

**ALL CAMPUS COUNCIL OF FACULTY SENATE CHAIRS (ACCFSC)**  
**TWO-DAY BUDGET WORKSHOP**

**DATE:** January 7 & 8, 2011  
**TIME:** 9:00 am - 5:00 pm (Registration: 8:30 am – 9:00 am)  
**FEE:** Registration & attendance are free (UHPA sponsored)  
**LOCATION:** Classroom 2 of the William S. Richardson School of Law (WSRSL) at the University of Hawai‘i at Mānoa

*Have you ever wondered how the UH budget actually works? Do you want to know what a transparent budget looks like?*

Please join us for a two-day workshop run by Professors Rudy Fichtenbaum [Economics-Wright University] and Howard Bunsis [Accounting-Eastern Michigan University] who are experts in analyzing university budgets across the nation. Some topics they will cover are:

- Difference between budgets and actual financial statements;
- Fund accounting versus accrual accounting versus cash-basis accounting;
- Basic setup of the UH System;
- Revenue breakdown: where does UH receive money from; analysis of percentage changes over time;
- Expense breakdown: where does the money go; is the UH system being true to its core academic mission.

**All UH faculty and staff members can RSVP** to attend this event in person or to access the event electronically through the STAN videoconferencing system. Individuals who are unable to attend in-person or electronically may also request an electronic recording of the workshop. *Please follow the RSVP instructions below to ensure that your request is successful:*

**1. RSVP TO ATTEND THE WORKSHOP IN PERSON**

**All UH faculty and staff may now RSVP** to attend the workshop in person. A \$250 **travel reimbursement** from UHPA is available to the first 20 neighbor Island faculty members who RSVP for this event. You will be notified if you are among the first 20 neighbor Island faculty to RSVP within 2-3 days of completing the RSVP poll and a UHPA travel voucher and instructions for reimbursement will be forwarded to you at that time. **Parking** in the main structure off of Dole Street (Zone 20) is available for \$5 per day for those without UH parking passes, and is free for those with UH parking passes.

**Instructions:** If you would like to attend in person, please indicate "Yes" as your RSVP response in the link below. You can expect an **RSVP confirmation within 2 – 3 days** after completing the RSVP form and poll. The confirmation will let you know if you qualify for funding.

<http://www.suretomeet.com/exec/gt/event.h,event=4b9bdfc47524>

**2. SIGN-UP TO ACCESS THE WORKSHOP ELECTRONICALLY**

This event will be broadcasted using the STAN/PEACESAT Video Teleconference (VTC) Bridging Service. STAN will broadcast this event directly to your computer in real time using your internet connection once you have downloaded some simple plug-ins.

**Instructions:** If you would like to sign up to access the event electronically, please indicate “Yes” as your RSVP response using the link below. Instructions for downloading the STAN software are attached to this information flier, and will also be e-mailed to you soon after you submit your RSVP form.

<http://www.suretomeet.com/exec/gt/event.h,event=4b4b7f6310c4>

**3. REQUEST AN ELECTRONIC RECORDING OF THE WORKSHOP**

An electronic copy of this event will be made available on the All Campus Council of Faculty Senate Chairs (ACCFSC) website and the Mānoa Faculty Senate (MFS) website in January after the event. We will also forward the electronic recording by e-mail to all of the individuals who attend the event in person or electronically, and to those who submit a request using the link below.

**Instructions:** If you cannot attend the workshop either in-person or electronically, please indicate “No” as your RSVP response in the link below. A copy of the event will be e-mailed to you in January.

<http://www.suretomeet.com/exec/gt/event.h,event=5babefd48535>

Please contact Kristin Herrick with the Mānoa Faculty Senate at [herrickk@hawaii.edu](mailto:herrickk@hawaii.edu) or by calling (808) 956-7725 with questions.

## **(DRAFT) Agenda for University of Hawai'i Faculty Budget Workshop**

*\*A final agenda will be forwarded to those who RSVP for the workshop.*

1. Overview of Financial Statement Presentation
  - a. Difference between budgets and actual financial statements
  - b. Fund Accounting versus Accrual Accounting versus Cash-basis accounting
  - c. Basic setup of the UH System
2. Description and analysis of the actual financial statements
  - a. Three main statements
    - i. Elements of each statement
    - ii. What we learn from each statement
  - b. Moody's Ratios as benchmarks for financial performance using data from the main statements
3. Entering data for the UH System
  - a. Assets and Liabilities
  - b. Net Assets and reserve analysis
  - c. Revenues, expenses, and the change in net assets
  - d. Getting from the change in net assets to operating cash flows
  - e. Constructing the Moody's ratios for the last several years for the UH system
4. Further analysis of the UH Data
  - a. Revenue breakdown: where does UH get money from, and analyze the percentage changes over time
  - b. Expense breakdown: where does the money go; is the UH system being true to the core academic mission
5. UH Budgets: UNIVERSITY OF HAWAII EXECUTIVE BIENNIUM BUDGET FY 2009-10 AND 2010-11
  - a. What the budget looks like
  - b. How to analyze the budget: What the columns and rows mean
  - c. Performance-Based Program Change Requests (PCRs) for 2011-13
6. Additional Information from UH:
  - a. Enrollment
  - b. Degrees Conferred
  - c. Faculty Salaries versus peer institutions

## STAN Videoconferencing Instructions

*\*The conference ID and password will be e-mailed to those who RSVP for this service.*

To attend a TIPG/PEACESAT video conference using a desktop / laptop computer, we recommend using our Scopia Desktop (SD) Conference client software. These installation instructions for the SD Conference Client software are offered to ensure a positive video conferencing experience. This software download only takes a few minutes to complete.

***Operating Systems (we recommend that you use the latest service pack of Windows operating systems listed in this section)***

- \* Windows XP (SP2 and higher, 32 and 64 Bit)*
- \* Windows Vista (SP2 or higher, 32 and 64 Bit)*
- \* Windows 7*
- \* Macintosh OS X version 10.5 (Leopard) or higher, Intel CPU only*

***Web browsers***

- \* For Windows: Internet Explorer 6, 7, and 8 (8 Recommended)*
- \* For Mac: Firefox 3.6 and Safari 4.0*

*Machine Specifications for Standard Definition experience*

- \* PC Intel Pentium 4, 3.0 GHz or faster*
- \* PC AMD Athlon 3.0 GHz or faster*
- \* PC Intel Centrino Mobile Processor 1.8 GHz or faster*
- \* Mac with Intel Core Duo 1.8 GHz or faster*
- \* Netbook Intel Atom Processor 1.6 GHz or faster*
- \* 1 GB of RAM or more*

***Machine Specifications for High Definition experience***

- \* PC Intel Core 2 Duo 2.4 GHz or faster*
- \* PC AMD Phenom IIx4 91- 2.6 GHz or faster*
- \* Mac with Intel Core 2 Duo 2.7 GHz or faster*
- \* Intel Core i5 or i7 are recommended for a high end experience*
- \* Minimum 2 GB of RAM, 3 GB of RAM or more recommended*

**Scopia Desktop Installation Guide**

1. Open your web browser.
2. Go to: <http://vtc.tipg.net/>. The Scopia Desktop web page will appear.
3. Click on the link "Click here to install these updates" to download the SD Conference Client software.
4. The "TIPG SCOPIA Desktop Update" pop up screen will appear. Verify there is a check mark in the "Conference Client" box. Click "Install" button.
5. After the installation has been complete, a pop up screen will appear: ***"All updates to TIPG SCOPIA Desktop components are installed."***
6. Click "Close" button to complete the Scopia Desktop download. Restart your browser.
7. Log-in with your name and meeting ID. Click "Sign In".

***If there are any questions or problems, please call the State Telehealth Access Network (STAN) Operations at (808) 956-6668 or email at [stan@tipg.net](mailto:stan@tipg.net)***