

**University Budget Advisory Committee
(UBAC)
Meeting Minutes
November 4, 2002**

Voting Members Present: Julie Benevedes, Tom Carter, Steve Filling, Irma Guzman-Wagner, Trish Hendrix, Lynn Johnson, Amanda Leighton, Ron Noble, and Terri Sanders.

There were no voting members absent.

Non-Voting Members Present: Bob Anthony, David Dauwalder (Co-Chair), Jeanetta Hazelwood (recording), Becka Paulsen, Susan MacDonald, Shirley Mollard, and Mary Stephens (Co-Chair).

Non-Voting Members Absent: Jennifer Humphrey.

Guests present: Regina Amador.

Co-Chair Dauwalder convened the meeting at 3:00 PM. J. Hazelwood and B. Anthony distributed binders containing the UBAC charge, the agenda for current meeting, and a copy of the budget white paper to each committee member.

1. Welcome and introduction of members: Co-Chair Dauwalder welcomed each member and asked that each one introduce himself/herself by name, title, and area they represent.
2. Establishing regular meeting dates: After some discussion, regular meeting dates were scheduled through the end of this year. They are as follows:
 - Monday – November 18, 2002 – 4:00 PM to 5:00 PM – Room MSR 260
 - Monday – December 2, 2002 – 4:00 PM to 5:00 PM – Room MSR 260
 - Monday – December 16, 2002 – 4:00 PM to 5:00 PM – Room MSR 260

Future meetings for 2003 will be scheduled at the December 2 or December 16, 2002 meeting.

3. Budget White Paper – Key Issues: Co-Chair Dauwalder asked the members to refer to the “Strategic Resources Allocation at CSU Stanislaus” (white paper) section in the binder. He reported that this paper was drafted by Co-Chair Stephens and includes a report from Dr. Tom Young recommending that a budget advisory committee be established for re-defining our budget process. This report outlines the role and guidelines of this committee and has become the basis for the implementation of the University Budget Advisory Committee.
4. The Budget Process: Co-Chair Stephens distributed handouts that described the State Budget process as it relates to the CSU and CSU systemwide budget development process. The CSU FY 2003-2004 budget proposal to the State was also distributed. This information included background information on CSU wide FTES goals. Co-Chair Stephens emphasized that the budget proposal assumes that enrollment targets will be met rather than exceeded.

5. Review of UBAC Charge: Co-Chair Dauwalder stated that in prior years the basic budget development philosophy was founded on the basis of marginal funding. i.e., base budgets have not been reviewed or considered as part of the decision making regarding the allocation of additional funding. This committee needs to consider and discuss how we will proceed in future years with the allocation of new money. Co-Chair Dauwalder urged the committee members to read the "Statement of Budget Principles," which was included as an attachment to the white paper, and emphasized that the priorities listed in this statement must remain intact.

Tom Carter asked what the structure of our committee was versus other committees that were being established to set priorities and goals. Both Co-Chairs stressed that it is not our purpose to set goals, but to recommend how to achieve them through the allocation of resources. Copies of a hierarchy chart and a Strategic Planning Committees document that detailed all the new committees, including their charges and memberships, were distributed.

6. Mid-year Review Timeline/Process: Co-Chair Stephens recommended accelerating the mid-year review process by a month to allow more time for campus review and discussion. This would allow the process to be completed by mid January and be available for the committee's review by February. A handout of the proposed new schedule for the mid-year review was distributed and explained by Shirley Mollard and Becka Paulsen. **ACTION: Co-Chair Dauwalder recommended that more detailed discussion of the mid-year review be continued at the next scheduled meeting.**

7. Other: The agenda for the next meeting scheduled Monday, November 18, 2002 was set, agreed upon, and included the following items:
- Continued review of UBAC charge
 - Philosophy of building a budget
 - How to define a mandatory cost
 - Mid-year review process
 - Lottery process
 - Other

There being no further business to come before the members, the meeting was duly adjourned at 5:30 PM.

/jh