A SPECIAL MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
Room 123
Connecticut State University System
39 Woodland Street
Hartford, Connecticut

Monday, September 12, 2011, at 8:00 a.m.

Minutes

TRUSTEES PRESENT
Angelo Messina, Chair
Richard J. Balducci
Peter Rosa
John Sholtis, Jr.

SYSTEM OFFICE STAFF
Louise Feroe, Acting Chancellor; Pamela J. Kedderis, Vice Chancellor for Finance and Administration; David Trainor, Associate Vice Chancellor for Human Resources & Labor Relations; Keith Epstein, Assistant Vice Chancellor for Planning & Technical Services; Jill Ferraiolo, Associate Vice Chancellor for Government Relations; Rosalie Butler, Administrative Assistant for Finance

UNIVERSITY REPRESENTATIVES
Richard Bachoo, Chief Administrative Officer, CCSU; Kim Chagnon, Interim Chief Financial Officer, CCSU; Dennis Hannon, Vice President for Finance and Administration, ECSU; James Blake, Executive Vice President, SCSU; Paul Reis, Vice President for Finance and Administration, WCSU

With a quorum present, Chairman Messina called the meeting to order at 8:00 am.

1. APPROVAL OF MINUTES FROM THE MAY 5, 2011 MEETING

The minutes of the May 5, 2011 meeting were unanimously approved, as written.

INFORMATION ITEMS

A. Write-off of Uncollectible Accounts

VC Kedderis explained that as a matter of good fiscal practice and per internal procedures, all uncollectible receivables $1,000 and under are written off every year, while those over $1,000 are written off every three years. However, because OPM approval to write off was not forthcoming last year, four years of uncollectible receivables over $1,000 are being written off this year. Of the total write-off of $4,123,350.34, $3,957,963.05 is comprised of accounts greater than $1,000, which has been approved by OPM. The Chancellor has authorized the
write-offs of $1,000 or less totaling $165,387.29. VC Kedderis informed Trustees that efforts continue to collect all unpaid sums even after write-off.

B. CSUS 2020 Progress Report

VC Kedderis provided an update on CSUS 2020 projects.

**ACTION ITEMS**

A. Tuition and Fee Waiver Authorizations

VC Kedderis indicated that since 1989, the Board of Trustees has authorized the President of each university to waive all tuition and fees (or impose a registration fee, at his or her discretion) for any student from a Connecticut high school which has a specific agreement with a CSUS university for enrollment in up to two courses per semester for university credits. However, this authorization did not extend to courses taken by high school students for university credit during summer sessions. VC Kedderis explained this Resolution modifies language to include the authorization to waive tuition and fees for university courses taken by such high school students during summer sessions.

*The Resolution was unanimously approved on a motion by Trustee Sholtis, seconded by Trustee Rosa.*

B. Resolution concerning FY2011-12 Institutional Spending Plans and Authorized Expenditure Levels for Management and Confidential Professional Personnel and SUOAF-AFSCME Administrators

Chairman Messina indicated that although a review of the Spending Plan had taken place in May, certain adjustments had been made to reflect a decrease in State funding. He turned to VC Kedderis who provided the salient details of the revised budget request.

*The resolution was unanimously approved on a motion by Trustee Rosa, seconded by Trustee Sholtis.*

C. Resolution concerning the Purchase of Equipment Used for Research Purposes, Library Media and Library Books

VC Kedderis explained the statutory requirements and specific designation of funds for the above purposes. For FY2011-12, expenditures are budgeted at $6,445,340, virtually flat with FY2010-11 projected expenditures ($17,300 or 0.3% over).

*The resolution was unanimously approved on a motion by Trustee Sholtis, seconded by Trustee Rosa.*

*The meeting was adjourned at 8:35 a.m. on a motion by Trustee Balducci, seconded by Trustee Sholtis.*