

**University Budget Advisory Committee
(UBAC)
Meeting Minutes
December 16, 2002**

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

Voting members absent: Amanda Leighton.

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

Non voting members absent: Becka Paulsen.

Guests: Regina Amador, Shelly Chiger, and Sylvia Lopez

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

1. Approval of 12-16-02 Agenda: D. Dauwalder added Item 3A: Role of UBAC.
ACTION: All members present approved the 12-16-02 agenda as corrected.
2. Approval of 12-02-02 minutes: Co-Chair Dauwalder verified that all members had received and read the 12-02-02 minutes. **ACTION**: L. Johnson moved that the 12-02-02 minutes be approved. J. Benevedes seconded the motion. The following motion was made and approved by all voting members present: **RESOLVED**: That the minutes from the 12-02-02 UBAC meeting were approved as written.
3. Schedule of future meeting in 2003: **ACTION**: The following dates were set and approved by all voting members present:
 - a. Monday, January 13, 2003 – 3:00 PM to 5:00 PM – Room MSR 130C
 - b. Monday, January 27, 2003 – 3:00 PM to 5:00 PM – Room MSR 130C
 - c. Monday, February 10, 2003 – 3:00 PM to 5:00 PM – Room MSR 130CFuture meeting dates will be determined at the meeting scheduled on February 10, 2003.
- 3a. Role of UBAC: The committee discussed the need to receive any “hand-outs” (financial reports, etc.) at least 5 days prior to the next regularly scheduled meeting. It was also noted that if materials were to be distributed at least 5 days in advance of a meeting, there may be instances in which all documents requested may not be able to be developed within the available time frame (i.e., between scheduled meetings). In these instances, as many documents and as much information as possible should be provided in advance. Any outstanding documents or information will be distributed in advance of the subsequent meeting. The committee also discussed the need to focus on both the short-term budget issues at hand and long-term budget choices that need to be made to implement the strategic goals as set forth so far by the campus to be consistent with the role as defined by the Interim UBAC last year. Some concern was expressed regarding faculty members feeling that they are getting incorrect information. UBAC needs to continually consider what documentation would facilitate their needs.

Additional concerns regarding budget reports previously distributed were discussed, particularly the need to review the overall budget instead of reviewing various reports that only reveal a partial budget overview.

4. Process of determining 2002/03 budget reductions: A copy of the Board of Trustees' "2002-2003 Mid-Year Budget Adjustments and State University Fee Increase" was distributed and discussed. CSU Stanislaus represents roughly 2% of the overall CSU system, which would result in an estimated reduction of \$800,000. The actual amount will be determined over the next few weeks. Each division needs to look at its own budget and determine what is not essential for 2002-03. A detailed report of each revised budget will be presented at the next regularly scheduled UBAC meeting.
5. Structure of input to inform reduction decision: The committee discussed the "Statement of Budget Principles" recommended by the BPAC Review Committee and approved by President Hughes in Spring 2002 and confirmed that the university should follow the principles outlined in this statement when considering budget cuts. The committee also discussed the need to make a public statement that this university will do everything possible to maintain its current staff (as defined in Paragraph 4 of the document).
6. Mid-Year review questions: **ACTION**: T. Carter made a motion that \$247,000 of unallocated 1% enrollment growth dollars will be allocated after mid-year review. T. Sanders seconded the motion. The following motion was made and approved by all present: **RESOLVED**: That \$247,000 of unallocated 1% enrollment growth dollars be allocated after mid-year review.
7. Other: The agenda for the next meeting scheduled Monday, January 13, 2003 was set, agreed upon, and included the following items:
 - Approval of January 13, 2003 agenda
 - Approval of December 16, 2002 minutes
 - Identify/Articulate impact of not distributing additional enrollment dollars
 - 2002/2003 budget reductions by division
 - Other

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

/jh