

University Senate
Budget, Finance and Planning Committee
November 20, 2017

Meeting Notes

Attendees: Sheila Handy, Jo Bruno, Debbie Morgan, David Bousquet, Ken Long

Agenda:

- I. Budget Report (see attached)
 - The committee reviewed the 2017-18 Budget Report.
- II. FY2018-19 Budget Projection (see attached)
 - The committee briefly discussed the President's Financial Sustainability Taskforce and the role of the Senate Budget, Finance and Planning Committee.

III. Committee Request

Request 1: Issuance of keys to adjuncts

If one adjunct replaces another adjuncts, the old adjunct has to first return the keys then we have to submit a work order for the new adjunct to get keys, then they have to verify that the new adjunct is on the payroll, then they have to request new keys, then they have to make new keys, then they have to deliver the keys to facilities then they have to notify the adjunct of the keys then the adjunct has to pick up the keys. This process can take weeks.

The senate was asked to look into ways to improve the efficiency and cost of this process. For example, keys could be issued to the department chair, who can then assign them to adjuncts and collect the keys after the semester. Or there could be a process by which keys can be "transferred" from one person to another, without them being delivered, destroyed, recreated, and so on.

- The committee was informed that a review of key controls and campus access was recently conducted by the Office of Internal Controls and Risk Assessment. The findings from indicated that the University needs to be more restricted with



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access and key distribution. The committee was informed that an overhaul of the current process is underway and the issues expressed by this request will be included.

Request 2: Saving money for students and the university

The question came up as to whether the university has ever considered offering discounted course tuition rates for non-matriculated students who wish to register for a course at the last minute (say, the week before classes start) where the class has more than 5 seats (or whatever) open - seats that would otherwise not be filled.

- The committee was informed that tuition rates are set by the Board of Governors. The committee discussed the pros and cons of this request and concluded that a more comprehensive strategy would be necessary to avoid any unattended consequences.



Board of Governors' Budget Request Summary
 East Stroudsburg University of Pennsylvania

| Educational and General Budget | | | | | |
|--|----------------------|----------------------|-----------------------|----------------------|-----------------------|
| Revenue/Sources | FY 2016/17 | FY 2017/18 | Percent Change | FY 2018/19 | Percent Change |
| Tuition | \$57,139,646 | \$59,281,550 | 3.7% | \$59,281,550 | 0.0% |
| Fees | 12,688,336 | 13,110,027 | 3.3% | 13,110,027 | 0.0% |
| State Appropriation | 26,098,660 | 27,089,403 | 3.8% | 27,089,403 | 0.0% |
| All Other Revenue | 5,959,219 | 4,544,585 | -23.7% | 4,548,994 | 0.1% |
| Planned Use of Carryforward | 0 | 1,257,323 | n/a | 0 | -100.0% |
| Total Revenue/Sources | \$101,885,861 | \$105,282,888 | 3.3% | \$104,029,974 | -1.2% |
| Expenditures and Transfers | | | | | |
| Compensation Summary: | | | | | |
| Salaries and Wages | \$48,945,398 | \$50,678,426 | 3.5% | \$51,269,637 | 1.2% |
| Benefits | 21,538,867 | 23,694,736 | 10.0% | 24,183,319 | 2.1% |
| Subtotal, Compensation | \$70,484,265 | \$74,373,162 | 5.5% | \$75,452,956 | 1.5% |
| Student Financial Aid | 2,328,407 | 2,602,430 | 11.8% | 2,602,430 | 0.0% |
| Utilities | 1,416,097 | 1,480,388 | 4.5% | 1,524,881 | 3.0% |
| Other Services and Supplies | 16,713,967 | 18,761,100 | 12.2% | 18,676,621 | -0.5% |
| Subtotal, All Services and Supplies | \$20,458,471 | \$22,843,918 | | \$22,803,932 | |
| Capital Expenditures and Transfers | 8,831,089 | 8,065,808 | -8.7% | 8,260,164 | 2.4% |
| Total Expenditures and Transfers | \$99,773,825 | \$105,282,888 | 5.5% | \$106,517,052 | 1.2% |
| Revenue/Sources Less Expenditures/Transfers | | | | | |
| | \$2,112,036 | \$0 | | (\$2,487,078) | |

| Annualized FTE Enrollment | FY 2016/17 | FY 2017/18 | Percent Change | FY 2018/19 | Percent Change |
|----------------------------------|-------------------|-------------------|-----------------------|-------------------|-----------------------|
| In-State Undergraduate | 4,585.00 | 4,539.00 | -1.0% | 4,539.00 | 0.0% |
| Out-of-State Undergraduate | 1,321.00 | 1,307.00 | -1.1% | 1,307.00 | 0.0% |
| In-State Graduate | 417.00 | 413.00 | -1.0% | 413.00 | 0.0% |
| Out-of-State Graduate | 136.00 | 135.00 | -0.7% | 135.00 | 0.0% |
| Total FTE Enrollment | 6,459.00 | 6,394.00 | -1.0% | 6,394.00 | 0.0% |

| E&G FTE of Budgeted Positions | FY 2016/17 | FY 2017/18 | Change | FY 2018/19 | Change |
|--|-------------------|-------------------|---------------|-------------------|---------------|
| Faculty | 307.62 | 301.04 | (6.58) | 301.04 | 0.00 |
| AFSCME | 188.73 | 202.54 | 13.81 | 201.69 | (0.85) |
| Nonrepresented | 97.43 | 102.76 | 5.33 | 102.00 | (0.76) |
| SCUPA | 37.93 | 40.01 | 2.08 | 40.01 | 0.00 |
| All Other | 47.16 | 48.41 | 1.25 | 48.24 | (0.17) |
| Total FTE of Budgeted Positions | 678.87 | 694.76 | 15.89 | 692.98 | (1.78) |

Note: University Council of Trustees has rejected FY2017/18 budget.

FY 2018/19 BUDGET REPORT (BUDRPT)
East Stroudsburg University of Pennsylvania
Summary of Budget Request

| | FY 2016/17 | FY 2017/18 | Variance: Prior/Current | | FY 2018/19 | Variance: Request/Current | |
|----------------------------------|----------------------|----------------------|-------------------------|--------------|----------------------|---------------------------|--------------|
| | Prior Year | Current Year | Amount | % | Request Year | Amount | % |
| EDUCATIONAL & GENERAL | | | | | | | |
| Current Sources | | | | | | | |
| Tuition & Fees | \$69,827,982 | \$72,391,577 | \$2,563,595 | 3.7% | \$72,391,577 | \$0 | 0.0% |
| Appropriation | 26,098,660 | 27,089,403 | 990,743 | 3.8% | 27,089,403 | 0 | 0.0% |
| Other Revenue | 5,959,219 | 4,544,585 | (1,414,634) | -23.7% | 4,548,994 | 4,409 | 0.1% |
| Planned Use of Carry Forward* | 0 | 1,257,323 | 1,257,323 | n/a | 0 | (1,257,323) | -100.0% |
| Total Sources | \$101,885,861 | \$105,282,888 | \$3,397,027 | 3.3% | \$104,029,974 | (\$1,252,914) | -1.2% |
| Current Uses | | | | | | | |
| Personnel | \$70,484,265 | \$74,373,162 | \$3,888,897 | 5.5% | \$75,452,956 | \$1,079,794 | 1.5% |
| Services/Supplies | 20,458,471 | 22,843,918 | 2,385,447 | 11.7% | 22,803,932 | (39,986) | -0.2% |
| Capital | 176,748 | 30,000 | (146,748) | -83.0% | 30,000 | 0 | 0.0% |
| Transfers | 8,654,341 | 8,035,808 | (618,533) | -7.1% | 8,230,164 | 194,356 | 2.4% |
| Total Uses | \$99,773,825 | \$105,282,888 | \$5,509,063 | 5.5% | \$106,517,052 | \$1,234,164 | 1.2% |
| Sources Less Uses | \$2,112,036 | \$0 | n/a | n/a | (\$2,487,078) | n/a | n/a |
| AUXILIARY | | | | | | | |
| Current Sources | | | | | | | |
| Food Service | \$7,666,089 | \$7,734,758 | \$68,669 | 0.9% | \$7,889,453 | \$154,695 | 2.0% |
| Housing | 6,852,637 | 5,449,747 | (1,402,890) | -20.5% | 5,558,742 | 108,995 | 2.0% |
| Other Revenue | 5,102,097 | 7,603,999 | 2,501,902 | 49.0% | 7,760,873 | 156,874 | 2.1% |
| Planned Use of Carry Forward* | 0 | 0 | 0 | n/a | 0 | 0 | n/a |
| Total Sources | \$19,620,823 | \$20,788,504 | 1,167,681 | 6.0% | \$21,209,068 | \$420,564 | 2.0% |
| Current Uses | | | | | | | |
| Personnel | \$5,894,733 | \$6,875,454 | 980,721 | 16.6% | \$7,062,959 | \$187,505 | 2.7% |
| Services/Supplies | 10,246,862 | 10,981,725 | 734,863 | 7.2% | 11,223,781 | 242,056 | 2.2% |
| Capital | 1,325,408 | 0 | (1,325,408) | -100.0% | 0 | 0 | n/a |
| Transfers | 1,394,908 | 2,931,325 | 1,536,417 | 110.1% | 2,922,328 | (8,997) | -0.3% |
| Total Uses | \$18,861,911 | \$20,788,504 | \$1,926,593 | 10.2% | \$21,209,068 | \$420,564 | 2.0% |
| Sources Less Uses | \$758,912 | \$0 | n/a | n/a | \$0 | n/a | n/a |
| RESTRICTED | | | | | | | |
| Current Sources | | | | | | | |
| Govt. Contracts/Grants | \$17,837,448 | \$19,346,237 | 1,508,789 | 8.5% | \$18,463,212 | (\$883,025) | -4.6% |
| Other Revenue | 313,602 | 182,633 | (130,969) | -41.8% | 0 | (182,633) | -100.0% |
| Total Sources | \$18,151,050 | \$19,528,870 | 1,377,820 | 7.6% | \$18,463,212 | (\$1,065,658) | -5.5% |
| Current Uses | | | | | | | |
| Personnel | \$1,073,461 | \$732,635 | (340,826) | -31.8% | \$473,481 | (\$259,154) | -35.4% |
| Services/Supplies | 17,741,207 | 19,017,005 | 1,275,798 | 7.2% | 18,877,013 | (139,992) | -0.7% |
| Capital | 0 | 1,217,328 | 1,217,328 | n/a | 0 | (1,217,328) | -100.0% |
| Transfers | (933,649) | (1,438,098) | (504,449) | 54.0% | (887,282) | 550,816 | -38.3% |
| Total Uses | \$17,881,019 | \$19,528,870 | \$1,647,851 | 9.2% | \$18,463,212 | (\$1,065,658) | -5.5% |
| Sources Less Uses | \$270,031 | \$0 | n/a | n/a | \$0 | n/a | n/a |
| TOTAL | | | | | | | |
| Current Sources | | | | | | | |
| Tuition & Fees | \$69,827,982 | \$72,391,577 | \$2,563,595 | 3.7% | \$72,391,577 | \$0 | 0.0% |
| Appropriation | 26,098,660 | 27,089,403 | 990,743 | 3.8% | 27,089,403 | 0 | 0.0% |
| Other Revenue | 43,731,092 | 44,861,959 | 1,130,867 | 2.6% | 44,221,274 | (640,685) | -1.4% |
| Planned Use of Carry Forward* | 0 | 1,257,323 | 1,257,323 | n/a | 0 | (1,257,323) | -100.0% |
| Total Sources | \$139,657,734 | \$145,600,262 | \$5,942,528 | 4.3% | \$143,702,254 | (\$1,898,008) | -1.3% |
| Current Uses | | | | | | | |
| Personnel | \$77,452,459 | \$81,981,251 | \$4,528,792 | 5.8% | \$82,989,396 | \$1,008,145 | 1.2% |
| Services/Supplies | 48,446,540 | 52,842,648 | 4,396,108 | 9.1% | 52,904,726 | 62,078 | 0.1% |
| Capital | 1,502,156 | 1,247,328 | (254,828) | -17.0% | 30,000 | (1,217,328) | -97.6% |
| Transfers | 9,115,600 | 9,529,035 | 413,435 | 4.5% | 10,265,210 | 736,175 | 7.7% |
| Total Uses | \$136,516,755 | \$145,600,262 | \$9,083,507 | 6.7% | \$146,189,332 | \$589,070 | 0.4% |
| Sources Less Uses | \$3,140,979 | \$0 | n/a | n/a | (\$2,487,078) | n/a | n/a |

*Planned Use of Carry Forward should reflect the planned usage of any unrestricted net assets.

East Stroudsburg University of Pennsylvania
Fiscal Year 2018-19 Budget Forecast
as of 10-20-2017

| Educational and General Budget | | | | |
|--|------------------------------|--------------------------------------|--|--|
| | Actual FY 2016/17 | Adopted Budget FY 2017/18 | Submitted Budget FY 2018/19 | Current Forecast FY 2018/19 |
| Revenue/Sources | | | | |
| Tuition | \$57,139,646 | \$59,281,550 | \$59,281,550 | 58,929,236 ¹ |
| Fees | 12,688,336 | 13,110,027 | 13,110,027 | 13,032,113 ¹ |
| State Appropriation | 26,098,660 | 27,089,403 | 27,089,403 | 25,921,144 ³ |
| All Other Revenue | 5,959,219 | 4,544,585 | 4,548,994 | 4,548,994 |
| Planned Use of Carryforward | 0 | 1,257,323 | 0 | 0 |
| Total Revenue/Sources | \$101,885,861 | \$105,282,888 | \$104,029,974 | \$102,431,487 |
| Expenditures and Transfers | | | | |
| Compensation Summary: | | | | |
| Salaries and Wages | \$48,945,398 | \$50,678,426 | \$51,269,637 | 52,033,167 ² |
| Benefits | 21,538,867 | 23,694,736 | 24,183,319 | 24,479,252 ² |
| Subtotal, Compensation | \$70,484,265 | \$74,373,162 | \$75,452,956 | \$76,512,419 |
| Student Financial Aid | 2,328,407 | 2,602,430 | 2,602,430 | 2,602,430 |
| Utilities | 1,416,097 | 1,480,388 | 1,524,881 | 1,524,881 |
| Other Services and Supplies | 16,713,967 | 18,761,100 | 18,676,621 | 18,676,621 |
| Subtotal, All Services and Supplies | \$20,458,471 | \$22,843,918 | \$22,803,932 | \$22,803,932 |
| Capital Expenditures and Transfers | 8,831,089 | 8,065,808 | 8,260,164 | 8,891,168.49 ⁴ |
| Total Expenditures and Transfers | \$99,773,825 | \$105,282,888 | \$106,517,052 | \$108,207,519 |
| Revenue/Sources Less Expenditures/Transfers | \$2,112,036 | \$0 | (\$2,487,078) | (\$5,776,033) |
| Annualized FTE Enrollment | | | Preliminary FY 2018/19 | Forecast FY 2018/19 |
| | FY 2016/17 | FY 2017/18 | | |
| In-State Undergraduate | 4,585 | 4,539 | 4,539 | 4,512 |
| Out-of-State Undergraduate | 1,321 | 1,307 | 1,307 | 1,299 |
| In-State Graduate | 417 | 413 | 413 | 411 |
| Out-of-State Graduate | 136 | 135 | 135 | 134 |
| Total FTE Enrollment | 6,459 | 6,394 | 6,394 | 6,356 |