



**UNIVERSITY BUDGET COMMITTEE MEETING**  
HUMBOLDT STATE UNIVERSITY

<b>Meeting Date</b>	Friday 10/14/05	<b>Time</b>	2:00 P.M. – 4:00 P.M.
<b>Meeting Location</b>	Corbett Conference Room		

<b>Co-Chairs:</b>	
x	Rick Vrem
	Saeed Mortazavi

<b>Voting Members</b>	
x	Greg Crawford
x	Susie Dodson
x	Nancy Kelly
x	Thomas Koesterer

<b>Voting Members</b>	
x	Judith Little
x	Wayne Perryman
x	Mark Larson
x	Laurie Sheppard

<b>Voting Members</b>	
	Nicole Alvarado
x	Glenn Sonntag

<b>Observers</b>	
	Anda Webb
x	Steve Butler
x	Andrew Delgado
x	Carl Coffey
	Burt Nordstrom

<b>Ex Officio</b>	
x	Randi Darnall-Burke
x	Karen Earls
x	Karen Suiker
x	Carol Terry

<b>Guests</b>	
x	Rollin Richmond
x	Freda Elliott
x	Cassandra Tex

**AGENDA RECAP**

	<b>Agenda Topic</b>	<b>Led by / Materials to Review</b>
1	Agenda Overview	Rick Vrem
2	Last Years budget Process	Rick Vrem / Discussion
3	FY 2006-07 Budget Planning Timeline	Carol Terry / Hand-out
4	Update of FY 2006-07 Budget	Carol Terry / Hand-out
5	Revenue Model	Carol Terry / Hand-out

**DISCUSSION NOTES**

## University Budget Committee Meeting

Friday, October 14, 2005

2:00 pm – CCR

**Item #1: President Richmond – Goals for the year.**

The first meeting of the University Budget Committee (UBC) began with a warm welcome from President Rollin Richmond. In his brief introduction President Richmond began by thanking the committee for last year's successful budget process. President Richmond also stated that he was pleased with the spirit of collaboration, and appreciated the Committee's hard work. He then reminded the committee of its role and responsibilities.

- The University Budget Committee is an advisory body.
- The UBC should focus on University-wide level policy recommendations, and avoid micro managing if at all possible.
- Members should educate themselves on the budget, and its processes.
- Members should convey department and division messages related to the budget committee and its representatives.
- The number one funding priority for this campus is the recruitment and retention of students to increase enrollments.

**Item #2: Discussion over last years Budget Process.**

The discussion over last year's budget process began by highlighting the fact that there were no major issues over the summer. Since the budget information the committee received in late-April and early June, did not change, there was no need to call a special session over the summer break.

Next the committee had some question as to whether last year's money had actually been used for the purposes the committee intended. Since some of the divisions actually experienced an overall net loss even after the allocation of additional dollars, many of the Vice Presidents were still forced to make cuts. The committee concluded that future processes should include better presentation methods, in addition to a summary presentation explaining where the money actually went.

Questions then arose as to the budget committee's role with regards to future cuts? Many members felt that those decisions should still be left to the President's and Vice Presidents' discretion, and that the committee's job wasn't to micro manage. With that in mind, it was suggested that the committee should try to stay focused around prioritizing new initiatives.

It was also discussed that benchmarking could help the committee make better decisions. Committee members suggested they would find it useful to compare like activities at like institutions to that of HSU. Especially now that fixed costs are rising, many members felt comparing activities by NACUBO program codes could shed some light on the way we stack up to other institutions with similar challenges.

**Item #3: Fiscal Year 2006-07 Budget Planning Timeline**

The annual budget timeline was shared with the group. The timeline is very similar to last year's process with two changes. First, the divisional budget presentations will happen all in one day, between 2-6 pm in Goodwin Forum. Second, a fall campus budget update was added to the annual process.

**Item #4: Update of Fiscal Year 2006-2007 Budget (handout)****Expected CSU Budget**

Carol shared a preliminary CSU budget for the 2006-2007 fiscal year with the committee. Overall, the CSU will be growing its enrollments by another 2.5% or 8,360 FTES per the CSU Compact. The \$235 million increase in revenue will support CSU initiatives such as mandatory cost increases, enrollment growth funding, financial aid to students, compensation, and other long term needs.

**Expected Enrollment Targets**

According to the CSU compact, HSU budgeted enrollment level for FY2005-2006 is 7,389 full-time equivalent students (FTES). Because we will not realize that target enrollment this year, the CSU will not grow our funding base to the 7,450 FTES stated in the enrollment plan for the CSU campuses. Instead, HSU will most likely stay at the budgeted enrollment level of 7,389 FTES. This flattened enrollment target means that HSU will not receive additional state funds for enrollment growth. Our source on additional funds will come from the state university fees paid by enrolling more students and increased student fees.

**Item #5: Revenue Model (handout)**

Carol Terry passed out two revenue models for the 2006-07 fiscal year. The first projection based on 7,268 FTES, the second on 7,389 FTES. This information will be discussed further at another meeting.