

BUDGET & PLANNING COMMITTEE

Minutes of Meeting April 22, 2003

Present: J. Blake, P. Boppert, P. Brucker, R. Sheeley, C. Thompson and N. Via

Absent: J. Bloch, G. Kowalczyk, B. Mallick, S. Murray, D. Pedersen, A. Roman, R. Ruggiero, J. Phillip Smith and J. Thorson

1. Call to Order

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

2. FY 2004 Spending Plan review

J. Blake distributed 2004 spending plan worksheets.

- Current estimates reported a \$530,000 operating loss for 2003.
- For 2004 a positive bottom line of \$673,000 was projected.

3. Departmental budget development guidelines

J. Blake distributed notes from the April 15, 2003 Deans Council meeting with President Adanti. A summary of the guidelines is as follows:

- UA and non teaching adjunct budgets would be allocated to each division at the same levels as 2003.
- If a Dean could achieve a saving in their schools UA or non teaching line, the additional funds would be allocated to that school in the form of OE. The goal was to achieve a 10% saving and should be achieved from activities that are not mission critical, or would damage the academic mission of the school, or impact revenue.
- The teaching lecture budget would be increased by 3%.
- If teaching adjunct funds were needed due to ERIP then additional funds would be made available.
- OE would increase by 3% from the 2003 base. In FY2004 encumbrances that are carried forward from FY2003 to FY2004 will be expensed to the FY2004 base budget. Budget for these encumbrances will not be carried forward into FY2004.

4. Adjournment

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

James E. Blake

Budget & Planning Committee