturo suggested the committee members divide the list by category and member(s) take those items appropriate for their departments to evaluate recommendations and report findings back to the committee next week.

The committee removed the following suggestions from the list after determining the suggestions were not feasible.

- Organizational Item #1: RSU becoming branch of OU campus
- Revenue Stream Item #2: Faculty, staff, student parking fees
- Salary or Benefit Item #5: Change business operations schedule to 9 hours Monday thru Thursday and 4 hours on Friday
- Salary or Benefit Item #6: Move some positions to 9 or 10-month contracts
- Salary or Benefit Item #8: Incentive for early retirement
- Salary or Benefit Item #9: Retirement of faculty over age 70

ACADEMIC

Dr. Beck will evaluate and report back on items #1 through #24 of the Academic suggestions with the exception of item #17. Heidi Hoskinson will report back on Academic item #17 regarding the time limit on appeals for withdrawals and drops.

ATHLETICS

Ryan Erwin will report back to the committee on those items listed in the Athletics category.

FACILITIES

Karl Reynolds will report back on items #1 through 18 listed under the Facilities category, except for items #5 and #6. Heidi Hoskinson and Dr. Beck will work with Mr. Reynolds to evaluate Facilities item #5 regarding the consolidation of Friday classes into one or two buildings. Facilities item #6 regarding digital signage was assigned to David Hamby.

OPERATIONAL

Operational item #1 regarding elimination of coffee service will be evaluated by Mr. Volturo and Operational item #2 recommending unplugging computers in computer labs between semesters and in the summer will be evaluated by Brian Reeves and Dr. Bowen.

ORGANIZATIONAL

Dr. Beck and Maynard Phillips will evaluate and report back on Organizational item #2 regarding the grant writing position. Heide Hoskinson will evaluate Organizational item #3 on the elimination of extended enrollment days and Organizational item #5 regarding the marketing of programs that result in high-paying jobs to the public and the high schools. Mr. Meadors will evaluate Organizational item #4 on implementing printing budgets. Mr. Volturo will discuss with President Rice Organizational item #6 regarding reduction of President's staff.

Organizational item #7 regarding evaluation of food service contracts and Organizational item #8 suggesting re-negotiation with Sodexo on carryover of unused meals from student meal plans will be evaluated by Mr. Volturo, Dr. Marsh, and Rachel Smith. Organizational item #9 regarding the study of recent growth in personnel and expenses of administration, student services, and athletics will be evaluated by Ms. Hoskinson and Dr. Marsh. Mark Meadors will report back on Organizational item #10, transition to online forms/applications.

REVENUE

Maynard Phillips will evaluate Revenue Stream item #1 regarding a possible ad valorem tax to help support RSU. David Hamby and Ryan Erwin will report back on Revenue Stream item #3 on the promotion and sale of items with the new RSU logo.

SALARY OR BENEFIT

Mark Meadors will evaluate and report back on Salary or Benefit Change suggestions #1, #2, #4 and #10. Karl Reynolds and Brent Marsh will review item #7 regarding the move to a 4-day, 10-hour week during the summer to save on utilities.

STUDENT SUPPORT

Dr. Marsh and Rachel Smith will evaluate Student Support suggestions #1, #2, #3, #5 and #6. Dr. Beck will review item #4 regarding evaluation of the size of the library staff.

David Hamby will work with Mr. Volturo and President Rice on getting the list of suggestions out to faculty and staff. The website will remain open and suggestions will be accepted through Friday, April 1.

COMMITTEE MEMBERS' COMMENTS

Mr. Meadors informed the committee that in addition to the approximately \$1.8 million budget reduction scenarios provided to the State Regents, an additional \$1.2 million in cuts will need to be identified to account for an approximately \$3 million reduction to next year's budget.

Chair Volturo stated the committee will need to present its recommendations to the President before the end of April for discussion with the Regents in May.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Budget Advisory Committee Minutes

April 4, 2016

The RSU Budget Advisory Committee held a meeting April 4, 2016, in the OMA Conference Room in Meyer Hall beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Steve Housel; Maynard Phillips; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Mary Van Diest; Susan Willis; Rachel Smith; Heidi Hoskinson; Brian Reeves

Members Absent: Ryan Erwin

Others Present: David Hamby; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES FROM 3-28-16 MEETING

The minutes from the March 28, 2016 meeting were not ready for approval and will be on the agenda for approval at the next meeting.

DISCUSSION OF FACULTY/STAFF COST-SAVING SUGGESTIONS

A revised list of cost-saving suggestions was distributed to the committee members. The list included additional suggestions received after March 25, 2016 and prior to the April 1st deadline, less items the committee agreed to remove at the March 28th meeting.

Chair Volturo requested that committee members submit their responses to the cost-saving suggestions to the committee prior to the next meeting in order to allow time to review the information.

The committee discussed by category their evaluations of the cost-saving suggestions submitted thru March 25, 2016, working from the renumbered items on the updated list provided by David Hamby.

ACADEMIC

Dr. Beck distributed a list of findings and responses to the Academic suggestions. No action was taken on items #1 and #2. Academic item #3 regarding cutting the theatre program was discussed. The savings associated with this suggestion was reported to be approximately \$7,200/year in adjunct salaries plus associated supplies and operating costs. The general consensus was to keep the program and get additional short-term and long-term capital budget information for further review.

No action was taken on Academic items #4 and #5. The committee agreed on Academic item #6, the elimination of the forensic accounting degree, and supported reallocating the faculty position to the supply chain management degree. Academic item #7, elimination of supply chain management degree, was not approved.

No action was taken on Academic items #8 through #13. Academic item #14, the re-evaluation of combining schools and departments, is currently in process.

No action was taken on Academic items #15 through #18. The continuing education suggestion under item #19 was discussed and the consensus was to recommend providing courses for professional programs and not hobbies.

No action was taken on Academic items #20 through #24. Academic item #25 recommending combining schools and eliminating one dean and one department head was approved by committee with anticipated savings of approximately \$53,273/year.

No action was taken on Academic items #26 and #27.

ATHLETICS

Ryan Erwin was not in attendance and Athletic items were not discussed during the meeting.

FACILITIES

No action was taken on Facilities items #1 and #2. Item #3 suggesting adjustment of set point temperatures has potential to save approximately \$20,000 and committee agreed it warranted further study. Regarding Facilities item #4, custodial contractor will be reminded to advise crew to turn off lights when leaving the building. Committee agreed to further study item #5 on the consolidation of Friday classes to one or two buildings.

David Hamby reported on Facilities item #6 regarding the use of digital signage to generate advertising revenue. He estimated the cost of the purchase and installation of a sign and utility costs would negate any substantial revenue gained.

No action was taken on Facilities items #7 through #11. Regarding item #12, Karl Reynolds reported yard crew will allow grass to grow taller to help maintain moisture, but will not change mowing frequency.

No action was taken on Facilities item #13. Under item #14 regarding energy assistance, RSU is currently working with the City of Claremore. Item #15 on recycling scrap metal is already being done and item #16 regarding turning off unnecessary lighting has already been addressed.

No action was taken on Facilities items #17 and #18.

OPERATIONAL

Pending further discussion on Operational items #1 and #2.

ORGANIZATIONAL

Evaluation reports are pending on Organizational items #1 through #5. The committee took no action on food service items #6 and #7.

Evaluation reports are pending on Organizational item #8 regarding the study in growth of administration and student services. Organizational item #9 regarding transition to on-line forms was accepted by the committee with an approximate savings of \$3,500/year. The committee took no action on item #10 about combining OMA and RSU Alumni Director positions.

REVENUE

Maynard Phillips presented information to the committee on Revenue Stream item #1 regarding an ad valorem tax to support RSU. The committee agreed to take no action on items #1 and #2. Revenue Stream item #3 is pending further discussion.

SALARY OR BENEFIT

The committee discussed Salary or Benefit suggestions #1, #2 and #7 regarding pay cuts. Mr. Phillips made a motion to remove these items for consideration at this time. Mr. Reynolds seconded. Motion approved by committee.

The remaining Salary or Benefit items #3 through #6 are pending further discussion.

STUDENT SUPPORT

Action on Student Support suggestions #1 and #2 is pending further research. No action was taken on items #3 and #4. The committee discussed item #5 and agreed to lower the student semester printing limit to 250 sheets with \$10 for additional 100 sheets pending input from committee member Rachel Smith.

No action was taken on Student Support items #6 or #7 regarding the RSU Health Center. These suggestions are included in item #1 which is pending further evaluation.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Budget Advisory Committee Minutes

April 11, 2016

The RSU Budget Advisory Committee held a meeting April 11, 2016, in conference Room A in the Centennial Center beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Steve Housel; Maynard Phillips; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Mary Van Diest; Susan Willis; Rachel Smith; Heidi Hoskinson; Ryan Erwin

Members Absent: Brian Reeves

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES FROM 3-28-16 AND 4-4-16 MEETINGS

Dr. Elwell made a motion to approve the minutes from the March 28, 2016 and the April 4, 2016 meetings. Dr. Bowen seconded. Motion approved by committee.

DISCUSSION OF FACULTY/STAFF COST-SAVING SUGGESTIONS

The committee continued its discussion from the last meeting of the cost-saving suggestions submitted by faculty and staff through the website.

ACADEMIC

Ms. Hoskinson reported she is still looking at the impact of Academic item #17 suggesting lowering the time limit to appeal withdrawals and drops from 3 years to 1 year. This is not only an academic issue but also involves the bursar and financial aid offices which will be included in evaluating this item.

Dr. Beck distributed a list of findings and responses to the Academic suggestions beginning with item #28. No action was recommended for this item or for item #29. Academic item #30 is already being considered under Organizational #3 and item #31 is a repeat of item #6.

The committee discussed Academic item #32 regarding allowing students to receive cash from the sale of books purchased through RSU Honors Program. Ryan Erwin informed the committee that Athletics must return to the university any money refunded from books students purchase with athletic scholarship funds. Mary Van Diest made a motion that the Honors Program follow the same procedure as Athletics and require any money refunded for books paid by the program go back to the university and not the student. Rachel Smith seconded. Motion approved by committee.

Academic item #33, reduction in travel & benefits for PLC students, is currently being addressed through reduction in number of PLC students. No action was taken on Academic items #34 and #35. Items #36 and #37 have already been addressed through previously submitted suggestions.

No action was taken on Academic item #38. Academic item #39 suggests the elimination of the Development Studies Director. This position was earlier reclassified from Director to Coordinator with an anticipated savings of \$24,529/year. No action was taken on items #40 through #42.

Academic item #43 regarding combining the developmental math tutoring lab with the regular math lab will be implemented. No action was taken on items #44 through #46.

ATHLETICS

No action was taken on Athletics item #1. Regarding Athletics item #2, there is currently no stipend for the Faculty Athletic Representative.

No action was taken on Athletics item #3. Regarding Athletics item #4 suggesting a freeze on athletic spending, there is no new money being added for athletic spending.

No action was taken on Athletics item #5 which applied to only two full-time coaches who were not working or had paid Hillcat Club memberships. No action taken on Athletics item #6.

FACILITIES

Karl Reynolds reported back on Facilities item #3 regarding modification of the temperature set points for buildings. He estimates a possible savings of \$5,000/year savings per degree of change.

Mr. Reynolds has not heard back from the City of Claremore regarding allowance of net metering agreements which addresses Facilities item #14.

Facilities item #19 is being studied further, but there are no immediate savings due to investment required. The committee discussed Facilities item #20 regarding establishing a wellness center on campus. Dr. Marsh is looking into cost and access issues.

No action taken on Facilities item #21. Mr. Reynolds believes this is not a viable suggestion.

OPERATIONAL

No discussion or action on Operational items.

ORGANIZATIONAL

No action taken on Organizational item #2 regarding the elimination of extended enrollment days. Ms. Hoskinson reports there is no additional cost or savings associated with this item.

No action taken on Organizational item #3 regarding printing budgets. Mr. Meadors reports possible savings on printing in future through use of ImageNet.

Ms. Hoskinson reported Organizational item #4 regarding marketing to the public and high schools is currently being done.

REVENUE

No discussion or action on Revenue items.

SALARY OR BENEFIT

Dr. Housel made a motion to remove any pay cuts from consideration excluding furloughs, position reassignments or position eliminations, and that any form of salary reduction is equitably applied across all salary levels. Mr. Phillips seconded motion. Motion approved by committee.

STUDENT SUPPORT

The committee discussed Student Support item #5 regarding lowering the student copy limit. In the previous meeting the committee suggested reducing the limit to 250 sheets per semester. Rachel Smith reported the students feel that 400-500 is a more reasonable number. Mr. Volturo will request Brian Reeves provide a report showing student usage before action is taken on this item.

Dr. Marsh reported there is no new information to report on the other Student Support items.

COMMITTEE MEMBERS' COMMENTS

Chair Volturo provided committee members with information from the State Regents handed out at the President's Council meeting last week showing Common Ed being held to a 5% reduction for FY17. The proposal also uses \$150 million from the Rainy Day Fund and \$77 million from Agency Revolving Funds. The spreadsheet included the appropriation history of Higher Education and reflected the State Regents were absorbing reductions to their operations.

Mr. Volturo also provided committee members with copies of email documentation indicating the City of Claremore will no longer allow RSU students to use the Rec Center next fiscal year at no additional cost to students. RSU will no longer pay the \$100,000 membership beginning next fiscal year. The city will allow students to pay \$10/month for use of the facility. Mr. Volturo was asked to check with the city manager whether a rate similar for city employees and their families could be extended to faculty and staff.

ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Budget Advisory Committee Minutes

April 18, 2016

The RSU Budget Advisory Committee held a meeting April 18, 2016, in the OMA Conference Room in Meyer Hall beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Brian Reeves; Maynard Phillips; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Susan Willis; Rachel Smith; Heidi Hoskinson; Ryan Erwin

Members Absent: Steve Housel; Mary Van Diest

Others Present: David Hamby; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES FROM 4-11-16 MEETING

Dr. Elwell made a motion to approve the minutes from the April 11, 2016 meeting. Dr. Bowen seconded. Motion approved by committee.

DISCUSSION OF FACULTY/STAFF COST-SAVING SUGGESTIONS

The committee continued its discussion from the last meeting beginning with the Operational items on the list of cost-saving suggestions submitted by faculty and staff through the website.

OPERATIONAL

No action recommended for Operational item #1. Under item #2, Dr. Martin indicated one lab could be consolidated. Jerry Bowen will research Operational item #3 regarding possible cost savings from extending contract terms for CO2 used in Math & Physical Sciences.

No action was taken on Operational item #4. Operational item #5 is already being done with a reduction in paper cost also expected through implementation of ImageNet. Operational item #6 is ongoing and reductions in student worker costs were made in January 2016. No action taken on Operational item #7.

Operational item #8 suggesting holding Board of Regents meetings through video conference calling is currently being done as often as possible. No action taken on Operational item #9 which is currently being monitored by departments and using Staples contract. No action taken on Operational item #10.

ORGANIZATIONAL

Dr. Beck and Maynard Phillips are reviewing Organizational item #1. Organizational items #2 through #4 have been previously considered. Organizational item #5 is being reviewed by the President. Organizational items #6 and #7 were previously considered.

Dr. Marsh is working with Ms. Hoskinson on Organizational item #8. Organizational items #9 and #10 were addressed previously. Organizational item #11 is currently being evaluated and increasing the security fee was discussed. No action taken on Organizational item #12. Recommendations under items #13 and #14 are currently being done and will continue.

REVENUE

Revenue Stream items #1 and #2 were previously discussed with no action taken. Revenue Stream item #3 is currently being addressed. The new university logo has been added to the bookstore and on-line store and David Hamby is looking for ways to expand the on-line store. Ryan Erwin stated Athletics is making sure RSU shirts are properly branded.

Regarding Revenue Stream item #4, the university is constantly working on renting out available facilities. Revenue item #5 on the use of the Rec Center has been addressed and the City notified that RSU will no longer pay for memberships. Regarding the RSU Health Center, Dr. Marsh has proposed fees for use of certain services. Revenue item #6 will be reviewed in conjunction with tuition and fees at the end of May.

SALARY OR BENEFIT

Salary or Benefit items #1 and #2 were previously considered. Regarding item #3, a furlough policy is currently being drafted. The committee discussed item #4 regarding elimination of 3 personal paid leave days which was tabled for future consideration. No action taken on items #5 or #6 and item #7 was previously addressed.

Dr. Beck and his subcommittee are currently putting together a study in response to Salary or Benefit suggestion #8 regarding faculty pay. Item #9 regarding suspension of overtime and/or comp time was approved previously with some exceptions. Chair Volturo will provide information at the next meeting on total comp time paid for one year.

Salary or Benefit items #10 and #11 are being addressed in the furlough plan.

STUDENT SUPPORT

Student Support item #1 is being evaluated. Item #2 has been addressed with elimination of the Rec Center Membership. Action on items #3 through #7 previously discussed. Item #8 is regularly reviewed. No action on Student Support item #9 which Dr. Marsh states is problematic due to Title IX considerations.

COMMITTEE MEMBERS' COMMENTS

The committee discussed information provided by Dr. Elwell on the Music Program's budget for 2016 and projections for 2017. The committee had previously agreed to continue the Music Program and discussed funding equipment for next fall. The RSU Foundation is currently collecting funds for equipment.

Dr. Elwell provided a copy of the Theatre Budget along with a projection of needs. The committee agreed that more information is needed on the cost of renovations and the need to find funding. Dr. Elwell will get the costs for lighting and Mr. Reynolds will provide estimates he currently has plus the cost for fire curtains. Mr. Phillips will need firm estimates before requesting funding. Beck Architects will be requested to provide an assessment and costs of the improvements to the Auditorium.

Chair Volturo stated a summary of the cost savings with the committee recommendations will be provided. He requested Ms. Hoskinson provide the committee with updated enrollment figures for the next meeting. The committee will also need to review the furlough plan and discuss the health insurance issue at a future meeting.

ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Budget Advisory Committee Minutes

April 25, 2016

The RSU Budget Advisory Committee held a meeting April 25, 2016, in the OMA Conference Room in Meyer Hall beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Brian Reeves; Ryan Erwin; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Susan Willis; Rachel Smith; Heidi Hoskinson; Mary Van Diest; Steve Housel

Members Absent: Maynard Phillips

Others Present: David Hamby; Mary Millikin; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 3:05 p.m.

APPROVAL OF MINUTES FROM 4-18-16 MEETING

Dr. Elwell made a motion to approve the minutes from the April 18, 2016 meeting as amended. Dr. Martin seconded. Motion approved by committee.

STATE REGENTS FACT SHEET DISCUSSION

The committee discussed the RSU budget impact sheet prepared by the State Regents and sent to President Rice. Mr. Volturo informed the committee that each institution of higher learning in the state received similar fact sheets for their institutions. Mark Meadors presented a spreadsheet to help explain the numbers on the fact sheet and how the Regents came up with the \$1,797,942 total budget cuts to date for FY15-FY16 as well as the \$2,639,663 legislative projected cut for FY17.

The committee discussed the Fiscal Impact items listed on the sheet regarding employees, academic programs and student services. The 34 positions shown eliminated include 25 positions included in the 14% budget reduction scenario for FY17 along with 9 positions from FY16. The furlough plan for employees in FY17 is being reviewed by OU Legal.

Dr. Beck reported the 60 courses listed as being eliminated in FY17 include 10 Sections per School per Semester. The committee discussed the effect these course eliminations would have on the new Saturday courses.

Ms. Hoskinson addressed the issue of reduced scholarships and tuition waivers listed under Reduced Student Support on the fact sheet. She said enrollment projection is steady at this time. With the current amount of tuition waivers granted for Honors, PLC, renewal of existing waivers, and tuition waivers already granted, there are not any additional waivers to award. In addition, the current amount of tuition waivers could be reduced between \$60,000 and \$91,000. These factors would suggest the institution could be over awarding tuition waivers for next year and make it very difficult to increase enrollment.

FOLLOW-UP COMP TIME REPORT

Chair Volturo presented the committee with a list of comp time amounts by department for FY15 totaling \$53,185.46. He stated it is problematic to rely on furloughs to reduce the budget while still paying overtime. The committee discussed several areas where these numbers can be eliminated or at least reduced.

COMMITTEE MEMBERS' COMMENTS

Dr. Marsh presented the committee with responses to the various cost-saving suggestions he has evaluated with other committee members. Evaluation of Organizational items #6 and #7 regarding re-evaluation of food service contracts and carryover of unused meals showed these suggestions are not possible at this time. The study of recent growth of administration and student services, along with athletics was completed as suggested with no additional action taken.

Dr. Marsh recommends implementation of Student Support item #1 to adjust health clinic hours and extend furloughs for health clinic staff with a potential savings of \$20,000/year. Student Support suggestion #2 eliminating the Rec Center Membership has been implemented at a savings of \$100,000/year. He also presented the committee with a Centennial Rec Room Proposal.

Student Support suggestion #3 regarding unused meals from meal plans and adjustment of the level closer to the average was found not be possible at this time. Student Support item #5 regarding lowering print limits for students is already under consideration through the managed print solution. Lowering the limit to 750 per semester could save an estimated \$2,000/year and lowering it to 250 could save an estimated \$5,000/year.

Student Support #6 to lower salary for the director of the RSU health clinic is under consideration through voluntary furlough suggested in Student Support #1. Student Support #6 suggesting to close the Student Health Center was found to not be practical and too disruptive to students. Student Support item #9 to consolidate the Student Counselor and the ADA/Disability Coordinator positions was evaluated and found by Dr. Marsh to not be possible or practical.

Dr. Housel presented concerns about not having an oversight process in place for reviewing online classes to meet SARA requirements. Dr. Beck stated the estimated \$30,000 expense for this oversight is not in the budget. Chair Volturo suggested the university should find a way to fund the course creation and review.

The committee discussed the line items they agreed to remove from the list on the Summary of the 5%, 7.5% and 14% Budget Reduction Scenarios provided to OSRHE. These items include \$80,000 to reduce PLC scholarships, \$53,000 for the Student Health Center physician, \$57,407 for Director of Bands position, and the \$1,252 supplemental pay for overload for Music Director. Items removed total \$191,659. Options discussed for making up this amount were extended furloughs, increased enrollment, use of reserves, and a tuition increase.

Mr. Meadors requested committee members provide details on cuts in travel and overtime. The details are needed to apply cuts on a line item basis at the department level. Dr. Beck will provide the figures on travel from academics and Mr. Volturo and Mr. Meadors will provide information on staff travel cuts. Mr. Meadors, in conjunction with Academic Affairs, will look into stipends paid to faculty for travel to Pryor, Bartlesville, and Oologah High School. Mr. Meadors also requested members to provide information on when the reductions in positions are to take place.

Chair Volturo said revisions to the budget reductions items will be presented at the next meeting and the committee will need to make a formal motion for recommendations to present to President Rice.

ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

Budget Advisory Committee Minutes

May 9, 2016

The RSU Budget Advisory Committee held a meeting May 9, 2016, in the OMA Conference Room in Meyer Hall beginning at 3:00 p.m.

Members Present: Tom Volturo (Chair); Brian Reeves; Frank Elwell; Jerry Bowen; Karl Reynolds; Mark Meadors; Brent Marsh; Richard Beck; Keith Martin; Susan Willis; Heidi Hoskinson; Mary Van Diest; Steve Housel; Maynard Phillips

Members Absent: Ryan Erwin; Rachel Smith

Others Present: Sara Williams, Representing Ryan Erwin; Mary Millikin; David Hamby; Claudia Story, Staff Support

CALL TO ORDER

Chair Volturo called the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES FROM 4-25-16 MEETING

Ms. Hoskinson made a motion to approve the minutes from the April 25, 2016 meeting as amended. Dr. Marsh seconded. Motion approved by committee.

FY17 BUDGET OVERLOOK

Chair Volturo presented the committee with an op-ed from State Representative David Derby to make members aware of the comments being made by some at the Legislature regarding higher education funding. Mr. Volturo also briefed the committee on some of the possible actions being discussed by State leaders regarding the higher education budget shortfall:

1. Budget considerations by Legislature as of 5-5-16
 - House 10% reduction
 - Senate 8% reduction
 - Representatives McCally and Derby 25% reduction
2. Possible Revenue Enhancements
 - Increase tobacco tax
 - Issue bonds for ODOT Projects
 - Governor Proposal \$450 million
 - House Proposal \$300-\$350 million
 - Address sales tax exemptions
3. Other Budget Reductions to Higher Ed
 - OK Promise \$63 million
 - Student Aid
 - Capital Funds
 - Sweep Revolving Funds – HB 3058

DISCUSSION AND ACTION – FURLOUGH PLAN

Caleb Muckala, OU Legal Counsel, reviewed the RSU Furlough Plan document with the committee by telephone. He explained the exceptions to the Plan listed under the General Provisions are due to legal constraints. Under #3 of the General Provisions, he explained that the notification to faculty and staff will include the furlough policy, the furlough dates and procedures to follow. Number 5 under General Provisions was written in such a way as to give

departments a little flexibility to allow scheduling in the best interest of that department. He stressed the importance of enforcing the requirement that faculty and staff are not permitted to work during their specified furlough days, including by email or telephone, except in emergency situations.

The committee members requested Mr. Muckala clarify some of the provisions in the Furlough Policy. How the dollar amount attributed to a furlough day is computed for both classified and professional salaried employees was one issue on which the committee requested clarification. Mr. Meadors informed the committee that monthly salaries are currently being averaged over a 12-month period and the hourly rate is derived by dividing annual salary by 2,080 hours/year, suggesting that this method can be used to compute furlough rates. Mr. Volturo stated the computation method chosen will need to be consistent.

Because faculty members do not begin work until August 2016, the committee questioned provision #4 which has furlough days beginning July 1, 2016 for everyone. Mr. Muckala stated the policy will need to be amended to take into consideration the months in which faculty work and are paid.

Chair Volturo recommended beginning the 5 furlough days in July in case more days are required during the fiscal year. Mr. Muckala said ½-day furloughs are allowed but should be limited. Also, employees are not allowed to take voluntary furlough to cover another employee's required furlough days.

Some committee members voiced disappointment that the Furlough Plan did not allow as much flexibility for employees to choose furlough days and not exempting employees making between \$25,000 and \$30,000/year as discussed in prior meetings. Chair Volturo commented that the committee suggested furloughing everyone instead of laying off employees.

Dr. Marsh recommended making changes to the Furlough Plan to reflect the proper usage of affect vs. effect throughout the document.

Dr. Beck made a motion to approve recommendation of the RSU Furlough Plan subject to modification by Caleb Muckala. Dr. Marsh seconded. Motion approved by committee.

DISCUSSION AND ACTION – HEALTH INSURANCE

The committee discussed the option to lower the amount the university pays toward health insurance for employees. Mr. Meadors reported by reducing the amount from \$528/month under the High Option Plan to \$397/month under the Basic Plan, the savings to the institution for the remaining 6 months of the calendar year would be approximately \$150,000. This would require employees to pay the additional amount for choosing the High Plan. Also, those employees opting out would receive \$397/month as additional income as opposed to the current \$528/month.

Some committee members were concerned that this health insurance option in conjunction with furloughs would be an additional financial burden for employees. Chair Volturo pointed out that if health insurance is not adjusted, additional furlough days will be required. He informed the committee that it is not a common practice to pay employees for opting out of health insurance.

Dr. Housel made a motion to table the health insurance issue until August. Dr. Martin seconded. Yes: 6 members; No: 7 members; Abstain: 1. Motion failed.

Health insurance discussion continued and Dr. Martin made a motion to cap university funding at FY2016 level. Dr. Housel seconded. Following discussion, Dr. Martin withdrew motion.

Dr. Beck made a motion to institute a cap of \$528/month. Mr. Phillips seconded. Ms. Hoskinson amended the motion to cap benefit at \$450/month. Mr. Phillips withdrew second.

Ms. Hoskinson moved to set institutional cap at \$450/month. Dr. Marsh seconded. Following discussion, Ms. Hoskinson withdrew her motion.

Following discussion by committee regarding the need to lower the cap, Ms. Hoskinson moved to set the institutional cap at \$397/month. Dr. Beck seconded. Upon further discussion, Ms. Hoskinson withdrew her motion.

Chair Volturo recommended tabling the health insurance issue until August.

FINALIZE BUDGET RECOMMENDATIONS TO PRESIDENT

Mr. Meadors presented the committee with a spreadsheet identifying budget cuts by category totaling \$1,714,118.

Dr. Elwell made a motion to remove elimination of the Auditorium/Media Supervisor from the list. Dr. Housel seconded. Motion approved by committee.

Under Items Pending Final Determination on the list, Mr. Meadors is requesting allocation of the \$107,640 in reduction of course sections by 60. He also needs \$60,000 of the \$65,000 reduction in State travel identified (Dr. Marsh has identified \$5,000). Dr. Beck is in the process of reviewing submitted travel reductions. The proposed \$150,287 reduction in university funded health premiums on the list is pending final recommendation.

Dr. Martin made a motion to approve budget reduction items on the list with the exception of the 60 course sections, funded health premiums, and Auditorium/Media Supervisor position. Ms. Hoskinson seconded. Motion approved.

Chair Volturo said the list approved by the committee will be presented to President Rice for review.

COMMITTEE MEMBERS' COMMENTS

No additional comments.

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.