

Present:

Teresa Johnston, Chair  
Randy Kennedy, Chair Elect  
Tamara Livingston, Recording Secretary  
Sally Bullard  
Tom Yannuzzi  
Chris Hutt  
Jamie Fernandes

Presenter: Jamie Fernandes, Associate Controller-Budget & Foundation Accounting

**CALL TO ORDER**

The meeting was called to order by Teresa Johnston at 3:05 PM. As there were so few members in attendance, approval of the minutes from the last meeting was postponed.

**UPDATES**

Teresa reported meeting with Brenda Stopher [Special Assistant to the President] about the Administrators Council, noting that there may be confusion about its mission. To address this, Teresa will develop an Executive Summary of the purpose and mission of the Council, work on acquiring a recent list of eligible members and engage in outreach. She noted that participation is critical for effectively sharing information, and meetings should occur once per month. Teresa suggested to Brenda that a representative from the Administrators Council sit on the KSU's Comprehensive Administrative Review committee.

Tom suggested developing an Executive Summary of the Administrators Council for the new president. Teresa responded that she and the Executive Committee modified the description listed in the University Handbook and she read it to the group. Teresa stated that it is a critical time for administrators to engage, engage with various perspectives and provide support for each other and for KSU.

Tom mentioned the difficulty in identifying which positions are "administrative" and thus eligible to participate on the Council, but noted the Human Resources study commencing in July regarding class and compensation at KSU may provide some support.

Teresa announced that this is the last meeting for the spring semester.

**PRESENTATION: Jamie Fernandes**

Jamie began by talking about her background and previous job experience, most recently at Georgia State University. She has held a variety of positions within state government and has had to implement series of cuts in previous position which she views as opportunities for her to engage in problem solving. She worked at Georgia Perimeter College through the consolidation with Georgia State University. She was excited to get a position with KSU. Her background is in budgets, specifically within the context of higher education.

She believes KSU needs to learn how to tie their budgets with strategy. Teresa asked whether or not there was a mandate to tie budgets to strategic plans. Jamie replied that there wasn't but it is assumed that institutions will do so. She noted that KSU has been reactive in budgeting, relying on growing our way out of budget problems.

Jamie believes the CAR is a good opportunity to make these changes. Teresa noted that her budget is largely from non-state sources and she is always asked therefore to provide justifications. Jamie responded that this aspect is important but has not been communicated before.

Jamie then described the budget cycle, noting that this is the first year for a budget weep, and they will see how it goes. This may become a regular activity. She clarified that sweep here means releasing project funds for use in year-end spending. Jamie mentioned that budget allocations so far have not kept up with change, for example adding new lines, adding new travel. The goal is to eventually minimize the number of internal budget amendments; moving from a transactional model to a strategic model. They are looking at streamlining operations, reorganizing their staff, looking at positions that have been vacant for a year or longer with a budget line still tied to them. Budgets is looking for ways to release monies that are needlessly encumbered They would like to have a website template for use in preparing for spending cuts; create a 5 year business plan for all existing units, communicated to the BOR. She would also like to see a budget hearing process to be able to ask questions.

Jamie noted that KSU is facing cuts related to the tuition rate for online classes consisting of a 33% reduction over the next 3 years. She said KSU was the only institution to use extra funds to incentivize faculty to develop online courses.

Tamara asked about the process for requesting year end funds. According to Jamie, units submit a request up through the Provost's Office, but at any point it may be turned down and not communicated back to the requester. Budgets gets all approved requests, prioritized by the VPs, then Budgets makes the final list.

#### ELECTIONS

Teresa noted that the Administrators Council has annual elections of officers. We can roll over the officers for the next year and put it out to the Council for a vote.

#### NEW BUSINESS

The search for a new president has been settled on 4 candidates. There will be an on-site component to the process, but the Chancellor will decide on the onsite details.

#### ADJOURNMENT

The meeting ended early; a motion was made to adjourn and was seconded.

Respectfully submitted,

Tamara Livingston