California Baptist University  
WASC Financial Management Committee  
Meeting Minutes, November 18, 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. Skubik.

2. Minutes from the October 28, 2002 meeting were reviewed and approved.

3. Ms. Stumpf reported that progress had been made in the development of the policy and procedure for forecasting enrollment goals. She will post a brief description of the plan to the document and a link will be established to the full plan once approved by Executive Council.

4. Mr. Martinez will develop a brief discussion of the unit-level development of the budget process and Mr. Sparkman or Mrs. Gonzales will develop a chart budgets and actuals for 99/00 through 02/03.

5. Mr. Sparkman will refine the wording of the section on the development of an annual capital reserve, including the insertion of a fiscal year definition.

6. Mr. Sparkman and Mrs. Gonzales will further develop the response regarding investment policies and procedures to demonstrate they have been implemented and to include a description of the policy for investing surplus funds. A chart showing investment results will also be developed.

7. Mr. Sparkman will provide some words of explanation of the significance of the new “CBU’s Functional Expenses as a Percentage of Total Expenses” chart.

8. Mrs Stumpf will refine the discussion of the library’s acquisition budget.

9. Regarding the Information Technology support item, a link will be established to the IT annual training schedule as well as providing some additional information about the numbers and types of staff/faculty that have gone to training.

10. Mr. Howe agreed to use the Sodexho Deferred Maintenance Study to develop a section for this in the Comprehensive University Plan. He will also provide and extract of this for posting in this section of the self-study document. Mr. Sparkman and Mrs. Stumpf will also work on refining the discussion following the chart in this section.
11. Mr. Howe agreed to write the “Where do we go from here” section as a look to the future of Financial Management at Cal Baptist and to serve as a closing section of the entire paper, and with an eye toward the new standards.

12. The next meeting was scheduled for Monday, December 16th at 2:00 p.m.

13. The meeting was adjourned at 3:32 p.m.