

SAN JOSÉ STATE UNIVERSITY
Budget Advisory Committee Retreat

Student Services Center 53
10:00 a.m. - 4:00 p.m.

MINUTES
September 7, 2001

I. The meeting was called to order at 10:05 a.m. and attendance was noted. Twelve members were present.

Present: Brent, Donoho, Goodman, Kassing, Manning, Nellen, Rascoe, Stacks,
Thames, Nuger, Rickford, Pour

Absent: Caret, Peter, Malloy, Martinez

Guests: Redding, Dewitz, Haliasz

II. Introductions: Chair Brent reviewed the agenda and had everyone introduce themselves to the new members.

III. Budget Report:

Vice President Kassing gave a report on the University Budget. There was discussion about the Mandatory Budget Obligations. Vice President Kassing said that we have exceeded our target FTE for this year. This should result in additional funds. Vice President Kassing stated that we take possession of the Library in April 2003, and will then take over its recurring expenses.

IV. Library Report:

Dean Breivik gave a report on the Library and Acquisition Funding. The Governor line item vetoed the increase for acquisitions this year. For the past ten years there has been no increase in the acquisitions budget at SJSU. SJSU also comes in last in ratio of library staff to students. For this reason, lottery funding is critical for the library. The library has had to increase borrowing from other universities. The University Library Board reviews library processes every year and tries to find better ways to do things. The Faculty need to decide how important funding the Library is. There was discussion about the need to add funds to the library whenever a new program is added to the university. There was also discussion about the library being funded out of General Fund money, and not Continuing Education money.

V. President's Report: Vice President Redding distributed the President's Report and discussed the initiatives inside it as well as the President's priorities.

VI. Lottery:

Chair Brent discussed the Spartan Scouts Lottery Proposal. There were two memos, both dated April 20, 2001 from the Lottery Committee to the Academic Senate Office. The Academic Senate Office only received one of the memos. Spartan Scouts was not listed on the memo received by the Academic Senate Office, therefore, it was not considered by the Budget Advisory Committee for funding. It was unanimously agreed to recommend 100% funding of the proposal to the President. It was recommended that Spartan Scouts receive lowest priority ranking.

Chair Brent discussed the Teacher Diversity Project that was rejected by the Lottery Committee. Dean Meyers had asked that the project be reconsidered for funding. According to Dean Meyers, the project was mandated by the Chancellor's office and received full funding up until last year. This year it isn't mandated, and she is requesting one-time use of lottery funds for the project. The BAC decided not to second-guess the judgment of the Lottery Committee on this

item.

VI. Budget Priorities:

Chair Brent discussed the Budget Priorities/Lottery Process and explained the way the process should work. The President suggests budget priorities, and the BAC receives input from the Colleges and Departments. The Vice Presidents rank-order the budget proposals and then they come to the BAC for review. The BAC makes recommendations to the President. This year there is no Lottery Committee, so the BAC will consider all proposals (Base Budget and Lottery). Lottery funds must be geared to certain types of proposals. General Fund/Base Budget is more flexible. Lottery funds can't be used to fund parties, salaries, etc. There was discussion about the fact that the Lottery Guidelines published by the CSU are the only guidelines that govern the use of lottery funds. There was further discussion about who is eligible to submit a lottery proposal i.e. can part-time faculty submit a proposal?

A member suggested that the BAC create a list of the "must do" projects to be funded. The first step might be a brainstorming session to consider where we want the university to be in the future and what we need to do/fund to get there. There was discussion about the programs used at some universities where funds are "matched." Departments/colleges fundraise part of the money needed, and this amount is then matched by the university. This way the same programs aren't dependent on lottery funds every year. Many key activities weren't funded in the base budget in the past i.e. the Library, and Academic Technology. This cut into the YRO funds this year.

Chair Brent will put the creation of a policy/budget procedures on the agenda for the next BAC meeting on September 17, 2001. Chair Brent recommends putting together a subcommittee to consider the creation of a policy.

VII. Facilitator Exercise: There was a budget exercise and discussion led by Jill Cody, a professional facilitator.

VIII. The meeting adjourned at 4:00 p.m.