

Budget Planning Meeting Notes - 01.09.2019

Attendees: Todd DeKay, Karen Franklin, Mike Martinez, Linde Newman, Donna Oracion Shawn Powell, Rebecca Schneider, Scott Smart, and Brian Zalesky

Budget for 2019-20 (goal is to determine “best” prioritization of available resources)

- Operating budget (without restricted funds) goal stay flat with 2018-19 operational budget figures ~ 15.6 million

- Current requests are ~ 1.4 million beyond this
 - o Differentiate between one-time and ongoing budget requests
 - o Based on prioritization determine what one-time requests could be funded using available “reserves”

- Capital and Operating Reserves
 - o ~ 27 million
 - o Current construction projects ~ 10 million (Maint. Bldg. and Auto/Welding renovation)
 - o Plan for budget reserves of 6 million
 - o Remaining 11 million to be used for capital projects identified by Campus Facility Master Plan project schedule over 4 to 5 years and operating needs

- Future budget items (2019-20 and beyond)
 - o Strategic Enrollment Management (scheduled to start fall 2019)
 - o Academic Affairs identified ~ 1 million in equipment needs
 - Goal is to meet this need over the next 3 to 4 years
 - Shared funding (legislative funding requests, operational funds, grants, foundation funds)
 - o Professional Development
 - o Funding for three Senates
 - o Returning adult student scholarships (matching funds)
 - o Artwork ~ 50 thousand for repair and secure mountings
 - o HLC funding ~ 75 to 100 thousand
 - Listing of all degrees and certificates
 - Preparation for upcoming assessment based site visit
 - Watermark (digital assessment tracking tool)
 - o Marketing (increased funding)
 - o Explore option of office in downtown Roswell (maybe RISD offices)
 - o Vehicles – continue meetings to determine campus needs for a motor pool
 - o IT (e.g., Server room, computer replacement)
 - o ERB increases
 - o Insurance ~ 4% increase is anticipated

- Records Maintenance
- Security
- Future development of electronic document management system – Sharepoint
- Equipment Repair and Replacement

- Future efficiencies
 - Switch insurance carriers in 2020-21 (if possible – consider insurance “tail” coverage)
 - Reduce duplication of IR efforts
 - Reduce number of phones ~ 50 phones in half by July 2019
 - Verify the number of phones funded by grants compared to operational funds
 - Reduce/eliminate mobile hot spots
 - Reduce P-Cards in half from 120 to 60 by July 2019
 - Develop criteria for requiring a P-Card
 - Change in Security Uniforms and review laundry charges
 - Copiers and printers
 - Review all maintenance agreements
 - Reconsider the purchasing of general office supplies process
 - Travel procedures: policy review/revision is underway
 - Dining Hall – review free passes
 - Utility cost reduction measures
 - Organization alignment review of position/duties/responsibilities
 - Academic Program Review and class offerings (times/dates/methods)

- Construction projects
 - Spring 2019
 - Demolition of old dorms ~ 700 thousand
 - Submit in March to HED for April meeting
 - Present at State Board of Finance at May meeting
 - 2020 GO Bond request due in May 2019
 - Bernhard Energy electrical study
 - Replacement of electrical line (soonest possible start July 2019)
 - Additional electrical improvement recommendations ~ 11.5 million
 - August 2019 to August 2020
 - Maintenance Bldg. construction
 - Automotive/Welding Bldg. renovation
 - Risk Management report recommendations
 - Fire Safety Review reports
 - IT Server room

Next budget planning meeting will be scheduled in February