



## **Planning and Budget Advisory Council Meeting Minutes**

Friday, April 10, 2020

Microsoft Teams Meeting

Called to Order: 2:00 PM | Adjourned: 3:50 PM

**Attendees:** Thomas Hynes, Stephen Schultheis, Chase Moore, Corlis Cummings, Kevin Demmitt, Bill Gruszka, Akwai Agoons, Allen Ward, Cass Parker, Catherine Matos, Jacob Chacko, Jill Lane, Lakisha Sanders, Lila Roberts, Nasser Momayezi, Narem Reddy, Ryan Erlacher, Sam Dixon, Scott McElroy, Shakeer Abdullah, Susan Duley, Lisa Eichelberger, Glynnisha Oglesby, Faith Morton

### **1. COVID-19 Impacts-**

- Expenses directly related to COVID-19 are being tracked for potential reimbursement.
- The University is eligible to receive \$6 million in the CARES Act. Approximately half of the eligible amount is for students and the other half for institutional use. A plan on how the University intends to disburse the funds must be submitted to the federal government within 30 days.
- The University intends to use a portion of the funds to cover extra expenses students may occur, for instance lab fees.
- A survey will be created for students to acknowledge they were impacted by COVID-19. The amount students receive will be based on their socioeconomic status indicated by the EFC on the student's FASFA. Dual enrolled students are ineligible. Students who do not submit a FASFA are still eligible and will be awarded appropriately. Students will receive \$500-1200 dollars
- Dr. Hynes will circulate the secretary's letter and the conditions established in the agreement to colleagues
- See Related Documents:
  - [Clayton State University COVID-19 Financial Impact Survey](#)

### **2. Student Refunds-**

- Our refund plan was submitted to the Board of Regents about 10 days ago and can be found on the Bursar's webpage.
- Housing and Dining refunds are still being processed.

### **3. FY 21 Budget Meeting Outcomes & Requests-** Discussion Led by Scott McElroy

- Scott McElroy will be sending an email with the voting sheet for FY21 Funding Requests.
- The FY21 Budget is due May 1<sup>st</sup>, although the budget remains uncertain.
- See related documents:
- [FY21 Funding Requests Divisional Listing](#)
  - [Budget Priority Requests 2021- Academic Affairs](#)
  - [Budget Priority Requests 2021- Enrollment Management](#)
  - [Budget Priority Requests 2021-ITS](#)
  - [Budget Priority Requests 2021-Student Affairs](#)
  - [Budget Priority Requests 2021- Business & Operations](#)
  - [Budget Priority Requests 2021- University Advancement](#)
  - [Budget Priority Requests 2021- Athletics](#)

#### 4. **OPB\* FY20 Year End Instructions-**

- All state agencies have been instructed to optimize surplus funds.
- Any planned one-time year end expenditures should be deferred until FY21 unless there is an emergency, in which case, the OPB must be contacted.
- The Board of Regents will be sending a list of our open purchase orders. The University must work to close out purchase orders with no activity and must give an explanation as to why current open purchase orders should remain open.
- See related documents
  - [OPB FY 2020 Year End Instructions](#)
  - [FY20 Unresolved Budget Issues 4-10-20](#)

#### 5. **Academic Core- Phase 3 Chiller-**

- Great progress has been made with students not being on campus.
- Funds are in place to complete Phase 3

---

\*(OPB) Office of Planning and Budget