

MINUTES OF THE UNIVERSITY BUDGET COMMITTEE
MEETING ON OCTOBER 23, 2013 AT 12:05 P.M. – LIB-352

PRESENT: Edmundo Garcia, Chair; Beverly Meyer, Secretary; Joseph Slonek, Vice-President; Sandra Ballantyne, Arrie Patawaran, Shelia Collins, Tanya Lloyd, Nelly Maynard, Robin M. Hawkins, Telisa Randle, Barbara Price, Jamilah Jor'dan, Bobbie Stewart, Ismael Reyna, Latrice Eggleston, Rohan Attele

PRESENT VIA PROXY: Larry Pinkelton, Chat Viacrusis

ABSENT: Enrique Duncan, Judy Birgen

1. Garcia called the meeting to order at 12:05 p.m. and distributed a packet of handouts for the meeting; the packet included an agenda, the October 1, 2013 minutes, a timetable for the tasks which the UBC needs to perform this year, a copy of the UBC letter to VPs from last year, and a list of FY2014 Unfunded Needs to be Funded Permanently Through Permanent Reallocation of Appropriated Funds and Revenue Enhancements in Non-Appropriated Organizations.

2. Minutes of the October 1, 2013 meeting. The name of Rohan Attele was added to the list of members for the Academic Affairs Subcommittee. Eggleston moved, Slonek seconded, to approve the minutes as amended. The motion passed.

3. Update on the website and the Cougar Connect group repository. Garcia reported that he is working on the UBC website and has given a draft to IT to review; later he will submit it to the UBC for review before it is placed on the web. Garcia also reported that he has updated the UBC's information in the "Groups" section on Cougar Connect and has been posting all of our meeting documents there. Patawaran reminded everybody that they need to respond to her e-mail before they can access the budget book through Cougar Connect.

4. Subcommittee review and appointment of chairpersons. The new list is as follows:

Academic Affairs (Dr. Angela Henderson)

Judith Birgen (Chair)

Beverly Meyer

Barbara Price

Rohan Attele

Facilities/Police (Mr. Ronnie Watson)

Joseph Slonek (Chair)

Sandra Ballantyne

Arrileen Patawaran

Financial Affairs (Mr. Larry Pinkelton)

Telisa Randle (Chair)

Edmundo Garcia

Bobbie Stewart

Veronica Williams

Student Affairs/ Enrollment Management (Ms. LaShondra Peebles)
Nelly Maynard (Chair)
Chat Viacrusis
Enrique Duncan

President's Office/Legal/HR/Compliance/Audit/Governmental Affairs/Athletics (Dr. Watson)
Rohan Attele (Chair)
Edmundo Garcia
Robin Hawkins
Jamilah Jor'dan

ITD (Mr. Prashant Shinde)
Latrice Eggleston (Chair)
Shelia Collins
Tanya Lloyd

5. Discussion of letters for VPs – The committee reviewed the sample letter and made some changes in the wording. Patawaran pointed out that one of the forms to be attached needs a date changed to 2016 instead of 2015. She will change and send the revised form to Garcia. Garcia will send a revised draft of the letter and the forms to the subcommittees for review. He is aiming to send all of this information to the VPs by October 31. The UBC decided to ask the VPs (or their designees) to return the filled-out forms to the UBC by December 6, 2013. The letter will include a link to the electronic versions of the forms so they can be filled out online. The letter will also include the Capital Budget Appropriation Request memo provided by Patawaran during the meeting.

6. Scheduling VP presentations and future meetings.

A. The **UBC will meet again on December 12, 2013 at 12:10 p.m.** to review the forms which have been returned from the VPs and to celebrate the holiday season.

B. The following dates were set for meetings with the VPs in 2014: Tuesday, January 21, 3:00-4:00 p.m.: Academic Affairs; Wednesday, January 22, 11 am-noon: Facilities/Police; 3:00-4:00 p.m.: Financial Affairs; Thursday, January 23, 3:00-4:00 p.m.: Student Affairs; and Friday, January 24, 2:00-4:00 p.m.: ITD and the President's Areas, Legal, HR, Compliance, Audit, Governmental Affairs and Athletics. Garcia will try to reserve LIB-301 for the meetings. Subcommittees should meet soon after this to formulate their recommendations.

C. Patawaran will send everyone a transcript of the Governor's budget address in the third week of February.

D. The UBC will need to meet often in February and March in order to be finished with its recommendations by mid-April so they can go to the BOT at its May meeting. Time needs to be allowed for follow-up with the VPs in order to gather all the information the UBC wants.

7. Membership announcement: Ismael Reyna announced that he was recently elected as the student trustee member of the CSU Board of Trustees and thus will probably no longer be able to serve on the UBC. He thanked everyone for the opportunity to serve on the UBC and said that he had learned a lot. Garcia thanked him for serving, and UBC members congratulated him on his election.

10. The meeting adjourned at 12:50 p.m. by consensus.