

**University Budget Committee (UBC)**  
Meeting Notes  
October 10, 2008

Meeting called to order by Carol Terry at 2:05 p.m.

Chair: Carol Terry

In attendance voting members: Mary Kay, Han-Sup Han, John Powell, Lynne Sandstrom, Robin Bailie, Sophia Pereira, Randi Darnall-Burke

Staff to UBC: Lee Lindsey

The meeting opened with introductions. President Richmond and David Maddox, a budget consultant, were also in attendance. President Richmond introduced David Maddox, who has been hired to help HSU with the budget process, and discussed David Maddox's background. David Maddox was hired on a recommendation from WASC. President Richmond also discussed the need to establish a culture of evidence at HSU.

President Richmond addressed the UBC to provide the UBC's charge and set priorities for the coming year. As part of his address, President Richmond distributed two handouts. The first handout was the recommendation of changes to the Budget Review Task Force Report along with the President's responses, from this past May. The second handout, Charge and Membership for FY2009-10 Budget Planning, listed the UBC's appointments for 2009-10 and provided a list of responsibilities for the coming year along with a list of campus priorities from last year.

President Richmond discussed the budget reductions and new allocations for the different divisions in the current year and mentioned he wants to hear input and perspective on how these changes are affecting HSU. President Richmond asked the UBC to think about the impact of several decisions affecting HSU. Academic Affairs will take a \$1.5 million cut that will be covered with one-time funds for the current year. Academic Affairs received \$400,000 in one-time funds to accommodate Freshman and general education courses. They also need to serve more students and keep program quality high. President Richmond suggested that the UBC may want to talk to the Provost. Administrative Affairs was cut \$502,500 and needs to find funds to cover maintenance requirements. The cut to the President's Unit was \$45K. Student Affairs took a \$332,500 cut and received \$150K to help retain students and an \$85K augmentation for the University Police Department. University Advancement was cut by \$70K and received a \$180K augmentation to fund a planned giving initiative. The General University Obligations area was cut by \$550K that will be covered with one-time funds for the current year. President Richmond would like the UBC's perspective on the above issues, and is concerned about possible "sub-optimization" issues as different areas work through their budgets.

President Richmond said both the Budget Review Task Force and WASC have recommended an Institutional Research group/office on campus, which would probably cost between \$300-500 thousand per year and require consolidating existing IR functions to focus the office. The President asked for the UBC's recommendation on an IR office.

President Richmond touched on the State of California's economic troubles and said that even though there will probably not be a state budget until at least June, the UBC will need to make their decisions and recommendations for the 2009-10 budget by the end of February. President Richmond urged the UBC to maintain a high level view of what is best for the students and the University when making recommendations and to make decisions and move things along. President Richmond stated that the funding initiatives from last year will be reviewed this year to determine if they are working and if the results are what were intended. President Richmond ended his address by saying that he looks forward to comments/criticism and suggestions of ways to improve the process, urged the members to work for consensus and look at the campus as a whole, and urged UBC members to pass on the information from the UBC meetings so people know what is going on. President Richmond said he recognizes that this is a difficult task and appreciates the efforts of the UBC.

No decisions were made during the meeting. This initial UBC meeting was more of an open discussion with President Richmond and David Maddox about the budget process, both past and present.

Members of the UBC who had been on the UBC in prior years provided insight to David Maddox, as well as to new members, and discussed previous budget processes including the state's "orange book" process that provided funding based on cost of discipline, rather than the current funding structure based on FTES, which hurts HSU. President Richmond said he would like the Committee members to feel free to speak frankly to David Maddox, so the President left while the meeting continued.

Members agreed that last year's budget process was smoother than in previous years and positive changes to the process include better access to information and more transparency and clarity. A few of the ways mentioned to improve the process included a better understanding of funding rules and restrictions, improved performance measures and a more clear cut strategic plan. Members talked about strategies to update colleagues on UBC happenings, such as using a listserv and telling colleagues about the UBC website with meeting notes.

David Maddox stated that he has been talking to various people all over campus and has been taking lots of notes. In a month, he will come back with a set of priorities and recommendations. He stated he is only advising and will leave the outcomes to President Richmond, Carol Terry and the UBC to decide based on what makes sense for HSU.

Carol Terry briefly discussed the budget book, which will be unveiled at an upcoming UBC meeting. The budget book provides a comprehensive picture of all activities on campus, including auxiliaries, and aims to improve understanding of the budget process on campus.

The next UBC meeting will be on November 14 and will be the first of two UBC orientations. Items to be discussed at orientation include the State budget, CSU budget and HSU budget for the entire institution (including auxiliaries), roles and responsibilities of the UBC and a general overview of the budget process.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,  
Amber Blakeslee