

CAMPUS FEE ADVISORY COMMITTEE

March 26, 2004

MINUTES

ATTENDEES

Members:

Truong Diep	David Ely
Jeff Obayashi	Glen McClish
Juanita Salas (Chair)	Jose Preciado
	Linda Stewart
	Sydney Covey

Voting Alternates: Melissa Johnson

Non-Voting Member: Ed Bulinski

Meeting was called to order at 2:07 p.m. by Chair, Salas.

AGENDA

Minutes from the previous meeting were approved. A copy of the spring break reminder ad in the Daily Aztec was included in the packet. Bulinski requested that Covey ask Singer about e-mails to all students on April 11 or 12 that would have a link to the voter pamphlet and reminder to vote. A copy of the voter pamphlet also included.

ACTION ITEM

Bulinski spoke regarding the Student Affairs request for IRA monies, but after taking into consideration the fact that there is no extra money, the consensus was that this was not the best year to bring forth this proposal so Student Affairs withdrew their request. Ely asked about procedures in allocating IRA funds and if Student Affairs would be added to the allocation list along with Athletics and Academic Affairs. Preciado asked what the charge is of the committee in allocating IRA funds. Is it to recommend to the President the best use of the funds or just to rubber stamp allocations that are already decided? What is the role of the committee? Bulinski said according to the policy memo from 1997 that the President approved, the CFAC will make a recommendation of distribution of funds between Academic Affairs and Athletics and the policy is restrictive in that nature. CFAC does, in fact, recommend a split on monies between those entities. Thus, funding for anything requested by Student Affairs would have to be endorsed by one of those two entities and included as part of an Academic Affairs or Athletics request/allocation. Alternatively, the Campus IRA Policy would need to be revised.

Preciado moved and Stewart seconded a motion to approve the 2004/05 proposed IRA budget.

DISCUSSION

Bulinski outlined the 2004/05 proposed IRA budget that was included in the packet. Changes were highlighted in a tan color. It was noted that Academic Affairs departments would spend their entire allocation of \$200,000 for 2003/04, which would mean that there would be a greater deficit than originally thought. As a consequence, we will use \$14,737 of IVC's reserve to cover the 2003/04 deficit. This would mean that \$14,737 would be returned as a commitment for 2004/05 to repay the IVC reserve. Methodology was explained regarding overhead and how the 6% was calculated from revenue instead of expenditure and how the number was reached. Bulinski stated that the number was an estimate. Ely questioned the insurance increases that have taken place over the last few years. Bulinski said that the figures were estimates given from CSURMA from the Chancellor's Office. This is a self-insured policy that's based on a four-year running average so changes to the policy costs from year-to-year are generally not that significant. Bulinski said that we should be more proactive at mid-year to review the allocations to determine if cutbacks should occur. Salas asked about the student travel insurance. Stewart said it was for all students who travel not particularly athletes. Salas asked if we should move ahead with a deficit. Bulinski said that we would not be a deficit situation for 2004/05 and that the proposal is a balanced budget. The deficit problem is this year. If the shortfall is not that drastic next year, the next committee could review it and adjust. Conversely, if it is worse then the CFAC should takes steps to reduce spending mid-year. Bulinski further noted that we did make a one-time commitment to the bands this year of \$154,000 and that a shortfall of \$14,737 is not that bad for a budget in excess of a million dollars. For 2004/05, \$15,000 is still designated for the bands. A question was asked about the dates for the next meeting and if there would be enough time for Academic Affairs to gather their proposed allocations together. Covey said there was. CFAC would review Academic Affairs' allocation proposals on April 23 or May 7.

Salas asked if there was a quorum present. There was not. **A motion was made by Stewart and seconded by McClish to do an e-mail vote that would be due on April 9.** Salas as privilege of the chair approved the motion.

The meeting adjourned at 2:55 p.m.

RESULTS OF E-MAIL VOTE: THE MOTION that was made by Preciado and seconded by Stewart at the March 26 meeting was to approve the 2004/05 proposed IRA budget. MOTION PASSED with 7 voting yes and 1 abstention.

Respectfully Submitted by

Rosemary Patrick
Business & Financial Affairs