

**SOUTHERN CONNECTICUT STATE UNIVERSITY
BUDGET & PLANNING COMMITTEE**

Minutes of Meeting

March 14, 2002

Present: J. Blake, P. Boppert, P. Brucker, M. Fineman, G. Kowalczyk, S. Murray, R. Sheeley, J. Phillip Smith, C. Thompson, and J. Thorson

Absent: B. Mallick, D. Pedersen, A. Roman, R. Ruggiero, N. Via, and Aaron Washington

1. Call to Order

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

2. FY2003 Budget

J. Blake distributed the March 11, 2002 cover memo for the FY2003 Departmental Budget Request. The following items were discussed.

The guidelines indicated that if a department had a vacancy, the department/banner manager should discuss the feasibility of filling the position in FY03 with their respective vice presidents. A question was asked did this apply to faculty positions? The answer was no since this approval process was separate from administrative positions.

J. Blake explained the concept of using a block grant for budget distribution. Each vice president has been given his/her share of the budget in the form of a block grant. For planning purposes, department heads were being told to plan on level spending for next year. Each vice president had the discretion of reallocating funds between departments to fund new initiatives or changes in operations.

The question was asked, what if a department's full time position requirement was not filled during FY03? J. Blake again stressed the importance of the narrative to communicate the impact of the vacancy as well as the plan/strategy for coping with the short fall.

The difference between next year and this year is that we have more time to plan for changes in operations due to budget reductions.

3. Allocation process for State Appropriation

J. Blake distributed the June 9, 2000 Board resolution concerning "Tuition and General Fund Distribution Methodology" and the worksheet that reported the distribution of funds for FY2002 for CSU.

J. Blake explained the resolution while cross-referencing the resolution to the distribution worksheet.

4. Adjournment

The meeting was adjourned at 4:00 PM.

Respectfully submitted,
James E. Blake
Budget & Planning Committee