I. Time, Location and Attendance:

- 10:00AM, Brookside Room at Administrative Center
- UBC members present: Betty Drees, Lawrence Dreyfus, Gary Ebersole, Provost Gail Hackett (Chair), Carol Hintz, Maureen Hannoun, Tony Luppino, Michael Plamann, Kevin Truman and Mel Tyler. Absent: Lanny Solomon.
- Others present: Chancellor Leo Morton, Larry Bunce, Andry Joswara, Sharon Lindenbaum, John Morrissey, Paris Saunders, Bob Simmons, Karen Wilkerson and several members of Administrative and Support Services Committee (Paul Cuddy, Ted Knous, Lavern Krueger, Bonnie Painter, Jill Reyes, and Wanda Temm).

II. Preliminary Administrative Matters:

- The minutes of the November 3, 2011 meeting of the Committee were approved in the form last circulated prior to the meeting.

III. Report on State/System Developments

- Chancellor Morton reported that the UM System Treasurer and the System Vice President of Administration & Finance are now recommending that in preliminary planning for FY 2013 budgeting the campuses assume a 5% to 10% reduction in the State Appropriation. He also reported that studies are ongoing regarding tuition rate strategy, balancing financial pressures with the objective of offering high quality education at affordable rates to students.

IV. Report on General Overhead Assessment Computational Issues

- Karen Wilkerson reported on the project she and John Morrissey undertook this semester to elicit from Deans and their fiscal officers any issues they have with computations relating to the apportionment of the General Overhead assessment among the eleven principal academic units. She reported that issues had been raised by Arts & Sciences, the School of Education, and the School of Medicine.

- After presentation of the issues and discussion of each, the Committee recommended (and the Chancellor accepted) the following:
o GTAs/GRAs will not be counted as employees in the General Overhead Assessment computations going forward.

o There is currently no change in order regarding the School of Education issue on the General Overhead Assessment computations, as study has not shown any double-counting problems relating to the Institute for Urban Education (the subject of the issue raised). However, the Committee does intend to explore in a comprehensive fashion the objectives and funding of the I.U.E. to determine if additional special financial support is in order.

o The Mental Health Facility space on which the School of Medicine pays rent to a third party will not be included in the space specifically allocated to S.O.M. in the General Overhead Assessments metrics.

V. Presentation Re: Compensation Study

- Vice Chancellor Lindenbaum made a presentation regarding the comprehensive unit-by-unit study of payroll expense (salary and benefits) she has developed and is implementing, providing examples and explaining objectives, including closing the gap seen in recent years between budgeted and actual payroll expense, and using the new “Hyperion” tool to assist in this and other processes. The Committee appreciated the excellent presentation and fully supports the study.

VI. Reports Re: Work of Administrative and Support Services Committee

- Tony Luppino, Co-Chair, along with Paris Saunders, of the Administrative and Support Services Committee, summarized the background, composition and charge of that Committee and the recent call for an “unfilled positions inventory” from all units to assist the Committee’s work (as well as the work of the Hiring Exemptions Committee).

- Chancellor Morton and Provost Hackett provided guidance to the Administrative and Support Services Committee, emphasizing their support of the Committee’s work, and the need to tie that work to UMKC strategic planning and to proceed in collaboration with other UMKC initiatives designed not just to manage costs, but also to improve the quality and efficiency of the delivery of support services.

VII. Scheduling of Spring Semester UBC Meetings

- The Committee agreed that Karen Wilkerson should circulate meeting requests to pre-schedule the regular UBC meetings for next semester.