

**University Budget Advisory Committee (UBAC)**  
**Meeting Notes**  
**October 3<sup>rd</sup> 2008, 9:00 –11:00 am**  
**Sacramento Hall, Room 275**

**Members Present:** Fred Baldini, Robert (Bob) Buckley, Paul Edwards, Scott Farrand, Lillie Jones, Ming-Tung (Mike) Lee, Lauren O'Hanlon, Steve Perez (Chair), James Sobredo

**Members Absent:** None

**Support Staff:** Stacy Hayano, Norman Kwong

**Open Forum:** The committee briefly discussed the status of the new IRT AUE item for Backfill/Consultants. It was explained that the various Vice Presidents requesting funding from this AUE would meet and upon reaching consensus, would decide the distribution of funds amongst campus divisions.

**Discussion:** The committee reviewed a sample spreadsheet for Miscellaneous Student Fees, which will be included with the Annual Budget and Expenditure Report (ABER) Call.

The committee discussed how the new ABER could be improved over last year's based on the Annual Report Format Goals. A list of suggested topics was generated and will be distributed to the committee members for final review. At the next meeting, the committee will decide upon two (2) subject areas to be included in the 2008-09 report.

A Budget Planning Tool Template to create "what if" scenarios for baseline budget changes was reviewed by the committee. The template is essentially the same spreadsheet that was sent out with last year's Annual Budget Call. Once the template is reviewed by the college analysts and approved by Cabinet, it will be placed on the Budget Office website. This will allow the program areas to begin budget planning using various scenarios before the Annual Budget Call is distributed.

A revised budget process timeline was provided by Stacy. This was requested by the committee in the previous meeting. This timeline was originally produced to facilitate last year's budget process, but was revised with dates relevant to this year's process. The ABER Call process was also included in the timeline. It was noted that this year's budget process has a shortened time span which will allow the President the time necessary to communicate the initial budget plan to the campus prior to the end of the semester.

Lastly, the President will hold a Town Hall Meeting on October 16<sup>th</sup> which will focus on the 2008-09 Budget. A brief PowerPoint presentation was proposed and a representative from UBAC will participate in the presentation. The committee determined that Steve and Stacy would work together to produce the PowerPoint presentation.

**Next Meeting:** Friday, October 24<sup>th</sup>, 9 – 11 a.m., Sacramento Hall Room 275 (tentative)