

**USFSP BUDGET COUNCIL MEETING  
MINUTES OF THE MEETING: 4/15/2008**

**Members Present:**

Kathy Agne  
Chris D'Elia  
Ashok Dhingra  
Vivian Fueyo  
Ernie Gonzalez  
Margaret Hewitt  
Julie Jakway  
Kent Kelso  
Gerald Notaro  
Steve Ritch  
Trisha Rothman  
Michael Williams

**Members Absent:**

Christian Butler  
Norine Noonan

**Guests:**

Jennifer Baker  
Joneen Maczis

**Budget Update:** Dr. Dhingra reviewed the 15% Budget Reduction Plan as requested by President Genshaft.

Dr. Dhingra stated we must **prepare** for a budget reduction plan, however 4% of the budget plan is already in place; therefore, we are now planning for only 11% budget reduction. In all likelihood, the budget reduction will be less than 11% effective July 1, 2008.

At the Executive Team meeting this morning, Chancellor White communicated that **Instruction** will develop a smaller reduction (now calculated to be 10%), while all support functions will develop a budget reduction plan in the amount of 11.5%.

The Chancellor plans to meet with her Executive Team and three Academic Deans to finalize the budget reduction plan, keeping in mind the work of the Budget Council. We shall probably hear from the Chancellor before the end of next week and also finally after the state legislative session ends.

**Other Discussion Items:**

- The **Budget Council Ad hoc team Chair, Dr. Fueyo**, explained the report her team submitted. This effort allowed her team to learn more in depth about the operation of each unit and to make recommendations. The team was pleased with both the cooperation of units and with the result. This report discussed:
  - Centralizing functions
  - New procedures, implementation, timeliness
  - Ways to look for economical changes/improvements
  - Understaffing was noted in units

- Recommendations were made for the following units:
  - Travel
  - Purchasing
  - Budgeting
  - Human Resources
  - Media Relations/Marketing
  - Graduate Advising

Dr. D'Elia questioned staff cuts and understaffing as noted. He stated we need to maintain functions in critical areas. Dr. Fueyo reassured him that we will do our best, while centralizing, to maintain functions in critical areas.

Steve Ritch noted that the bulk of the budget cuts are from staff cuts. We need to determine what objective measurements we should use to determine these cuts.

Dr. Dhingra stated we should make decisions regarding the budget reduction plan based on the data that is available. These cuts will be determined on data collected, with the intention to look at savings and to minimize layoffs. All budget reduction plans in the future will be data driven in comparison to peer institutions.

Earlier in the strategic planning process, it was decided that peer groups will create data driven strategic and budget plans in the future. Currently this group will develop a budget reduction plan that will be effective July 1, 2008.

Ashok assigned three (3) people to prepare a detailed plan and then translate this report into what should result in permanent savings from the financial and administrative ad hoc group. Those selected: **Julie Jakway, Jennifer Baker, Sandi Conway**, and as an ex-officio, Vivian Fueyo may choose to be included.

Dr. Margaret Hewitt and her Budget Savings Ad hoc Team reviewed all suggestions grouping them by similar ideas and looking for trends. She was very pleased with many suggestions for the future such as grant-seeking for landscaping.

Ashok Dhingra also stated his plans to get involved in union negotiations for USPS.

Ashok Dhingra then advised there will be no further information regarding budget reductions until the State legislature decides the **level** of budget cuts. The next communication from Dr. Dhingra and Chancellor White will be the budget reductions plans based on this council's work.