Eastern Ad-Hoc Budget Committee Minutes October 24, 2012 Connecticut Room 9 a.m.

Attendance:

Patricia Banach, Karyl Bulmer, Karen Collins, David Cummings, Anne Dawson (representing Kristin Jacobi/AAUP) James Howarth, Drew Hyatt, Terry Lennox, David Mariasi, Diane Moore, Dimitrios Pachis, Elsa Núñez, David Oyanadel, Michael Pernal, David Stoloff

Absent:

David Bachand, Maryanne Clifford, Susanne Dowling, Matthew Hicks, Kristin Jacobi, Thomas Madera, Denise Matthews, William Salka

Meeting commenced at 9:05 a.m.

1. Approval of Previous Meeting Minutes

D. Cummings moved and D. Mariasi seconded that the minutes of the September 13, 2012, meeting be approved as revised. A. Dawson, D. Hyatt, D. Pachis, and M. Pernal abstained from voting. The motion passed.

2. Welcome and Update – President Núñez

E. Núñez welcomed the committee. She informed the committee that the following have occurred with the Board of Regents.

- The Board wants to create one Banner system for all 17 colleges to use. This will allow the System's Institutional Research office to obtain data from one source. The community colleges are already using one system, but the state universities each have their own systems and teams.
- The Board of Regents wants the community colleges to be self-supporting. In the past, the larger colleges have helped to cover the expenses of the smaller ones. The smaller colleges have been asked to come up with a two-year plan to reduce expenses.
- The Chairman of the Board and President Kennedy held a press conference to explain that: 1) community college presidents were not fired, and 2) they made a mistake in issuing raises without going through the proper process. At the press conference, a journalist asked R. Kennedy about his six weeks away from the office this summer. R. Kennedy said he was working remotely from Minnesota. The Chairman thought President Kennedy was doing professional development.

As a result of the above, R. Kennedy and M. Meotti resigned. Philip Austin has been appointed Interim President until July 1.

E. Núñez stated that the Board met last week to authorize borrowing from the State of Connecticut Health and Educational Facilities Authority (CHEFA). The Board was reluctant to vote on this on the heels of the upset, but they did finally approve the borrowing. This will provide Eastern with funds

to develop the design for Shafer Hall to be converted to a residence hall and renovation funds for Occum Hall. T. Lennox asked if this will impact 2020 funding for the Fine Arts facility. E. Núñez said the Mirror incorrectly reported 2020 funding was suspended. It is possible that 2020 could be rescinded. We will know for sure on July 1, 2013, if funds are approved and we can proceed with an August groundbreaking.

- P. Banach asked how CSU and CCs are now being dealt with and if Dr. Levinson and Dr. Núñez are still involved in this. E. Núñez explained that the legislature created two vice president positions. The Board voted on their stipends in executive session, but is going to reappoint them in a public session.
- D. Hyatt asked about the changes to Banner. E. Núñez explained that the Trustees want all 17 colleges to use one Banner system. The Ad Hoc Budget Committee expressed the following concerns with this: Eastern may not be able to develop individual reports, the library may have to find another source for information if they are unable to obtain their current reports, the chart of accounts may change, and the revenue intercept may be affected. E. Núñez said that it will be next year before we know how this will work out.
- D. Mariasi thanked E. Núñez for sending email to faculty and staff explaining what is going on at the System Office. He said the employees appreciated it.

3. Overview of CHEFA Bond Funding - Jim Howarth

- J. Howarth reviewed Attachment A and explained CSUS 2020 and CHEFA Bond Funding. Currently, buildings, new and replacement equipment, and repair projects are funded through CSUS 2020. Auxiliary Services facilities, such as residence halls, parking garages, and food service facilities, are funded through CHEFA.
- J. Howarth reviewed Attachment A, page 2 which details CSUS 2020 Bond Funds. Eastern's portion includes \$144,139,113 for building renovations and repair projects. A total of \$73,239,000 has been received by the System Office for new and replacement equipment for the universities. To date, Eastern has received \$1,739,500 in FY 09, \$1,391,600 in FY 10, and \$1,547,285 in FY 13 equipment funds.

In response to P. Banach's question about the equipment approval process, J. Howarth explained that it takes 30-60 days to get approval for equipment purchases. E. Núñez further explained that it will take three to four months to get a computer from the time you order it.

- J. Howarth then reviewed the remaining pages from Attachment A:
 - Page 3 which shows that total CHEFA bond funds approved to date for Eastern are \$136,247,989.22,
 - Page 4 which breaks down funding for CHEFA projects. Eastern's portion is \$65,090,215.94, and the University Fee's portion is \$71,157,773.28,
 - Page 5 which details how Eastern's FY 12 minor capital funds were spent, and
 - Page 6 which provides information from the CHEFA website.

4. FY 2013 Budget - Jim Howarth

- J. Howarth reviewed Attachment B, page 1, which provides an update of the budget and the Board of Regents Finance Committee actions. For FY 13, revenue still looks strong. An unfavorable factor is the retirement plan switch. J. Howarth then explained the distribution model for fringe benefits.
- A. Dawson expressed her concern with Eastern having to pay 46% of the retirement plan costs.
- E. Núñez explained that Eastern must pay this.
- J. Howarth advised that the BOR Finance Committee has requested a quarterly report in addition to the mid-year report.

5. Human Resources Update - Mike Pernal

Dr. Pernal briefly reviewed Attachment C – Search Summary 7/1/12 to 10/24/12. In addition to the positions listed on the attachment, Eastern is searching for two custodians.

6. New Business - General Discussion - All

No new business. D. Oyanadel thanked President for being forthcoming over the years and said that people trust the President.

The meeting adjourned at 10:25 a.m.

Submitted by,

Rebecca Davis

Where does the funding come from for our new buildings and major repairs?

Prior Method

Academic Buildings are funded by General Obligation Bonds

The General Obligation Bonds are paid for by the State and the University receives the buildings financed by the bonds.

Examples of building financed by General Obligation Bonds - New Library and Science Building

Current Method of CSUS 2020

CSUS 2020 is a 10 year program where buildings, new and replacement equipment, and repair projects are funded at a rate of \$95,000,000 per year in total for the 4 Universities.

CSUS 2020 is funded by General Obligation Bonds paid for by the State

Examples include new equipment such as the NMR for the Science Building, design for our Fine Arts Instructional Building, and soon construction funds for our Fine Arts Instructional Building.

What about CHEFA!

Connecticut Health and Educational Facilities Authority

CHEFA is used to fund our Auxiliary Services facilities - Residence Halls, Parking Garages and Food Services Facilities.

CHEFA Bonds are repaid using a combination of University Fees paid by students or loan payments made by the University.

The University Fee is currently \$1,000 for In-State and New England Regional Students, and \$2,451 for Out-Of –State Students. Over the past several years this increased at rate of 3.5% per year and the entire amount collected by all 4 Universities goes to the CSU System where the debt is held.

General Rule - Renovations to existing Educational Facilities and major repairs are funded at the System level and paid for using the University Fee.

New construction of Residence Halls and Parking Garages are paid for by each University

A Board of Trustees change in October 2009 reduced the payments made by Universities by 20%.

Eastern is collecting approximately \$4.7 million in University Fees and transferring the entire amount to the System Office. We pay annual debt service for our South Residence Halls and Cervantes Parking Garage of approximately \$2.8 million using revenues from Housing and the Parking component of our University General Fee.

Eastern Connecticut State University CSUS 2020 Bond Funds

Connecticut Health and Educational Facilities Authority (CHEFA)

Bond Issues		Total		Central		Eastern		Southern		Western
Ą	ξŞ	45,172,355.32	Ş	3,341,899.34	Ş	17,226,800.10	Ş	7,177,583.92	ş	17,426,071.96
В	ψ'n	41,558,693.79	Ş	11,431,627.86	ᡐ	15,900,516.51	ب	6,223,630.45	٠	8,002,918.97
Ų	ψŷ	22,338,567.82	Ś	9,393,173.76	\$	3,068,748.57	Υ.	8,157,145.49	٠Ş	1,719,500.00
Ω	Ś	73,673,552.34	ψ	21,209,550.08	\$	10,124,129.68	⟨>	39,740,043.52	₹,	2,599,829.06
Ш	Ś	132,310,825.78	ς,	1	s	54,949,516.45	⋄	33,397,328.15	\$	43,963,981.18
Ø	ŔΫ	49,878,399.30	₹Ç}.	705,458.14	ب	26,105,277.91	Ş	4,304,030.05	Ş	18,763,633.20
-1	÷ζ	25,875,979.01	ረ ን:	3,343,169.43	ς,	2,192,000.00	Υ.	17,374,030.57	₹\$	2,966,779.01
* M	₹.	118,450,000.00	\$	91,917,000.00	\$	6,681,000.00	45	8,092,000.00	٠,	11,760,000.00
	÷	509,258,373.36	\$	141,341,878.61 \$	\$	136,247,989.22	Ş	124,465,792.15	\$	107,202,713.38

M * is the proposed next issue approved by our Board of Regents

Eastern Connecticut State University CHEFA Funded Projects

Projects	_	Total	Eastern		Unix	University Fee
Residence Hall Village North	Ş	23,750,004.25			\$ 23,	\$ 23,750,004.25
Hurley Hall Addition and Renovation	ş	4,497,425.15			\$ 4,	4,497,425.15
ADA Compliance	↔	407,376.90			٠ċ٠	407,376.90
Minor Capital Improvements	·S	3,471,939.08			ς, Ω	3,471,939.08
High Rise Interior Renovations	÷	4,231,940.14	*******		\$ 4,	4,231,940.14
North Parking Garage	Ϋ́	10,140,699.49 \$ 10,140,699.49	\$ 10,140,6	99.49		
Student Center Addition and Renovation	Ϋ́	23,404,142.84			\$ 23,	\$ 23,404,142.84
South Residence Village	S	54,949,516.45 \$ 54,949,516.45	\$ 54,949,5	16.45		
Burr Hall Repairs	↔	2,026,088.92			\$ 2,	2,026,088.92
Occum Sprinkler, Fire and Elevator	↔	1,507,406.00	** ****		\$ 1,	1,507,406.00
Occum Roof	·V·	263,450.00			₹\$	263,450.00
Telecom Infrastructure Residence Halls	↔	1,271,000.00			\$ 1,	1,271,000.00
Occum Renovations	↔	2,227,000.00			\$ 2,	2,227,000.00
Shafer Hall Design Renovations	‹›	4,100,000.00			\$ 4,	4,100,000.00
	ş	\$ 136,247,989.22 \$ 65,090,215.94 \$ 71,157,773.28	\$ 65,090,2	15.94	\$ 71.	157,773.28

Our minor capital for 2011-2012 was \$515,000 and was distributed as follows:

Project Title	Amount
Walkway and Landscape Improvements	\$40,000
HVAC and Energy Improvements	\$100,000
Security Improvements (Access, Lighting, Cameras)	\$125,000
Flooring Improvements	\$100,000
Code Compliance as Needed	\$ 50,000
Minor Capital as Needed	\$100,000
Total	\$515,000

Since the capital plan is done so many years in advance of when the funds are used we try to keep the minor capital list as general as possible so we can respond appropriately to projects that we could not have anticipated.

CHEFA projects are identified in several ways. Some projects result from code requirements and safety concerns such as the upgrade of the fire alarms in Noble, Burnap and Crandall Halls. Some projects are identified by the Facilities Management staff who identify upgrades that are required or upgrades that will help us run the building more efficiently. Each fall Facilities Management & Planning meets with the Vice President for Student Affairs, the Dean of Students and the Director and Assistant Director of Housing to identify projects for the following summer. Some of these projects are bond fund projects (CHEFA) and some are paid for out of operating funds. Many of the projects funded with operating funds focus on furniture and carpet replacements.

The processes and procedures for CHEFA capital projects are different than general obligation bond funds (2020 funds). With the 2020 funds once we have submitted a request along with a quote or other justification the funds are transferred to Eastern and we make the payments directly. With CHEFA funds the payment stays with CHEFA and we send paperwork into the system office and they authorize CHEFA to make the payments. The process is a little more complicated and requires more paperwork than the general obligation bond fund process.

About CHEFA Letter From the Chair



Barbara Rubin, Chair

The Connecticut Health and Educational Facilities Authority provides Connecticut's nonprofit institutions access to low cost financing in the public municipal markets. Formed in 1965, CHEFA currently has in excess of \$7.6 billion in bonds outstanding. Hospitals, institutions of higher education, independent schools, childcare providers, cultural institutions, and human service providers have benefited from this financing to expand their physical plant and equipment and increase services to their clients.

Over its many years of service to the citizens of Connecticut, CHEFA has accumulated a knowledge base in the markets that it serves and makes this data available to both nonprofit and public stakeholders on a pro bono basis. The sharing of unbiased information, including industry trends and metrics, both provides insight to the sectors we serve and informs public policymakers about the many challenges our clients face as they provide the infrastructure and services that are so critical to the State.

The Authority's operations do not rely upon any State appropriations either from the General Fund or from bond funds. CHEFA generates revenue from fees for the services it provides to the client base and from investment income, often generating a surplus that it reinvests into the State through contributions to the State and through a series of proprietary grant programs intended to provide vital financial support to our clients and other nonprofit organizations whose missions contribute to the well-being of the State's citizens. To date, over \$14 million dollars have been awarded to over one hundred Connecticut nonprofit organizations. As funds are available for this program, additional grants will be awarded.

CHEFA's Staff and Board are committed to the highest ethical standards. The organization has adopted standards that meet all State ethics laws and has comprehensive practices in place, including effective financial controls and an internal audit function staffed by a professional who reports directly to the Audit-Finance Committee. We are proud to report that the Authority has consistently received clean audits from the Authority's independent auditors and the State Auditors of public accounts.

Please take a few moments to browse this website, and feel free to contact us with any questions you may have. We are a service organization, and our goal is to provide the best service possible to our clients. Let us know how we might be able to help you.

Sincerely,

Barbara Rubin

Barbara Rubin

Chair

Staff Meeting October 15, 2012

Budget Update

We are currently operating under the FY 2012-13 budget approved by the Board of Regents which provides a break even budget based on anticipated revenues of \$114.7 million.

The state is currently projecting to be short this fiscal year by \$26.9 million and has requested all agencies to reduce spending where possible. To date no action has been taken to reduce the general fund block grant for higher education.

The Governor does have the ability to reduce our general fund block grant by 5% at any time and this would be approximately a \$2.0 million reduction for Eastern.

We have been successful in meeting the needs of our students while balancing our budget for several years and with your continued support, we will do so again in FY 2012-13.

Board of Regents Finance Committee

Last week I attended a meeting of the Board of Regents Finance Committee and I have provided a copy of the finance statement that was submitted for the meeting.

Our new Finance Committee is interested in increasing the amount of financial information they receive from the Universities and Community Colleges and as a first step they requested the information based on the spending plan format.

It was quickly determined the monthly information would not be as informative as they desired and we have now begun development of a quarterly report where key data points will be projected for the year and possible actions identified. A meeting is currently scheduled for October 25 at Southern with Bill Bowes the BOR Chief Financial Officer and University Vice Presidents for Finance to develop the new format.

Under the prior methodology we would present an annual Spending Plan in April – May and provide an updated Projection for the year in January – February. The new Finance Committee is interested in the various analysis points we review on an ongoing basis and how we intend to react to the information.

	FY12 YTD as	FY13 YTD as	Incr/(Decr)		Amount Over/	
Account Name	of 9/30/11 \$	of 9/30/12 \$	FY13 vs FY12	FY13 Budget	(Under) Budget	% of Budget
Revenue:	*	*	Ť	Ţ	•	•
Tuition (Gross)	10,368,888	10,503,089	134,201	20,863,712	(10,360,623)	50.3%
Part Time Tuition (Gross)	948,202	964,982	16,780	1,681,444	(716,462)	57.4%
General University Fee	1,035,189	1,099,507	64,318	1,924,946	(825,439)	57.1%
University General Fee (excluding Accident Ins.)	6,819,108	7,107,467	288,359	13,844,586	(6,737,119)	51.3%
University Fee	2,324,665	2,353,689	29,024	4,676,514	(2,322,825)	50.3%
Extension Fee (Gross; exclude Info. Tech. Fee) All Other Student Fees	1,519,575	1,522,233	2,658	3,316,329	(1,794,096)	45.9%
Accident Insurance	771,476 556,878	888,832 573,113	117,356 16,235	1,619,697 1,200,650	(730,865)	54.9% 47.7%
Telecom Revenue	209.696	214,144	4,448	411.200	(627,537) (197,056)	52.1%
State Appropriations	6,238,259	6,142,511	(95,748)	26,021,923	(19,879,412)	23.6%
Fringe Benefits Paid By State	0	0	0	12,768,842	(12,768,842)	0.0%
Housing	9,142,135	9,677,562	535,427	18,549,486	(8,871,924)	52.2%
Food Service	3,442,193	3,632,555	190,362	6,832,246	(3,199,691)	53.2%
All Other Revenue	755,132	423,888	(331,244)	2,260,775	(1,836,887)	18,7%
Less: ContraRevenue	(604,015)	(805,977)	(201,962)	(1,248,628)	442,651	64.5%
Total Revenue	43,527,381	44,297,595	770,214	114,723,722	(70,426,127)	38.6%
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Expenditures:						
Personal Services:						
Total Full Time	10,949,185	9,311,710	(1,637,475)	41,730,365	(32,418,656)	22,3%
Part Time:		:	*			
Lecturers	1,120,479	884,692	(235,787)	5,292,034	(4,407,342)	16.7%
Perm/Intermit PT University Assistants	44,734 187,146	22,799 169,241	(21,935)	105,000	(82,201)	21.7%
Graduate Assistants	21,906	11,680	(17,905) (10,226)	825,000 70,000	(655,759) (58,320)	20.5% 16.7%
Other Part Time	4,880	547	(4,333)	25,000	(24,453)	2.2%
Total Part Time	1,379,145	1,088,959	(290,186)	6,317,034	(5,228,075)	17.2%
Overtime	214,584	180,061	(34,523)	780,000	(599,939)	23.1%
All Other Personal Services (inc. Sick, Vac, Accr. Abs.)	875,401	661,091	(214,310)	3,938,207	(3,277,116)	16.8%
Subtotal Personal Services	13,418,315	11,241,821	(2,176,494)	52,765;607	(41,523,786)	21.3%
Fringe Benefits	5,045,045	4,851,321	(193,724)	22,690,613	(17,839,292)	21.4%
Worker's Comp. Recovery	1,691	238	(1,453)	216,339	(216,101)	0.1%
Total P.S. & Fringe Benefits	18,465,051	16,093,380	(2,371,671)	75,672,559	(59,579,179)	21.3%
					•	
Other Expenses:	4 054 740				4	
Inst. Financial Aid/Match	1,951,760	2,223,245	271,485	4,530,050	(2,306,805)	49.1%
Waivers Bad Debt Expense (current expense)	· 679,662 0	660,223 0	(19,439) 0	1,365,830 375,404	(705,607)	48,3% 0.0%
All Other Expenses	3,424,705	3,665,403	240,698	21,242,341	(375,404) (17,576,938)	17.3%
Telecom Expense	10,807	54,032	43,225	1,103,200	(1,049,168)	4.9%
Total Other Expenses	6,066,934	6,602,903	535,969	28,616,825	(22,013,922)	23.1%
						
Library Expenses:						
Books	51,446	48,761	(2,685)	251,071	(202,310)	19.4%
Periodicals	22,069	23,928	1,859	398,876	(374,948)	6,0%
Electronic Periodicals	48,791	72,470	23,679	232,560	(160,090)	31.2%
All Other Library Equipment	2,752	1,032	(1,720)	19,545	(18,513)	5.3%
Total Non-P.S. Library Expense	125,058	146,191	21,133	902,052	(755,861)	16.2%
Total Equipment (excludes Library)	114,183	90,196	(23,987)	700,000	(609,804)	12.9%
	_	_	_			
Indirect Cost	0	0	. 0	0	0	n/a
		22 222 222	(4 000 575)		()	
Total Expenditures	24,771,226	22,932,670	(1,838,556)	105,891,436	(82,958,766)	21.7%
A Little to // loss of Freedo Podeno Posicione de librario	10 756 455	24 254 025	2 500 770	0.000,000		244 004
Addition to (Use of) Funds Before Designated Items	18,756,155	21,364,925	2,608,770	8,832,286	12,532,639	241.9%
Durch and Transfers Day BOT Delistes						
Designated Transfers Per BOT Policies Debt Service (University Fee)	0	0	. 0	IA C7C E1A)	A 576 E1A	0.09/
Debt Service (Oniversity ree) Debt Service Residence Halls	0	0	. 0	(4,676,514) (2,788,519)	4,676,514 2,788,519	0.0%
Debt Service Parking Garage	0	0	0	(533,994)	533,994	0.0%
Auxiliary Renewal and Replacement (To limit of BOT guide		0	. 0	(1,183,259)	1,183,259	0.0%
Other Transfer - Be Specific .	0	0	0	0	0	n/a
Transfer From System Office for Legal Fees	0	0	0	350,000	(350,000)	0.0%
Other Transfer - Be Specific	0	0	0	0	0	n/a
Other Transfer - Be Specific	0	0	0	0	0	n/a
Total Designated Transfers	0	0	0	(8,832,286)	8,832,286	0.0%
<u>. </u>			-		-,,	/
Other Designated Fund Requests		•				
Other Request - Be Specific	0	0	0	0	0	n/a
Other Request - Be Specific	0	0	0	0	0	n/a
Other Request - Be Specific	0	0	0	0	0	n/a
Other Request - Be Specific	0	0	0	0	0	n/a
Total Other Designated Fund Requests	0	0	0	0	0	n/a.
Addition to (Use of) Funds	18,756,155	21,364,925	2,608,770	0	21,364,925	n/a
	•	-	· -			

Eastern CT State University Search Summary 7/1/12 to 10/24/12

18 Tenure Track Faculty Searches for Fall 2013 have started

Biology - Endowed Chair

Biology - Genetics/Biotechnology

Biology - Human Biology

Biology - Invertebrate Biology

Environmental Earth Science - Endowed Chair

Environmental Earth Science - Environmental Geoscience

Environmental Earth Science - Environmental Geospatial Science

Mathematics - Algebra, Analysis, Geometry

Mathematics - Applied Mathematics

Mathematics - Bioinformatics

Political Science, Philosophy and Geography - Comparative Politics/International Relations

Psychology - Applied Behavior Analysis and Research Methods

Visual Arts - Art History

Business Administration - Accounting

Business Administration - Management/Marketing

Education - English Language Arts

Health and Physical Education - Physical Education Pedagogy

Health and Physical Education - Sports and Leisure Management

Ongoing searches for administrative positions:

Vice President for Finance and Administration

Director of Academic Services Center

Assistant to the Director of Financial Aid

Student Development Specialist

Preschool Teacher Associate

Coordinator of AccessAbility Services

Ongoing searches for classified positions:

Building and Grounds Patrol Officer

Recently concluded searches/hires (since 7/1/12)

AAUP Faculty

11 tenure track teaching faculty

12 new temporary teaching faculty

2 coaches, 1 trainer and 1 counselor

Others:

Director of Athletics

Director of Housing and Residential Life

Asst Dir of Center for Community Engagement

Admissions Asst

3 Computer Support Trainees (part time)

9 Hall Directors (7 made permanent from temp appts, 1 new perm appt, 1 new temp)

Stationary Engineer

Police Officer

Building & Grounds Patrol Officer (temporary)