

Full Minutes from the January 12, 2009 Meeting  
of the Budget Steering Committee

Present: Seth Allen, Elena Bernal, Nancy Combs, Houston Dougharty, Kathryn Jacobson, John Kalkbrenner, Leslie Gregg-Jolly, Russell Osgood, Susan Schoen, Kathleen Skerrett, Paula Smith, Marci Sortor, and Greg Wallace.

Russell Osgood opened the meeting at 8:34 a.m. central time.

**Update on the Budget**

President Osgood announced that the Board's Budget Committee is scheduled to meet with College staff members this week in Los Angeles. Two budget models are being presented to the Trustees; President Osgood expounded on the one he is recommending which contemplates an overall endowment contribution to the base budget of \$40,881,000. The model assumes a 3% increase in our comprehensive fee and a 5% decrease in endowment support. He stated that most program areas and departments, as they were requested, have achieved reductions in their budgets to 90% of their current levels. He added that the allocation to the building maintenance and equipment fund has been reduced, there has been a successful reduction of staff head count of about ten, and a reduction in the projected financial aid budget. Discussion ensued. Vice-President Sortor interjected the fact that further staff reduction is necessary and asked budget managers to think hard about possibilities in their areas/departments. Another measure being considered to ease budgetary pressure is to relax the Board-mandated budgetary policy in place which requires that any budget surplus at the end of the fiscal year be returned to the endowment and instead keep it as a cushion that can help with unanticipated expenses that may arise in the next year's operating budget. Finally, President Osgood described the reduction in the financial aid budget which was made based on a careful review of the need of the class and a more precise allocation of aid to international students and merit aid.

A discussion ensued with regard to other measures which have contributed to balancing the budget, including delaying projects such as the demolition of the Physical Education Complex (PEC), the addition of furnishings and modular building elements in some areas of the athletic center project, some accessibility projects, the preschool project, and the wind farm.

Marci Sortor stated that the master plan update project is on schedule and that the College is likely to receive a grant from the Mellon Foundation to support this effort.

The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

Susan M. Schoen