

**Budget Planning Council Meeting Agenda**  
**October 24, 2008**  
**10:00 am – 12:00 Noon**  
**Baker Center 235**

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**Goals for Today's Meeting:**

- Discuss Next Steps to Develop Guidance to Prioritize Investments & Contingent Reductions
- Develop Guidance for BPC Supplemental Fee Committees
- Discuss Next Steps in Process to Set FY 2009 Contingency Reduction Targets
- Develop FY 2010 Budget Planning Assumptions and Scenarios

**I. Method/Criteria to Prioritize Investments**

**A. Follow-up From Last Week's Discussion**

**II. Supplemental Fees**

**A. Three Major Categories of Fees to be Considered by BPC:**

- Student Fees
- General Fee
- Internal Fees

**B. Supplemental Fee Committees (Sub-Committees of the BPC)**

- i. Committee Charge**
  - Administer fee request process with support from Budget Planning & Analysis
  - Provide recommendations to BPC in January 2009
  - Give careful consideration to impact on students
  - Ensure rational rate/fee methodologies are employed
  - Other?
- ii. Student Fee Committee, Co-chaired by Bursar and Registrar**
  - Academic Course-Related Fees
  - Broad-based Fees (Ex: Technology Fees)
  - User Fees, Charges & Fines
- iii. General Fee Committee, Student Chair to be Identified**
  - Define and Communicate Student Priorities
  - Review Planning Unit Reduction Scenarios
  - Provide Feedback regarding Planning Unit Reduction Scenarios
- iv. Internal Fee Committee, Chair to be Identified**
  - Focus on Development of Inventory and Rate-Setting Methodology
  - Ensure Appropriate Communication of Fees to Planning Units

**C. Clarification of Rates and Fees not Subject to BPC Approval**

- i.** Market-based Sales & Services (Ex. Computer Sales, Food, Recreation Fees, Memberships)
- ii.** Miscellaneous Optional Fees (Ex. Printing, Non-Academic Field Trips, Daycare, Health Services)
- iii.** Fines (Ex. Parking Violations, Lost Book Fine, Damage Equipment)
- iv.** Non-credit tuition (Ex., Special Requested Training Classes)

**D. Development of Guidance for Each Committee – For Discussion**

- i. Establishment of New Fees**
  - Limit Requests to New Programs or New Courses
- ii. Increases to Existing Fees**
  - Costs of Voluntary Activities
  - Limit to Continued Support for Employee Compensation
  - Limit to Inflationary Cost Increase for Consumables

**E. Identification of BPC Representatives to Each Committee**

**III. FY 2009 Contingency Planning, Continued**

**A. Establishing Planning Unit Reduction Targets**

- i. Options for Setting Planning Unit Targets
  - Historical Methodology
  - Factor Identified Potential Vacancy Savings

**IV. FY 2010 Budget Planning**

**A. Discussion of Assumptions (Revenue and Expenditure)**

**B. Determination of Scenarios to Use for Budget Development**

- i. **Finalize Reduction Scenarios (Estimated Expenditures minus Estimated Revenues)**
- ii. **Provide Guidance to Planning Units to Build Budget Scenarios**
  - Begin Engagement with Planning Units on Process in Coming Weeks
  - Provide Targets in November
  - Request Scenarios by Late January/Early February

**V. Next Meeting: October 31, 2008**

## Fee Committee Membership

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### General Fee Committee

- Student Senate Treasurer
- Student Senate SAC Commissioner
- Student Senate Budget Committee Chair
- A Student Senator to be appointed by Student Senate's President
- Three non-Student Senate undergraduate students (appointed by the President)
- Graduate student (appointed by the Graduate Student Senate President)
- An employee of the University, appointed by the President of Ohio University
- Non-voting members may be appointed by the Committee's administrative advisor
- BPC Representative** (May be one of the Designated Members Above)

### Student Fee Committee

- Sherry Downs, Bursar (Co-chair)
- Debra Benton, University Registrar (Co-chair)
- Marty Tuck, Associate Provost for Academic Affairs
- Steve Flaherty, Senior Associate Vice President, Regional Campuses
- Norma Humphreys, Assistant Dean, Fine Arts
- BPC Representative**

### Internal Fee Committee

NEW – Membership TBD

- BPC Representative**