



UNIVERSITY BUDGET COMMITTEE

Meeting #5 MINUTES

Friday, February 26, 2010

9:00 a.m. – 12 noon

Provost's Conference Room, KEL 5207

MEMBERS PRESENT: T. Bell, B. Blanshan, E. Cutrer, J. Jeffries, J. Mattingly, J. McDaniel, K Rees, B. Russo, K. Watson
 MEMBER ABSENT: L. Hawk
 OBSERVER PRESENT: R. Yoshii
 OBSERVER ABSENT: D. Ricardo
 GUESTS: Gary Cinnamon (10a), Ed Johnson (10a), John Segoria (9:20a), Peter Zwick (10:45a)
 STAFF PRESENT: M. Boyle, M. Ceppi, M. Hinchman, L. Rojas, B. Ward

I. WELCOME

Cutrer welcomed everyone and called the meeting to order at 9:07 a.m. Hawk is unable to attend today's meeting due to family illness. The agenda was approved as presented.

II. BUDET FORUM DEBRIEF

Cutrer thanked members for their attendance at yesterday's UBC Budget Open Forum. The information shared and the presenters' scripted remarks will be posted to the Forum website shortly and an email message will be issued to the University community announcing that the documents are available and will include an invitation to submit feedback via the online form. A discussion debriefing the forum ensued and comments included, among others:

- Students, staff and faculty found the forum useful and appreciated having the opportunity to gain understanding about other divisions' budgets and the overall operation of the University.
- Comparative data would be useful for future forums.
- Post materials in advance and announce.
- Shorter presentations and long Q&A period
- Ask divisions to hold individual budget forums prior to an All University forum.
- Provide historical staffing level data.

III. MYBM FY 10/11 FUNDING REQUEST PRESENTATIONS (Round II)

a) ADA Funding

John Segoria, Director of Disabled Student Services, joined the meeting at 9:20a for a time certain presentation. He distributed a handout and reported on the requirements for complying with the Americans with Disabilities Act (ADA). In addition to the ADA information, the handout included a summary of the funding needs and projections for FY 10/11. The MYBM funding proposal includes the following:

- Line 62, ADA Compliance, permanent allocation of \$31,410
- Line 111, ADA Compliance, fiscal allocation of \$\$69,271

b) Risk Management/Hazardous Materials

Rees presented information about the FY 10/11 funding request for Risk Management and Hazardous Materials and projected information on the screen. She will forward the presentation document to UBC members via email attachment. These items appear on Lines 48 and 61 of the MYBM and do not represent office operating budgets. The frequency of hazardous materials inspections by the Fire Marshal has increased. The Risk Management premium charged to the University is based on a formula set by the Chancellor's Office and one factor is the institution's risk experience. Hence, there can be fluctuations in the annual premium cost. The MYBM funding proposal includes the following:

- Line 48, Risk Management, permanent allocation of \$162,569
- Line 61, Hazardous Material, permanent allocation of \$3,407

c) Utilities/Plant Maintenance/SBSB Moves

Gary Cinnamon, AVP for Facilities Development and Management, and Ed Johnson, Director of Facility Services, joined the meeting at 10a and made a PowerPoint presentation about the FY 10/11 funding requests for utilities, plant maintenance, and the Social and Behavioral Sciences Building (SBSB) moves. The cost of electricity is negotiated on an

annual basis, which provides some stability in projecting expenses. SBSB increases the overall square footage of the campus by 12%, and there are increased utility and maintenance expenses associated with the expansion. Landscape cost efficiency is under review. The Chancellor's Office allocates funds for capital renewal projects via an annual application process. The campus was eligible to apply last year, but did not receive any funding. The MYBM funding proposal includes the following:

- Line 55, Utilities, permanent allocation of \$221,602
- Line 102, Plant Maintenance, fiscal allocation of \$300,000
- Line 104, SBSB Moves, fiscal allocation of \$373,000

d) Global Affairs Incentive Funding

Peter Zwick, Director of Global Education, joined the meeting at 10:45 a.m. for a time certain presentation about the Global Affairs Incentive Funding request. An agreement was executed several years ago with a former president to establish a funding source for recruitment of international students. International students pay non-resident fees and are not counted toward meeting the campus's FTES targets established by the Chancellor's Office. Currently, the fee is \$372/unit and represents revenue generated for the University. International student enrollment has increased over the years with a corresponding increase in revenue generation. According to the agreement, Global Education receives a fiscal allocation equal to 4.5% of the revenue generated by international student fees collected the prior fiscal year. The funds are to be used for recruitment of international students, such as print and web advertising, travel to recruit students, registration fees for exhibits at recruitment fairs, fees paid to recruitment and marketing agents, etc. Last year, \$36K was spent on marketing, which contributed to realizing approximately \$1.7M in international student fee revenue this year. The MYBM funding proposal includes the following:

- Line 107, Global Affairs Incentive Funding, fiscal allocation of \$73,840

IV. ACTION ITEMS AND ADJOURNMENT

UBC will meet Friday, March 12th, from 9a – 4p to deliberate and prepare a recommendation to President Haynes regarding the FY 2010/11 budget. A small work group was formed to develop a process for conducting the deliberations. Members of the work group include McDaniel, Rees, Jeffries, Blanshan, Hawk and Boyle. The process and templates will be finalized and distributed to divisions by Friday, March 5th, to allow sufficient time for divisions to prepare documents for UBC members' consideration on March 12th. Due to the tight timeline, the presentation documents will be distributed at the meeting rather than provided in advance.

Cutrer adjourned the meeting at 11:30 a.m.

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