

Humboldt State University  
University Budget Committee (UBC) Notes  
Friday, September 10, 2004

**Present:** Diana Campos, Randi Darnall-Burke, Susie Dodson, Karen Earls, Ken Fulgham, Nancy Kelly, Judith Little, Saeed Mortzaavi, Wayne Perryman, Lori Rudebock, Laurie Sheppard, Carol Terry, Rick Vrem, Samantha Williams-Gray.

**Absent:** Steve Butler, Carl Coffey, Thomas (TK) Koesterer, Burt Nordstrom.

**Guests:** Bill Cannon, Shawn McDuff.

**Agenda:**

1. Discussion of FY05 Funding Initiatives Priority Survey Results
2. Formulation of Recommendation to President and Executive Committee

**Review of Funding Priorities**

Items that were not discretionary (i.e., reinstatement of positions, benefit costs, etc.) were removed from the list that was discussed previously.

Handout on additional benefits cost was distributed. The additional amount needed to cover campus costs for FY 04-05 is \$295,487.00. \$1,066,694 to cover retirement costs for this year is needed (this amount is covered by the CSU, but not until late in the FY). Ideally, the campus would be able to cover this amount up front; without going into deficit spending.

It was noted that the potential costs for rural health care benefits for CSEA are not included.

Discussion of how to proceed:

- Hold contingency in reserve; set priorities for spending?
- Use contingency to cover deficit (i.e. retirement costs)?
- What is the purpose of the contingency? Use the contingency to build the base budget? Or, use contingency as a reserve fund?
- Is the contingency meant to be spent during the year?
- Need to establish criteria for requests for additional funding; if we have money, what would we fund first
- The budget policy essentially establishes the ranking: #1 is to protect the integrity of HSU academic programs

## **Review of Tentative Ranking on Funding Initiative Priority Survey:**

### 1) Revenue Contingency for unrealized revenue

Agreed to strike from the priority survey list with the caveat that \$200,000 needs to be held in reserve to cover potential unrealized revenue

### 2) Campus Safety (additional need for 2 police officers 24/7)

The system requires 24/7 coverage; HSU currently has 1 officer, 2 officers are needed for safety of the officers. Need to fund one-year "bridge", to cover second officer position immediately, while a grant application is written.

Rank as #1

### 3) Alcohol & Drug Intervention

The funds would be used to contract with a professional in the community; to provide services to help address serious problems involving alcohol and drugs on campus. (St. Joseph's outpatient service used to be a resource, but it is now closed. Possibilities of other sources of funding were discussed, including grants, additional student fees, and a fine system.

Rank as #3

### 4) University Advancement VP Office

Concern was expressed at the higher than expected costs of creating this new position. HSU needs to re-establish its credibility in fundraising. Eventually should be more self-supporting. Immediate capital campaigns are needed.

Rank as #7

### 5) Development Officer

Funding is needed for full-time development activity.

Rank as #10

### 6) University Enrollment Campaign

Funding is needed to raise the visibility of the campus. A plan is being developed. Is there overlap between the request from OEM and this one? There needs to be close collaboration with Enrollment Management.

Rank as #9

7) Feasibility Study for New Student Educational Services Building

Study is needed to provide justification for the Mai Kai (Campus Apartment) property acquisition. HSU is on the list for a \$6 million capital outlay for FY 04-05.

Rank as #8

8) Information Technology Services (ITS)

It was noted that this should be a higher priority for students; to is critical for the whole campus; it should not be one-time funding.

Rank as #4

9) Enrollment funding for classes

HSU will not meet enrollment target of 7209 this year with the fall enrollment.

Consensus: Numbers 2 & 9 are highest priority (rank as #1)

10) Enrollment Management-Admissions (Recruiting)

Rank as #5

11) Library

Funding request is to maintain the existing print periodicals collection and to partially restore the book budget. A minimum amount is needed to restore the approval plan for books.

Rank as #5

12) Graduate Studies Recruitment

Funding needed to increase the web presence of graduate programs for marketing and recruiting graduate students.

Rank as #6

**Formulation of Recommendation to President and Executive Committee**

- Include statement of concern about spending all of contingency.
- Flag \$200,000 in contingency that cannot be spent.
- Note that in the future it would be helpful to also consider multi-year funding as a third option, in addition to base dollars or one-time dollars.

- Forward the ranked list to the President; request to keep as much in contingency as possible.
- Don't include the \$200,000 revenue contingency in ranking; emphasize it separately.

Final Ranking (highest to lowest):

- 1 Campus Safety
- 1 Enrollment Funding for Classes
- 3 Alcohol & Drug Intervention
- 4 Information Technology Services (ITS)
- 5 Library
- 5 Enrollment Management-Admissions
- 6 Graduate Studies Recruitment
- 7 University Advancement VP Office
- 8 Feasibility Study for New Student Educational Service Building
- 9 University Enrollment Campaign
- 10 Development Officer

Other comments:

Lottery revenue is expected to be about the same as last year, ca. \$753,000. It is already designated for use in budgets; being used to backfill cuts to OE budgets.

UBC began its first full budget cycle 7/1/04; it needs to look at budget policy as it affects planning for FY 05/06. Hearings in April 2004 will look at allocations and how they have been spent and whether or not stated goals been achieved, in order to build in accountability to the process.

**NEXT MEETING: Friday, October 1, 2004, 2-4 p.m., Corbett Conference Room**

Tasks will be to look at the budget process, and begin to discuss what the budget will look like next FY.