

Humboldt State University  
University Budget Committee (UBC) Notes  
Friday, February 11, 2004

**Present:** Randi Darnall-Burke, Greg Crawford, Karen Earls, Saeed Mortazavi, Lori Rudebock, Carol Terry, Wayne Perryman, Laurie Sheppard, Judith Little, Susie Dodson, Nancy Kelly, Thomas (TK) Koesterer, Rick Vrem.

**Absent:** Carl Coffey, Ken Fulgham, Burt Nordstrom, Andy Webb, Steve Butler, Christopher Thompson, and Samantha Williams-Gray.

**Guests:** Bill Cannon, David Rowe, Linda Mortenson.

**Agenda Item 1: Annual Budget Timeline Meetings**

Anticipating the release of Humboldt State University's fiscal year 2005-06 budget information on the 16<sup>th</sup> of February, the University Budget Committee agreed to modify and delay the Annual Budget Timeline Meeting dates. (The committee discussed the following timeline, but due to senior leadership schedules, some dates may change from those listed below.)

The following changes have been made:

March 11	Cancelled - Prioritized divisional budget requests due to the University Budget Office.
March 14-16	UBO compiles divisional budget requests.
March 17	Executive Committee reviews of annual budget reductions/requests for funding.
Mar 25-Apr 1	UBC holds open hearing where divisions will present their divisional budget request priorities.
April 8	UBC deliberations of divisional budget.
April 15	UBC publishes preliminary funding recommendations for review and comment.
April 21	Deadline for campus input of UBC recommendations on budget funding priorities. Comments should be sent to the UBO or Co-Chairs
April 22	UBC compiles final budget recommendations
April 28	UBC recommendations presented to the President and Executive Committee.

**Agenda Item 2: Determining the process & presentation format for the budget hearings.**

The UBC requests the following information, in this order, during each divisional presentation.

- a. Explanation of prior year augmentations
- b. Divisional proposed reduction impacts
- c. Decision packages (requests for additional funding)

Each presentation will be limited to fifty minutes, followed by a 10 minute break. Carol Terry working on the order of the divisional presentations.

**Agenda Item 3: Methodology/criteria used by UBC for evaluation purposes and for purposes of recommending priorities to the President and the Executive Committee.**

While several methodologies were discussed relating to performance measures, voting criteria, and weighted votes; no one voting system was agreed on by all. Although, all sides did agree that it was important when voting to remember university priorities and any connection to the strategic plan. President Richmond stated in the UBC's first meeting last fall that the University's highest priorities are increasing enrollments through recruitment and retention efforts, and university advancement.

Since the UBC meeting conflicted with a Strategic Planning reception, we adjourned at 3:30