Meeting called to order by Carol Terry at 2:07 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

Staff to UBC: Lee Lindsey

Topics of discussion: 2009/10 budget proposal

This meeting was a working session to evaluate the 2009/10 budget proposal from the President and Vice Presidents. Carol Terry passed out several handouts to help the UBC gain a better understanding of their role in the budget process and to give context to the 2009/10 budget proposal:

- **Charge and Membership for FY2009-10 Budget Planning** - Lists the UBC’s role and responsibilities along with the campus priorities
  - Key responsibilities of UBC
    - Advise the President/VPs on general budget policy issues that affect the University
    - Determine a methodology to use to evaluate budget proposals
    - Review annual budget proposal from President/VPs and highlight areas of agreement and recommend changes to proposed plan
    - Make recommendations regarding the proposed budget allocations/de-allocations, including divisional plans to reduce services when budget reductions are required
    - Complete its deliberations on the budget for the coming year within 45 days after the Governor submits an annual budget to the Legislature

- **Recommend Changes to Budget Review Task Force Report** - Recommends changes to the structure and responsibilities of the UBC and includes responses from the UBC and from the President
  - Key elements
    - UBC will review the proposal for the annual budget regardless of whether there are reductions or new funds to allocate
    - When discussing reductions within divisions, contractual obligations need to be respected
    - UBC is charged to operate in the best interests of the campus, not specific units
    - UBC should employ a consensus decision-making process

- **President’s and Vice Presidents’ Proposal for 08/09 budget reductions** - This shows how the reductions were taken last year and gives a basis for comparison for this year’s proposed reductions

- **UBC Response to the President on the President’s and Vice Presidents’ Proposal for 08/09 Budget Reductions** - Shows how the UBC responded to last year’s proposal

Prior to this year’s budget cycle, the UBC had a longer period of time to review and respond to the budget proposal. The final response to the budget proposal is due back to the President by February 27. A lengthy discussion of the budget proposal took place with an emphasis on the divisional reductions, the new IR initiative and the use of one-time reserve funds, including the President’s reserve. UBC members voiced how difficult it is to assess the budget reductions without having specifics on how the reductions will impact services within the divisions. However, when discussing reductions within the divisions, contractual
obligations need to be respected. Members expressed the need for more information in order to evaluate the proposal. A recommendation was made to request that the President and Vice Presidents report on how the base reductions end up being taken.

The review of the 2009/10 budget proposal will continue at the next meeting on Friday, February 13, from 2:00pm to 4:00pm, in the Corbett Conference Room.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Amber Blakeslee