

Budgetary Affairs Committee End of Year Report May 2, 2014

Meetings and Minutes

The Budgetary Affairs Committee (BAC) met on the following dates during the 2013-2014 academic year, and minutes have been submitted for all dates: September 5, October 3, November 7, December 5, January 9, February 6, March 13, May 1.

Major Goals and Accomplishments

The BAC began the year by reviewing materials provided by FPC, including suggested goals from the FPC chair and two years of previous BAC reports and recommendations for future actions. We decided to focus on the college strategic plan goal of improving *Transparency in the College*. Accomplishments for the year included

- **Monthly budget updates** from Associate Dean and Business Office to increase communication and transparency in fiscal matters.
- **Focus on IDC and Salary Savings policies:** Since last year's BAC work illuminated the fact that only one school had an IDC policy and one had a salary savings policy, we asked each School and the Dean's area to work on creating each of these this year. We asked that they be created by the end of November so we could review the policies in advance of a panel discussion with the Directors and Deans at our January meeting. In December we analyzed all the plans that were submitted (both from SESPECS, both from STL, and IDC policies only from HDOSE and the Dean's area) and created a summary of strengths and gaps across policies that guided our discussion in January (attached). The discussion in January was very productive and we hope that our reviews will strengthen the policies in each school without enforcing too many restrictions on exactly what each policy should contain or address. We wanted each school and the college to have flexibility to create plans that worked for their unit. On February 24 FPC passed a policy that we brought forward saying that each school and the college should put policies in place for Salary Savings and IDC, and that those policies should be reviewed by BAC every 2-3 years.
- **Introduction to Entrepreneurial Activities** in the college: We had a discussion outlining several entrepreneurial activities that are currently happening, including off book programs that were and were not successful this year. We discussed how budgets are created for new entrepreneurial activities and how decisions are made regarding start up loans and payback schedules from activity revenues.
- **Merit Process and Outcomes:** We had a discussion about the merit allocation process in the college, some of the challenges of last year that we hope to avoid this coming year (should merit money be available), and the outcomes of last year's merit process listed by unit. We collected the merit review policies from each school but did not review them or discuss the content of them, but we did verify that all schools HAVE a process in place.
- **COE FPC/ Dean's Budget Forum:** This year this forum was scheduled in conjunction with the COE Spring Faculty Meeting on April 24. We attempted to schedule this for March as a budget forum only, but due to schedule conflicts we combined it with the spring faculty meeting. Committee members felt that the combined event was well received by faculty and staff, and we would recommend combining the events in the future. The powerpoint from the event, including slides related to budget myths and facts, is available on the FPC website.

Documents created by BAC

- Guidelines for IDC and Salary Savings policies: located on BAC website under minutes for February 6: <http://education.ufl.edu/budgetary-affairs-committee/minutes/>
- Approved FPC policy regarding creation of IDC and Salary Savings policies by each school and the college: located on FPC website <http://education.ufl.edu/faculty-policy/policies/>

Recommendations for Next Year's Committee

Key goals	Key tasks connected to the goal	Suggested date for completion of tasks
Continue discussion of entrepreneurial activities to identify opportunities and threats; revisit strategic plan and the discussion of identifying an "outreach and partnership rainmaker" to support innovation, help locate funding, and/or build collaborative partnership with people with relevant experience. Current entrepreneurial conversations tend to be around off book programming, but we think BAC may want to revisit a broader definition of entrepreneurship consistent with COE strategic plan.	Invite key personnel involved in these activities to discuss; review current and future projects; advise FPC; review strategic plan language on entrepreneurial activities; discuss concept of "rainmaker"	On-going
Continue review of policies and procedures for budget decisions across college.	On-going monthly budget updates; continue COE/Dean's Budget Forum	On-going
Discuss merit outcomes from summer 2014 if merit was allocated. Consider wider discussion of existing policies in each school as well as challenges that occurred in current year's merit allocation.	Get merit outcomes from business office; discuss whether this is a continued topic for BAC or not at an early BAC meeting next year.	October
Quick review of IDC and salary savings policies to ensure all are in place for each school and the college (HDOSE and COE were both missing Salary Savings at the time of this report)	Collect and review any missing IDC and Salary Savings policies; ensure they are posted on each school website; continue periodic review of content of all policies every few years.	October/November; on-going
Follow up with FPC agenda committee on clarifying where school level policies are located (such as merit, IDC, and salary	Follow up with FPC chair and agenda committee on which committee seems appropriate to handle this task.	September/October

<p>savings policies). This may go to another committee other than BAC, but since we discussed these policies in 13-14 it became clear to us that these policies are not always easy to find on the COE and school websites. It was suggested that FPC create a template for faculty-related documents to be posted on each school's website.</p>		
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