**Business Personnel Meeting  
March 5, 2019  
Meeting Minutes**

**Highlights from Previous Business Personnel Meetings**

**Budget Update from February**

University level projections for next year show the UofA down 6 million. This would be worst-case scenario; the best case would be flat. If worse case SBS will take a 2.3 million dollar cut. If the University breaks even SBS will be down 1.6 million. Next fiscal year we are looking at a 1.6 – 2.3 million-dollar budget cut. This accounts for taxes going up and space costs.

This year we may be saving 1.5m because of faculty leaving, however we have new faculty coming in to the tune of 1.8m. The temp teaching budget is down 1.6m at the moment.

RCM 2.3m, 300K down on faculty, 1.6 temp teaching - the plan to cover these is will come from one-time savings we have saved from raises and ERE rates surplus savings. We have enough to cover these deficits with our current savings. We already absorbed a big 2.4 million dollar cut last year.

We hope by next fiscal year our RCM outlook will be better. You should get the temp budget soon, with a few internal adjustments. These take into account levels of activity. We may do a hiring freeze next year. We need a lot of revenue to just catch up. A lot of the University revenue is shifting to the UA Online space.

Is the RCM down because student enrollment is down? The 6 million down is due to the UA giving more financial aid. For SBS we are taking another reduction in SCH and that is why the decrease to us. The FTE charge will be charged again this year but they aren’t counting people anymore moving forward. Next year it will be rolled into RCM.

**New ERE rates** are posted here, use as approved:   
<https://www.fso.arizona.edu/sites/default/files/2019-03/ere1920.pdf>

**Space Inventory**Arlette will be conducting a space inventory in the Spring and speaking with you on what issues you are encountering and what can be improved. She needs a solid inventory of all our spaces to address the existing needs in SBS. If you are aware of things please start making a list for Arlette. Some issues such as thermostat incongruences need to be resolved by FM but Arlette will consolidate those requests and report the issues.

**New Meeting Minutes**

**Budget Update**Census data looks a little better. Majors and SCH are down, this is the first decline in majors in 5 years. We are roughly negative 1.5 million.

All Units should have your your temp teaching budgets, please pay attention to the amounts and reach out to Casey if anything is missing or to discuss changes. If someone is leaving or changes are occurring we will send you a new budget. Count on the temp teaching funds for next year. In Spring we will send out a call for recruitment plans, but we are not sure how much of a pool will be available.

UA Online revenues look pretty good, some of you will make up your expenses in your Fall revenues. Casey is working through some complications and some changes from Bonnie. Once Casey is done reconciling, transfers will occur. You will see the funds go into your regular account and anything above will go into your discretionary account. Spring revenues will come later in the year.

**GTS/Fellowships**You should also have your GTS allocation budgets by now. Those of you who have master’s programs, and were awarded a seed grant by the graduate college, will receive a one-time additional allocation of 50% of the seed grant. These funds come from the college. Combine this with your regular college GTS allocations in the system. Right now you have limits based on what Casey and Francisco have given, they are working on adjusting these caps for next year. Ideally this will fund those students that you funded with the grant.

The college allocation is a discount, the portion from the Grad College is a portion that will come back to the college. If you have left over seed grant money use it. Move it on the new students if there is room to play with. This tweak will ensure we get that money back in FY20. The seed grant GTS money was intended for two years. Use it first. If not it will be swept at the end of this year by the Grad college.

The idea is to continue the master’s students. It is a college one time addition that may or may not continue. The memo that we just sent gave a deadline of February, anything that is left we will reallocate. If you are not spending it let us know and we will give it to another unit. The number on the memo you got may not be the same as last year – look closely.

**Payments to UA employees through UAF**As of July 1, no more payments to UA employees through the Foundation. I have a list of people who have been paid historically, start paying them out of the University through regular payroll practices. The reasons for this: Anyone who is doing work for the University needs to be compensated by the UA. There are IRS rules that apply. We need to use OPS, Supp Comp, Stipend or through regular salary compensation practices. Awards are ok, but have to be reasonable with guidelines. Honoraria is ok as well but it needs to be reasonable. We are the highest at ($2,500 or less). UA employees are doing work/service. Honoraria should be used for outside people coming to do something at the UA. There are some cases, but the amount needs to be reasonable. Awards are ok through the Foundation, it needs to have a process and be reasonable with set, systematic way to award.

**HLC verification**There are a few thousand across the University whose education was not verifiable. This is not their fault, it’s because the University they graduated from is not participating in the verification system. The reason we are doing this is because the University is going through the accreditation process. We need to do this exercise to prove to the accreditors that our faculty are verified. This is common practice in the industry already and we need diplomas to verify.

**Phonebook Contact Information**There are a few instances where the department main line and other inaccurate phone numbers are listed in the Phonebook. As much as possible consistently or at the end of each year please clean up the phone numbers in the directory. If you know there are some that are incorrect please correct them.

**Reminders/Questions/Other**

Payment processing for gift funds – we first pay through the University and then if it’s not possible we look into the UAF. It’s not the easiest but it is the correct way. This uses the better accounting system. The standard should be that we do payments through the University.

Line cleaning & budget funding deadline March 15 - this is the deadline we gave ourselves so that we can figure out the budgets for the next year. Same with salary increases and if you have outliers let us know.

Business Personnel Retreat June 28 – Please save the date, we are planning a retreat for all of us. In the past we have had an end of the year celebration. We are now thinking we will do a whole day retreat at Bear Canyon with some workshops, reflection and planning. I realize this is vacation for some but please save the date. I am open to ideas of things you might suggest. We are inviting some presentations from HR, systems, etc.

Career Conversations Feb 28 - f you haven’t sent these to me, please send them right away. I will schedule meetings and get them done.

New Position Announcements – There was a vacancy in Anthropology when Laura Destiguer left, Holly Behan is the new Business Manager in that position. Congratulate her when you see her. This left a vacancy in the department of English. Bridget Angulo is in that position now, leaving a hole in the College, which was filled. Jessica Bertschy is the new accountant in the Dean’s office, and now we have a search happening to fill Jessica’s position in SBS Tech. Keep sending your UAF paperwork to the Dean’s office. We are evaluating if any workflow changes will be happening and will let you know.

**Questions?**  
UCAP – latest update in Missive.