

Joint Meeting University Budget & Planning and USPaRC

Minutes

March 15, 2011

Attendees: C. Baum, M. Johnston for G. Crerar, S. Cusato, G. DeJarnette, M. Diamantis, N. Edgington, M. Kennedy, P. Koslowski, J. McGinn, E. McLease, A. Todaro, J. Blake, J. Bailey, L. Brule, G. Cochenet, J. Eno, M. Fadden, Gingrich, P. Kahlbaugh, B. Mallick, M. Shea, R. Sheeley and S. Williams

Absentees: J. Bloch, R. Kellogg, A. Madlock, P. Madonia, B. McNamee, D. Pettigrew, C. Piscitelli, C. Unson, T. Vu, E. Anderson, W. Burton, R. Herron, G. Paveza, and J. Sizensky-Searles

Guest: E. Durnin

I. Call to Order

The meeting was called to order at 3:00 PM

II. FY2011 Budget Update

L. Brule distributed a report for the YTD budget to actual comparison for February 2011 to February 2010. The report indicated that revenues were slightly ahead of last year at this same time with 85.41% received versus 83.81%. Personnel expense (PS) was the same year to year where as other expenses (OE) were slightly behind last year 57.70% to 58.72%. The budget was progressing as planned.

The committee also reviewed a worksheet distributed by B. Mallick that reported the vacancies as of the most recent payroll. The report indicated that there were 48 administrative vacancies.

III. FY2012 Spending Plan

J. Blake distributed Acting Chancellor Louise Feroe's March 14, 2011 letter to the Presidents. The letter provided development guidelines for the FY2012 Spending Plan. The committee reviewed in detail the "General Fund Distribution Model" for CSUS for FY2011 and FU2012. Committee discussion was directed to the section identified as Specific Funding. This section distributed \$17,810,864 to a variety specific line items for each of the four campuses as follows:

CCSU \$5,632,374
ECSU \$4,327,284
SCSU \$3,985,826
WCSU \$3,865,380

The committee had a discussion on possible strategies for increasing Southern's share of the "Specific Funding" distribution.

IV. Cost Saving ideas/suggestions for discussion

➤ University Copy Center. The committee discussed the idea of closing the University Copy Center and using Tyco's services for specialty work. The walk-in self service copiers would still be available for use. J. Blake distributed a chart that reported the Copy Center's usage has declined over the last several years. This has occurred due to information being processed electronically versus paper and more University departments have their own copier. The following points were considered/discussed:

- The Copy Centers space could be converted into a classroom.
- The University would not have the equipment lease expense as well as other operational savings.
- Tyco currently leases space in the MJA Student Center.
- J. Blake will research Tyco's pricing versus what the University currently charges departments.
- There was a request to see if a self service copy center could be installed in Davis Hall.
- J. Blake would confirm whether or not Tyco charged for pickup/delivery?

J. Blake would continue to research the impact of closing the Copy Center and report back at the next meeting.

➤ Desk Top Replacements. During the recent President's Dialogue a question was raised on whether it would save money if faculty and staff desktops were not replaced as frequently? J. Blake shared with the committee a recent email from John Young that indicated that machines previously purchased have a 4 – 5 year life span and a 4 year warranty at a cost of \$1,200 to \$1,300 for each machine. Currently new machines have a life span and warranty of 3 three years and cost \$900 to \$950 per machine.

➤ Departmental Telephones. The Committee discussed the importance of reviewing monthly telephone statements to ensure that departmental billings were correct as well as other opportunities to reduce the number of telephone sets/lines. J. Blake indicated that telephone statements were provided by the CSUS Telecommunication Office and there were issues getting statements consistently and on a timely basis.

V. Adjournment

The meeting was adjourned at 4:30 PM.

Respectfully submitted

James E. Blake
Executive Vice President