



**UCRA Meeting Minutes**  
**February 22, 2019**  
**The CAS Dean's Conference Room, B101a**  
**10 a.m. to noon**

Members Present: J. Burke, R. Day, C. Dietz, J. Dillon, B. Dolan, L. Genovese, D. Hareza (Convener), J. Krukones, M. Sheldon, E. Swenson, S. Vitatoe, G. Weinstein, C. Wenzel

Excused Members: C. Beam, D. Kilbride, P. Shick

Retired Faculty: F. Navratil

Recording Minutes: P. Chiller

**1. Approval of November 30, 2018 meeting minutes**

The UCRA Committee approved the meeting minutes from November 30, 2018.

**2. Review of 2018-2019 Financial Forecast**

J. Dillon reviewed the 2019 Financial Forecast, which is favorable by \$700K due to an increase in Boler Graduate Enrollment and savings with the open Provost position. Forecast risks in medical expenses, as prescription prices have increased substantially, but the opportunities in additional payroll float and departmental operating costs forecast a relative balance. D. Hareza and J. Dillon will meet with all VP's and Deans to review budgets and strategies to stay on target.

The FY2020 Budget is reviewed in the context of a 3 year outlook. Significant work has been done by enrollment, marketing and Human Capital to identify drivers for revenue growth. An aggressive, achievable goal of 800 students for freshman enrollment, improvement in the discount rate, increase tuition by 3.5% and room and board increases of 3.0% for FY2020, will help to generate an operating surplus by FY2022. S. Vitatoe reviewed current progress for admits, net deposits, acceptance rates, yield rates and financial summaries; which are encouraging to date.

Additional drivers forecast for revenue is retention with slight increases projected for students living on campus. J. Dillon reviewed assumptions for expenses include: salary increases, medical benefit increases, Capital spending will drive an increase in depreciation and operating expenses will increase primarily due to contractual obligations (water & sewer, etc.).

**3. Proposed 2019-2020 Financial Budget**

D. Hareza reviewed Capital spending and depreciation trends. Operations will fund Capital projects for deferred maintenance and capital renewal/improvements at \$7.6M. Special projects funding for FY2020 will be covered by past unrestricted donations intended for improvements at the President's discretion. Long-term strategic projects (tennis courts) will be funded through donations.

#### 4. **Capital Spending Budgets for 2019-2020**

##### **A. Facilities**

C Dietz reviewed facilities FY19 major projects and their status, FY2020 major project list for deferred maintenance and FY2020 major project list for capital renewal/capital improvement. The FY2020 Special Projects in development are: a student center patio, fitness room renovation, corbo room renovation, conference room renovation (O'Dea & Murphy), bookstore renovation, Dolan Science Center-expanded food options, women's locker room renovation and Boler space improvements. Saxby's will pay the majority for improvements, if the program can run with one student as CEO who earns academic credit. Other student employees for Saxby's would be paid.

Facilities will work aggressively the next 6 weeks to move on 3-4 projects this summer.

##### **B. Information Technology Services**

J. Burke reported cybersecurity training has compliance rate of 23% to date, banner upgrade is complete and single sign-on with 2-factor login will be coming to remind employees to complete the two cybersecurity tasks requested. J. Burke reviewed FY19 Capital Projects and their status. J. Burke credits the IT Oversight Committee for improved efficiencies for IT and the university.

#### 5. **Cost Savings Ideas**

L. Genovese reviewed cost savings ideas from 23 employee submissions. Interesting facts about printing at JCU, laser jet printing is 60% less expensive than ink jet printers and the copy center can copy and prepare materials for less than it costs to print color copies yourself. But the ultimate goal would be to present information by using the IT equipment, instead of printing materials.

APPROVED 5/10/19