

**University Budget Advisory Committee
(UBAC)
Meeting Minutes
December 02, 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, Shirley Mollard, Becka Paulsen, and Mary Stephens (Co-Chair).

There were no non-voting members absent.

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

1. Approval of 12-02-02 Agenda: **ACTION:** All members present approved the 12-02-02 agenda as submitted.
2. Approval of 11-18-02 minutes: Co-Chair Dauwalder verified that all members had received and read the 11-18-02 minutes. **ACTION:** T. Carter moved that the 11-18-02 minutes be approved. A. Leighton seconded the motion. The following motion was made and approved by all voting members present: **RESOLVED:** That the minutes from the 11-18-02 UBAC meeting were approved as written.
3. Lottery Task Force Report: S. MacDonald reported that there are two types of distribution of lottery funds:
 - a. systemwide
 - b. campus discretionary

In the late 1990's, CSU gave campuses greater allocation discretion and decreased system-wide usage of lottery dollars. S. MacDonald stated that the creation of the Lottery Task Force was to establish guidelines for the use of these funds on the Stanislaus campus. Co-Chair Stephens stated that lottery funds should not replace general funds, but need to be considered as supplemental funding.
4. Mid-Year Review Report: There being no questions regarding the Mid-Year review process, the members agreed that future discussion would continue at the next regularly scheduled meeting.
5. Philosophy of Building a Budget: Co-Chair Dauwalder asked that B. Paulsen and S. Mollard distribute and explain the supplemental information packet that reflects current contractual obligations, roll over funds and new allocations. Discussion followed regarding this packet and all members agreed that they would like to see a more detailed report on the 2002-03 base budget submission.

ACTION: The budget office will develop a detailed report defining revenue accounts. This document will be discussed at the next meeting.

Irma Guzman-Wagner recommended that a process be developed to guide the division analysts in building their budget. **ACTION:** Further discussion regarding this process will continue at the next regularly scheduled meeting.

6. 2003-04 FTES Target: Time did not allow for any discussion. Copies of Chancellor's office memos (a) allocating an additional 38 FTES to CSU Stanislaus for 2002-03, and (b) identifying a 2003-04 target of 6719 (a 4.61% increase over the revised 02-03 target of 6423 FTES) were distributed.
7. Other: The agenda for the next meeting scheduled Monday, December 16, 2002 was set, agreed upon, and included the following items:
 - Approval of December 16, 2002 agenda
 - Approval of December 2, 2002 minutes
 - Building a budget
 - 2003-04 FTES Target
 - Mandatory and/or University-wide costs
 - Mid-Year review questions
 - Other

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

/jh