



UNIVERSITY BUDGET COMMITTEE

Meeting #1 MINUTES

Friday, September 12, 2008

9:00 a.m. – 12:00 p.m.

Provost's Conference Room, KEL 5207

MEMBERS PRESENT: B. Blanshan, E. Cutrer, A Hoang, L. Hawk, J. Jeffries, H. Manley, J. Mattingly, K Rees, K. Watson
MEMBERS ABSENT: J McDaniel
OBSERVERS PRESENT: C. Ottey
OBSERVERS ABSENT: Academic Senate Vice Chair [position vacant]
STAFF PRESENT: Carol Givens [substituting for Marcy Boyle], A. Glasgow, M. Hinchman, B. Ward, D. Zorn
STAFF ABSENT: Marcy Boyle, M. Ceppi

I. CALL TO ORDER

a) Introductions

Hawk called the meeting to order at 9:11 a.m. She welcomed new members Alexander Hoang, Associated Students, Inc. (ASI), President; Conrad Ottey, ASI VP for Finance; and Julie Mattingly, Associate Director, Campus Life and Student Leadership, Staff Representative. Introductions were made around the table.

b) Approve Agenda

The Agenda was accepted as presented.

c) Approve Minutes April 24, 2008

Minutes approved with modification.

II. UBC Charge

Hawk distributed copies of a memorandum from the President dated 9/8/08 and entitled "Appointment of the 2008/09 University Budget Committee" which detailed the 08/09 UBC Charge. Hawk reviewed the details of the charge with committee members. According the memo, UBC serves as an advisory body to the President and is charged with the following primary responsibilities for AY 08/09:

1. Acquire knowledge and understanding of the State of California, California State University and CSUSM budgetary processes.
2. Understand the components of the University's Multi-Year Budget Model.
3. Facilitate communication of the University's operating budget that is transparent, informative, and participatory.
4. Review division budget proposals and make recommendations to the President regarding budget allocations.
5. Advise the President and the President's Executive Council during the fiscal year on university-wide budget issues as assigned by the President:
 - o Provide recommendations on the development of a campus budget planning process that is aligned to campus strategic priorities and division strategic goals.

III. Budgeting 101

Hawk distributed and reviewed the following handouts entitled:

- Cal State San Marcos Budgeting 101
- Budget Cycle (CSU)
- California State University San Marcos 15-Month Budget Cycle Calendar
- Fund Descriptions (CSUSM University Budget Office)
- Summary of CSUSM Funds
- The California State University Board of Trustees Compact for Higher Education, October 28, 2004

Several of the above-listed documents are also available at the following links:

- <http://www.csusm.edu/budgetoffice/reference.html>
- <http://www.csusm.edu/budgetoffice/budgettools.html>
- <http://www.csusm.edu/budgetoffice/helpfulinks.html>

IV. MULTI-YEAR BUDGET MODEL

Hinchman distributed and reviewed an updated version of the Multi-Year Budget Model (MYBM). The Budget Office, UBC and President's Executive Council have been using the MYBM for about four years. It was originally implemented to plan for multi-year and subsequent years' initiatives, such as the PeopleSoft Student Implementation, to plan for University mandates (legal and contractual), and to manage the permanent budget gap created in FY 04/05. The MYBM is an invaluable tool for both UBC and President's EC and has helped us move forward with multi-year planning as well as manage three fiscal years concurrently:

1. Closing out of the prior fiscal year and identifying the final roll-over number that provides our fiscal source of funding for the next FY
2. Administering the current fiscal year activity
3. Planning for the subsequent fiscal year

The multi-year budget model is comprised of 3 major sections which Hinchman reviewed in detail.

It is important to note that the University's Multi-Year Budget Model is for planning purposes only and is continually subject to change based on numerous unknown factors. The CSU revenue projections are based on the entire CSU system and on a very complex process subject to changes from the governor, the Legislature and the Board of Trustees. Once the changes are known, the CSU Budget Office makes their adjustments and translates the system-wide amounts into individual campus allocations. All of these factors combined make it exceedingly difficult to project revenue with a high degree of certainty.

The University's FY 08/09 permanent budget gap is being covered by fiscal funds (approximately \$3M).

V. BUDGET DEVELOPMENT PROCESS, PHILOSOPHY & METHODOLOGY

Cutrer reviewed the 08/09 Charge:

- Special assignment to members for 08/09: evaluate the current University budget process, research practices on other campuses, prepare and submit a recommendation to the President of a campus budget planning process that is aligned to campus strategic priorities and division strategic goals.
- The President expects a transparent budget process to be in place for CSUSM's 25th anniversary.
- Three handouts of budget process models used on other campuses were distributed (shared as samples only - not as "best practices")
- It was agreed that discussion of this topic will be a major agenda at the October UBC meeting

VI. AGENDA ITEMS FOR NEXT MEETING (*Friday, 10/10/08, 9a – 12n, KEL 5207*)

Brainstorm for budget process

- What principles, assumptions, guidelines, mandates, commitments to consider?
- Methodology – guidelines for development of budget process
- Consider forms, documents with a consistent format
- Elements in current base budget projections

Items for November UBC meeting:

- Overview of campus-wide activities
- Division Budget Reports

VII. ADJOURNMENT

There being no further business, Cutrer thanked everyone for a productive discussion and adjourned the meeting at 12:06 pm.

Submitted by
Carol Givens
Administrative Coordinator for the
Office of the Provost and Vice President for Academic Affairs