

**University Budget Committee Meeting
November 17, 2006**

Present were:

Co-Chair: Saeed Mortazavi and Rick Vrem

Voting Members: Robin Bailie, Laura Weare, Wayne Perryman, Glenn Sonntag, Colleen Mullery, LouAnn Weiland, Lumei Hui, Rick Vrem, Steve Butler

Staff : Carol Terry, Brooke Crowder-Fiore

Observers: John Carter, Karen Earls, Sarah Wood, Paul Aguilar, Sarah Sheonberger, Tony Snow, John Osborn, Kintay Johnson, K. Scott Perry

- Welcome was extended to the new committee members. Members were reminded that if someone is unable to attend a meeting they should contact Rick Vrem, Saeed Mortazavi, or Carol Terry to identify someone to attend as their voting proxy.
- The updated budget recommendations timeline was handed out. The committee will be meeting every Friday until at least March. It is essential to stay on task and make decisions promptly.
- A question came up about a consultant, Manuel Esteban visiting our campus. Patty Lindley, from the President's Office, is finalizing the plans for his visit and will provide that information to the committee very shortly. Look for a meeting to be scheduled the week after Thanksgiving on November 28 or 29.
- The committee will review both the budget policy and the budget process this year, but the most pressing issue right now is making budget information requests to VP and President based on Long Beach model. So the UBC will focus on the process for now.
- The Long Beach budget process was reviewed. Their budget process is a little different than our current process. They start the process in February where they initially focus on trying to anticipate upcoming mandatory cost increases and identifying budget shortfall for the planning year. Once the budget shortfall is identified, they also look on campus for one-time funds they may be available to mitigate the base (on-going) budget reduction. At that point, they send out instructions to each of the divisions regarding an across the board reduction and ask them to address their new budget level, using a prescribed format. Also requested is a discussion of how they plan to use their unexpended balances from the prior year (rollforward budget).

HSU's process, while similar in the beginning steps, asks the Vice Presidents to present the impacts of a possible target reduction, and their requests for new funding. The committee has made recommendations to the President regarding funding augmentations, but hasn't felt comfortable making a recommendation to the President regarding reductions.

Rick Vrem reported that the President has asked the Vice Presidents to initially address how their division's would take a 5% reduction. This committee will be researching and recommending differential cuts instead of a 5% reduction across the board.

- The committee will need comparable data from all 6 comparison campuses: Chico, Stanislaus, Sonoma, Bakersfield, and Cal Polys: Pomona, and San Luis Obispo.
- A 10-year history comparison was suggested, including student population, and administrator, staff and faculty population and salary. When comparing, keep in mind state requirements that may have affected changes.
- From Long Beach's model, the committee will use Form 1 and keep it at the division level. This form will be due in January. Form 2 will be used only if it looks like a program may need to be cut. Form 3 and 4 are scheduled to be due February 8, though there was discussion concerning asking President Richmond for an extra week.
- Karen Earls was asked to help Carol Terry gather some historical data for next week's meeting.