

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	Forecast
	FY 2016/17	FY 2017/18	FY 2018/19	FY 2018/19
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