

BUDGET & PLANNING COMMITTEE

Minutes of Meeting

January 18, 2005

Present: J. Blake, E. Anderson, G. Appleby, P. Boppert, J. Dolan, J. Granfield, P. Madonia and R. Sheeley

Absent: J. Bloch, P. Brucker, R. Farricielli, B. Mallick, N. Martucci, S. Murray and D. Pearson

1. Call to Order

The meeting was called to order at 3:00 PM.

2. FY2004 Spending Plan update

J. Blake distributed the FY2004 Expenditure Plan Comparison – budget versus actual worksheet. There were no changes from previous information distributed in November 2004.

3. FY2005 Mid-Year Spending Plan Update

A comparison of the 2005 budget versus actual was distributed. This was still a “work in progress” and J. Blake indicated that additional information would be forth coming at the February meeting. At this time the following variances were anticipated:

- Revenues were \$1.2 million higher than original projected.
- Expenditures were \$290,000 higher than original planned due to over time and adjunct budgets.
- Transfers were \$309,000 higher due to a more CSU on line activity.

A worksheet that compared FY2005 actual year to date revenue and expenditure activity as of December 2004 to December 2003 was distributed. The worksheet reported that 70.92% of the budget revenue was received as of December 31, 2004 and 40.97% of budgeted expenditures had been expended. J. Blake indicated this would be a monthly report that the committee would receive each meeting.

4. Departmental Budget Request

J. Blake indicated budget packets/information would follow approximately the same calendar as 2005. Also, that Academic and Administration budget request would follow the same calendar.

There also was a discussion on funding for the teaching adjunct budget. The committee discussed the issue of not having sufficient funds to meet enrollment demands. J. Blake indicated discussions were ongoing with the President, Interim Vice President Beatty, Deans and himself to better align resource with need.

5. Adjournment

The meeting was adjourned at 4:00 PM.

Respectfully submitted,
James E. Blake