

Humboldt State University
University Budget Committee (UBC) Notes
Friday, August 20, 2004

Present:

Carl Coffey	Susie Dodson	Karen Earls
Ken Fulgham	Nancy Kelly	Judith Little
Saeed Mortazavi	Wayne Perryman	Laurie Sheppard
Carol Terry	Rick Vrem	Samantha Williams-Gray

Absent:

Steve Butler	Diana Campos	Labor Council Rep
Thomas (TK) Koesterer	Lori Rudebock	

Guests:

Bill Cannon	Nick DeRuyter	Sharmon Kenyon
Burt Nordstrom	Rollin Richmond	Bob Snyder
Merry Schellinger (recorder)		

Agenda:

1. New HSU budget philosophy and UBC expectations (President Richmond)
2. Update of HSU's FY04-05 budget (recap of proposed budget allocations)
3. Review budget process timeline and meeting dates
4. Higher Education Compact FY04-05

General Business:

- Burt Nordstrom, Vice-President for Advancement was introduced. It was agreed to add the VP for Advancement to the membership of UBC as an observer.
- Steve Carlson, faculty representative for NRS has retired; nominations are being sought to fill his remaining term.
- A representative from the Associated Students will be selected in September.

Remarks from President Richmond:

- Thanks to the UBC for helping to change the HSU budget process from a "Byzantine" process to a more open and fair process
- Philosophy of openness and fairness enables questions to be asked at any time
- UBC can help ensure more responsibility for the budget at the unit and department level throughout the university; Colleges need clear policies (concise, delineating process and priorities)
- Would like to see UBC provide advice to the University Executive Committee on general budget issues (i.e., allocations between administrative units, policy level decisions, etc.) and provide education to help colleagues better understand budget terminology and issues.
- It would be useful for UBC to continue gathering data from peer institutions
- Top priorities for the year include Enrollment, Advancement, ITS improvements.

Budget Process Timeline and Meeting Dates:

- The timeline (handout) follows last year's procedure outline; the first semester will primarily involve education and preliminary work. The proposed Budget Cycle and Meeting Schedule were accepted by consensus.

Update of FY04-05 Budget:

- Carol Terry reviewed a spreadsheet version of the budget presented by President Richmond at the opening convocation and noted that while the actual budget increased, the spending power decreased.
- Handouts of additional budget requests were distributed.
- Most items on the spreadsheet are recommendations; with a few exceptions (restored positions, etc.)
- UBC needs to discuss whether items should be funded from the base budget or one-time funds and to prioritize.

Discussion points:

- Concern expressed that contingency funds are being spent immediately, rather than kept in reserves as a cushion for later in the year
- What is the \$200,000 for marketing going to be used for? Accountability is needed if that much money is to be spent on marketing, e.g., show results in enrollment growth, etc.
- Need to clarify how marketing campaign request (\$200,000) will work with Enrollment Management request (\$300,000).
- Enrollment is a critical issue that needs to be looked at holistically (recruiting, retention, etc.)

NEXT MEETING: September 10, 2004, 2-4 p.m., Corbett Conference Room

Tasks:

Resolve funding for 04/05

- Change format of spreadsheet and make sure everything is on the list (including proposals handed out at the meeting)
- Send out copies prior to meeting so that UBC members can begin to review and rank/prioritize
- UBC members rank and recommend base budget or one-time funding; consider whether proposals need to be fully funded as written or can be scaled down
- Resolve benefits issue