

Humboldt State University
University Budget Committee (UBC) Notes
Friday, December 10, 2004

Present: Randi Darnall-Burke, Carl Coffey, Greg Crawford, Susie Dodson, Karen Earls, Ken Fulgham, Nancy Kelly, Thomas (TK) Koesterer, Judith Little, Saeed Mortazavi, Wayne Perryman, Lori Rudebock, Laurie Sheppard, Carol Terry, Rick Vrem (female student ?)

Absent: Steve Butler, Burt Nordstrom

Guests: Cassandra Tex, Freda Elliot, Christopher Thomas (student)

Agenda:

1. Review of budget planning process – summer time
2. Discussion process to be used for conducting the budget hearings in the Spring

Review of budget planning process – summer time

Committee discussed the process of how the UBC can provide recommendations during the summer, when numerous committee members may be absent from campus and the state is scheduled to complete its budgeting process.

Concern was raised over whether or not a quorum could be reached. Concern was also expressed regarding equitable representation of units. Suggestions were made to form a sub-committee for summer, as well as *proxy* representation and/or special quorum rules in summer.

A consensus was reached that when the UBC convenes in the summer, proxies would be allowed and a quorum would consist of at least six voting members.

Appointment process of UBC

A question was raised regarding the appointment process of the UBC. It was clarified that committee members are appointed to 3-year, staggered terms, and appointments are determined at the last meeting of the Academic Senate (May); student appointments to the UBC expire at the end of the academic year.

UBC planning process

Concerns were raised over the planning process of the UBC in conjunction with the President, and the draft of an FY2005-2006 initiative list that had been circulating. That list represented a method of determining the level of internal budget reallocation the university community should address for planning purposes of the FY05-06 budget cycle. Clarification was made that it is not the intent of the UBC to generate a list of funding initiatives for the campus. Any division wanting to request additional base budget funding in the FY05-06 budget year will need to fill

out the decision package request form, present and justify that request to the University Budget Committee. This presentation is scheduled to take place in early March 2005.

There was also discussion of the list of initiatives that was approved for funding by the President in the 2004-2005 fiscal year. Members of the UBC expressed the importance of the UBC being updated as initiatives are funded beyond the scope of the original funds available. A consensus was reached that the UBC will receive periodic report showing the updated status of one-time funding initiative. This report will be provided on an 'event' basis (when changes or additions occur).

Discussion of process for conducting of the budget hearings in spring

Committee members received a *Budget Cycle: Fiscal Year 2004/05* handout for review. Format for the upcoming Budget Cycle hearings was discussed, indicating which order items (e.g. 5.5% cut analyses, initiative status reports, and initiative requests for upcoming fiscal year).

A committee member suggested that the cut analysis be presented first, followed by the initiative status report, then initiative request. Another suggested format was for the initiative status report to begin the format, then the 5.5% cut analysis and *how a 5.5% cut would affect the unit*, then the new initiative request.

A consensus was reached that beginning in the spring, budget presentations would be conducted as follows:

1. presentation of report and analysis of results of FY 2005 funded initiatives
2. presentation of 5.5% cut analysis and how it would effect the unit
3. presentation of new prioritized initiative allocation requests