



UNIVERSITY BUDGET COMMITTEE

Meeting #6 MINUTES

Friday, March 12, 2010
9:00 a.m. – 4:00 p.m.

Provost's Conference Room, KEL 5207

MEMBERS PRESENT: T. Bell, B. Blanshan, E. Cutrer, L. Hawk, J. Jeffries, J. Mattingly, J. McDaniel, K Rees, B. Russo, K. Watson
OBSERVER PRESENT: R. Yoshii
OBSERVER ABSENT: D. Ricardo
STAFF PRESENT: M. Boyle, M. Ceppi, M. Hinchman, L. Rojas, B. Ward

I. MEETING OVERVIEW

Hawk welcomed members and confirmed that they had received the documents distributed prior to the meeting via email attachment (agenda, draft ground rules, University Strategic Plan, and feedback received in response to the UBC Open Forum held on 2/25/10). Hawk distributed and reviewed a handout entitled "University Budget Committee Meeting Overview, March 12, 2010", which described the format planned for today's meeting. As agreed upon at the last meeting, a small subgroup of UBC members met to recommend a format for today's meeting and to create the template to be used to present the data for members' consideration during the deliberation process.

The following documents were distributed at the meeting:

- University Budget Committee FY 10/11 Budget Recommendation Worksheet
- Voting Tally Sheet
- CSUSM Multi-Year Budget Model Allocation of Operating Fund Incremental Budget Requests

II. GROUND RULES

Cutrer reviewed the draft ground rules that were distributed in advance of the meeting. Members accepted the ground rules as presented.

III. DIVISION PRESENTATIONS AND Q&A

Hawk reviewed the "University Budget Committee FY 10/11 Budget Recommendation Worksheet".

- The worksheet itemizes categories of reductions planned by each division without dollar values or detail based on the budget reduction plans each division developed in the fall (10% permanent and 5% fiscal reduction for FY 2010/11).
- UBC is charged with preparing a prioritized recommendation to the President for reinvesting in each of these categories pending the availability of funds.
- For each of the categories, the respective division indicated the goal(s) in the University's Strategic Plan and the President's budgeting principle(s) that the category supports. Divisions also included a brief impact statement for each category.
- Due to the constraints limiting the information that may be shared to ensure compliance with collective bargaining requirements, a coding system was developed to indicate a proportional value for each category within a division's overall planned reduction. A code of one to four dollar signs was assigned to each category by the respective division, and the key for the coding is at the top of the worksheet.

Presentations were made by each of the divisions in the order listed below, followed by a question and answer period:

- University Advancement by Tina Bell
- President's Area by Matt Ceppi
- Student Affairs by Bridget Blanshan

Break from 10:20a – 10:30a

- Finance and Administrative Services by Katy Rees
- Academic Affairs by Jennifer Jeffries

Hawk thanked the presenters from each division.

IV. TIME FOR REFLECTION AND THOUGHT BY UBC VOTING MEMBERS

Cutrer reviewed the voting tally sheet and asked voting members to consider the information presented, seek clarification as needed, and cast their votes. A working lunch was served while the votes were cast and tallied.

V. UBC VOTING MEMBERS TO ASSIGN A HIGH, MEDIUM OR LOW TO REINVESTMENT CATEGORIES

Following lunch, the tabulated votes were projected onto the screen. Discussion ensued and voting members deliberated. While there was unanimous agreement that all categories were highly valued and critical to the mission of the University, the voting members reached consensus in designating each category high, medium or low for reinvestment purposes, pending availability of funds in FY 2010/11.

Cutrer reminded members that today's division presentations, worksheet, discussion, deliberation, and the recommendation to the President are confidential and should not be shared.

VI. MULTI-YEAR BUDGET FUNDING REQUESTS

a) Mandates vs. Campus Priority Programs

Discussion postponed to the April meeting due to lack of time.

VII. NEXT STEPS FOR RECOMMENDATION TO PRESIDENT

It was agreed that Cutrer and Hawk would draft the recommendation to the President. The recommendation will include a narrative reflecting UBC's discussion and transmitting the tally sheet listing the high, medium and low reinvestment categories. The draft recommendation will be forwarded to UBC members for feedback prior to finalizing and submitting the recommendation to President Haynes. The goal is to submit the recommendation to the President in advance of the President's Executive Council meeting scheduled for March 22nd, so that the recommendation may be included on the agenda for presentation at that meeting by Hawk and Cutrer.

VIII. ADJOURNMENT

Cutrer and Hawk thanked members for a very valuable and productive conversation and for devoting their time to a day-long meeting. The meeting was adjourned at 4:09 p.m.

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