

# University Budget Committee (UBC)

Meeting Notes  
February 13, 2009

Meeting called to order by Carol Terry at 2:03 p.m.

Chair: Carol Terry

Members in attendance: Mary Kay, Colleen Mullery, Martin Flashman, Lynne Sandstrom, Robin Bailie, Han-Sup Han, Sophia Pereira

Topics of discussion: 2009/10 budget proposal

In continuation of last week's meeting, this meeting was also a working session to evaluate the 2009/10 budget proposal from the President and Vice Presidents. The final response to the budget proposal is due back to the President by Friday, February 27. The main focus of the meeting was on the proposed budget reductions. Carol Terry reviewed the proportional reductions and the proposed reductions with the committee:

- Academic Affairs proposed reduction of \$427,093 is about \$120,000 lower than the proportional reduction. The reduction was reduced in order to maintain integrity in the academic programs and to meet the goals for the WASC accreditation.
- Administrative Affairs proposed reduction of \$230,729 is about \$82,000 higher than the proportional reduction. During reductions, Administrative Affairs often takes large cuts, which reduces money available for infrastructure.
- Student Affairs proposed reduction of \$150,534 is about \$50,000 higher than the proportional reduction. Student Affairs is not as easy to gauge. Reductions affect the services/student support provided by Student Affairs.
- Advancement Foundation proposed reduction of \$10,000 is almost \$12,000 lower than the proportional reduction. The reduction was reduced to allow for continued growth in this area.
- President's Office proposed reduction of \$13,460 is the same as the proportional reduction. Since the President's Office is small, there is not much money to reduce.

Committee members came to a consensus that they agreed in principal to the reductions for Academic Affairs, University Advancement and President's Office. The reduction strategy memo for Academic Affairs that was distributed to the committee by Provost Snyder via email provided the committee with comfort and understanding of how the reduction would be handled in Academic Affairs. The reductions to University Advancement and President's Office were small enough that the UBC was okay with amounts without much discussion. Committee members voiced the need for more information in order to evaluate the reductions for Administrative Affairs and Student Affairs. Carol Terry reiterated that the divisions cannot give detailed information on reductions due to contractual obligations.

One of the UBC's responsibilities listed on the Charge and Membership for FY2009-10 Budget Planning handout is to "make recommendations regarding the proposed budget allocations/de-allocations, including divisional plans to reduce services when budget reductions are required".

Committee members did not feel as if they had been provided with enough information to follow through with this responsibility in terms of the Student Affairs and Administrative Affairs reductions. Carol Terry discussed the process Student Affairs and Administrative Affairs went through regarding the reductions:

- Student Affairs – Steve Butler went through a prioritization process, ranked priorities and then debated the priorities; this ultimately led to prioritizing which services would be reduced
- Administrative Affairs – Burt Nordstrom met with the budget office and went over the salaries, benefits and operating expenses for each department, met with senior leadership, then met with the directors to evaluate high/medium/low priorities within the division

Although UBC members stated that this information from Carol Terry was helpful, they voiced the need to have this information in writing from Student Affairs and Administrative Affairs in order to more easily convey the information to their constituents. Committee members agreed to request information from Student Affairs and Administrative Affairs regarding the process and plan for how each division would take the reductions and also to request that this information be provided by all divisions as part of the budget proposal next year. Carol Terry said she would request this information from Steve Butler and Burt Nordstrom and hoped to have the responses to the UBC before next Friday.

The meeting scheduled for Friday, February 20, from 2:00pm to 4:00pm, in the Corbett Conference Room may or may not happen due to the budget retreat taking place the same day. Carol Terry will notify the committee as to whether or not there will be a meeting.

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

Respectfully submitted,

Amber Blakeslee