California Baptist University

WASC Financial Management Committee
Meeting Minutes, October 4, 2002

Members Present: Mark Howe, Jonathan Parker, Daniel Skubik, Bruce Stokes, Calvin Sparkman, Jackie Gonzalez, Amy Stumpf, Phil Martinez

1. The meeting was opened with prayer by Dr. Parker

2. Minutes from the August 9th and August 12th meetings were reviewed. Two minor corrections were received and the minutes were approved as edited. Mr. Howe also noted that he will work on completing minutes for previous meetings.

3. Mr. Sparkman provided several pages of adjustments to the original draft document. Those adjustments are mentioned briefly in the following subparagraphs
   a. Regarding the issue of deferred maintenance, an electronic (.pdf) file will be provided to include in the Web Page Evidence Room.
   b. An updated “capital investments” chart has been inserted into the draft.
   c. Updated Library Funds charts were inserted into the document. It was agreed that only the actual expenses chart would be kept and that the chart displaying percent of total operating expenses would be deleted.
   d. The IT staffing issue is still being developed and will include several different elements of usage data.
   e. Wording on the faculty and their faculty-owned workstations will be edited.
   f. The issue of implementing approved investments policies has been updated but is not yet complete.
   g. The new chart for developing a working capital reserve is good. Dr. Parker noted, however, that the suggestion of achieving a $3 million reserve was not in the Action Letter or Team Report. Upon confirming this, it was agreed that the wording would be revised.
   h. The contingency plan for future financial emergencies has not yet been revised but development is almost complete.
   i. Resource allocation comparisons continues in development. Once this is complete, it was agreed that a report of this should be placed in the Comprehensive University Plan with action items to respond to any necessary adjustments.
   j. Financial Strengths Ratios have not yet completed but the method of calculation by the U. S. Department of Education is being obtained to clarify how to produce the necessary comparisons.
k. Regarding developing and refining strategies and procedures for multi-year budgeting, Mr. Howe presented a draft page including two charts. It was agreed that only the fiscal year chart was necessary since the Academic Year is the same as the Fiscal Year. He will continue to refine this issue with Doug Wible to include enrollment predictions along with expenses. Also associated with this issue was a brief discussion about how much it costs to deliver services to students and how that changes over time.

4. Once these adjustments are completed, it was agreed that a concluding section will be written to explain the overall vision the Finance and Administration area. This will include a brief summary of where we have been and the projected direction for the next three to five years.

5. Mr. Howe agreed to provide initial updates by Friday, October 12th.

6. The next meeting was scheduled for Monday, October 28th at 2:00 p.m.

7. The meeting was adjourned at 12:22 p.m.