University Budget Advisory Committee (UBAC)
Meeting Notes
March 22, 2013, 10:00 – 11:00 a.m.
Solano Hall Conference Room

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

Members Absent: Lauren Carpio, Rylan Gervase, Susan Holl, David Lang

Others Present: Norman Kwong (BPA)

Agenda Items: Stacy demonstrated the new SharePoint website to committee members. SharePoint has a meeting calendar, handouts from previous meetings, and an archive for last year’s budget call documents. It also has a section for the current year’s budget call documents but those submissions have yet to be received from the divisions (due April 2nd). Once received, the budget staff will post them to the SharePoint site and notify the committee via email. Budget staff can edit site contents, whereas the committee members have read-only access.

Open Forum: IRT currently maintains the smart classrooms on campus; however, a discussion began regarding the shifting of maintenance responsibility for college specific classrooms to the corresponding college. Concern was expressed as to whether these classrooms should be viewed as college classrooms. A college may be given higher priority for scheduling but any college may utilize the classroom if space is available. Also discussed was whether the college’s technical staff would have the necessary access and training to service the specialized classroom equipment such as projectors. Since questions still exist, further details and improved IRT communications are necessitated.

It was also noted that there are problems with the Blackboard’s LMS structure. Students are having intermittent problems when submitting assignments. Blackboard doesn’t always recognize the students’ homework submissions so the faculty members are not giving them credit for their assignments. This is a problem when the push is towards electronic means and it places the faculty member in a predicament. Other issues of concern include the inability of uploading multiple documents or not being able to copy documents from one course to another.

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

- Wednesday (4/10/13), 9-11am – budget call meetings with Athletics, Student Affairs
- Friday (4/12/13), 8-11am – budget call meetings with IRT and Academic Affairs
- Friday (4/19/13), 8-11am – budget call meetings with ABA, Human Resources, and University Advancement
- Wednesday (4/24/13), 9-11am – budget call meeting with Public Affairs & Advocacy, deliberations on 2013-14 recommendations
- Friday (4/26/13), 8-11am – deliberations on 2013-14 recommendations