

## BUDGET & PLANNING COMMITTEE

### Minutes of Meeting

February 21, 2002

**Present:** J. Blake, P. Boppert, M. Fineman, G. Kowalczyk, R. Sheeley, J.P. Smith, and N. Via

**Absent:** P. Brucker, B. Mallick, D. Pedersen, A. Roman, R. Ruggiero, C. Thompson, J. Thorson and A. Washington

**1. Call to Order**

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

Minutes from January 17, 2002 meeting were approved.

N. Via raised a point concerning the minutes under the expenditure section of item 2. The minutes indicated that "As of October 2001 the University froze the hiring of all full time personnel (except faculty)." N. Via indicated that library positions were also frozen and they are also teaching faculty.

**2. FY2003 Budget Calendar/Process**

J. Blake distributed a "draft" process for FY 2002-03 Budget Development. The budget process was developed by the Cabinet, Quality Institute, and the Dean's Council. The thrust of the process was the following.

- Resources would be communicated to departments at the beginning of the budget cycle.
- The process provided for more communications between Vice Presidents and Deans/Directors.

The committee discussed the new process and voiced concerns that it did not seem that much different then in prior years. J. Blake indicated that it was. Resources for each Vice President were communicated at the beginning of the budget cycle not at the end. Since available resources were set – departments would know what funding is available and can then plan accordingly. Since funds for FY2003 were limited it was important for the University to establish what could be accomplished next year and what would have to be eliminated or scaled back.

CSU Budget Calendar was distributed and was the same as in previous years. CSU Spending Plan Guidelines/instructions will be distributed on 3/1/02.

**3. Capital Budget**

Once a year the university has to defend/discuss its unallocated Bond Fund balances with the Legislative Bonding Subcommittee. This year's hearing was scheduled for Monday 2/25/02. The following items were scheduled for review by the subcommittee.

New storage shed for Moore Fieldhouse \$466,000.

Minor Capital Projects - \$1,325,000 for general maintenance, upgrade to classroom, minor space improvements, code upgrades, etc.

Engleman Hall - \$5,000,000 for equipment and brickwork.

Jennings Hall - \$79,300 to finance scrubber replacements in Jennings Hall penthouse.

**4. Endowment Fund Match – Eligible Gifts**

Copy of letter from BOT Chairman Lawrence D. McHugh to legislature leaders certifying the amount of all endowment funds received during calendar year 2001. For CSU, these funds totaled \$4.3 million with Southern achieving \$2.5 million available to be matched.

**5. Adjournment**

The meeting was adjourned at 4:00 PM.

Respectfully submitted,  
James E. Blake