

University Budget Advisory Committee (UBAC)
Meeting Notes
April 6, 2018, 2:00 – 5:00 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: Christine Miller, Vice President (VP) and Chief Information Officer for Information Resources and Technology (IRT); Ed Mills, Vice President for Student Affairs (SA); Norman Kwong (Budget Planning and Administration or BPA); Diana Lynch (BPA)

Open Forum: The committee briefly discussed presentations given earlier in the day by Vice Presidents Mike Lee (Administration and Business Affairs) and Al Frisone (University Advancement).

Agenda Items: VP Christine Miller joined the committee promptly at 2:15pm to discuss IRT's budget call documents. VP Miller started the presentation by reviewing IRT's organizational structure, noting her efforts to flatten her organizational structure to improve efficiency. Staffing levels have remained fairly static for the past 7 years, currently IRT has 12 MPP positions and 79 staff positions. VP Miller said this level of staffing only allows for a reactive approach, when higher levels of staffing would allow for a more proactive approach. Three of IRT's major accomplishments include the launch of Canvas, transition from project to program for Smart Planner and KEYS to Degree, and the completion of the latest security audit while having a vacant Information Security Officer position. Reviewing aspects of IRT's budget, VP Miller said they have \$12M in sources for 2017-18. Only \$7.7M is baseline funding from the university. Of the remainder, \$2M is brought over from prior year and \$1M is cost allocation from auxiliaries. The rest is mostly derived from various income streams. VP Miller departed at 2:55pm after answering any questions posed by committee members.

The committee noted that most of the Vice Presidents were delivering presentations based on the ones previously given to President's Cabinet. A committee member proposed to limit their presentations to 15 minutes, so the remainder of the time could be used to discuss budget related issues only. Another suggestion was to focus the discussion by formulating questions given to each division head before their presentations.

VP Ed Mills joined the committee at 4pm to discuss SA's budget call documents. VP Mills said SA staffing levels have been fairly constant. Currently, they have 426 positions supplemented by 1,325 student assistants. He is particularly concerned because SA has had a 21% employee turnover in the past 18 months. SA has \$20.6M in sources when considering all funds, of which \$12.8M comes from baseline campus funding. At this point, VP Mills noted that SA has become increasingly revenue oriented, with AVPs receiving fund raising training and goals. While discussing the reduction scenarios, VP Mills noted if they were to receive reductions in 2018/19, their financial condition would be exacerbated because the Student Success funding received in 2017-18 will be spent and will not continue in 2018-19. Noticeable accomplishments for SA include: achieving student headcounts

which are within 1% of campus goals, a steady increase in average unit loads, elimination of the remediation model, the opening of the Student Services Center (One-Stop), improvements in integrated advising, and investments in Closing the Gap initiatives. He also mentioned the importance to fund student success initiatives which will improve graduation rates. After answering any questions posed by the committee, VP Mills departed at 4:40pm.

The committee briefly discussed their impressions of the presentations given during the day, after which they adjourned at 5pm.

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

- Wednesday (4/11/2018), 9-10am – presentation/discussion with Human Resources
- Wednesday (4/11/2018), 10-11am – presentation/discussion with Athletics
- Wednesday (4/11/2018), 1-2pm – committee deliberations
- 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) – committee deliberations