



**California State University, Stanislaus
University Budget Advisory Committee**
March 11, 2011, 8:00 am to 10:00 am
University South Dining Room

Notes

Attendees: Becky Temple, Clarissa Lonn-Nichols, Daryl Moore, Frank Borrelli, Jim Strong, John Sarraille, Julia Reynoso, Kim Tan, Mehran Khodabandeh, Neal Jacklin, Steven Filling

Absent: Mark Thompson, Russ Giambelluca, Sabrina Dominquez

1. Committee Welcome

Co-chair Strong called the meeting to order at 8:09 a.m. and opened the discussion with approving the notes from last week's meeting.

2. Approval of Notes

Co-chair Strong brought up a Motion to approve the notes from the meeting of March 4, 2011.

Member Filling inquired about the changes submitted by Member Thompson and does not describe them as an expansion of notes nor unreasonable. He also stated that there was still much upset about Winter Term being left off of last week's agenda. Member Lonn-Nichols stated that she saw no immediate changes to be made and if major revisions are necessary, the committee will need to identify a process.

Members Khodabandeh and Tan stated they want the option to change notes if taken out of context. If a sentence or paragraph did not capture the essence of what was said, then a change should be allowed. Member Sarraille expressed concern that unattributed statements will come across as a statement from the committee and readers will not understand a point of view expressed by individual members.

Co-chair Strong stated that recording the meetings would solve the concerns about members being misrepresented in annotated meeting notes, which could also be posted on the website. Other members preferred someone taking notes, perhaps create it as part of a job description and locate someone to do it in the committee's prescribed manner.

Member Sarraille commented on the motion's wording that if a statement is made by another member but others remember hearing it differently, other members could revise the notes. Member Jacklin expressed concern that the notes would be adjusted in the event someone may have wanted to say more but didn't and it would have the effect of changing the notes of the actual discussion.

Member Borrelli asked if note taker Burgess could comment about the process currently in use but was not supported in that request because she is not a committee member.

MOTION by Member Lonn-Nichols: All notes have to be attributed and sent out to committee members for review and edit of their statements before the next meeting for review and acceptance by committee. Second by Member Khodabandeh. MOTION PASSED.

Member Sarraille proposed to amend motion: When people send in changes to the notes to have the ability to request any changes necessary, not just to their own statements. No second. FAILED.

MOTION by Member Sarraille: Table discussion of the notes from meeting of March 3, 2011 until the next meeting, March 18, 2011. Second by Member Khodabandeh. MOTION PASSED.

Member Filling will go back to Member Thompson to review his questions and comments.

3. Approval of Agenda

Co-chair Strong said clear guidelines need to be established and a process identified for approving agenda items. He recommends that committee members submit items for a given meeting and the committee discuss those items, rank them and would be placed on the agenda for next week. Members Khodabandeh and Temple support co-chairs compiling a list of agenda items submitted by committee members and committee ranks them in order of importance.

MOTION by Member Temple: Committee members submit agenda items via e-mail and we do approval by e-mail and not waste meeting time. No second. MOTION FAILED.

Member Khodabandeh suggested a running list of topics solicited from the committee by the co-chairs, ability to review agenda items, and keep track of them, which was supported by other members.

MOTION by Member Khodabandeh and Borrelli: ~~An~~ That email be sent to committee chairs ~~members for~~ requesting agenda items and the compiled list sent out to committee. New agenda items submitted are reviewed and prioritized by the committee at the next week's meeting. MOTION PASSED.

4. Discussion and Focus Items

Co-chair Strong raised the issue of submitting proxies as discussion topic with the committee. While there is nothing formally in writing about proxies, the current procedure is that a committee member will notify the co-chairs if they are unable to attend and inform them of the committee member who will have your proxy. This statement is supported by some members, but members Sarraille, Mehran, and Filling would prefer to select someone within their constituency. The concerns raised about giving proxies to individuals not on the committee because of the in-depth discussion which goes on in the meeting would not allow an outside representative to understanding what they were voting on. The argument against this statement is that notes are now published on the website and anyone should have enough information to understand the item to which they bring a proxy vote.

The notes published to the website are a snapshot of the committee at work and do not contain the entire conversation around a voting topic, and they are not the same as being fully informed.

Member Kim's opinion is it depends on the matter being discussed and voted upon. We might have to bring this information back to our departments and colleagues and consider their opinion. Co-chair Strong didn't see the relationship between this and the proxy discussion.

MOTION by Member Borrelli: Leave the proxy process as the same as last year and give your absentee vote to another member of the committee. Second by member Moore. MOTION PASSED.

Following last year's procedure, the absentee committee member will provide communication to chairs if they unable to attend a meeting. Members discussed various time limits when this information should be sent to the co-chairs. The delivery method of the information was discussed between all members which ended in a motion.

MOTION by member Sarraille with friendly amendment by member Temple: Committee members will notify the co-chairs at any time before the start of the meeting . If the ~~of~~ delivery is not made by e-mail ~~a phone call~~, it must be followed by an e-mail to the co-chairs. Second by member Temple. MOTION PASSED.

MOTION by member Filling: If someone is summoned out of meeting, they can hand proxy to another member. Second by member Borrelli. MOTION PASSED.

5. Other Business

Adjourn

Committee moved to adjournment at 10:45 am.

