

Eastern Ad-Hoc Budget Committee  
Minutes  
January 27, 2016  
Connecticut Room  
9 a.m.

**Attendance:**

Justin Ahern, David Bachand, Patricia Banach, Karyl Bulmer, Maryanne Clifford, Kenneth DeLisa, Catherine Dubuc, James Howarth, Drew Hyatt, Kristin Jacobi, Anita Lee, David Mariasi, Diane Moore, Elsa Núñez, Dimitrios Pachis, George Whiting

**Absent:**

Luis Cordon, David Cummings, Gregory Kane, Thomas Madera, Stephen Nathan

Meeting commenced at 9 a.m.

1. Welcome – Jim Howarth

J. Howarth welcomed the committee, and members introduced themselves.

2. Approval of Previous Meeting Minutes

G. Whiting moved and K. Jacobi seconded that the minutes of the October 6, 2015, meeting be approved. P. Banach and D. Hyatt abstained from voting. The motion passes.

3. General Update – President Núñez

E. Núñez updated the committee as follows:

- E. Núñez said her experience with President Ojakian has been very positive. He has brought stability to the System Office. Collective bargaining is ongoing. M. Ojakian is focusing on working in the legislature. We will net no new money. He wants to protect our money as much as possible.
- Manchester Community College president is finalist in Long Island, Southern's president is finalist in San Jose State search, and CCSU's President Miller is retiring.
- The Master Plan was presented at the University Meeting: The plan has two scenarios for a new Sports Center. The first is to build on land we own, and the second is to locate it on the Windham Regional Technical School site if we can acquire it. We are requesting that legislation be written to give us first refusal of the current tech school property should it become available.
- Shafer Hall is being renovated and will have over 600 seats when finished, its entrance will be separate from the dorm entrance, and there will be a café. It will take two years to complete the renovation.

#### 4. Spring Enrollment Update – Dimitrios Pachis

D. Pachis reviewed the University Enrollment Summary Report (Attachment A). From spring 2015 to spring 2016, full-time enrollment increased by 4%, but it is expected to decline by the end of the third week as students now registered as full-time may change to part-time. Part-time enrollment has decreased. The smaller spring 2016 sophomore class is a result of the smaller fall 2014 freshman class and the lower first-to-second year retention rate. This decline can be reversed by bringing in a larger freshman class in fall 2016 and improving this year's retention rate. The number of full-time juniors increased because we brought in new students during the spring semester. University total enrollment in spring 2016 is expected to be close to 5,000 by the end of the third week of classes.

The committee discussed ways to increase part-time enrollment and retention. They included offering more summer courses, increasing transfers from private colleges, and increasing scholarships. Eastern has also hired Maguire to help us with enrollment and retention.

The committee next discussed financial aid, family contribution, and their effects on retention.

#### 5. Eastern Connecticut State University FY 15 Mid-Year Projection FY 2016 – Jim Howarth

J. Howarth reviewed Attachment B which shows the FY 16 budget and projections. He stated that we will be plus or minus 1% at end of year on our budget. The total projected budget for FY 16 is \$133,482,905. Overall revenue is 1% below the budget. Total enrollment was slightly below the budgeted level, and this resulted in lower tuition and related fee revenue for the University. Earlier shortfalls for part-time students have been partly offset by the winter session. State Appropriations reflect an early adjustment to the state budget, and the actual rescission by the Governor was reversed and now reserves will be used.

Expenditures and Personal Services show savings from open and delayed positions. Overtime reflects additional workload and storms. Fringe Benefits show lower PS and savings on rates when compared to the original budget. Other Expenses show an increased funding to assist students and aid in recruiting. They also show increased utilities less lower food service. The Telecom Expense reflects expected changes by the BOR. We have also increased support for the library. The attachment also shows designated transfers per BOT policies and a reduction to Transform 2020 funds.

The budget for all universities was approved by the BOR prior to the Governor's first budget. The attached chart reflects the difference between what the BOR approved and the Governor's budget. The BOR holds us to the original budget. We can show a break-even budget.

6. Human Resources Update – Ken DeLisa

K. DeLisa reviewed Attachment C, Personnel Changes Since 9-29-15. We have 7 new hires, 12 terminations, and 8 announced retirements. The CIO finalists will be advised this afternoon. The Provost Search Committee is waiting to receive their first batch of applications. They will review these in February, conduct phone interviews, and complete the search by May or June. We are also conducting SUOAF, AAUP, and Classified searches.

7. New Business: General Discussion - All

G. Whiting said Fine Arts is a great building. His student workers said it is a decision maker. E. Núñez said senior staff talked about running music and theater summer camps for high school students in the Fine Arts building.

D. Mariasi said Eastern is doing a great job recruiting international students. D. Pachis said five international students transferred from UConn this semester.

The meeting adjourned at 10:25 a.m.

Submitted by,

Rebecca Davis

## Eastern Connecticut State University

### University Enrollment Summary Report

	Reg.	Reg.	% Diff.
	Spr. 15	Spr. 16	2015 vs.
	1/12/15	1/19/16	2016
FT Undergraduate	3981	4114	3.3%
FT Graduate	33	59	78.8%
FT Total	4014	4173	4.0%

PT Undergraduate	888	727	-18.1%
PT Graduate	119	100	-16.0%
PT Total	1007	827	-17.9%

<b>UNIVERSITY TOTAL</b>	<b>5021</b>	<b>5000</b>	<b>-0.4%</b>
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Registered by Class	Spr. 15	1/25/16
FT Freshman	<b>862</b>	<b>983</b>
FT Sophomore	<b>983</b>	<b>869</b>
FT Junior	1058	1082
FT Senior	1078	1180

#### NOTES:

1. Spring 2016 FT enrollment is expected to decline and PT enrollment is expected to rise by the end of the third week of classes.
2. The smaller Fall 2014 freshman class and the lower first-to-second year retention rate account for the smaller sophomore class of Spring 2016. The marginal decline in total enrollment can be reversed by bringing in a larger freshman class in Fall 2016 and by improving this year's retention rate.
3. UNIVERSITY TOTAL enrollment in Spring 2016 is expected to be close to 5000 by the end of the third week of classes.

Attachment B

**CONNECTICUT STATE UNIVERSITIES - EASTERN CONNECTICUT STATE UNIVERSITY**

FY 15-16 Budget		FY 15-16 Proj.		Fav(Unfav)		Comments
Pos.	Total Funds	Pos.	Total Funds	Pos.	Total Funds	
<b>Revenue:</b>						
	22,586,779		22,168,938		(417,841)	(1) As noted our total enrollment was slightly below the budgeted level. This resulted in lower tuition and related fees for the university.
	1,861,261		1,846,536		(14,725)	
	2,128,216		2,108,828		(19,388)	
	15,508,515		15,194,384		(314,131)	
	3,695,400		3,616,520		(78,880)	(2) Earlier short falls for part time students have been partly offset by winter session.
	2,841,083		2,780,144		(60,939)	
	1,763,284		1,897,210		133,926	
	1,551,913		1,510,451		(41,462)	
	398,720		398,160		(560)	
	31,140,248		31,047,002		(93,246)	(3) State appropriation reflects an early adjustment to state budget and the actual rescission by the governor was reversed and now reserves will be used
	22,759,795		22,701,617		(58,178)	
	20,548,093		20,407,991		(140,102)	(4) Housing and food reflect enrollment
	7,151,969		6,869,105		(282,864)	
	2,445,951		2,349,435		(96,516)	
	(1,440,251)		(1,413,416)		26,835	
	<u>134,940,976</u>		<u>133,482,905</u>		<u>(1,458,071)</u>	(5) Overall revenue is 1% below budget
<b>Expenditures:</b>						
<b>Personnel Services:</b>						
608	46,085,654	600	45,295,386	8	790,268	(6) Savings reflect open and delayed positions
Total Full Time						
Part Time:						
279	5,507,035	294	5,700,000	(15)	(192,965)	(7) Slight increase primarily to cover open searches
6	140,475	6	140,475	-	-	
71	1,119,736	68	1,119,736	3	-	
5	80,000	5	80,000	-	-	
1	16,000	-	-	1	16,000	
362	6,863,246	373	7,040,211	(11)	(176,965)	(8) Reflects additional workload and storms
Total Part Time						
	890,000		1,117,000		(227,000)	
	4,595,200		4,569,888		25,312	
	58,434,100		58,022,485		411,615	
	35,678,147		34,531,535		1,146,612	(9) Reflects lower PS and savings on rates when compared to original budget - insurance
	303,852		377,146		(73,294)	
	<u>94,416,099</u>		<u>92,931,166</u>		<u>1,484,933</u>	
<b>Total P.S. &amp; Fringe Benefits</b>						
<b>Other Expenses:</b>						
	7,268,340		7,840,657		(572,317)	(10) Increased funding to assist our students and also to aid in recruiting
	1,349,868		1,341,542		8,326	
	952,493		777,048		175,445	
	21,528,214		21,326,357		201,857	(11) Increased utilities less lower food services
	938,720		738,720		200,000	(12) Expected changes by BOR for expenses
	<u>32,037,635</u>		<u>32,024,324</u>		<u>13,311</u>	
<b>Total Other Expenses</b>						
<b>Library Expenses</b>						
	165,083		161,846		3,237	
	418,200		410,000		8,200	
	254,500		260,000		(5,500)	
	15,300		15,000		300	
	<u>853,083</u>		<u>846,846</u>		<u>6,237</u>	(13) Increased support for Library
<b>Total Non-P.S. Library Expense</b>						
	<u>550,000</u>		<u>450,000</u>		<u>100,000</u>	
<b>Total Equipment (Excludes Library)</b>						
<b>Indirect Cost</b>						
	-		-		-	
	<u>127,856,817</u>		<u>126,252,336</u>		<u>1,604,481</u>	
<b>Total Expenditures</b>						
	<u>7,084,159</u>		<u>7,230,569</u>		<u>146,410</u>	
<b>Addition to (Use of) Funds Before Designated Items</b>						
<b>Designated Transfers per BOT Policies</b>						
(3,695,400)		(3,616,520)		78,880		(14) Direct impact of fees collected
(2,788,551)		(2,788,551)		-		
(455,168)		(455,168)		-		
(554,001)		(745,542)		(191,541)		(15) Increased set aside for future replacements
-		-		-		
-		-		-		
-		-		-		
-		-		-		
-		-		-		
(7,493,120)		(7,605,781)		(112,661)		
<b>Total Designated Transfers</b>						
<b>Other Designated Fund Requests</b>						
-		-		-		
-		-		-		
408,961		375,212		(33,749)		(16) Impact of reduction to Transform 2020
-		-		-		
-		-		-		
-		-		-		
408,961		375,212		(33,749)		
<b>Total Transfers</b>						
	<u>-</u>	<u>(0)</u>		<u>(0)</u>		
<b>Addition to (Use of) Funds</b>						

Eastern Connecticut State University  
 Personnel Changes since 9-29-15  
 As of 1-25-16

**New Hires**

Name	Title	Department	Eff Date	Union
Plesha, Nataliya	Assistant Professor	Economics	1/8/2016	AAUP
DeLisa, Ryan J.	Admissions Assistant	Admissions	11/2/2015	SUOAF
Hornung, Kevin S.	Senior Systems Administrator	Information Technology	10/12/2015	SUOAF
Duffy, Alyssa	Residence Hall Director	Residential Life	1/7/2016	SUOAF
Batiste, Jeannine	Asst Dir Advis & Career Explor	Career Development	1/8/2016	SUOAF
Houldcroft, Travis	Media Technology Specialist	Media Services	1/22/2016	SUOAF
Fontana, Richard F.	University Driver	Institutional Safety	10/16/2015	Maintenance

**Terminations**

Name	Title	Department	Eff Date	Union
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**End of Temporary Appointment**

Almonte, Juan J.	Custodian	Facilities Management	11/1/2015	Maintenance
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**Transfers Out of Agency**

Weinberger, Steven	VP for Human Resources	Human Resources	10/2/2015	Mgmt/Conf
Labonne, Nancy R	CSU Administrative Assistant	Academic Affairs	12/11/2015	Mgmt/Conf
Blandford, Emily Jeanne	Residence Hall Director	Residential Life	12/25/2015	SUOAF
Walton, LaTrisha A.	Office Assistant	Accounts Payable	11/13/2015	Clerical

**Resignations**

Clark, Roland	Assistant Professor	History	12/31/2015	AAUP
Katwal, Saurav	Assistant Professor	Economics	12/31/2015	AAUP

**Retirements**

Broffman, Thomas	Assistant Professor	Sociology	1/1/2016	AAUP
Dowling, Suzanne	Counselor	Counseling & Psych Serv	1/1/2016	AAUP
Kervin, Marion	Sec 2	Edu & Professional Studies	1/1/2016	Clerical
Champney, Fran	Sec 2	Education	1/1/2016	Clerical
Sullivan, Mark	Buildings & Grounds Patrol Officer	Public Safety	1/1/2016	Protective Serv

**Retirements Announced**

Widdiss, Claudia	Professor	Art & Art History	6/1/2016	AAUP
Colurso, Gloria	professor	Biology	7/1/2016	AAUP
Robinson, Gregory	Associate Librarian	Library Services	8/1/2016	AAUP
Tanger, Leah	Sec 2	World Lang & Cultures	4/1/2016	Clerical
Russo, Donna	Sec 2	Performing Arts	7/1/2016	Clerical
Johnson, Cary	Building Superintendent 2	Facilities	2/1/2016	Maintenance
Frederick, Steven	Supervising Stationary Engineer	Facilities	4/1/2016	Maintenance
Bessette, Beverley	Mail Handler	Mail Services	5/1/2016	Maintenance

## **Search Status**

### **Management**

Chief Information Officer, search ongoing

Provost and VP for Academic Affairs, search ongoing

Vice President for Human Resources, search committee formed

### **SUOAF**

2 Teachers and 3 Teacher Associates, searches ongoing

Dir of Counseling, search ongoing (by search firm)

Campus Architect, search ongoing

Accounting Associate, 10-day suoaf internal posting expiring on 1/27/16

### **AAUP**

Two searches were recently completed (Costume Design and Information Literacy Librarian)

Other 17 searches are ongoing

### **Classified Searches**

5 Custodians: 4 conditional offers being made, 1 new search just started

2 Sec 2 searches ongoing, one for the Education Department, the other for School of Edu & Prof Studies

QCW-HVACR, ongoing