

Budget Council Minutes

January 18, 2019

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2:00 p.m.

Attendees

Present: Serdar Kirli, George Kolb, Renee Goodrich, Mei-Fang Lan, Jay Watkins, Lisa Deal, Laurie Bialosky and Keith Schneider.

Absent: Meera Sitharam, Danielle Grosse, and Joe Glover.

Call to Order

Budget Council Chair, Dr. Kirli Serdar, called the meeting to order at 2:03 p.m.

Introduction of Council Members and Liaisons

Introductions were made.

Approval of Minutes

The November 16, 2018 Minutes were approved as [amended](#).

UF Purchasing / P-card Program – Lisa Deal, Assistant VP and Chief Procurement Officer

-Lisa Deal provided an overview of the procurement card (p-card) program.

-Council shared faculty concerns about the p-card limit decrease recommendations from faculty who travel to meetings and conferences in which plane fares and hotel bills often exceed the recommended limits and thus cannot use a p-card for their meeting charges or for payment of travel expenses for a faculty member's traveling students and postdocs. A single meeting can easily exceed the \$5,000 monthly limit when a research group is traveling. In addition, many faculty with bench research require supplies that could easily exceed the new single purchase and monthly limits.

-After external auditor and Board of Trustees (BOT) scrutiny, recent updates to lower p-card holder risks have been made. UF Purchasing has recommended rather than required that UF reduce purchase and cycle limits.

-In June of 2018 PCard participants were emailed and asked to review their limits. Some PCard participants took action but it was a small portion of the 5,400 PCard population. Upon further review, the PCard team realized that existing transactional history could be used to recommend decreases in limits. Collegiate contacts were sent an email with an attached spreadsheet asking them to review the spreadsheet, provide comments or feedback and that the changes would be made by a specific date if no feedback was received.

-The PCard team developed the spreadsheet by reviewing both a) actual single purchase (transaction) history and b) recommending a cycle limit based on the suggested single limit, understanding that the cycle is a week at UF (not a month as most residential – non-commercial, credit cards)

- a) Single purchase limit: the team reviewed the cardholders largest charge and suggested a limit based on that – removing large outliers and rounding to the closest of 7 recommended limits. Previously UF had 3 suggested limits.
- b) Cycle limit: the recommended cycle limit was suggested based on the single transaction limit – see below. Again, bear in mind that the cycle limit is a week, not a month as we have for personal credit cards.

\$100 SPL (GAS ONLY) - \$500 Cycle

\$500 SPL - \$2,500 Cycle -

\$1,000 SPL - \$5,000 Cycle

\$2,000 SPL - \$5,000 or \$10,000 Cycle depending upon history

\$5,000 SPL - \$25,000 Cycle

\$10,000 SPL - \$25,000 Cycle

\$25,000 SPL - \$75,000 Cycle

-P-cards are intended for low dollar, non-contract item use. Product makes, models, and quantities are tracked to assist UF with vendor leverage, particularly with large and frequently-used vendors like Dell, Office Depot, etc. Typically if there is more than a \$2,000 purchase, the p-card office wants to try to leverage contracts and spends with vendors. Also, consideration should be given to the fact that service cost is also built into what UF is ultimately charged by a vendor. UF encourages buying a better grade product because many items (such as desk chairs) will be ordered infrequently and will be used daily on a long term basis.

-All p-card participants must complete training every two years.

-The roles of p-card users and proxies/p-card assistants were reviewed.

-The process used for a one-time p-card increase (i.e. a p-card override) for one single transaction was discussed. Most p-card holders have a \$5,000 p-card limit.

-Budget Council provided positive feedback that MyUFmarketplace helps PI's by reducing vendor cost. - Currently p-card use is allowed in myUFMarket but UF discourages that in general.

-Ms. Deal reviewed <https://procurement.ufl.edu/> and discussed requisition creation in myUFMarket as well as the home shopping page.

-Lisa can assist with coordinating a "Purchasing 101 class" which is available to all units.

Update of Upcoming Agenda Topics / Presenters

Council prioritized the following council invitations and topics:

1. UF Online – Evangeline (Evie) Cummings, Assistant Provost and Director of UF Online - how does this organization (its services, functions, revenue, etc.) fit within the whole scope of the university?
2. Andy McCullough - Associate Provost for Teaching and Technology - Council requests clarification from Dr. McCullough re: if there is enough overlap between the off-book and UFOnline programs to warrant a single visit to council or if it is best for Andy McCullough and Evie Cummings to visit council separately, which is what council is inclined to suggest?
Council inquiries pertaining to the off-book program include:

-The transaction volume in terms of credit hours, students and revenue generated. For example, what percent of total credit hours and students graduated come from online degrees?

-Who collects 'online' revenue from which sources and where does the revenue flow?

-From a revenue management standpoint what is the difference between online courses offered for an on-campus program and an online degree?

-Council provided an example of a student who recently registered for an incorrect course section because s/he was unaware of three distinct course options of: a UF Online class, an off-book class; and one 'regular' course which was offered online. Are the three different sections managed separately?

-How are faculty conflicts of interest addressed and what policies are in place, particularly for nine month employees (i.e. to assess if faculty member's time commitments and off-book efforts during the academic year are in tandem with a unit's or the university's mission.)

-How often are Off-book audits performed and are there any audit updates which could be shared with council?

-Student Affairs may be able to address these inquiries for council:

-What is the impact of decreasing enrollment in graduate programs?

-What is the anticipated impact of decreasing the tuition waiver for international students?

-Discuss the scholarship eligibility of international students (Note: the [financial transparency portal](#) contains information about the revenue of international students.)

The Office of Research may also be able to address the above inquiries as well as issues pertaining to graduate student funding issues.

-Council is interested in hearing from Human Resources in the Fall; inquiries include clarifications regarding the OPS policy; off-book conflicts of interest for faculty; reclassifications of faculty positions to more closely align salaries with qualifications and narrow pay level discrepancies between similar titles; faculty and graduate student salary compression; a new hires/promotions update and the marketing process used in conducting national searches and vetting internal candidates; and the impact of the recent, nation-wide reduction of international students/graduate students pool.

Reminder: Committee / council nominations

-Please nominate yourself or a colleague for university committees and Senate councils. Meera & Renee will rotate off of [Budget Council](#) in 2019.

Central Admin Units Update – George Kolb

-Council discussed the possibility of providing a 'year-end view' or a snapshot of the [financial transparency portal](#) at a particular point in time at the department level. George Kolb confirmed that, going forward, this can be completed and a snapshot of the 'expenditures by department and category' page from the end of each fiscal year (June 30th) will be created. Each annual snapshot will be archived. The portal is continually refreshed (on a daily basis) using PeopleSoft and reflects live, transactional data.

-Council reviewed and tested the security role needed for access to the portal. The terminology on the [portal page](#) clarifies the needed role:

(Open to all who have access to Enterprise Reporting. Access that is needed: *UF_FL_UNIVERSAL_INQUIRY*. If you experience log-in issues, please contact your department security administrator (DSA) to confirm you have been assigned this role which is available to all faculty and staff; view additional details @: <http://identity.it.ufl.edu/faqs/myufl-security/>.)

Adjournment

The meeting was adjourned at 3:16 p.m.