1. Call to Order/Roll Call
The meeting of the Budget and Finance Committee of the Oregon State Board of Higher Education was called to order at 8:05 a.m. by Chair Don VanLuvanee.

On roll call, the following Committee members answered present:
  Bridget Burns (arrived at 8:20 a.m.)
  Henry Lorenzen
  Jim Lussier
  Don VanLuvanee

Absent: Geri Richmond (personal conflict) and Bill Williams (business conflict).

Other Board members present:
  Kerry Barnett
  Leslie Lehmann
  Rachel Pilliod
  Phyllis Wustenberg

Chancellor’s Office staff present: Chancellor Richard Jarvis, Tom Anderes, Shirley Clark, Grattan Kerans, Ben Rawlins, Virginia Thompson, and Susan Weeks.

Others: Philip Conn (WOU), Bill Danley (IFS), Martha Anne Dow (OIT), Lesley Hallick (OHSU) Jay Kenton (PSU), Dixie Lund (EOU), John Moseley (UO), Ed Ray (OSU), and Elisabeth Zinser (SOU).

Meeting attendees also included other institution representatives, members of the Chancellor’s Office staff, and interested observers.

2. Action Items
   a. SOU—Jefferson Public Radio Foundation Ground Lease

DOCKET ITEM:

Summary
Southern Oregon University (SOU) sought Board approval to authorize the Senior Vice Chancellor for Finance and Administration or designee to complete a proposed seven-year lease of campus land to the Jefferson Public Radio (JPR) Foundation. The JPR Foundation is a private nonprofit public benefit corporation assisting SOU through its support of the activities of the JPR.
SOU proposed to lease a parcel of land on the north campus to the JPR Foundation for the purpose of constructing a facility to house broadcasting facilities for JPR, JPR Foundation Offices, and the Western States Museum of Broadcasting. The Foundation will donate the facility to the University upon completion of construction.

Background
SOU operates the JPR, a network of 19 radio stations stretched between Eugene, Oregon and Mendocino, California, and 33 translators augmenting JPR service to this vast area. The program’s extraordinary growth has led to JPR’s ranking as one of America’s largest public radio services. The JPR network stations provide the only public radio service for most portions of its listening area, thus serving a significant role in the cultural life of the region.

JPR has 18 full-time staff members and numerous students and volunteers. JPR invites participation by students from various academic areas—for example, political science students produce public affairs programs and music majors serve as commentators on music programming. Many students who have acquired skills at JPR have gone into radio or television broadcasting careers.

The new facility will cost approximately $10 million. About a third of it will house JPR's studios and offices, which will be relocated from their current crowded Central Hall location originally developed for JPR's founding 10-watt radio station, KSOR, in 1960. Where JPR initially provided a single program service over a single radio station, the network now offers three full-time separate program services that are transmitted over its network of multiple stations, in addition to its webstream iJPR program service. This multiple service concept, initiated by JPR and now being emulated elsewhere in the nation, requires use of multiple simultaneous studio facilities that the Central Hall studios cannot fully support. This led to SOU’s purchase of the Cascade Theatre in Redding in 1999, from which JPR now programs a portion of each broadcast day.

The Western States Museum of Broadcasting, and associated JPR Foundation offices, will utilize approximately two-thirds of the new facility. The Museum, which is being developed with a mixture of broadcasting industry resources and other private support, will exhibit and interpret the educational, social, political, and technical history of radio and television in America through a variety of offerings, including a full research library, public presentations, and the Museum’s ongoing permanent and special exhibits. One example of support already received is the donation in 2002 by ChevronTexaco of the company’s memorabilia associated with the historic Metropolitan Opera radio broadcasts, dating back to 1940, which ChevronTexaco has continuously sponsored since that date. That collection is currently in storage pending the completion of the new facility.

Terms of the Proposed Transactions
The facility will be designed and constructed in a manner that is satisfactory to SOU and complies with Oregon University System purchasing and contracting rules. The
Foundation intends to raise funds for the design and construction of the facility with the intention to donate the facility to the University upon completion.

The University will maintain the facility for the operations of Jefferson Public Radio, and under a separate agreement, lease space to the JPR Foundation for the purpose of operating the Western States Museum of Broadcasting.

*Conditions of Lease*

The term of the lease is seven years. During the term of the lease, SOU has the option to extend the lease to permit the completion of the construction project.

*Staff Recommendation to the Budget and Finance Committee*

Staff recommended that the Board approve Southern Oregon University’s request to execute a ground lease with the JPR Foundation for the purpose of constructing a facility to house broadcasting facilities for JPR, JPR Foundation Offices, and the Western States Museum of Broadcasting, subject to final approval by the Senior Vice Chancellor for Finance and Administration or designee.

*(Board action required.)*

**BOARD DISCUSSION AND ACTION:**

Committee Chair VanLuvanee asked Vice Chancellor Anderes to briefly describe JPR, which he characterized as a comprehensive set of radio stations and network serving much of southern Oregon and northern California.

Dr. Zinser, president of SOU, added her enthusiastic support for the work of Jefferson Public Radio, generally, and for this project in particular. In addition to service to a broad geographic region, the station provides exceptional opportunities for students who are pre-professionals in broadcasting to have either paid jobs or internships. It also is an Internet service provider and publishes a magazine. “The new Western States Museum for Broadcasting will be one of three in the nation,” President Zinser underscored.

President Zinser introduced Mr. Steve Nelson, current president of the Jefferson Public Radio Foundation, an SOU graduate, and immediate past president of the SOU Alumni Board and Mr. Ron Kramer, Executive Director of the Jefferson Public Radio. Mr. Kramer thanked the Board for their continuing support of the station that was built in 1969 from a very small 10-watt station and now is looking to expand and encompass the Western States Museum for Broadcasting.

**Committee Action**

Director Lorenzen recused himself from voting because of a potential conflict of interest. Because there was not a quorum of the Committee present at the time of the vote, it was agreed that the Committee supported the staff
recommendation and would so indicate to the full Board where action to approve the Jefferson Public Radio request would be voted on.

3. Consent Item

a. Optional Retirement Plan—Proposed Amendment Correction

Summary
Amendment No. 2 to the Optional Retirement Plan was approved by the Board on July 18, 2003, with the stipulation that additional information would be provided related to the amendment. Due to a formatting problem with the document, it did not communicate the intent to change the timing of forfeitures. As amended, the forfeiture account value is established at the time of a participant’s employment termination instead of at a Plan Valuation Date.

Staff Report to the Board
On July 18, 2003, the Board approved the amendment to the Optional Retirement Plan as follows with strikethroughs indicating deletions and bold indicating additions:

6.2 Forfeitures

(a) General

In the event a Participant terminates employment prior to becoming one hundred percent (100%) vested in his or her Employer Contribution Accounts, the nonvested portion shall be forfeited upon the date the Participant receives a distribution from the Plan of the Participant’s total vested benefit.

The amount forfeited shall equal the nonvested balance as of the calendar month Valuation Date coinciding with or next following termination of employment.

The second paragraph above should read:

The amount forfeited shall equal the nonvested balance as of the calendar month Valuation Date coinciding with or next following termination of employment.

Staff Recommendation to the Board
Staff recommended that the Board approve the correction to the amendment to the Optional Retirement Plan as submitted.

COMMITTEE ACTION:
By consensus the Committee approved the staff recommendation and agreed to request full Board action on the item.
4. **Discussion Item**  
a. **Budget and Finance Committee Calendar**

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<thead>
<tr>
<th>Month</th>
<th>Committee Meeting Date</th>
<th>Other Relevant Dates</th>
<th>Event/Topic</th>
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</thead>
</table>
| **September 2003** | September 18-19 (PSU)       |                      | Report Items:  
|                |                              |                      | • Quarterly Management Report                                               |
|                |                              |                      | Discussion Items:  
|                |                              |                      | • Budget and Finance Committee Calendar FY 2003-04                          |
| **October 2003**    | October 16-17 (OIT Metro Center) |                      | Action Items:  
|                |                              |                      | • Athletic Financial Review - OSU, PSU, UO (Annual)                         |
|                |                              |                      | Report Items:  
|                |                              |                      | • FY 2004 (Annual) Budget: Funding, Enrollments, and other Expectations     |
|                |                              |                      | Discussion Items:  
|                |                              |                      | • Funding Allocation Review - Work Plan (New Initiative)                    |
| **November 2003**       | November 20-21 (PSU)       |                      | Action Items:  
|                |                              |                      | • Capital Items *(Tentative)*                                               |
|                |                              |                      | Report Items:  
|                |                              |                      | • Administrative Policy Revisions (Ongoing)                                 |
## Board Committee on Budget and Finance

### Calendar of Events

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<td><strong>December 2003</strong></td>
<td>December 19 Teleconference</td>
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<td>Action Items:</td>
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<td>• Summer Session Fee Book (Annual)</td>
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<td>• Capital Items <em>(Tentative)</em></td>
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<td>Report Items:</td>
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<td>• Enrollment Status Report</td>
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<td><strong>January 2004</strong></td>
<td>January 15-16 (PSU)</td>
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<td>Report Items:</td>
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<td>• Fee Remissions - 6&lt;sup&gt;th&lt;/sup&gt; Month Status</td>
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<td>• Status - Budget Note Follow up</td>
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<td><strong>February 2004</strong></td>
<td>February 19-20 (UO)</td>
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<td>• Capital Items <em>(Tentative)</em></td>
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<td>Report Items:</td>
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<td>• External Financial and Compliance Report (Moss/Adams) Annual</td>
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<td>• OUS Investment Report (Annual)</td>
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<td>February 15</td>
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<td>Discussion Items:</td>
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<td>• Development of 2005-2007 Legislative Concepts</td>
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<td>• Tuition and Fees: Status for 2004-05</td>
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<td><strong>March 2004</strong></td>
<td>No Meeting</td>
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<td>Possible referendum on taxes</td>
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<td>OUS receives 2005-2007 Budget Instructions from DAS</td>
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<td>April 15-16 (PSU)</td>
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<td><strong>Action Items:</strong></td>
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<td>• 2005-2007 Legislative Concepts</td>
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<td>• E-Board Items (<em>Tentative - as needed</em>)</td>
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<td><strong>Report Items:</strong></td>
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<td>• Quarterly Management Report</td>
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<td>• Enrollment Status Report</td>
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<td><strong>Discussion Items:</strong></td>
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<td>• Development of 2005-2007 Biennial Operating Budget Request</td>
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<td>• Development of 2005-2007 Biennial Capital Budget Request</td>
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<td>April 15</td>
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<td>End of Winter Term Preliminary Enrollment</td>
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<td>May 2004</td>
<td>May 20-21 (SOU)</td>
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<td><strong>Action Items:</strong></td>
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<td>• Capital Items (<em>Tentative</em>)</td>
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<td>• 2004-05 Academic Year Fee Book</td>
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<td><strong>Discussion Items:</strong></td>
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<td>• Development of 2005-2007 Biennial Operating Budget Request</td>
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<td>• Development of 2005-2007 Biennial Capital Budget Request</td>
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<td>• Funding Allocation Review - Findings</td>
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<td><strong>Action Items:</strong>&lt;br&gt;• Capital Items <em>(Tentative)</em>&lt;br&gt;&lt;br&gt;<strong>Report Items:</strong>&lt;br&gt;• Fee Remission Use 2004&lt;br&gt;• Quarterly Management Report&lt;br&gt;&lt;br&gt;<strong>Discussion Items:</strong>&lt;br&gt;• Development of 2005-2007 Biennial Operating Budget Request&lt;br&gt;• Development of 2005-2007 Biennial Capital Budget Request</td>
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<tr>
<td>July 2004</td>
<td>July 15-16 (PSU)</td>
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<td><strong>Action Items:</strong>&lt;br&gt;• Approval of 2005-2007 Biennial Operating Budget Request&lt;br&gt;• Approval of 2005-2007 Biennial Capital Budget Request</td>
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<tr>
<td>August 2004</td>
<td>No meeting</td>
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<tr>
<td>September 2004</td>
<td>Sept 16-17 (PSU)</td>
<td>Sept 1</td>
<td>Quarterly Management Report&lt;br&gt;&lt;br&gt;&lt;br&gt;Submit Biennial Budget Request to Governor</td>
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</table>
BOARD DISCUSSION:
Vice Chancellor Anderes reviewed the tentative calendar of events for the Budget and Finance Committee for the period of September 2003 to September 2004. Dr. Anderes highlighted several important items that would be coming to the Committee within the year. In October, the Committee will begin discussion of the funding allocation model: what does it do; the influence and growth of tuition and fees and the implications for the RAM. In addition, the Committee will review athletic financial statements for Oregon State University, Portland State University, and the University of Oregon.

In January, the Board would be presented with a status report of fee remissions and of progress on addressing legislative budget notes.

In February, the Committee is scheduled to receive the annual financial audit and the initial development of legislative concepts for the next legislative session. In addition, the Board will begin discussion of tuition and fees, earlier than in previous years and the System will, on February 15, 2004, receive the budget instructions from the Department of Administrative Services. Continuing in April, May, June, and July will be the development, review, and decision about the position of the Board on the 2005-2007 budget.

The July, Committee meeting will be largely focused on two items: the culmination of the budget process as information is prepared to go forward to the Governor and responses to the legislative budget notes.

Director Wustenberg raised a question regarding the previous day’s discussion of the funding at the 72 percent level and how, exactly, that was calculated and what it meant. Vice Chancellor Anderes explained that “the focus of the (funding) model originally in 1999 was to tell the state that we need so many dollars of General Fund and the best way to do that is to say this is how we compare to institutions that are similar to us. So we said we would only seek the median of that group of peers. We were looking at this ultimately for the Board to be able to tell the legislature that this is what your commitment should be based on a very reasonable benchmark outside of the System, and outside the state. So the 72 percent is actually a meaningful number.”

Director Lehmann observed, “how important it is in our budget planning to trust that our strategic decisions are made on a schedule that allows the budget decisions to be compatible with them. We need to be sure that we have alignment, that we really are being thoughtful, both in terms of when we consider these decisions, but also getting the strategic part of the agenda out in front of the budget part of the agenda.”

President Ray offered that, “if we talk about all students, the state funding is providing about 36 percent and 64 percent is coming from tuition. And that’s 36 and 64 percent of $10,240. What we don’t know is how the $10,240 per student FTE compares with an appropriate benchmarked group. So, in a global sense, what we want to get right is what is the benchmark group average; how does it look relative to the $10,240 per
student FTE that we’re providing, understanding that state support is only covering 36 percent of that total figure.”

President Lussier suggested that many business and industry groups are using “dashboards for governance because the details of the finances are so convoluted and change so rapidly. At least the dashboard gives you some pictures of what is currently happening as well as the ultimate trends.”

No Committee Action Required

5. REPORT ITEM
   a. Managerial Reporting—Quarterly Management Report

Background
One of the recommendations coming out of the fiscal accountability framework project was that mechanisms be established to provide assurance to the Board that the financial activity of OUS universities is being monitored on an ongoing basis. It is understood that each university is responsible for monitoring its financial activity. An objective of the fiscal accountability framework was to ensure that sufficient controls and documentation are in place to provide the Board with assurance that ongoing monitoring is indeed taking place.

Monitoring OUS financial activity is a significant challenge given that its annual revenues exceed $1.5 billion and its accounting records comprise over 31,000 funds in 28 major fund groups. The management reporting workgroup of the fiscal accountability framework reviewed various external resources to identify managerial reporting needs. One key resource included a publication entitled Financial Responsibilities of Governing Boards of Colleges and Universities (Second Edition), which was produced jointly by the Association of Governing Boards of Universities and Colleges (AGB) and the National Association of College and University Business Officers (NACUBO). Other resources included sample reports from a number of major institutions and systems of higher education, as well as certain reports already produced within OUS, both by the Chancellor’s Office and University personnel. The workgroup identified 15 management reporting needs, in varying degrees of detail, that would be prepared by each university, reviewed by the Chancellor’s Office, and summarized for the Board.

A subsequent work team developed reporting formats to satisfy five of the 15 management reporting needs. The report formats resulted in three reports:

- Comparison of projected end-of-year amounts to initial and operational budgets,
- Comparison of year-to-date financial activity to prior year, and
- Tracking of monthly cash balances.
The intent was to report the operating activity of the seven OUS universities and the Chancellor’s Office into a series of summarized and useful reports.

The reports noted above and presented herein focus on unrestricted funds (including designated operations and service departments) and auxiliary enterprise funds. Reports addressing the other funds of OUS will be incorporated in future phases of the managerial reporting project.

The above reports are intended to be prepared quarterly. It was determined that first quarter reports would not be presented because of the timing of the Board approval of the annual operating budget, and because the first quarter occurs before the beginning of fall term and therefore may not be useable for making reasonable year-end projections. Therefore, it was determined that reports would be prepared and presented to the Board for three quarters each year:

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<tr>
<th>Quarter Ending</th>
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<td>December</td>
<td>March</td>
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<td>March</td>
<td>June</td>
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<td>June</td>
<td>September</td>
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Analysis

The management reports of unrestricted funds (including designated operations and service departments) and auxiliary enterprises are designed to provide information of the financial activity of the current fiscal year, to identify potential problems, and to provide consistent documentation that ongoing monitoring is taking place. The three reports contain data from the unaudited accounting records as of June 30, 2003. (These reports are on file and available in the Board’s Office.)

The actual June 30, 2003, amounts represent unaudited amounts without year-end adjustments. After reviewing the series of unrestricted funds and auxiliary enterprise reports received from each university, we have noted the following:

Comparison of unaudited end-of-year amounts to initial and operational budgets:

1) Operational versus Initial Budget

The Board approves an initial budget in October of each year. The initial budget contains projected revenues, with a general understanding of a balanced budget in which projected expenditures equal projected revenues.

As additional information becomes available throughout the year, the universities make adjustments to update the initial budget. Examples include expected changes in government appropriations and tuition and fee revenue. Another example would include carrying forward a department’s unexpended budget balance from the prior year into the expenditure budget of the current year. The initial budget and the adjustments become the operational budget.
2) **Government Appropriations**
   Government appropriations in the initial budget were $386 million. Unaudited end of year amounts for government appropriations are $356 million, which is $30 million or 8 percent less than the initial budget approved by the Board. These reductions are due to the budget reductions made by the legislature.

3) **Student Tuition and Fees**
   The increase in unaudited end-of-year amounts for student tuition and fees is primarily attributable to the tuition surcharge implemented in winter term. The initial budget projected student tuition and fees of $340 million.

4) **Education and General Expenditures**
   Due to the decline in government appropriations partially offset by increases to tuition and fees, the unaudited end-of-year Educational and General (E&G) expenditures are $39 million (net of transfers out of $26 million) or 5 percent less than the initial budget approved by the Board.

5) **Fund Additions/(Deductions)**
   Fund additions of $81 million primarily pertain to the capitalization of capital construction expenditures that occurred during the year. At the end of the year, the capital construction expenditures are capitalized as “completed buildings” or “construction in progress.” The net result is to increase the capital assets and fund balance of auxiliary enterprises.

6) **Beginning Fund Balance Adjustments**
   During fiscal year 2003, debt balances associated with auxiliary enterprise capital assets were moved from the investment in plant funds held by the Chancellor’s Office to the related activity at the university. This caused auxiliary enterprise fund balances to decline.

7) **Ending Fund Balance of Unrestricted and Auxiliary Enterprise Funds**
   The unaudited end-of-year fund balance of $124 million is lower than the $277 million budget approved balance by $153 million or 55 percent. This is mainly due to the debt reallocation of $250 million partially offset by capitalized assets of $81 million and favorable E&G activities of $25 million.

**Comparison of year to date financial activity (unaudited) to prior year:**

1) **Student Tuition and Fees**
   Student Tuition and Fees recorded through June 30, 2003, of $351 million are $52 million higher than recorded for the same period last year. The increase is attributed to the following:
   - Increased enrollment of approximately $19 million.
   - Tuition and fee increases of approximately $14 million.
   - Tuition surcharge of approximately $17 million.
2) **Auxiliary Operations**

Auxiliary Operations increased $21 million to $233 million for the year ended June 30, 2003, compared to the same period in 2002. The increase is primarily attributed to the following:

- Increased athletics ticket sales and concessions of $5 million.
- Increased rates for housing, student incidental, and health service fees of approximately $4 million.
- Increased occupancy of approximately $2 million.
- Increased Foundation support to Athletics of approximately $5 million.
- Increased Lottery proceeds of approximately $2 million.
- Increased sales of approximately $2 million.

3) **Education and General Expenditures**

E&G expenditures for the year ended June 30, 2003, are lower than the E&G revenues. This is because the universities began cost cutting measures to offset decreased appropriations revenues.

E&G expenses of $748 million for the year ending June 30, 2003, are $31 million or 4 percent higher than for the same period one year ago. Total salaries and wages increased by 4 percent, other payroll expenses (e.g., payroll taxes, retirement and health insurance benefits) increased by 8 percent, and services and supplies increased by 3 percent.

4) **Auxiliary Expenditures**

Auxiliary expenditures increased $22 million, or 12 percent, for the year ended June 30, 2003 compared to 2002. Total salaries and wages increased by $4 million or 6 percent, other payroll expenses (e.g., payroll taxes, retirement and health insurance benefits) increased by $2 million, or 11 percent, and services and supplies increased by $9 million, or 12 percent. Depreciation and capital outlay increased $6 million.

5) **Net Operating Surplus (Deficit)**

Net Operating Surplus declined 17 percent for the periods ended June 30, 2003, compared to 2002. This can be mainly attributed to the decline in state appropriations.

6) **Fund Additions/(Deductions)**

At June 30, 2003, and 2002, the balances relate to the capitalization of assets discussed in number 5 in the comparison to the operational budget. Also, in 2002, adjustments resulted from the implementation of GASB 35.

7) **Beginning Fund Balance Adjustments**

This variance relates to the debt transfer discussed in number 6 in the comparison to the operational budget, above.
Tracking of monthly cash balances:

1) Cash Balances at June 30, 2003
   The cash balances are comparable to prior months and generally higher compared to the same periods in prior years. E&G increased due to enrollment, tuition and fees and the tuition surcharge, partially offset by increased expenditures. Auxiliary cash balances increased in housing, student centers, health centers, and other auxiliaries.

Additional reports to support the above analysis are on file and are available upon request.

Conclusions
OUS universities are responsible for monitoring their financial activity. Much of the financial activity is monitored in relation to the projected year-end totals of revenues and expenditures.

The Controller’s Division requested the management of each university to verify the amounts in the managerial reports, to update annual projections, and to identify and provide explanations to significant variances. The Controller's Division reviewed the managerial reports and variance explanations provided by each university for reasonableness, and compiled the managerial reports of each university into a series of consolidated Systemwide reports.

The fiscal status of OUS unrestricted funds (including designated operations and service departments) and auxiliary enterprise funds at June 30, 2003, is stable. University management have adjusted their budgets and managed revenues and expenditures in response to the state appropriation reductions. University year-end results are within reasonable operational parameters.

Management Reporting Needs
The managerial reporting workgroup identified 15 reports, falling into the following categories:

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<th>Managerial Reporting Need</th>
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<td>Preliminary Estimates of Revenue and Expense (annual report)</td>
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<td>Estimates versus Actual Comparisons</td>
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<tr>
<td>Revised Estimates of Annual Revenue and Expense</td>
<td>Implemented</td>
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<tr>
<td>Comparison of Actual Revenue and Expense to Prior Year</td>
<td>Implemented</td>
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<tr>
<td>Capital Projects Summary</td>
<td>To be implemented</td>
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<tr>
<td>Development (fund-raising)</td>
<td>To be implemented</td>
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<tr>
<td>Cash</td>
<td>Implemented</td>
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</table>
Managerial Reporting Need | Status
---|---
Accounts Receivable | To be implemented
Investments – Endowments | Investment Committee
Debt Capacity | To be implemented
Legal | To be implemented
Grants/research | To be implemented
Technology (Information Technology) | To be implemented
Regulations | To be implemented
Risk Management | To be implemented

COMMITTEE DISCUSSION:
Mike Green, Controller, indicated that the Quarterly Management Reports permit the Board to step back and understand what the results have been relative to the budget and to the environment. “In thinking about the environment this year,” he said, “we had some significant impacts that drive the results that are seen in the reports.”

Among the impacts he mentioned were government appropriations—with the special legislative sessions reducing appropriations significantly. On the other hand, there were enrollment increases that partially offset those reductions. These two items explain the majority of the variances that can be seen in the reports and, therefore, validate the actual results.

Mr. Green went on to explain that the items that are not really explained by the major macro-items are in auxiliaries and in such areas as increased athletic ticket sales, increased rates for housing that increased housing revenues, and occupancy rates. He explained that there were several items that affected the “bottom line.” Several funds have been moved, changing the balances, but “that is a good result, not a negative result,” Mr. Green pointed out.

Relative to cash balances, it was pointed out that in the previous report there was some concern about the service department balances declining. “It was expected to come back at the end of the year through some actions the campuses were taking which were kind of interim places where items were held. Those did clear out and those balances did come back. They are trending a little bit lower over time, but they’re back pretty close to last year’s ending balance. So that piece is off the watch list for now.”

6. ADJOURNMENT
It was moved by Mr. Lorenzen and seconded by Mr. Lussier that the meeting be adjourned. Those voting in favor of the motion: Ms. Burns, Mr. Lorenzen, Mr. Lussier, and Mr. VanLuvanee. Those voting no: none. Meeting adjourned at 8:50 a.m.