MEETING MINUTES
Resource Committee
October 2, 2014
3:30 – 5:00 p.m.

Present: Gene Burns, Elinda Boyles, Charles Davis, Adair Lattimer, Michelle Finch, Leila Lomashvili, Gina Bradley, Jason Witherell, and Sandy Duduit.
Absent: Vickie Crawford, Gail Chinn and Zack Burton

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

II. The October 2, 2014 agenda was approved with the addition of the Computer Lab Report.

III. Dr. Burns reviewed the AY13-14 year end summary and recommendations made by the committee.
   - Committee started work on reviewing computer lab scheduling and usage. Adair Lattimer agreed to spearhead developing and administering a survey for Department Chairs, Program Leaders and Secretaries.
   - A recommendation was submitted to the President regarding online evaluations. Work is continuing on this topic by a faculty committee established to address student online evaluations.
   - A recommendation was submitted to the President regarding cost and utilization of the University’s pool. This topic is under review.

IV. Dr. Boyles presented a financial overview as follows:
   - FY14 Preliminary Financial Results
     - General Fund Reserves up by $2.3 million and University’s net position up by $2.6 million due primarily to:
       - Revenue more than projected due to spring enrollment and mid-year SSI increase
       - Investment value increase by $2.1 million
       - Expenditures less than budgeted by $670,063
       - Reduced liabilities including reduced debt balances
   - FY15 Budget Issues
     - Significant loss of revenue due to enrollment decline and an unanticipated increase in expenditures for a total shortfall of $2,510,306 from the Board of Trustees’ approved FY15 budget.
     - Need to adopt measures that will:
       - Require less extreme cut to current operations
       - Utilize other funds’ balances (reserves)
       - Liquidate investments to assure cash flow
     - Next Steps:
       - Identify approximately $1 million in operational cuts from the FY15 budget – prorated across all divisions.
       - Communication efforts will continue to the campus and governance groups
       - Work with the University Investment Committee and current investment consultant to develop a liquidation strategy.
       - Develop a revised FY15 budget to present to the Board of Trustees Executive Committee in mid-October with full Board review at its November 14 meeting.
       - FY16 budget development process to begin
     - Detailed briefing to be held Tuesday, October 7 at 3:30 p.m. in the Facilities Conference Room
V. Computer Lab Report presented by Adair Lattimer, Chuck Davis and Jason Witherell
   o Survey was conducted from 4/3/14 through 4/15/14 with 18 respondents (out of possible 42).
   o Other steps included discussing the process for scheduling of labs through Registrar’s Office with
     Associate Registrar, Jennifer Hammonds, discussion regarding limitations with current scheduling
     software, Resource 25, and gathering information about the topic from department secretaries.
   o Survey results were compiled and initial impressions were reviewed with the Committee.
   o After discussion, the Committee members agreed that a smaller group was needed consisting of
     representatives from Registrar, Events & Conferences, Facilities, and Resource Committee members
     Chuck Davis and Adair Lattimer to gather additional data in order to develop a more comprehensive
     picture of the issue.

VI. The President has requested the Committee gather questions about the sustainability of SSU’s financial
    model. Questions may be emailed to Dr. Burns or submitted at the next meeting.

VII. Discussion of sub-committees dealing with specific areas was postponed to the next meeting.

VIII. New topics for committee consideration should be emailed to Dr. Burns.

IX. Monthly meetings will be scheduled with additional meetings held as necessary.

X. Meeting adjourned at 5:00 p.m.