MEETING MINUTES  
Resource Committee  
March 25, 2014  
3:30 – 5:15 p.m.

Present: Gene Burns, Joe VanDeusen, Jason Witherell, Elinda Boyles, Isaiah Riley, Charles Davis, Patric Leedom, Gail Chinn, Adair Lattimer, Michelle Finch, and Sandy Duduit.  
Absent: Elsie Shabazz  
Guests: Jonica Burke, Dave Zender

I. The meeting was called to order by Gene Burns, Chair.  

II. The March 25, 2014 agenda was approved.  

III. The March 11, 2014 minutes were approved.  

IV. Discussion was held regarding the computer lab usage survey questions and the committee decided to move forward with developing the final version utilizing Survey Monkey.  

V. Dave Zender, HR Director, presented data on numbers of positions and numbers of employees for year end 12/31/12 and 12/31/13 across the following categories:  

- Student Contact – Instruction  
- Student Contact – Student Support  
- Student Contact/Administrative  
- Infrastructure  
- Leadership (execs)

The committee requested that Mr. Zender provide dollar value (W-2 wages) of employees in these groups at the next meeting.  

VI. Jonica Burke, Institutional Finance Director, reviewed a deficit reduction strategy which was presented to the Board of Trustees on March 14, 2014:  

- University is realizing operational impacts due to multi-year budget constraints – especially related to current-year workforce reduction.  
- Budgeted deficit grew to $3.3 million over FY11 and FY12 due to multiple factors. A slight deficit reduction was achieved in FY13 and the President established a goal during the FY14 planning process to achieve a balanced general operating budget by FY15.  
- FY14 actions to reduce the deficit to $1.5 million included a reduction in force, deeper cuts to non-compensation spending, increased support from Auxiliary operations, and expanded partnership with the SSU Development Foundation for property acquisition.  
- Different strategies are needed for FY15 and beyond to allow time to develop a rational “plan to plan”.  
- The modified deficit reduction plan extends the timeline for achieving a balanced operating budget from two years (FY15) to six years (FY19).  
  - During FY15 – cover increased costs and fund new initiatives via reallocation of existing resources and reduce planned deficit by $500,000. Develop a rational strategy to respond to the $1.1 million cut in SSU state funding anticipated in FY16.
During FY16 – No change to planned deficit to allow adaptation to state funding reduction of $1.1 million.
FY17-19 – Continue to implement plans to achieve annual reductions in operating deficit with a goal of a balanced budget in FY19.

VII. Discussion was led by Dr. Burns regarding feedback on the preliminary FY15 Needs List. Interest was expressed for earlier committee involvement in prioritizing broad objectives that would be reflected in the budget planning process. Ideas of ways to achieve this goal will be explored at upcoming meetings.

VIII. Next meeting to be held April 8, 2014 at 3:30 in the Facilities conference room

IX. Meeting adjourned at 5:15 p.m.