

Eastern Ad-Hoc Budget Committee  
Minutes  
February 27, 2018  
Connecticut Room  
9:30 a.m.

**Attendance:**

Karyl Bulmer, Maryanne Clifford, Luis Cordon, Kenneth DeLisa, Drew Hyatt, Diane Moore, Adam Murphy, Elsa Núñez, Dimitrios Pachis, George Whiting, Janice Wilson

**Absent:**

Cynthia Brokaw, James Diller, Michelle Ferrer, James Howarth, John Kriscenski, Jianhua Lin, Tyler Mack, David Mariasi, Thomas Madera, Andrew White

Meeting commenced at 9:35 a.m.

1. Approval of Previous Meeting Minutes

G. Whiting moved and D. Hyatt seconded that the minutes of the November 7, 2017 meeting be approved. L. Cordon and D. Hyatt abstained from voting. The motion passed.

2. Welcome and General Update – President Nunez

E. Núñez provided an update on the merger of the twelve community colleges. The BOR is finalizing its merger plan and will submit to NEASC for their approval in March. M. Ojakian hopes to have the merger in place by September 2019.

3. Enrollment Update – D. Pachis

D. Pachis distributed and reviewed Attachment A, Connecticut State Colleges & Universities (CSCU) – Enrollment Census Data Comparison. Total FTE for the community colleges is 25,079 while the CSUs' is 24,967, almost the same number. Full-time FTE for community colleges is 13,225 versus 22,341 for CSUs. Part-time FTE for community colleges is 31,256 versus 8,443 for CSUs. FTE is down by -3.7% for the community colleges and -0.8% for the CSUs; Eastern is down by -1.6%.

To increase enrollment, Central has lowered their admissions' standards, Western has offered in-state tuition to New York and New Jersey students, and UConn has accepted all that apply to branch campuses. Competition will be tough as the number of high school graduates will continue to decline until 2034.

D. Pachis informed the group that ECSU plans to hire an admissions counselor who will focus on recruiting students from elite schools. In addition, three faculty members, Chris Dorsey, Jen Horner and Polly Silva are developing a model to improve yield of students accepted at Eastern.

4. Eastern Connecticut State University Financial Update – K. Bulmer

K. Bulmer reviewed Attachment B, “Fiscal Year 2017-18 Mid-Year Review” and “Expenditure Plan Comparison – By Object Account.” The document compares the budget approved by the BOR last August to the mid-year update.

E. Núñez informed the committee that Eastern has \$27 million in reserves. While it is not a good practice to balance the budget with reserves, the University is able to avoid layoffs by doing so. E. Núñez asked the committee to let people know that there will be no layoffs and that we are operating fine because we have enough in the reserves to balance the budget.

K. Bulmer indicated that next week she will begin sending out budget requests for next year. The Spending Plan is due at the end of April.

5. Human Resources Update – K. DeLisa

K. DeLisa reviewed Attachment C, Personnel Changes Since 11-6-17. There have been two new hires, six resignations, four retirements, and two endings of temporary appointments. one termination, and two retirements. There are eleven AAUP searches, nine SUOAF searches, and seven classified searches in process.

6. New Business: General Discussion – President Núñez

There was no new business.

The meeting adjourned at 10:30 a.m.

Submitted by,

Rebecca Davis

# Connecticut State Colleges & Universities (CSCU) - Enrollment Census Date Comparison - Enrollment as of Census Spring 2018 Compared to Census Spring 2017

	Community Colleges												Charter Oak State College <sup>2</sup>	State Universities						
	Northwestern CT						Quinebaug Valley			Three Rivers				Total	Eastern		Southern		Western	Total
	Asnuntuck	Capital	Gateway	Housatonic	Manchester	Middlesex	Naugatuck Valley	Northwestern CT	Norwalk	Quinebaug Valley	Three Rivers	Tunxis			Central	Eastern	Southern	Western		
1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18	1/17/18 2/6/18				
<b>Census Spring 2018</b>																				
Headcount	575	576	1,728	1,410	1,674	787	1,819	299	1,664	415	1,074	1,204	13,225	7,515	4,014	6,998	3,814	22,341		
PT	1,102	2,532	4,562	3,193	3,937	1,620	3,954	875	3,592	917	2,570	2,402	31,256	3,570	934	2,337	1,602	8,443		
Total	1,677	3,108	6,290	4,603	5,611	2,407	5,773	1,174	5,256	1,332	3,644	3,606	44,481	11,085	4,948	9,335	5,416	30,784		
Credit Hours	8,337	7,463	22,839	18,500	22,704	10,488	24,125	4,130	22,164	5,683	14,844	15,722	176,999	106,624	59,363	98,094	55,066	319,146		
PT	6,308	16,848	29,462	20,000	24,971	10,089	25,407	5,227	23,803	5,494	16,483	15,102	199,194	21,068	3,475	13,147	9,502	47,191		
Total	14,645	24,311	52,301	38,500	47,675	20,577	49,531	9,357	45,967	11,177	31,327	30,824	376,192	127,692	62,837	111,241	64,568	366,337		
FTE	556	498	1,523	1,233	1,514	699	1,608	275	1,478	379	990	1,048	11,800	7,212	3,971	6,680	3,688	21,551		
PT	421	1,123	1,964	1,333	1,665	673	1,694	348	1,587	366	1,099	1,007	13,280	1,533	240	973	670	3,416		
Total	976	1,621	3,487	2,567	3,178	1,372	3,302	624	3,064	745	2,088	2,055	25,079	8,745	4,211	7,653	4,358	24,967		
<b>Census Spring 2017</b>																				
Headcount	538	579	1,843	1,492	1,778	863	1,733	350	1,728	422	1,109	1,116	13,551	7,437	4,061	7,100	3,852	22,450		
PT	1,121	2,568	4,926	3,373	4,289	1,669	4,274	969	3,690	1,036	2,780	2,356	33,051	3,623	936	2,619	1,532	8,710		
Total	1,659	3,147	6,769	4,865	6,067	2,532	6,007	1,319	5,418	1,458	3,889	3,472	46,602	11,080	4,997	9,719	5,384	31,160		
Credit Hours	7,686	7,466	24,355	19,696	23,677	11,512	22,916	4,845	23,182	5,717	15,096	14,498	180,645	105,351	59,970	100,098	55,219	320,637		
PT	6,319	17,104	31,620	21,228	27,190	10,436	27,559	5,575	24,274	6,217	17,673	14,712	209,905	21,047	3,900	14,479	9,180	48,605		
Total	14,005	24,570	55,975	40,924	50,867	21,948	50,474	10,420	47,455	11,934	32,769	29,210	390,550	126,398	63,870	114,577	64,398	369,242		
FTE	512	498	1,624	1,313	1,578	767	1,528	323	1,545	381	1,006	967	12,043	7,115	4,009	6,821	3,696	21,641		
PT	421	1,140	2,108	1,415	1,813	696	1,837	372	1,618	414	1,178	981	13,994	1,529	268	1,073	649	3,519		
Total	934	1,638	3,732	2,728	3,391	1,463	3,365	695	3,164	796	2,185	1,947	26,037	8,644	4,278	7,893	4,345	25,160		
<b>Difference</b>																				
Headcount	6.9%	-0.5%	-6.2%	-5.5%	-5.8%	-8.8%	5.0%	-14.6%	-3.7%	-1.7%	-3.2%	7.9%	-2.4%	1.0%	-1.2%	-1.4%	-1.0%	-0.5%		
PT	-1.7%	-1.4%	-7.4%	-5.3%	-8.2%	-2.9%	-7.5%	-9.7%	-2.7%	-11.5%	-7.6%	2.0%	-5.4%	-1.5%	-0.2%	-10.8%	4.6%	-3.1%		
Total	1.1%	-1.2%	-7.1%	-5.4%	-7.5%	-4.9%	-3.9%	-11.0%	-3.0%	-8.6%	-6.3%	3.9%	-4.6%	0.2%	-1.0%	-4.0%	0.6%	-1.2%		
Credit Hours	8.5%	0.0%	-6.2%	-6.1%	-4.1%	-8.9%	5.3%	-14.8%	-4.4%	-0.6%	-1.7%	8.4%	-2.0%	1.2%	-1.0%	-2.0%	-0.3%	-0.5%		
PT	-0.2%	-1.5%	-6.8%	-5.8%	-8.2%	-3.3%	-7.8%	-6.2%	-1.9%	-11.6%	-6.7%	2.7%	-5.1%	0.1%	-10.9%	-9.2%	3.5%	-2.9%		
Total	4.6%	-1.1%	-6.6%	-5.9%	-6.3%	-6.2%	-1.9%	-10.2%	-3.1%	-6.3%	-4.4%	5.5%	-3.7%	1.0%	-1.6%	-2.9%	0.3%	-0.8%		
FTE	8.5%	0.0%	-6.2%	-6.1%	-4.1%	-8.9%	5.3%	-14.8%	-4.4%	-0.6%	-1.7%	8.4%	-2.0%	1.4%	-1.0%	-2.1%	-0.2%	-0.4%		
PT	-0.2%	-1.5%	-6.8%	-5.8%	-8.2%	-3.3%	-7.8%	-6.2%	-1.9%	-11.6%	-6.7%	2.7%	-5.1%	0.3%	-10.7%	-9.3%	3.2%	-2.9%		
Total	4.6%	-1.1%	-6.6%	-5.9%	-6.3%	-6.2%	-1.9%	-10.2%	-3.1%	-6.3%	-4.4%	5.5%	-3.7%	1.2%	-1.6%	-3.0%	0.3%	-0.8%		

**Notes**

1. Full-time equivalent enrollment is calculated in this worksheet as 15 undergraduate credit hours = 1 FTE, 12 graduate credit hours = 1 FTE. This figure will be lower than official FTE reports based on credit hours, which include a full 12 months of instructional activity as well as official FTE reports based on the NCES fall headcount conversion formula.
2. Census data for Charter Oak is not available until March 30, 2018.

Data Sources: Connecticut Community Colleges Elicucian Banner Student Extract SWRXF03, Charter Oak State College Office of Institutional Effectiveness, CCSU Office of Institutional Research and Assessment, ECSU Office of Planning and Institutional Research, SCSU Registrar's Office, WCSU Enrollment Services  
Prepared by the Connecticut State Colleges and Universities, Office of Research and System Effectiveness, February 13, 2018.

Eastern Connecticut State University

Fiscal Year 2017-18 Mid-Year Review

Due to the size of the cut we received from the state, the System Office requested that we reassess our budget. Our revised budget request reflects a projected \$3.0 million shortfall in revenue from our fiscal year 2017-2018 budget. The revenue shortfall is primarily due to the reduction in state general fund appropriation and fringe benefits paid by state of \$2.6 million and a shortfall in tuition and student fees of \$0.5 million. Food services and housing revenue exceeded budget by \$100k.

The shortfall in revenue is projected to be offset by lower expenses for fringe benefits of \$1.4 million and combined Personnel Services of \$800k. The savings in fringe benefits are a combination of the delay in hiring of employees and lower actual health insurance rates than provided at the time the budget was prepared. Our other expenses are projected to be \$200k less in utilities and bad debt expense combined.

We were also requested to provide for the April longevity that is to be paid in fiscal year 2018-2019, which is approximately \$400k.

Eastern Connecticut State University is requesting a use of reserves of \$0.9 million so that we may continue to provide our students with the services they need to preserve their university experience.

We will continue to monitor and search for ways to reduce operating expenses where possible while maintaining the structure and safety of the University.

CONNECTICUT STATE UNIVERSITIES - EASTERN CONNECTICUT STATE UNIVERSITY  
EXPENDITURE PLAN COMPARISON - BY OBJECT ACCOUNT  
FISCAL YEAR 2017-18

FY 2017-18 Spending Plan				FY 2017-18 Revised Spending Plan				FY 2017-18 Revised Spending Plan						
Pos.	(A) Total Funds	(B) Operating E&G	(D) Oper-Aux Services	Account Name	(E) Total Funds	(F) Operating E & G	(H) Oper-Aux Services	(I) Total Funds	Pos.	(A) Total Funds	(B) Operating E&G	(D) Oper-Aux Services	(I) Total Funds	
	23,918,717	23,918,717		Revenue:	23,758,485	23,758,485		(160,232)		23,758,485	23,758,485		(160,232)	
	1,794,148	1,794,148		Tuition (Gross)	1,726,067	1,726,067		(68,081)		1,726,067	1,726,067		(68,081)	
	2,028,453	2,028,453		Part Time Tuition (Gross)	1,946,926	1,946,926		(81,527)		1,946,926	1,946,926		(81,527)	
	18,180,848	18,180,848		General University Fee (PT)	18,031,256	18,031,256		(149,592)		18,031,256	18,031,256		(149,592)	
	3,876,913	3,876,913		University General Fee (FT)	3,848,020	3,848,020		(28,893)		3,848,020	3,848,020		(28,893)	
	2,925,736	2,925,736		University Fee (DS)	2,907,314	2,907,314		(18,422)		2,907,314	2,907,314		(18,422)	
	1,073,174	1,073,174		Extension Fee (Gross)	1,083,411	1,083,411		10,237		1,083,411	1,083,411		10,237	
	285,124	285,124		All Other Student Fees	282,778	282,778		(2,346)		282,778	282,778		(2,346)	
	27,768,665	27,768,665		Accident Insurance	26,326,556	26,326,556		(1,442,109)		26,326,556	26,326,556		(1,442,109)	
	22,561,328	22,561,328		State Appropriations	21,382,961	21,382,961		(1,178,367)		21,382,961	21,382,961		(1,178,367)	
	7,002,531	7,002,531		Fringe Benefits Paid By State (incl. RIP)	7,064,584	7,064,584		62,053		7,064,584	7,064,584		62,053	
	1,707,411	1,661,731	45,680	Housing	1,621,471	1,621,471		(45,940)		1,621,471	1,621,471		(45,940)	
	(1,524,756)	(1,524,756)		Food Service	(1,507,540)	(1,507,540)		17,216		(1,507,540)	(1,507,540)		17,216	
	133,106,183	104,265,157	28,841,026	All Other Revenue	101,126,927	101,126,927		(2,963,493)		101,126,927	101,126,927		(2,963,493)	
				Less: Contra Revenue										
				<b>Total Revenue</b>	<b>130,142,690</b>	<b>130,142,690</b>		<b>(2,963,493)</b>		<b>130,142,690</b>	<b>130,142,690</b>		<b>(2,963,493)</b>	
				Expenditures:										
				Personnel Services:										
				Total Full Time	584	42,945,168	551	41,391,998	33	1,553,170	33	1,553,170	4	463,729
				Part Time:										
				Lecturers (PTLs)	282	5,193,945	282	5,193,945					7	438,883
				Lecturers (NCLs)	11	287,527	11	287,527					(11)	(287,527)
				Perm/Interim PT	8	207,093	8	207,093						20,711
				University Assistants	82	1,423,929	82	1,423,929					(2)	15,114
				Student Labor	654	2,829,108	485	2,287,690	169	541,418	(654)	(2,829,108)		
				Graduate Assistants	16	272,266	14	242,266	2	30,000		(16,906)		
				Other Part Time	25	218,052	25	218,052					(3)	(185,062)
				Total Part Time	1,078	10,431,920	907	9,960,502	171	571,418	(686)	(2,843,685)		
				Overtime		1,096,875		1,033,671		63,204		(40,000)		
				All Other Personnel Services (LNGV, Sick, Vac, Acor)		1,030,027		1,003,158		26,869		(3,917,570)		
				Subtotal Personnel Services		55,603,990		53,289,329		2,314,661		(777,414)		
				Fringe Benefits		34,270,445		32,861,688		1,408,757		(1,432,591)		
				Worker's Comp. Recovery		158,727		146,546		12,181		(16,760)		
				<b>Total P.S. &amp; Fringe Benefits</b>		<b>89,933,162</b>		<b>86,297,563</b>		<b>3,635,599</b>		<b>(2,226,765)</b>		
				Other Expenses:										
				Inst. Fin Aid/Match		11,012,462		11,012,462						1,882
				Waivers		1,411,996		643,345		768,651				956
				Bad Debt Expense (current year)		532,955		346,473		186,482				66,495
				All Other Expenses		20,872,396		11,492,855		8,879,541				112,684
				<b>Total Other Expenses</b>		<b>33,329,809</b>		<b>23,495,135</b>		<b>9,834,674</b>				<b>202,019</b>
				Library Expenses										
				Books		182,450		182,450						(550)
				Periodicals		49,753		49,753						389,859
				Electronic Periodicals		627,970		627,970						(389,309)
				All Other Library Equipment		21,866		21,866						
				<b>Total Non-P.S. Library Expense</b>		<b>882,039</b>		<b>882,039</b>						
				<b>Total Equipment (Excludes Library)</b>		<b>79,133</b>		<b>79,133</b>						<b>(7,283)</b>
				Indirect Cost										
				<b>Total Expenditures</b>		<b>124,224,143</b>		<b>110,753,870</b>		<b>13,470,273</b>				<b>2,421,501</b>
				Addition to (Use of) Funds Before Designated Items		<b>5,918,547</b>		<b>(9,626,943)</b>		<b>15,545,490</b>				<b>(641,992)</b>
				Designated Transfers per BOT Policies										
				Debt Service (University Fee)		(3,809,832)		(3,809,832)						24,971
				Debt Service Residence Halls		(2,731,839)		(2,731,839)						(399,237)
				Debt Service Parking Garage		(415,148)		(415,148)						4,104
				Auxiliary Renewal and Replacement (to limit of BOT)		927,490		927,490						(15,336)
				Other Request - Use of Operating Reserves										
				Other Request - Be Specific										
				<b>Total Designated Transfers</b>		<b>(6,029,329)</b>		<b>(3,297,490)</b>		<b>(2,731,839)</b>				<b>952,461</b>
				Other Designated Fund Requests										
				Debt Service Prefunding										
				FY18 Longevity Pay Set Aside for FY19		(399,237)		(399,237)						(6,018)
				Development Education		387,513		387,513						4,104
				Outcomes Based Funding		122,506		122,506						(15,336)
				Other Request - Be Specific										
				<b>Total Transfers</b>		<b>110,782</b>		<b>116,800</b>		<b>(6,018)</b>				<b>(410,469)</b>
				Addition to (Use of) Funds		<b>0</b>		<b>(12,807,633)</b>		<b>12,807,633</b>				<b>0</b>

**Eastern Connecticut State University  
Personnel Changes since 11-6-17  
As of 2-27-18**

**New Hires**

Name	Title	Department	Eff Date	Union
Doyle, Mark	PC Maintenance Tech	Information Technology	1/5/2018	SUOAF
Moylan, William	Assistant Professor	Business Administration	1/19/2018	AAUP

**Terminations**

Name	Title	Department	Eff Date	Union
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**Resignation**

Patti, Anne	Counselor	Counseling	11/30/2017	AAUP
Satsuk, Dmitry	Associate Dir of Advising	Advising Center	12/7/2017	SUOAF
Glass, Christina	Asst to Dir of Fin Aid	Financial Aid	1/5/2018	SUOAF
Massanelli, Jeffrey	Residence Hall Director	Residential Life	2/23/2018	SUOAF
Balkus, Nicole	Material Storage Spec	Receiving and Stores	11/6/2017	Maintenance
Krukoff, Christina	Custodian	Facilities Management	12/22/2017	Maintenance

**Retirements**

Laboy, Jeremias	Custodian	Facilities	12/1/2018	Maintenance
	Qualified Craft Worker-			
Nichols Jr., Roderick	Locksmith	Facilities	1/1/2018	Maintenance
Heyward, Susan	Dir of Advising Center	Advising Center	1/1/2018	SUOAF
		Insti for Sustainable		
Kohl, Laurel	Energy Tech Specialist	Energy	1/31/2018	SUOAF

**End of Temporary Appointment**

		Insti for Sustainable		
Miller, Laura	Energy Tech Specialist	Energy	1/31/2018	SUOAF
Hare, Zachary	Skilled Maintainer	Facilities Management	1/17/2018	Maintenance

## **Search Status**

### **AAUP**

searches for 10 tenure track faculty positions: 2 filled, others ongoing  
Head Men's Lacrosse Coach, request to fill approved

### **SUOAF**

Support Assistant - ITS, ongoing  
Tech Asst for Science Department, ongoing  
Director of Library Services, ongoing  
Student Development Sepcialist (2 positions), ongoing  
Assistant Director of Admissions, ongoing  
Associate Director of Health Services: Nurse Practitioner, offer accepted  
Assistant Degree Auditor, request to fill approved  
Assistant to the Director of Financial Aid, request to fill approval

### **Classified Searches**

2 Police Officer positions , 1 conditional offer made, the other one ongoing  
4 Custodian positions, search ongoing  
Material Storage Specialist, offer made