

UNIVERSITY BUDGET COMMITTEE

Meeting #2
MINUTES



Friday, October 10, 2008

9:00 a.m. – 12:00 p.m.

Provost's Conference Room, KEL 5207

MEMBERS PRESENT: B. Blanshan, E. Cutrer, L. Hawk, A Hoang, J. Jeffries, H. Manley, J. Mattingly, J. McDaniel, K Rees, K. Watson
OBSERVERS PRESENT: S. He, C. Ottey
STAFF PRESENT: M. Boyle, M. Ceppi, A. Glasgow, M. Hinchman, B. Ward, D. Zorn

I. CALL TO ORDER

a) Introductions

Hawk called the meeting to order at 9:08 a.m. and welcomed Dr. Shaoyi He, Associate Professor in the Department of Information Systems & Operations Management in the College of Business Administration, who was recently elected to serve as Vice Chair of the Academic Senate (and Senate Chair-elect for AY 2009/10). Dr. He will serve as an ex officio member of UBC. Hawk explained that the membership of the UBC membership was designed to provide continuity for the change in leadership in the Academic Senate from one year to the next, with the Senate Vice Chair/Chair-elect serving as an ex officio member of UBC the year s/he serves as Vice Chair of the Senate. Introductions were made around the table.

b) Approve Agenda and 9/12/08 Minutes

The agenda was approved with the addition of an update of the Multi-Year Budget Model by Mary Hinchman (new Agenda Item II). The Minutes of the 9/12/08 meeting were approved as presented.

II. MULTI-YEAR BUDGET MODEL UPDATE

Hinchman distributed copies of the "CSUSM Multi-Year Budget Model Allocation of Operating Fund Incremental Budget MYBM 0910 Planning_Oct 2008.xls, MYBM 0910" with a print date of 10/8/2008 and reported:

- Governor's May 2008 Revise Budget included a flat budget for The CSU with the exception of a 10% increase in student fee revenue
- State Department of Finance letter dated 9/30/08 said to expect "no growth" budget for FY 2009/10
- Chancellor's Office continues to advocate on behalf of The CSU and in support of the Higher Education Compact
- MYBM has been updated to reflect current understanding of "worst case scenario" based on information received to date
- Two columns added to demonstrate possible scenarios regarding a potential student fee increase (status unknown until April/May 2009):
 - Column H, FY 2009/10 with 10% student fee increase
 - Column I, FY 2009/10 without 10% student fee increase
- The campus will not exceed FTES target this year as previously anticipated, yet the projected fee revenue associated with the anticipated excess FTES was allocated with the FY 2008/09 budget; hence, the MYBM has been modified to include a \$1M adjustment in FY 2009/10 (see Row 78) to correct this year's over-allocation.

Various members reported hearing about the possibility of a mid-year budget reduction at their respective system-wide meetings; but, to date, no directives or formal communication on the topic has been received. It was acknowledged that, given the State and national financial crisis, this remains a possibility and account managers should be mindful of this as they administer unit budgets.

III. BUDGET DEVELOPMENT PROCESS BRAINSTORMING

Cutrer distributed an excerpt from the last WASC report (page 30) to provide context for the budget development process brainstorming item. The excerpt included four bullet points that, according to the report, "the University's [budgetary] process will need to mature to include" by the time of the Education Effectiveness Review, which is scheduled for April 2009. Cutrer turned the brainstorming session over to Rees, who, like Jeffries, is a trained facilitator, and who agreed to serve in this role to share responsibility amongst UBC members. Rees reviewed some ground rules

and facilitated the discussion, writing members' feedback on flipchart paper. The rough notes from the brainstorming session will be transcribed and distributed to UBC members. Members agreed that the University's budget development process – the final product – should be clearly articulated in a one-page, graphic document that would be readily available for reference and published on the campus website.

IV. NEXT STEPS

- Rough notes from today's brainstorming session will be transcribed and distributed to members via email attachment
- Rees will work with a small subgroup to organize the data and prepare a first draft recommendation from which UBC can begin further conversations

V. TENTATIVE AGENDA ITEMS FOR NEXT MEETING (*Friday, 11/14/08, 9a – 12n, KEL 5207*)

- Continue drafting a budget development process for the University

VI. ADJOURNMENT

There being no further business, Cutrer thanked everyone for a productive discussion and adjourned the meeting at 12:05 pm.

Submitted by
Marcy Boyle
Assistant to the Provost and Vice President for Academic Affairs
Staff to UBC