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

Chair: Carol Terry

Members in attendance: Mary Kay, John Powell, Colleen Mullery, Martin Flashman, Lynne Sandstrom, Robin Bailie, Randi Darnall-Burke, Ann Moore, Han-Sup Han, Sophia Pereira

Topics of discussion: Finalize recommendations to President Richmond on the President and Vice Presidents’ proposal for the FY2009/10 budget

In continuation of last week’s meeting, this meeting was a working session to finalize recommendations to President Richmond on the 2009/10 budget proposal from the President and Vice Presidents. Carol Terry greeted committee members and followed up on last week’s budget retreat by mentioning that David Maddox will come back to HSU with a summary of the discussions, so the campus can prioritize what to pursue and move forward on. Carol Terry began the budget proposal discussion by passing out a revised agenda (posted on website):

Introduction

A draft response (posted on website) to the budget proposal based on prior meeting discussions was handed out to committee members to be used as a basis for finalizing recommendations to President Richmond on the President and Vice Presidents’ proposal for the FY2009/10 budget.

Review all recommendations

Carol Terry walked committee members through the draft response and touched on each important aspect of the document. The reductions to Administrative Affairs and Student Affairs, as well as the President’s Initiative Reserve, were identified as areas where the UBC still needed to make a decision regarding how to respond. Each committee member voiced their opinion of the draft response, recommended changes and referenced aspects of the response that needed further discussion.

Discuss Administrative Affairs

Administrative Affairs has taken heavy cuts over the past few years and committee members were concerned how further cuts might affect the division. Since the last UBC meeting, Burt Nordstrom had responded to the UBC’s request for more information regarding how Administrative Affairs would take the proposed reduction (response posted on website). Committee members discussed Burt Nordstrom’s response and each committee member voiced their current opinion of the proposed reduction amount. Lynne Sandstrom, the Administrative Affairs representative on the UBC, discussed that employees in Administrative Affairs are working over capacity and have to
prioritize what to do, since not everything can be done. Carol Terry mentioned that according to the federal APPA (Association of Physical Plant Administrators) standards, HSU has a “moderate dinginess” rating. The committee came to a consensus that they “regrettably support the cuts”.

Discuss Student Affairs

Since the last UBC meeting, Steve Butler had responded to the UBC’s request for more information regarding how Student Affairs would take the proposed reduction (response posted on website). Committee members discussed Steve Butler’s response and each committee member voiced their current opinion of the proposed reduction amount. Randi Darnall-Burke, the Student Affairs representative on the UBC, discussed the proposed reduction with the committee and explained that Enrollment Management and University Police Department were off limits for cuts. She mentioned that when Enrollment Management was cut a few years back, enrollments fell. Student Affairs is still working on implementing last year’s reduction of $332,500. The committee came to a consensus that they “regrettably support the cuts”.

Members write down their comprehensive recommendation

After discussing the proposed reductions to Administrative Affairs and Student Affairs, Carol Terry asked each committee member to write down how they would allocate the reductions if they were in President Richmond’s shoes.

Review member comments

Each committee member read their recommendations aloud. Key elements of the committee members’ comments:

- General consensus that the committee did not want to “rebalance” the reduction amounts between divisions
- The need for HSU to find alternative funding sources
- One-time funds may be needed to help Administrative Affairs and Student Affairs implement their reductions
- Committee members opinions differed on whether or not to support the President’s Initiative Reserve and also on what amount should be in the reserve
- Potentially reduce the President’s Initiative Reserve amount of $500,000 and then use the difference to provide one-time funding to Administrative Affairs and Student Affairs
- Need comparative data from prior years in order to better understand budget reductions and their impacts

Discuss next steps

Lee Lindsey will revise the UBC response to the budget proposal and will email the response to committee members for feedback. The response will be revised to incorporate feedback and will then be finalized and sent to President Richmond.
There were no meetings scheduled until March 27, but committee members decided they wanted to meet again prior to the March 27 meeting in order to evaluate the current year budget process and to discuss what the UBC should do differently next year. As a result, a meeting was scheduled in the Corbett Conference Room on Friday, March 13, from 2:00pm to 4:00pm.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Amber Blakeslee