

Budget Workgroup (BW)

Summary Points of Meeting

February 6, 2009

Hawai'i Hall Room 309

8:00 am – 9:30 am

Attendees: Kathy Cutshaw, Christine Sorensen (CC), Klaus Keil, Annette Chang, Tom Bingham, Ross Christensen, Peter Crouch, Peter Quigley, Francisco Hernandez, Alan Teramura, Marla Acosta, Ann Sakuma

Not in Attendance: Gary Ostrander, Maenette Benham

CC = Conference Call

Budget Update: The Governor recently imposed a two percent (2%) restriction on this year's FY2009 budget. This equates to \$1.2M for Mānoa which is 58% of the total restriction for UH. The Manoa Campus will be able to accommodate this restriction centrally by using the salary savings from unreleased biennium and supplemental positions. The budget situation remains unclear for the remainder of this fiscal year as well as for the FY09-11 Biennium years. We do not know if there will be further restrictions this fiscal year nor do we know what the FY09-11 Biennium budget reductions are. Both the Governor and the State Legislature are waiting for the March Council of Revenue projections to help them in making the necessary budget decisions.

A recommendation was made to have a campus-wide session explaining the budget situation to provide clear perspective for the campus. With challenging times ahead, it is important that all lines of communication are working. It is especially important that Deans and Directors ensure that their faculty and staff are kept informed of campus discussions and to actively encourage participation in the processes.

The sub-groups present gave an update on their respective areas:

- **Administration & Self-Supporting Activities: Kathy**
 - Charge service costs (duplication, mail, etc.) to units based upon usage. Cost savings will be gained through the efficient use of resources and/or cuts as a result of transferring accountability to the units for covering the cost of services used.
 - Campus security (G-fund group) is a priority for the campus. Investment in surveillance technology to monitor common areas is being reviewed for the Mānoa campus as a cost-saving measure.
 - Transportation services – looking at a centralized transportation pool like those available on the mainland. Rental car pool that includes insurance.

- Shuttle service – will look into cost of operation and usage numbers.
- Revolving operations with G-fund subsidies will be looked into.
- Outreach Program should be reviewed. Student services and marketing/communications are areas that are duplicated on campus (Outreach, Student Affairs, and Chancellor's Office). Consolidation to gain efficiencies should be looked at.
- Creating incentives in the right places is vital to encouraging progress in priority areas.
- Important to look at revenue generating options alongside cost cutting measures.

- **Student Services: Francisco**
 - Efforts to develop a good working relationship with Outreach need to happen to eliminate duplication and create complimentary operations.
 - Need to evaluate services provided to non-tuition paying non-Mānoa students.
 - Reducing library hours without affecting the needs for faculty, staff, and students for increased efficiency. Ensure viable meeting places for students are available on campus. Student Success Center in Sinclair, an ASUH initiative, which is open 24/7 is a great example. Use of basement in Sinclair is also an opportunity once fire code issues are resolved.
 - Streamline on-line applications (admissions, etc.) for increased efficiency. Increase student count without need to increase staff.

- **Instruction: Peter Q.**
 - Faculty deployment status
 - o 50% of undergraduate courses taught by tenured/tenure-track faculty
 - o 80% of graduate courses taught by tenured/tenure-track faculty
 - Option includes reducing total number of lecturers and having faculty get back into teaching essential undergraduate courses.
 - Obtain programmatic streamlining
 - Moratorium on sabbaticals, IERs, etc.
 - Increase writing intensive course cap
 - Decrease faculty overtime/overload
 - o Majority of the \$3M in g-funds used for overload/stipend/overtime is for stipends and overtime. Majority of faculty overload is covered by non-g-fund sources.
 - Propose colleges to adopt a work-load average model. Establish expectations regarding teaching responsibilities.

The majority of the meeting was spent discussing three over-arching fundamental issues which affect Manoa's ability to respond to budgetary requirements (both investment and cost containment) in a strategic manner. These issues are:

- Workload & post tenure review
- Incentives
- Centralized position control

It was agreed that the BW would continue to work on quantitative recommendations in order to meet the upcoming budget challenges while continuing to consider these three fundamental issues. Recognizing that these are significant issues, one possible outcome from our committee might be to recommendation that other groups be tasked with more in-depth discussion, recommendations and implementation strategies.

Next Meeting: Friday, February 13, 2009, Hawai'i Hall Room 309, 8:00am – 10:00am