Budget Prioritization Workgroup (BPW)
Summary Points of Meeting
October 16, 2009
Hawai‘i Hall Room 309
9:00 am – 10:00 am

Attendees: Kathy Cutshaw, Reed Dasenbrock, Francisco Hernandez, Gary Ostrander, Marla Acosta, Denise Antolini, Maenette Benham, Tom Bingham, Mary Boland, Mangmang Brown, David Chin, Myrtle Ching-Rappa, Pat Cooper, David Duffy, Nancy Foster, Gregg Geary, Debra Ishii, Klaus Keil, David Lassner, Ashley Maynard, Tim Merrill, Tom Ramsey, Leon Richards, Vance Roley, David Ross, Ann Sakuma, Christine Sorensen, Gregg Takayama, Alan Teramura, Donna Vuchinich, Barry Weinman, Jeffrey Rich, and Matthew Inouye.

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General Information

- SOEST Open House: Today (10/16) and tomorrow (10/17) at the HIG MSB courtyard: Please visit. Anticipate attendance of 4,500.
- Mānoa Experience: Tomorrow (10/17) - McCarthy Mall.
- Reed will send out the charge for this committee via e-mail to members for their review.

Budget Information

- Discussed at the September 23, 2009 town hall meeting.
- Briefed to deans and directors at MET.
- Tuition revenues to be used to meet shortfall.
- No contingency funds available.
- A $2M savings is estimated with the proposed HGEA reductions in salary for this year. As shown in slide 8 – salary reduction will disappear in FY2012. The proposed 5% pay cut for UH is annualized. There is a total of 13 paid leave days which includes the Friday after Thanksgiving (1 day) + the week of Christmas (4 days) + the week of New Years (4 days) + the week of Spring Break (4 days).
  - Not applicable for federal funded employees.
  - If split funded, employee should work for the portion that is not on appropriated funds.
- If the employee is working in a building that will remain open over the above paid leave days, it will be easier to accommodate for Mānoa Green Days. Alternate work locations are also an option. UHPA members will fall into this category.
- Plan to have decision making localized to better accommodate the department/program needs.
- Critical services are being reviewed for the above shutdown periods. These employees will be given alternate leave times.
- Do not expect graduate student stipends to be affected. Gary will confirm with the Chancellor and draft a memo to the campus community.
- Students are mandated to have salary increases (mandatory increment) per BOR policy.

Data on Employee Stats

- Executive and Managerial Staff Information has been audited and distributed to the committee for review (see below). The information matches system data.
- Administrative salaries are mainly in units. Thus, the number of schools and colleges in this university is tied to reorganization.
- “Active Employees on All Fund Sources” (blue data sheet):
  - Data on support staff ratio is unaudited and distributed for committee feedback and comments.
  - Data also includes temporary staff and attempts to capture the total number of FTEs in the various employment groupings.
  - Data covers all fund sources and all classifications for each employment group.
  - What is a reasonable core support for a school?
  - How can this data be broken down to be more informational?
    1) Tease out instruction and research
    2) Split between instructional and non-instructional
    3) Do data report for G-funds only
    4) Clearly put “0” where there is no FTEs
  - Data is dependent on the current coding structure - breakdown by Level V units.
  - Data is constantly changing.

Graduate/Professional Tuition

- Reviewing the various use of differential tuition (many around campus) and graduate assistant waivers. Is it serving the campus well? What are the problems?
- By end of this semester, the group will present revenue opportunities to the committee.
- Would like to invite conversation with deans from Law, Medicine, Social Work, etc.
  - What are the professional degrees currently being offered?
  - Who are your peers and competitors?
- How does your annual tuition and fees compare to theirs?
- What actions have deans taken so far on this matter?
- Elasticity - What happens if graduate/professional tuition increases and/or decreases?
- Are there changes that can be done to better meet objectives?
- Do we have any way of knowing where the money came from? Student loans vs. private support vs. scholarships vs. other means. This information will help us to better understand the elasticity of the situation. Having data and being able to drill down to the school level will be helpful.
- Graduate assistants (GA) are getting more expensive to support. Thus, researchers tend to hire postdoctoral fellows instead.
  - What are our peer institutions doing? The group will look at what our competition is doing by academic areas.
  - For what reasons would the university do all GAs?
  - Not collecting tuition may be a higher cost to the university.
  - Majority of GAs are in the humanities and social sciences.
  - Is monetizing GA tuition by increasing the GA salary to include tuition an option? This will increase UH Mānoa’s indirect cost return which can be used for investing in research infrastructure.
  - Are there places where revenues can be generated?
  - Are we foregoing opportunities?
  - What are areas of modernization?

**Redundancy**

- This group focused and gathered information on writing at UH Mānoa.
  - Six (6) different areas on writing were found across this campus.
  - The group will be finding out the costs and qualitative information associated with each writing program.
- This group will also be looking at advising - courses and curriculum.
- Will be discussing above topics with the Faculty Senate for their input and recommendations.

**Next Meeting: Friday, October 30, 2009 in Hawaiʻi Hall 309 at 9:00 am.**
Executive & Managerial Staff Information
October 9, 2009
(all fund sources)

TOTAL FTE: 91
TOTAL SALARY DOLLARS S: $14.9M
2/3rd are academic appointments with fallback rights

Breakdown by Function

Deans/Directors/Assoc & Ass’t
   Total FTE: 63 (70%)
   Salaries: $10.9 (74%)

Executives (Chancellor, VCs/Assoc & Ass’t)
   FTE: 15 (16%)
   Salaries: $2.6 (17%)

Managerial (CTHAR agents, Program Officers, Ass’t to Executive)
   FTE: 13 (14%)
   Salaries: $1.3M (9%)