
STAFF PRESENT: M. Boyle

I. CALL TO ORDER
   a) Approve Agenda
   Cutrer welcomed everyone and called the meeting to order at 9:01 a.m. Papenhausen will need to excuse herself from the meeting around 10:20 a.m. to participate in another meeting.

II. ANNOUNCEMENTS
   Cutrer announced the following:
   • She will be on vacation beginning this Thursday through most of next week.
   • The Library Dean search is progressing and an announcement will be issued to the campus community as soon as appropriate.
   • A two-day AALC retreat is planned for Tuesday, August 11th, and Wednesday, August 12th, to be held on campus. Members of the Senate Budget and Long-range Planning Committee will be invited to join the retreat for one of those days.
   • Cutrer distributed a copy of a memo dated May 15, 2009, with the subject line “Academic Affairs Travel Authorization Information”. This memo includes information to assist those preparing and submitting “Requests for Travel Approval” forms for review and approval and will be sent electronically via email attachment by Boyle to AALC members and their assistants as well as to all faculty.

   Gonzalez distributed two handouts, pages 1of 8 and 5 of 8 of the draft NIH Health People 2010 grant application, which seeks funds to construct on campus an Interdisciplinary Center for Health Promotion and Eliminating Health Disparities. Ten departments and twenty people across campus are collaborating to prepare the application, which will be submitted mid-June. Notification regarding the status of the application is expected in the fall.

III. BUDGET
   Cutrer thanked members and their administrative teams for their efforts in performing the analysis and submitting the FY 2009/10 Preliminary Base Budget Review and the FY 2008/09 3rd Quarter Budget Review and projections of year-end balances for each subdivision (college/unit). With the defeat of the four ballot initiatives in yesterday’s special State election, and with the news that the projected State budget gap has increased to over $21B, the information obtained as a result of these two analyses is essential in evaluating the financial status of the division. As President Haynes announced during the budget forum held on May 7th, the Chancellor and campus presidents will meet to discuss the CSU budget on Monday, June 1st. President Haynes has scheduled a special meeting of the President’s Executive Council on Tuesday, June 2nd, and is holding a President’s Executive Council Retreat the following weekend. Hopefully there will be information that can be shared following these meetings, which is one reason why the June 2nd AALC meeting was moved to June 9th.

   Cutrer distributed and reviewed four handouts that provide division-level summary detail of the results of both the FY 2009/10 Preliminary Base Budget Review and the FY 2008/09 3rd Quarter Budget Review and Year-end Projections. Based on the data submitted by subdivision units, a budget gap of approximately $1.1M in fiscal funds is projected for FY 2009/10. The sum of units’ FY 2008/09 year-end balance projections from the 3rd Quarter Budget Reviews equals approximately the same amount. This information was shared to illustrate the status of the division budget at a “snapshot” in time and is preliminary in nature and subject to change. The two obvious and readily apparent solutions that might be considered for closing the division’s projected FY 2009/10 budget gap are (1) applying a reduction to units’ budgets, or (2) using the FY 2008/09 projected year-end
budget balances to fund fiscal uses described in units’ Preliminary Base Budget Review documents (which might involve year-end balances from one unit being used by another).

Cutrer stated that no decisions have been made about the methodology for closing the projected FY 2009/10 budget gap or about the use of the units’ projected FY 2008/09 year-end balances. The results of these two analyses were shared to apprise members of the outcome of the assignments. No further action or additional work was requested of units regarding either set of projections at this time. The projections will be discussed further when information about the complete FY 2009/10 budget picture is available, which is expected to be mid-June.

Members were urged to
  • continue conserving resources as much as possible;
  • refrain from planning uses for any unit-level FY 2008/09 year-end balances, other than to consider how unit year-end balances might be used to cover expenses described in the unit’s FY 2009/10 Preliminary Base Budget Review; and,
  • think about the results of the FY 2009/10 Preliminary Base Budget Review and FY 2008/09 3rd Quarter Budget Review to prepare for the budget discussion at the June 9th AALC meeting.

IV. AGENDA ITEMS FOR NEXT MEETING (Tuesday, June 9th, 9:00 a.m. – 11:00 a.m., MARK 421)
  • Budget

V. ACTION ITEMS
None.

VI. ADJOURNMENT
There being no further business, Cutrer thanked members and adjourned the meeting at 10:20 a.m.

Submitted by
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Staff to the Academic Affairs Leadership Council