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Budget Committee Minutes

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8-9-2022

## Minutes 8-9-2022 | Budget Committee

Arlitha Harmon

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## FY22-23 Budget Committee Kickoff Meeting Tuesday, August 9, 2022

**Members present:** Wendy Stephens, Kevin Houlton, Brooke Lyon, Maureen Newton, Jessica Wiggins, Jewelishia Johnson, Denise Hunt, Dr. Arlitha Harmon (Co-Chair), Mark Hearn (Co-Chair), Bill Nash, Greg Bonds, Joshua Robinson, Kristin Johnson

**Members absent:** Anastasia Rodriguez, Joe Walsh

- I. Meeting called to order at 11:04 a.m.
- II. Welcome & Introduction
  - Dr. Arlitha Harmon called the meeting to order and welcomed all in attendance. For the sake of time, the first meeting was held virtually but going forward a set time and location will be established.
  - Dr. Mark Hearn welcomed each member and asked them for a brief self-introduction. Most members have served on past budget committees. All are excited to work with committee leaders and establish a new budget adoption process for the University
- III. Approval of Agenda
  - Agenda provided in advance by Dr. Harmon was unanimously approved as distributed
- IV. Committee Charge & Function
  - CHARGE – Dr. Harmon gave an overview of the Budget Committee and discussed the new term of 2-years, with the understanding that the Faculty Senate President and the Student Government President could change before the term ends. Upon appointment by the President, new committee members will receive an *Orientation Packet*, *Budget Development Planning Calendar*, and *Committee Member Listing* noting representation. The JSU Budget Committee changes resulted from the Internal Audit recommendations to strengthen budget processes. Dr. Harmon discussed the Finance & Administration Action Items to improve integrated planning.
  - FUNCTION – This committee will:
    - i. Update the Budget Planning Processes
    - ii. Review process and procedures to make recommendations on the development of the budget
    - iii. Review institutional priorities, including JSU Policies, Strategic Plan and Program Reviews to foster integrated planning and resource allocation
    - iv. Collect budget requests, prioritize recommendations, and compile a submission to the President’s Cabinet



- v. Understand Accreditation Standards to ensure that the budget development process complies with the SACSCOC Accreditation Standards Accreditation Standard Section 13: Financial and Physical Resources.
- V. Budget Calendar Review
  - Dr. Harmon presented a planning calendar. While discussing with members, several changes were made to better align with calendar deadlines, board meetings, and term start dates. An updated copy will be provided to each member prior to the next meeting for review.
- VI. FY23 Adopted Budget Development & Assumptions
  - Development
    - i. Integrated approach to allocation
    - ii. Review prior year performance
    - iii. Communication of fiscal processes
    - iv. Controlled spending through detailed requests
    - v. Post HEERF Sustainability of needed expenses
  - Assumptions
    - vi. Campus Priorities
    - vii. Enrollment Assumptions
    - viii. Revenue Assumptions
    - ix. Expenditure Projection
    - x. Fund Balance Target
- VII. Other
  - Committee members would like to see additional training for Budget Managers and Administrative Assistants.
  - A request is made for Faculty training who submit Grants and/or Contracts to better manage funds received.
  - Members would like access to past budget requests and approvals. Historical context that reflects who is coming to the table each year with requests. Data to help gauge that extra money allocated to a department was spent for the purpose requested.
- VIII. Action Item:
  - Budget Committee TEAMS account to be created that will house historical data for the committee to review.
- IX. Future Agenda Items
  - Revise Budget Calendar and at third meeting vote and adopt
  - Invite Dean Matthews to give update on Program Review
  - At next meeting report on FY23 budget assumptions
- X. Meeting adjourned at 12:09PM



## BUDGET DEVELOPMENT PLANNING CALENDAR

- June
- President reviews and appoints new committee members to two-year term
  - Orientation Packet to New Budget Committee Members
  - **Implement new or revised plans for CY budget (beginning of Fall Term)**
- July
- **Review NY Budget Worksheet/Program Review Update Forms**
- August/September
- Faculty Base Contracts due to HR (prior to NY close – August 23, 2022)
  - Budget Monitoring training to new Budget Managers
  - Budget development process for NY Tentative budget begins in September
  - Review Committee Charge
- October
- JSU BOT adopts Adopted Budget for CY
  - Budget Managers to review budget package with appropriate Administrator(s)
  - [Prepare the ACHE Budget Presentation \(if required\)](#)
  - NY Budget Worksheet sent to Budget Managers after the October BOT Meeting
- November
- Provide departments with information to complete the Request for Purchase Form, [service, or capital projects](#) (IT, IR, CP&F)
- December
- Review of budget requests
- January
- Begin compiling NY expense budget requests & priorities
  - Review PY reserves, revenue, & expenses after the audit report is issued (> January 15)
  - [Begin development of the Budget Development Premise based on the Governor’s January Budget](#)
- February
- Continue review of NY Tentative budget requests & compiling of data
  - [New Faculty Position Requests due to PAC](#)
  - Budget Managers make revisions-based feedback, then re-submit
  - Budget Plans Developed – Alternative Scenarios prepared for NY Tentative budget for Cabinet review
- March
- ETF State Budget Report Issued
  - Complete NY Interim Budget
  - Sustainability Report
- April
- Submit NY Tuition, Fees, and Interim budget to BOT for approval
  - Returning Faculty Base Contracts due for position budgeting
  - Midyear CY review provided to Cabinet for review
  - [Open Forum/Budget Bulletin](#)
  - Respond to Budget Manager as to what requests will be approved
  - Faculty Senate President or Designee Appointment (annual)
- May
- Fiscal Health Check List

**Legend:** PY= Prior Year (FY22) CY = Current Year (FY23)  
NY = Next Year (FY24)