

# California State University, San Bernardino

## MINUTES

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### ***Post-Pandemic Steering Committee Meeting***

**Date: 08/09/2021**

**Time: 4:00 pm**

**Location: Zoom**

#### **Subcommittee members:**

1. Monir Ahmed, Associate Vice President, Finance and Administrative Services
2. Dena Chester, University Budget Director
3. Maria Badulis, University Controller
4. Jenna Aguirre, Director, Academic Budget and Planning
5. Monica Alejandre, Associate Vice President, Operations, University Advancement
6. Art Torres, Director, Procurement and Contracts
7. Grace King, Chief Administrative Systems Officer, ITS **Absent**
8. John Griffin, Executive Director, University Enterprises Corp.
9. Maria Najera-Neri, Budget Analyst, Santos Manuel Student Union
10. Mary Robles, Senior Budget Analyst, Student Affairs
11. Jay Wood, Accounts Payable and Disbursements Manager

#### **Guests:**

12. Marlene Ambriz, Project Coordinator/Budget Analyst (Minute Taker)

- 1) **Budget Subcommittee Charge.** Monir Ahmed shared with the subcommittee the charge. In support of the academic mission and planning for instruction, the committee will provide solutions to significant changes in these areas and help remove barriers. The budget subcommittee is responsible for broader operational scenarios to discuss budget impact and make recommendations to leadership. Monir Ahmed explained that the subcommittee is responsible for assessing the fiscal impact of proposals submitted, such as revenue and cost of program including additional hiring of faculty and staff.
- 2) **Budget forecasting.** Maria Najera-Neri discussed the subcommittee's role in budget forecasting, assessing the needs of both State and Auxiliary units, and also campus vs. remote learning. Monica Alejandre mentioned the role of University Advancement and finding the best course of action. Monir Ahmed discussed how broad the roles of the subcommittee are which will enable them to seek the best strategy when proposals are submitted.
- 3) **Meetings.** Monir Ahmed explained that the subcommittee would meet on an as needed basis and depending on the volume of proposals submitted.