

**Senate Budget Review Committee (SBRC)**  
**Summary of 2017-2018 Activities**

During 2017-2018 the Senate Budget Review Committee was comprised of the following members:

Debatosh Debnath, School of Business  
Thomas Discenna, College of Arts and Sciences  
Suzan EISayed, OUWB School of Medicine  
Michele Knox, Budget Office  
Mary Konicki, Office of Risk Management  
Carolyn O'Mahony, School of Education and Human Services, Chair  
Aldona Pobutsky, College of Arts and Sciences  
Ron Tracy, School of Business Administration

The Senate Budget Review Committee met eight times during the academic year. Two of the meetings were with the Planning Review Committee. Paul Schoeder, Associate VP for Enrollment Management and Dawn Aubry, Director of Undergraduate Admissions, were invited to the meeting on October 11, 2017 to outline budget and planning implications of a steady or declining enrolment. The Chairs of both committees met with the Senate Steering Committee to share concerns over differences between the committee's charges and the realities of the role. On April 2, 2018 Provost James Lentini and CFO John Beaghan met with both committees to discuss projections for the University Budget in 2018-2019. Representatives of each Committee were invited to meet with Dr. Lentini on May 31, 2018 for a discussion of the 2018-2019 Budget prior to its presentation to the Board of Trustees.

The Committee's work included updating processes and revising materials for future proposals, as well as reviewing proposals. SBRC updated its practices, utilizing the Doodle Meeting app to coordinate meetings, Google Meetings to enable members who were off campus to participate in meetings; Google docs for writing, and [espace.oakland.edu](http://espace.oakland.edu) for archiving materials. The Committee reviewed the following programs: Bachelor of Music in Music Technology, and the PhD in Nursing.

The Committee revised materials for proposals. Attached are *SBRC Guidelines for New Programs*, and a revised *New Program Proforma Budget* template. In Fall 2018, the Committee intends to offer a workshop for faculty members who are planning to offer new programs.

## **SENATE BUDGET REVIEW COMMITTEE GUIDELINES FOR NEW PROGRAM PROPOSALS**

When reviewing a new program, SBRC members are charged with considering all budget-related aspects of it. Therefore, a review can be streamlined if the following issues are clearly addressed in the proposal.

### **Narrative**

- Demonstrate the current and projected demand for graduates of the proposed program.
- Always present the information on similar programs already existing in Michigan.
- Include enrolment numbers, graduation numbers, and placement for employment.
- State the number of additional course sections the academic unit will be required to offer.
- Justify salary for part-time faculty and faculty overload - for each of the first five years of a new program.

### **Proforma Budgets**

SBRC recommends completing and submitting TWO New Program Proforma Budgets (see template)

Budget A is the best case scenario: full cohorts, on time completion, full retention of students.

Budget B is the worst case scenario in which the Program could still run, i.e. fewest number of students in first classes, usual attrition rates, etc.

Each Proforma Budget should list all of the expenses associated with the program, including:

- The number of courses part-time faculty will teach each semester.
- How much the Director will make.
- How an Advisor will be compensated (salary or allowances).
- How a Graduate Assistant will be funded.
- Equipment (for instance don't write "grant money" in the Narrative and ignore in the Budget- annotate the Budget)
- The number of students in lower and upper divisions.

Proforma Income Statement

Program Title \_\_\_\_\_

Program Type: New \_\_\_\_\_

Fiscal Year \_\_\_\_\_

Incremental Analysis \_\_\_\_\_

Fund Number \_\_\_\_\_

|                                     |  | Year 1   | Year 2   | Year 3   | Year 4   | Year 5   |
|-------------------------------------|--|----------|----------|----------|----------|----------|
| <b>Revenue Variables:</b>           |  |          |          |          |          |          |
| Undergraduate                       |  |          |          |          |          |          |
| Graduate                            |  |          |          |          |          |          |
| Doctoral                            |  |          |          |          |          |          |
| <b>Headcount</b>                    |  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Number of Sections @ 2 cr.          |  | 0        | 0        | 0        | 0        | 0        |
| Number of Sections @ 3 cr.          |  | 0        | 0        | 0        | 0        | 0        |
| Number of Sections @ 4 cr.          |  | 0        | 0        | 0        | 0        | 0        |
| Number of Sections @ other          |  | 0        | 0        | 0        | 0        | 0        |
| <b>Total Credit Hours</b>           |  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Undergraduate                       |  | 0        | 0        | 0        | 0        | 0        |
| Graduate                            |  | 0        | 0        | 0        | 0        | 0        |
| Doctoral                            |  | 0        | 0        | 0        | 0        | 0        |
| UG FYES                             |  | -        | -        | -        | -        | -        |
| Graduate FYES                       |  | -        | -        | -        | -        | -        |
| Doctoral FYES                       |  | -        | -        | -        | -        | -        |
| <b>Total FYES</b>                   |  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>Tuition Rate Per Credit Hour</b> |  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|   |             |             |             |             |             |             |
|---|-------------|-------------|-------------|-------------|-------------|-------------|
| Undergraduate - LL                      |             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Undergraduate - UL                      |             | \$ -        |             |             |             |             |
| Graduate                                |             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
|   |             |             |             |             |             |             |
| <b>Revenue</b>                          |             |             |             |             |             |             |
| Tuition                                 |             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Total Revenue</b>                    |             | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
|   |             |             |             |             |             |             |
| <b>Expenses</b>                         | <b>ACCT</b> |             |             |             |             |             |
| <i>Salaries/Wages</i>                   |             |             |             |             |             |             |
| Faculty Salaries                        | 6101        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Visiting Faculty                        | 6101        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Administrative                          | 6201        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Clerical                                | 6211        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Administrative - IC                     | 6221        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Faculty Inload (Replacement Costs)      | 6301        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Faculty Overload                        | 6301        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Part-time Faculty                       | 6301        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Graduate Assistant                      | 6311        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Wages                                   | 6401        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Out of Classification                   | 6401        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Overtime                                | 6401        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Student                                 | 6501        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Total Salary Expenses</b>            |             | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| Fringe Benefits                         | 6701        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| <b>Total Salary and Fringe Benefits</b> |             | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
|   |             |             |             |             |             |             |
| <b>Operating Expenses</b>               |             |             |             |             |             |             |
| Supplies and Services                   | 7101        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Graduate Assistant Tuition              | 7101        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Facility Charges                        | 7101        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Travel                                  | 7201        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Equipment                               | 7501        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |

|                                   |      |         |         |         |         |         |
|-----------------------------------|------|---------|---------|---------|---------|---------|
| Library                           | 7401 | \$ -    | \$ -    | \$ -    | \$ -    | \$ -    |
| <b>Total Operating Expenses</b>   |      | \$ -    | \$ -    | \$ -    | \$ -    | \$ -    |
| <b>Total Expenses</b>             |      | \$ -    | \$ -    | \$ -    | \$ -    | \$ -    |
| <b>Net Income/Loss</b>            |      | \$ -    | \$ -    | \$ -    | \$ -    | \$ -    |
| Percentage of Expenses to Tuition |      | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

**SCH Breakeven**

|                    |                |                |                |                |                |
|--------------------|----------------|----------------|----------------|----------------|----------------|
| Expenses           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           |
| Per Credit Cost *  | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           |
| <b>B/E Credits</b> | <b>#DIV/0!</b> | <b>#DIV/0!</b> | <b>#DIV/0!</b> | <b>#DIV/0!</b> | <b>#DIV/0!</b> |

Breakeven: (Revenue = Expenses)

\* UG B/E SCH uses Avg LL & UL tuition per credit