

Full Minutes from the September 4, 2009 Meeting
of the Budget Steering Committee

Present: Steve Andrews, Elena Bernal, Monica Chavez, Nancy Combs, Houston Dougharty, Mark Godar, Leslie Gregg-Jolly, John Kalkbrenner, Jim Mulholland, Mickey Munley, Kathleen Skerrett, Gabe Schechter, Mark Schneider, Paula Smith, Marci Sortor, Karen Voss

Marci Sortor called the meeting to order at 7:30 a.m. central time in the John Chrystal Center, lower level.

Approval of Minutes

The Committee unanimously approved the excerpted minutes of May 29, 2009 and the full and excerpted minutes of June 30, 2009 with one modification.

Schedule and Budget Requests

Marci Sortor distributed the tentative schedule for the Committee's budget planning activities. She explained that the Committee would work toward developing a budget proposal for submission to the Trustees for approval at its February 2010 meeting, should economic circumstances allow this. Given current economic uncertainties the Committee will attempt to move forward its processes. Budget requests are due September 30. Committee members discussed the budget memo distributed to budget managers.

FY 2009 Variance (budget for 2008/09) and FY 2010 Outlook (budget for 2009/10)

Karen Voss reported on the FY 2009 variance. FY 2009 closed with a substantial surplus. One key reason for our ability to reduce expenditures so substantially and quickly was the unusual nature of the last year's budget. Planned in a very different economic environment than the present one, the FY 2009 budget was based on a substantial budget expansion in order to implement key aspects of the strategic plan, including EKI faculty appointments and implementation of the loan capping program (the Trustees granted a one-time exemption from the 5% collar on increases/decreases in the endowment's contribution to the operating budget for these purposes). In some cases, we were able to postpone actions contemplated in the budget but not yet implemented. Pursuant to the Feb. 2009 resolution of the Board of Trustees, the College will hold in reserve this surplus and any surplus realized this year, in case of further unexpected economic difficulties. Ms. Voss reported that at present student revenues for FY 2010 do not look troubling.

FY 2011 (budget for 2010/11) Planning Issues

The Committee discussed the significance of focusing the FY 2011 process on developing new, sustainable practices. In some cases, this may mean that certain budget lines will increase. We hope to include in the FY 2010 budget funding for (1) a modest increase in staff and faculty salaries, (2) meeting expected growing financial aid needs, and (3) seeking to substantially conclude the implementation of the strategic plan, including the EKI faculty expansion. Overall, however, we are beginning our budget planning process with the assumption that at least two key sources of revenues will be reduced, and so expenditures must decrease accordingly. We will continue to seek

modest decreases in staffing through attrition. We will also seek to find savings in printing and copying, discretionary spending, and causal and temporary and overtime wages.

Actions Taken this Past Summer

Nancy Combs reported on a review of the charges and fees the College collects and proposals for changing some of these. Discussion ensued.

The meeting was adjourned at 8:35 a.m.

Respectfully submitted,

Marci Sortor