

**University Budget Advisory Committee
(UBAC)
Meeting Minutes
November 18, 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), Jennifer Humphrey, Susan MacDonald, Becka Paulsen, and Mary Stephens (Co-Chair).

Non-Voting Members Absent: Shirley Mollard.

Guest present: Regina Amador.

Co-Chair Stephens convened the meeting at 4:00 PM.

1. Approval of 11-18-02 Agenda: **ACTION:** Tom Carter suggested that "university-wide costs" should be added to item #4. All members present agreed, and J. Hazelwood noted the change.
2. Approval of 11-04-02 minutes: Co-Chair Stephens verified that all members had received and read the 11-04-02 minutes. **ACTION:** T. Carter moved that the 11-02-02 minutes be approved. R. Noble seconded the motion. The following motion was made and approved by all voting members present: **RESOLVED:** That the minutes from the 11-04-02 UBAC meeting were approved as written.
3. Review of UBAC charge: Co-Chair Dauwalder clarified the relationships of the different committees established to define university-wide vision, mission, goals, and priorities. He stated that the immediate issue for each group is to consider both the long- and short-term aspect of their defined charge.
4. Philosophy of building a budget: Co-Chair Dauwalder stated that this committee must create a principle upon which we would begin building our budget. The following philosophies were discussed:
 - Marginal distribution
 - Zero base budget
 - Marginal plus**ACTION:** The budget office will develop reports that reflect current contractual obligations and also reflects the 2002/03 base budget with separate sections for roll over funds and new allocations. These documents will be discussed at the next meeting.
5. How to define mandatory and/or university-wide costs: The members stated that they needed a clearer understanding of what is currently considered and is being funded as a mandatory and/or university-wide costs. **ACTION:** Co-Chair Stephens reported that she would provide reports that reflect this information at the next meeting.

6. Mid-Year review process: Co-Chair Stephens asked B. Paulsen to distribute and explain the mid-year review guidelines and sample reports. Co-Chair Stephens reported that the Strategic Priorities and Goals Committee had some concerns regarding the proposed new schedule for mid-year review. The consensus at that committee was that acceleration of the mid-year review would cause numerous hardships to the units and departments that have prepared their planning with six months of actual and 6 months of budget. **ACTION**: All voting members present agreed that the completed mid-year review documents would be due to the budget office by February 17, 2002, thus following the same process and timeline as previous years. **ACTION**: Due to the absence of S. Mollard, questions regarding this process will be answered at the next regularly scheduled meeting.
7. Lottery Issue: S. MacDonald distributed a hand out regarding the Lottery Fund Task Force. **ACTION**: Due to the time constraint, all members agreed that discussion of this issue be continued at the next regularly scheduled meeting.
8. Other: The agenda for the next meeting scheduled Monday, December 2, 2002 was set, agreed upon, and included the following items:
 - Approval of November 18, 2002 minutes
 - Lottery Issue
 - Mid-year review questions
 - Building a budget
 - Defining Mandatory and/or University-wide costs
 - Other

There being no further business to come before the members, the meeting was duly adjourned at 5:00 PM.

/jh