UNIVERSITY PLANNING BUDGET AND ANALYSIS COMMITTEE (UPBAC)  
February 17, 2004

PARTICIPANTS

Members present:
David Dooley Sara Jayne Steen Robert Marley Bruce McLeod
Jean Ballantyne Bruce Morton Richard Semenik Allen Yarnell
Jim Mitchell Richard Howard Jerry Bancroft Shelley McKamey
David Gibson Craig Roloff Diane Wyn Warren Jones
Shannon Taylor Greg Weisenstein Sue Leigland

Members absent:
Scott McCarthy Tom McCoy Jeff Jacobsen

Others present:
Greg Young Joe Fedock Clyde Carroll Jim Rimpau
Chris Fastnow Kathy Attebury Douglas Steele

• Ronda Russell updated UPBAC on new student recruitment
  ➢ Applications up substantially, but concerned about yield
  ➢ Reviewed budget amendment for Royall (C016) Non Resident Programs
  ➢ Reviewed Fast App Program
  ➢ General increase in interest in all colleges at MSU
  ➢ Discussion of recruitment measures
  ➢ Larger and higher quality student applicant pool for AY04/05
  ➢ Exploring new market area on east coast

• FY04 Spring FTE and Revenue Report reviewed with committee

• FY04 General Operations Budget Management Worksheet
  ➢ Projected $137,000 deficit by end of year
  ➢ Final allocation decision on costs of increased enrollment - $395,000
    · If allocated will increase deficit to $500,000
    · Possible alternate funding sources – but will have to repay in FY05
    · Bancroft made motion to fund additional enrollment costs
    · Steen seconded motion
    · Vote: unanimous in favor of motion

• Delivery of Budget Amendment Requests
  ➢ Kathy Attebury reviewed basic format and organization
  ➢ Discussion of how to proceed with consideration of budget amendments
  ➢ Discussion of fixed costs and continuing non-base commitments prior to looking at new base adjustments

• Revision of UPBAC Budget Development Calendar
  ➢ February 24
- Executive discussions of fixed costs and continuing non-base adjustments
- First draft of 5-year budget model
- Delivery of instructional KPI reports
  - March 2
    - Revised macro analysis
    - Executive presentations of base budget amendments
  - March 9
    - Executive presentations continue

- Tactical groups for Five-Year Vision Document
  - Encourage volunteers from across campus