

**University Budget Advisory Committee (UBAC)**  
**Meeting Notes**  
**April 11, 2018, 9:00 – 11:00 a.m.**  
**Solano Hall Room 5000**

**Members Present:** Fred Baldini (Chair), Stacy Hayano, Julian Heather, Elvia Ramirez, Sarah Raczkowski, Linda Roberts, LindaKay Soriano, Angel Thayer, Ernest Uwazie

**Members Absent:** Elizabeth Cortez, Tyare Mireles

**Others Present:** Christine Lovely, Vice President of Human Resources (HR); Mark Orr, Director of Athletics (ATH); Lisa Cardoza, Chief of Staff (PRES); Lauren Garrett (BPA); Diana Lynch (BPA)

**Open Forum:** It was noted by the committee that many of the Vice Presidents (VP) are duplicating their presentations used for the cabinet meetings. While containing helpful information, the committee found there was less focus on some of the Budget Call documents than in years past. The committee decided to discuss this further with Lisa Cardoza to see where their might be redundancies.

**Agenda Items:** VP Lovely joined the committee around 9:15 to present. She first spoke on some of the changes impacting her division, including record-breaking numbers of claims, employment and emergency hires. She reviewed the organizational structure and announced HR is almost fully staffed which translates to less demand on training new or temporary hires, less costs associated with temporary hires, and a tighter budget due to less annual salary savings. HR is undergoing a systematic review of their processes to reduce paper consumption and time to process, however, this analysis takes time. HR has added a full-time investigator to assist with investigations. They also added a Class and Comp Manager as well as a Manager of Professional Development and Training. VP Lovely also commented on the personnel transition of Faculty Advancement to Academic Affairs consisting of one MPP and two staff members. There was an increased request on their All University Expenses (AUE) for professional development and transferring the legal services contracts AUE to Academic Affairs. VP Lovely noted that background check costs have increased due to utilization for volunteers and position transfers. There were some questions from the committee regarding the different levels of background checks and the pricing structure. Certain job descriptions require higher-level checks which include fingerprinting and the pricing is typically a la carte. HR anticipates that with the new investigator, it is likely they will need less money for legal settlements. VP Lovely announced the CSU system is transitioning to Page Up by November of 2019, but they are not certain when Sacramento State will be impacted. Thus far, HR has been utilizing PeopleAdmin and has absorbed the software cost of \$40,000/year. Angel noted that HR's baseline does not cover the staff costs. They rely on additional funding sources from cost allocation and salary savings.

The committee briefly discussed HR and international hires. Sarah Raczkowski was able to join at 10:00 am.

Marr Orr and Lisa Cardoza came early and began their presentation at 10:05 am. Lisa joined the discussion as Athletics is now under the direction of the President's Office. Director Orr began with an overview of Sacramento State's athletics program, which is Division I, and the various conferences that their athletes attend. Personnel changes include additional staffing for Information Technology and one less MPP position due to shuffling. There are no full vacancies, but they do have active searches which are ongoing. He explained that their two largest revenues sources were from student fees and the General Fund. He also explained how revenue is generated from "guaranteed loss" games, which is significantly higher in football than in other sports. The two largest expenses are salaries and scholarships. Team travel is also costly as athletes have to travel large distances for their conferences. When asked how many international student athletes are on the sports teams, Director Orr responded with 52. The committee asked about one-time \$60,000 allocation received in 2014/15 for the sand volleyball courts as this request was proposed again this year for \$100K. Director Orr explained that those funds were used to purchase equipment several years ago and the money is now needed for court construction. He agreed to reduce his one-time request to \$80K since they can continue to use the equipment purchased with the \$60K. There was also discussion around the renegotiating the Adidas agreement and to make the University aware that purchasing from Adidas assists the Athletics department.

After the presentation, the committee discussed the press box and whether it should be noted in the recommendation to the President. The committee also decided to forgo the 1:00 p.m. deliberations and reconvene at 2:00 later that day to hear from Academic Affairs.

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

- Wednesday (4/11/2018), 2-4pm – presentation/discussion with Academic Affairs
- Thursday (4/12/2018), 1-2pm – committee deliberations
- Thursday (4/12/2018), 2-3pm - presentation/discussion with Public Affairs and Advocacy
- Friday (4/20/2018), 8:30-11:30am – committee deliberations

**University Budget Advisory Committee (UBAC)**  
**Meeting Notes**  
**April 11, 2018, 2:00 – 4:00 p.m.**  
**Solano Hall Room 5000**

**Members Present:** Fred Baldini (Chair), Stacy Hayano, Julian Heather, Elvia Ramirez, Sarah Raczkowski, Linda Roberts, LindaKay Soriano, Angel Thayer, Ernest Uwazie

**Members Absent:** Elizabeth Cortez, Tyare Mireles

**Others Present:** Ching-Hua Wang, Provost and Vice President for Academic Affairs (AA); Steve Perez, Vice Provost (AA); Diana Lynch (BPA); Norman Kwong (BPA)

**Agenda Items:** Provost Wang and Vice Provost Perez joined the meeting around 2:15. Provost Wang began by reviewing Academic Affairs' organizational chart and discussing the positions within the division. The small increase in MPPs is because of the new Center for Innovation and Entrepreneurship and the transition of Faculty Advancement to AA. The division is in the process of hiring 65 tenure track faculty, this includes new hires as well as replacements. Even with the new additions, the number of tenure track faculty is still lower than pre-recession numbers. AA has seen a 45% increase in lecturers because they are funded through non-baseline money. Provost Wang explained in order to support the operating expenses, the division relies on one-time money, including carry forward and self-support sources.

Vice Provost Perez presented the next portion of the PowerPoint, commenting on the projected decrease of non-baseline sources for 2018-2019. This is primarily attributable to the loss of one-time student success monies provided by the campus (\$2.1M) and Chancellor's Office (\$555,000). The committee noted AA allows each college to maintain its own carry forward rather than being held at the division level. He also explained the trend of increased costs in terms of units and sections for the Student Success initiative as students move into upper division classes. The committee discussed the definition of a WTU (weighted teaching unit) which is a measure of faculty workload but does not necessarily correspond to actual units. There was a discussion regarding the tenure track density at the university. Provost Wang stated that a healthy tenure track density was important and we are significantly under the perceived ideal amount of tenure track faculty. AA does have a significant amount of restricted funds, however, the usage is limited.

Regarding the budget scenarios, AA asked each of the colleges to determine how much it would cost to repeat the current level of instruction next year as well as project the impact of a 4.5% reduction. It was concluded that the reductions would have a significant impact on the FTES (full-time equivalent students). If trying to mitigate the effect on the FTES, the colleges were left with essentially no operating funds. Thus, AA is requesting one-time funds of \$6M to continue providing seats and sections to students. Additionally, Angel explained how a one-time request of \$150,000 for moving expenses from UEI space to university space will yield savings in the future (via space rental) and would pay for itself in two years.

The Student Success initiatives from the previous two years have proved successful and AA would like to continue the momentum, but needs additional funding. Provost Wang explained that the division will be focusing on international students and new degree programs that are self-supporting as a longer-term strategy. The increased AUE for the agent based international student recruitment is directly proportionate to the number of international students we receive.

After the presentation, the committee briefly discussed having the President's Office present at 1:30 tomorrow (4/12/2018) by Lisa Cardoza. It was also noted that although the university received a \$6M donation for the Center for Innovation and Entrepreneurship, the campus will probably have to cover the cost to renovate the space.

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- Thursday (4/12/2018), 2-3pm - presentation/discussion with Public Affairs and Advocacy
- Friday (4/20/2018), 8:30-11:30am – committee deliberations