University Budget Advisory Committee (UBAC)  
Meeting Notes  
February 1, 2013, 9:00 – 10:00 a.m.  
Solano Hall Conference Room

Members Present: Fred Baldini (Chair), Paul Edwards, Marya Endriga, Scott Farrand, Rylan Gervase, Stacy Hayano, Priscilla Llamas-McKaughan, Lakshmi Malroutu, Christine Miller

Members Absent: Lauren Carpio, Susan Holl, David Lang

Others Present: Norman Kwong (BPA)

Open Forum: Members briefly discussed the status of the $4.9M in College of Continuing Education (CCE) monies, which was recently made available to Academic Affairs as a one-time transfer. The Provost is working on a detailed budget plan for these monies, but is still in discussions with College Deans.

Agenda Items: Stacy presented an updated Sources and Uses for the campus. It incorporated our campus’ estimated share of the $125M, which is given to the CSU (in the Governor’s initial budget proposal) as a replacement for the recent student fee rollback. Not included was an additional $125.1M increase proposed for the CSU, as the Chancellor’s Office has not given any indication on how the funding will be distributed. The end result is an estimated 2013-14 budget surplus of $1.9M for our campus, which would be a welcome change from successive years of budget reductions.

The Chancellor’s Office has yet to issue its 2013-14 initial budget memorandum to campuses, so the the campus’ annual budget call process is likely to be delayed. It is anticipated that the budget memorandum will be distributed in mid-March.

As requested in the previous meeting, the committee reviewed the carry forward balances policy. The campus policy is included in the University Policy Manual (policy ADM-0159, available on the web), which in turn is largely based on the CSU carry forward policy. The CSU currently allows campuses to carry forward 3% in the Operating Fund. However the campus carry forward amount is significantly reduced when subtracting the Generally Accepted Accounting Principles (GAAP) adjustments. Typical GAAP adjustments include the payout value of accrued vacation leave for employees as of June 30th of each year.

Stacy described some changes to this year’s budget call forms, which were due to the implementation of new one-time funding policies. The form is used to request one-time project allocations from the central reserves and a summary of the new policies is included. In addition, a request to verify the usage of 2011/12 one-time funds will be made. Going forward, this form will not be required due to the new process of creating unique Class codes to be used with one-time project allocations. This Class will enable tracking of budget and expenses through the finance data warehouse.

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

- Friday (2/15/13), 9 to 11am
- Friday (2/22/13), 9 to 11am