

**CSU STANISLAUS**  
**UNIVERSITY BUDGET ADVISORY COMMITTEE**  
**February 16, 2015**  
**SUMMARY NOTES**  
**(Approved 3-2-15)**

Committee Members Present: Ms. Eileen Hamilton, UBAC Chair; Ms. Julia Reynoso, Associate Chair; Professor Paul O'Brien (Sociology); Professor Stuart Wooley (Biology); Ms. Lori Phillips (Staff/CAHSS); Brian Duggan (Administrator/OIT); Dean James Tuedio (CAHSS); Ms. Michelle Legg, Budget Manager (non-voting member); Ms. Mary Van Eyk (non-voting, temporary recorder)

Committee Members Not Present: Professor William Foreman (FBAC/English); Ms. Mariam Salameh (Student, ASI President); Ms. Alissa Aragon (Staff/Campus Life); Mr. Marvin Hooker (Student/ASI Vice President); Ms. Justine Borba (non-voting member)

Call to Order:

Chair Hamilton called the meeting to order at 2:05 p.m.

Review/Comment on Draft Summary Notes:

There were no notes recorded for the meeting held on June 2, 2014, but video and transcript of the meeting are available. The notes recorded for the meeting held on June 4, 2014, were approved.

UBAC Charge, Committee Membership, and Schedule:

UBAC terms have been updated with minor changes and will be posted on the web. Julia Reynoso distributed copies of the UBAC Reformulation document and a schedule. Each member was asked to review them and send any comments to Julia Reynoso. In addition, the UBAC members were asked to notify the Chair and Associate Chair in advance if they will be unable to attend a meeting to ensure there will always be a quorum, which is defined as greater than fifty percent of the members.

Professor Wooley asked if the vice presidents will be ready on the 30<sup>th</sup>. Ms. Reynoso responded that she will check with them and can move other discussions up if needed. The committee will need an overview from them on their specific areas in regard to macro budget issues. Ms. Reynoso suggested providing the vice presidents with the discussion questions in advance of items the committee wants them to cover. Ms. Phillips proposed the committee discuss the questions at the next meeting.

Professor Wooley asked about contracts/bargaining agreements and their effect on the budget, as well as when those final amounts will be available. Ms. Legg replied that the budget office has the total compensation allocation. There are several allocations that will be made, based on bargaining agreements. The estimated schedule of when the final budget allocations will be available is early April.

Ms. Phillips requested clarification of the final bullet point on the third page of the UBAC Reformulation document. The bullet reads thus:

*At the end of the fiscal year after the books are closed, review the differences from that year's budgeted and actual expenditures, and issue a report on its analysis to the President and the campus community.*

Ms. Legg replied that this information was presented in the final PowerPoint last year, rolled up into one slide. Ms. Phillips asked if the committee will be doing the same for the prior year, 2013/14, to which Ms. Legg replied yes. Dean Tuedio added that it serves as a reference for ways the University might have drawn on reserves, and should be one of the first things the committee does in the next academic year. Professor Wooley asked if it would be beneficial to meet twice in the fall term, in September or October, to discuss what was talked about at the end of the previous academic year and the budget. Ms. Reynoso indicated the committee can discuss a summer committee and also consider a quorum of five that continue for the next year while the committee is getting new membership, per the UBAC Reformulation document, page two:

*At the end of each spring semester, appoint a subcommittee of members representing each of the committee's constituencies. The subcommittee will be available over the summer in the event that a quorum of the full committee is not available and action by the committee is needed.*

Mr. Duggan asked if the summer committee quorum would be a different, to which Ms. Reynoso replied no it would be a majority of that subcommittee.

#### Overview/Tutorials – Budget Manager Michelle Legg:

The discussion opened with a document distributed at a previous meeting, General Operating Fund Final 14-15 FY Revenue and Expense Budget Changes – August 28, 2014. Ms. Legg distributed a General Operating Fund Budget Development Timeline. The Governor has issued a 2015/16 budget, which the University expects to receive in April. The campus is assuming a best case scenario of 1 percent increase in enrollment. Likely, it will mean an increase of one percent, or seventy full-time enrolled students (FTES). Ms. Legg explained the revenue and expense budget changes. The overall budget increased by \$2.9 million, to a total of \$52.7 million with \$1.8 million going to compensation and \$1 million going to SUG. Dean Tuedio commented that it appears that \$924 is coming into enrollment growth, but wondered what the remaining \$977 is allocated toward. Ms. Legg responded to the question, saying this is in the new budget allocation for funded enrollment. If enrollment goes down, the University will not collect those fees. Professor O'Brien asked if one-third of the \$924 goes to sub grants, to which Ms. Legg replied yes. Mr. Duggan inquired about the definition of a needy campus. Ms. Legg responded that she will get the information, but indicated that it is based on student need, not campus need. Professor O'Brien asked if another third is comprised of international students. Ms. Legg replied yes, that goes into the General Restricted GR106 fund. That money is used to seed the international program, with the hope that revenue will grow from the program once it is established.

The discussion then moved to the document entitled, General Operating Fund All Division 2014-15 FY Base and Ongoing Budget Allocations. The University tried to seed the programs that would yield FTES or revenue. Ms. Legg reviewed the handout from last week's meeting, providing detailed explanation of the columns and line items. Additionally, the CMS loan was paid off. The first column for general fund base budget G0106 indicates what was done with the \$3 million. Title IX positions were funded, student affairs, temp employment officer, all were recommended by UBAC, through non-resident funds. There is enough UEE money to fund costs until 2016/17. Stockton funds are sufficient to last until halfway through 2016/17. If Stockton grows (which it can, up to 100 FTES), this will not be a problem. Dean Tuedio remarked that 1.9 million is now in the first column, so it was a large portion of the 3 million that was distributed out. Ms. Legg indicated that most of the new funds the University receives will go to compensation and benefits next year.

Ms. Legg distributed financial reports for 2013/14 End of Year (EOY) for the General Operating Fund G0106 and General Fund Restricted GR106. Ms. Legg also distributed a General Operating Fund One-Time Allocations All Divisions spreadsheet and a General Operating Fund Restricted and Unrestricted Reserves 2014/15 FY Campus Reserves spreadsheet, for discussion at the following meeting. Professor Wooley asked if the first five line items on the 14/15 Campus reserves spreadsheet are already committed, to which Ms. Legg replied yes. For the General Fund Restricted GR106 spreadsheet, the only dollars for UBAC to make recommendations on are the university wide accounts.

**NEXT UBAC MEETING:** Monday, February 23, 2015.

**ADJOURNMENT:** The meeting adjourned at 3:58 p.m.

A video recording of the UBAC meeting of February 16, 2015 can be viewed on the link:  
<https://www.csustan.edu/UBAC>.