



## Strategic Budgeting Committee

December 3, 2007

1:30 pm to 3:00 pm

University Hall Training Room

### Attendees

Noleine Blizzard, Frank Chen, Joanne Coville, Therese Eyermann, Scott Frisch, Ted Lucas, Lori Macdonald, Maureen McQuestion, Andrew Morris, Cris Powell, Greg Sawyer, Steve Stratton, Ching-Hua Wang, Tracy Cole

### Guests

Judi Le, Kris Muller, Missy Klep, Ed Lebioda, Melissa Remotti, Judy Frazier

### Absentees

Terry Ballman, Chelsee Bente, Marty De los Cobos

## Minutes

### Discussions

Steve Stratton welcomed everyone. The budget managers gave their 1<sup>st</sup> Quarter reviews. Melissa started the presentation and spoke on behalf of the Office of the President. Their division is right on target. Missy spoke for Finance and Administration and that division is on target with 25% spent for the first quarter. The \$200K carry forward for them went to public safety, Chaparral Hall, Aliso Hall and for Malibu Hall power upgrades. Judy spoke on behalf of Information Technology and they are 22% spent, however they spent a lot in October and the phone charges will hit in November. Ed spoke for Student Affairs and they are at about 17% spent. He stated that the shortfall is mainly due to 4 key positions that are still vacant but they have hired temps to keep up on the work. As for their \$313K carry forward, they are taking requests from their departments to distribute. Kris gave the presentation for Academic Affairs. She provided a handout and stated they have savings in salaries and benefits.

Missy gave the presentation of the budget book and explained the contents.

Therese talked about the UPACC priorities. The priorities this year are more specific than in prior years. They were presented to the President and he will take them in advisement. Therese mentioned they are looking for more ideas specifically for student retention. Joanne indicated that the UPACC priorities are for the University as a whole, not just for the Operating Fund. Steve asked why Advancement was removed from the priorities. Therese responded that Advancement receives its money from the President and Chancellor's Office grants. Advancement needs to be given its own budget to reflect their actual spending. Advancement is still a priority. Maureen commented that student retention is a cross-divisional area and Therese reminded the Committee that cross-divisional projects are a priority in the SBC bylaws. Maureen then suggested that all cross-divisional projects should be called out and presented separately to the Committee.

Joanne asked for input from the members for set aside funding. Currently, funds are set aside for SUG, fringe benefits pool, sabbaticals, salaries that exceed allocation, PC refresh, new tenure track hires, IT maintenance contracts, utilities, insurance and the bus. Therese asked if there was criteria for the set asides. Ted suggested that we save this discussion for the next meeting. Joanne agreed and directed the budget managers to work on some suggestions for the next meeting.

Steve asked for budget buddies volunteers. The role requires the volunteers sit in on the budget planning of another division. Volunteers are as follows:

Frank Chen – Academic Affairs

Lori Macdonald – Academic Affairs

Maureen McQuestion – Student Affairs

Steve Stratton – Student Affairs

Ching-Hua Wang – Finance & Admin

Chris Powell – Advancement

Scott Frisch - Advancement

Tracy asked that each division document their budget planning process and make it available to the Committee. Tracy also informed the group that all minutes and agendas will be posted to the budget webpage. Lastly, Tracy asked for date/time suggestions for the SBC meeting in the springtime; what days/times are good and bad for everyone and to please email her. It was unanimous that Mondays and Fridays were bad.

### Documents

Budget Report Fiscal Year 2007-2008  
CSUCI 2007-2008 University Operating Budget (as of September 30, 2007)  
UPACC Priorities letter

### Next meeting

January 2007 (TBD) - University Hall Training Room

