

**UNIVERSITY OF SOUTH ALABAMA**  
**Faculty Senate**

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**Faculty Senate Executive Committee Meeting**  
**Aug. 7, 2024, 3:00-5:00 p.m.**  
**MCOB 101**  
**MINUTES**

Present: Christina Wassenaar (presiding), Bret Webb, Vicki Tate, Donna Streeter, Michael Black, Clay Davidson, Yvette Getch, Marie Migaud, Andrei Pavelescu, David Turnipseed (Z), Laura Vrana, and Sean Walker

Excused: Sinéad Ní Chadhain

Guest: Peter Susman (Chief Administrative Officer)

**OLD BUSINESS – University Budget Process Overview**

Mr. Susman was asked to give the Executive Committee an overview of the philosophy of the budgeting process at South Alabama so that we can develop potentially more educative questions regarding it and understand the process of how the money moves through the system.

There was a question about budgeting grants, which Mr. Susman referred to the Office of Research and Economic Development and the Office of Grants and Contracts. These departments have primary responsibility for administering and reporting budgets and actual results for grants and contracts.

count for and different ways of managing the  
is involved in all of the college budgets, it is up to  
as to how they deal with it at their levels. The

Budget Office prepares reports, monitors the budget, develops analysis, assess proposals and advise on budget matters, but does not make decisions or dictate how each division manage the budget. They work more as a partner with the divisions than as a supervisor.

The University budgeted is comprised of four primary units: Operations and Maintenance (O&M), the College of Medicine, USA Health, and Auxiliary units. The College of Medicine and USA Health receive a share of the state appropriations that comes to the overall university. Each unit develops their own budgets and the Budget Office consolidates the budgets to create the comprehensive University of South Alabama Budget.

Within each unit there are Organizations that represent departments that have distinct budgets recorded across various account and program codes.

Budgeted funds refer to funds that have a budget that goes into Banner, which is the accounting system used at the university. What is budgeted for the year does not roll over to the next year and must be spent. Unbudgeted funds are provided by self-supporting funds or reserve funds, and are restricted to a specific fund for a specific purpose and are spent as needed.

The University works with a balanced, incremental budget system. This means that year after year, absent any known changes, the budget will be the same amount that was received the previous year. Known changes can be either new revenues or expenses funded through budget requests, or it could be budget cuts which would require taking away funds.

The budget process starts in the spring with meetings of the Budget Council (all units and divisions of the University as well as the Faculty Senate, SGA representation and a few additional people). The Budget Council makes recommendations for the budget to the President of the University, which then goes to the USA Board of Trustees for their approval. The first meeting in May is where a tuition proposal will be presented to the Budget Council, along with a discussion on housing and dining rates. The second meeting in July is an opportunity to the Vice President of each division to present budget requests to the Budget Council.

After the second budget council meeting, the budget requests are vetted, evaluated and prioritized by the President's Office and a decision about what will actually get funded in the budget is made. In late August, the third Budget Council meeting will finalize what will be submitted to the President, which is then submitted to the Board of Trustees at their September meeting for their approval. Once it is approved, it will go into effect on Oct. 1<sup>st</sup> at the beginning of the fiscal year.





Vicki suggested sharing the “minutes” of the meetings for Executive Committee and for Executive Committee/President’s Council, by posting them on the Faculty Senate web site as a way of sharing additional points of information.

Faculty Senate President’s report is another means of sharing reports from the caucus leader and committee chairs, since they are distributed about a week before the plenary.

Meeting adjourned at 5:40 pm.

Minutes compiled by Vicki Tate, Faculty Senate Secretary.