University Budget Advisory Committee (UBAC)  
Meeting Notes  
February 22, 2013, 9:00 – 11:00 a.m.  
Solano Hall Conference Room

**Members Present:** Fred Baldini (Chair), Lauren Carpio, Paul Edwards, Marya Endriga, Scott Farrand, Stacy Hayano, Susan Holl, Lakshmi Malroutu, Christine Miller, Rylan Gervase

**Members Absent:** David Lang, Priscilla Llamas-McKaughan

**Others Present:** Angel Thayer (BPA)

**Open Forum:** Stacy clarified the GAAP adjustment amounts in the operating fund with the committee; our GAAP balance for adjustments was approx. $37.9 M. Fred brought up the topic of sabbaticals, which had recently been discussed at the last Dean’s meeting. It was noted that Academic Affairs (AA) has in the past funded the top ten most merited submissions, while the colleges/departments were expected to fund the rest. The current funding process raises some concerns for the committee because there is a possibility that all of the remaining requests could come from just one college. The committee discussed the possibility of making sabbaticals an All University Expense (AUE). It was noted that sabbaticals are a mandatory expense and therefore, may need to be funded centrally. Next, Fred stated that he had met with the President after he had returned from the Chancellor’s Office (CO). The message we’re getting from the CO is that the budget situation remains tight; we need to improve efficiency without expecting additional funding. The CSU is looking at inefficiencies and redundancies; we can’t continue to operate business as usual. Additionally, we can expect funding to improve the utilization of technology. Most likely, the campuses will see a flat budget, but there is a possibility of 1.2% enrollment growth funding. Understandably, the President is taking a conservative approach to the budget for 2013/14.

**Agenda Items:** The annual campus budget call process is anticipated to start at the end of February. In the previous meeting, UBAC formulated the scenarios to be recommended to the president for the budget call. The final scenarios proposed for the budget call are based on the probability of a flat budget or 1.2% enrollment growth. Stacy proceeded with this week’s agenda by reviewing the draft memorandum, forms, and attachments, which will be recommended to the President once finalized by the committee. The President will review and approve the call and then provide it to the divisions for completion.

Stacy announced that the SharePoint site for the committee is ready and will be presented to UBAC at the next meeting.

The meeting concluded at approximately 10:40am.

**Future Meetings (tentative schedule):** All meetings are held in Solano Hall, Room 5000 unless otherwise noted.

- TBD (pending issuance of the annual budget call)