

**CSU STANISLAUS  
UNIVERSITY BUDGET ADVISORY COMMITTEE  
FEBRUARY 28, 2014**

**SUMMARY NOTES**  
(Approved March 7, 2014)

Present: Mr. Carl Whitman, UBAC Associate Chair/AVP; Professor David Lindsay (FBAC); Professor Paul O'Brien (Sociology); Mr. Marvin Hooker (ASI Vice President); Alissa Aragon (Staff/Campus Life); Dean James Tuedio (CAHSS); Director Julia Reynoso (Facilities Planning); Budget Manager Michelle Legg (non-voting); Ms. Julia Fahrenbruch (non-voting/volunteer). Not Present: Ms. Eileen Hamilton, UBAC Chair; Professor Stuart Wooley (Biology); Ms. Mariam Salameh (ASI President); Ms. Lori Phillips (Staff/CAHSS).

Associate Chair Whitman called the meeting to order at 1:35 p.m. Action: It was moved and seconded to approve, with one revision, the draft February 14, 2014 summary notes. The motion passed unanimously. (Note: Under Communications and Priorities (page 2), first paragraph, the revision was to remove the phrase "to 3%" in the last part of the second sentence.)

**CAMPUS BUDGET**—Discussion ensued regarding the question of what portion of the campus budget is fungible. Professor O'Brien asked, since 80% of the budget is in salaries and benefits, is it possible to get a ballpark figure on what the remaining 20% might drop to after accounting for all the fixed costs? He commented that although UBAC's charge isn't to assign dollar amounts, it is important to have some idea of what funding is available; otherwise, we are left with making a wish list that is totally unrealistic. Professor Lindsay pointed out that campus resources include dedicated funds for specific purposes, but the General Fund is not a dedicated fund and could be used for various purposes. He said that the way the money in the General Fund was allocated this year doesn't have to be the way it is done in subsequent years; if we are going to be forward looking we should address how future budgets would be formulated.

Budget Manager Legg pointed out that the General Fund budget basically has three categories: Salaries, Benefits, and Operating. The operating budget is distributed to all division levels and it would be difficult to break those fixed costs down. She noted, however, that the 2.77% reserve is not allocated in the base budget and there is a lot of one-time money that also is not allocated. Associate Chair Whitman noted, as an example, that the OIT budget includes multi-year contract line items and, at mid-year, that money would not be available. He said there might be some other parts that are not explicitly allocated, which is the kind of dollar figure we are trying to expose in these discussions, but there probably is not a lot of that in most division budgets.

Professor O'Brien asked, hypothetically, if UBAC were to decide to change the funding for the Library to base funding (which might have to be done over multiple years) can it be done in reality? Is there any money to support that change? Dean Tuedio commented that UBAC's job is to identify priorities and recommend those to administration and, in that sense, it is not relevant whether the money is there or not—it is all about our recommendations on priorities and not about what kinds of trade offs are made once you know how much money is available. Professor O'Brien expressed his interest in understanding, for example, if he voted to fund the Library at one-half million what would be taken away from something else—when you make one thing a priority other things are falling off priority. Dean Tuedio pointed out that UBAC might develop a scaled set of priorities, but how the funding is subsequently distributed would be other people's decisions. Associate Chair Whitman, AVP Reynoso, and Budget Manager Legg concurred, noting that the main emphasis is on what UBAC's priority statement is, rather than the dollar amount, and how to achieve that becomes the administration's responsibility.

**UBAC SCHEDULE AND INDIVIDUAL BUDGET PRIORITY PRESENTATIONS**—Associate Chair Whitman distributed for review a draft schedule of UBAC meetings, forums, and various administrative presentations beginning March 7 through May 30. Subsequent to discussion, the following suggestions were made regarding the schedule:

- Condense the schedule so that the Associate Vice Presidents, Deans, and Directors would be available as resource persons during their respective Vice President's presentation of priorities for their divisions.
- Lengthen the meeting times to allow for Committee discussion following each presentation.
- No meetings will be scheduled the week of Spring Break (April 21 through 25).
- The first Campus Community Forum will be used to conduct a review of the prior year and to seek input for the next budget cycle.
- Schedule another Campus Community Forum on April 30 (Wednesday), rather than May 9, to allow more time to consider the input.
- During discussion regarding the feasibility of the May 30 date to present the written report to the President, it was noted that it might be necessary to extend the timeframe into early to mid-June to produce the final UBAC report. ASI Vice President Hooker pointed out that student officer terms end, and the new officers take office, on June 1.

Follow up: In response to Associate Chair Whitman's inquiry, Provost Strong and Vice President Giambelluca said they could meet the March 14 deadline to provide written budget priorities for UBAC's review prior to the formal presentations.

Follow up: UBAC members were asked to review their schedules and inform Associate Chair Whitman of any conflicts, so that information can be factored into the process to avoid the lack of a quorum.

Follow up: Based on Committee discussion, and immediately following the meeting, Associate Chair Whitman revised the draft UBAC Meeting Schedule and sent out another draft (via email) for review, noting he would ask the Vice Presidents to confirm the dates that work best for their presentations. Once approved, the final schedule will be posted on the UBAC website and also distributed via Postmaster to the entire campus community.

**CAMPUS COMMUNITY FORUM PLANNING**—During discussion, it was confirmed that the main purpose of the forum is to communicate what happened last year, what the current change in climate is, and what the current budget cycle looks like.

Suggested items to be covered and the sequence for the forum included: 1) Introductory remarks from the Chair about the meeting schedule and presentations; 2) Background information regarding the reformatted UBAC and its charge, membership, and website address; 3) UBAC 2013-2014 recommendations and the President's response (summarized); 4) High-level financial presentation of the budget plan and resulting outcomes (a broad based presentation of the allocations/distribution of resources in support of the identified priorities); 5) Campus community input—the need to allow adequate time for input from members of the campus community was emphasized.

Follow up: Associate Chair Whitman indicated he would prepare a draft PowerPoint to put some structure around the presentation for review by the Committee prior to the forum.

**ADJOURNMENT** — The meeting adjourned at 2:30 p.m.