

University Budget Advisory Committee (UBAC)
Meeting Notes
April 19, 2019, 9:00 a.m. – 12:00 p.m.
Solano Hall Room 5000

Members Present: Tatiana Azad, Fred Baldini (Chair), Stacy Hayano, Julian Heather, Christian Landaverde, Elvia Ramirez, Prabhjyot Shinh, Adrian Silva, LindaKay Soriano, Angel Thayer, Ernest Uwazie

Members Absent: Jay Lee

Others Present: Steve Perez (Interim Provost and Vice President for Academic Affairs), Ed Mills (Vice President for Student Affairs), Lauren Garrett (Budget Planning and Administration or BPA), and Diana Lynch (BPA)

Agenda Items: The committee convened at 9:00 to briefly discuss what has been submitted by the divisions for the Budget Call. Angel Thayer mentioned Academic Affairs (AA) is adding a staff member to assist in translation services for deaf faculty. This reduces the need for the All University Expense (AUE) for Assistive Devices and Services for Employees. At 9:05, Steve Perez joined the committee to present the Academic Affairs budget. They are actively trying to increase their tenure track density and roughly 40 to 50 new tenure track faculty will be added in the fall. There have been no changes to the overall level of MPP's, but they did hire vacancies. With the increase in enrollment, many of the colleges are requesting new staff to accommodate the increase in students. The Office of Faculty Advancement is committed to searching for diverse faculty.

Academic Affairs has continued to make great strides in the number of sections offered. 10,889 sections are being offered this year which is an increase of 1.05% over the 17/18 levels and an 8.3% increase over the 15/16 levels.

Their known budget sources for 19/20 are roughly \$130.1 million and anticipated expenditures are \$132.5 million. If Academic Affairs is to continue their path to increase graduation rates and focus on the University imperatives, they will need additional funding for seats and sections. In their one-time funding request, they are asking for \$6 million to maintain their Student Success. The All University Expenses (AUE) for Faculty Promotions has increased as the number of eligible faculty has risen.

Committee member Ernest Uwazie joined at 10:10. The committee took a break at 10:15 and reconvened at 11:10 for the Student Affairs presentation by VP Ed Mills. Adrian Silva filled in for Christian Landaverde as the student ASI representative and Prabhjyot Shinh did not return after the break.

VP Mills began by discussing the organizational structure. Student Affairs is home to several self-support and enterprise units such as the Student Health & Counseling

Center, University Housing Services, the Union/WELL and Associated Student, Inc. They also receive and actively pursue grant funding.

They would like to build a gender neutral restroom in Lassen Hall. Many of the ongoing construction projects have been completed and those funds can now be redirected to support the increase in minimum wage for student assistants. If given more funding, VP Mills would like to increase the staffing in the career center. It used to have 16 employees prior to the recession and currently only has 6. He also mentioned the need for administration staff in the Centers for Diversity and Inclusion and the CARES program. Funding priorities for 2019-20 are mainly focused around adding staff positions.

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

- April 29, 2019
- May 3, 2019 (if needed)

University Budget Advisory Committee (UBAC)
Meeting Notes
April 19, 2019, 1:00 – 5:00 p.m.
Solano Hall Room 5000

Members Present: Tatiana Azad, Fred Baldini (Chair), Stacy Hayano, Julian Heather, Elvia Ramirez, Adrian Silva, LindaKay Soriano, Angel Thayer, Ernest Uwazie

Members Absent: Jay Lee, Prabhjot Shinh

Others Present: Mark Orr (Director of Athletics), Cely Smart (Interim Chief of Staff), Lisa Cardoza (Interim Vice President for Human Resources, Interim Vice President for University Advancement), Norman Kwong (Budget Planning and Administration or BPA), Diana Lynch (BPA)

Agenda Items: Mark Orr, Cely Smart, and Lisa Cardoza joined the committee at 1:15 pm to discuss Athletics' budget submission for 2019-20. Mark gave the presentation while Cely and Lisa were in attendance since Athletics reports to the Office of the President. The presentation started with an overview of Athletics, there was a significant increase in staffing during 2015-16 but it has only increased nominally since then. In discussing the Athletics' budget, it was mentioned that 28% of their 2018-19 projected expenses (\$5M out of \$17.9M) is devoted towards scholarships, which limits flexibility since those expenses could be considered mandatory. Another 37% represents salary expenses, which again limits their flexibility since those are subject to collective bargaining agreements with employee unions. Of the \$15.1M in projected 2018-19 sources most comes from their student fees (56%), with the second highest source being the campus operating fund (26%). The disparity between expenses and sources was discussed, Mark displayed data which indicated that Athletics has been running deficits for the last couple of years. The projected deficit for the Operating Fund is \$2.6 million. Other challenges include their participation in the Big Sky Conference, which increases team travel expenses since away games are always outside of California, and our campus' aging/smaller facilities limit the ability to increase ticket sales. Mark mentioned that an outside consultant had been hired to evaluate the current situation. After answering any remaining questions posed by the committee, Mark departed at 2:10 pm and the committee took a 10 minute break.

At 2:20 pm, the committee reconvened to discuss the budget submission for the Office of the President. Cely Smart gave the presentation, noting that the Office of the President has grown significantly over the past year. Lisa Cardoza was also in attendance due to her knowledge of the Office of the President's budget. The most recent change to occur is the shift of University Communications (which has a \$2M budget) to the Office of the President from University Advancement which adds to their growth. It was also noted that the commencement fee fund continues to run a deficit, but the deficit has decreased now that the university is holding commencement only once during the academic year. They are reluctant to raise student fees, and would

prefer to see whether a shift to one graduation ceremony per year makes a difference. An increase in the All University Expenses (AUE) line item for memberships is being requested, which fits with the President's initiative to improve relations with the surrounding community. Discussions ended and Cely departed at 3:10 pm, the committee took a 5 minute break.

At 3:15 pm, discussions for Human Resources' budget submission began. Interim Vice President Lisa Cardoza's presentation started with their organizational structure chart. Lisa said Human Resources was severely understaffed, which was compounded since many positions were temporary and/or vacant. Data was displayed indicating the large number of transactions processed. Of special note, the Payroll Office is required to perform double entry, data is entered into the Common Management System (CMS) – Human Resources module and is entered again into the State Controller's Office system, which is an antiquated system. Since they are understaffed and have a high volume of transactions, their personnel are often performing multiple duties with very little support. Therefore they are requesting a budget augmentation. Discussions ended at 4:10 pm for Human Resources, the committee agreed to proceed immediately to the next and last campus division.

Since Lisa Cardoza is also serving as Interim Vice President for University Advancement, Lisa proceeded to give another presentation. University Advancement received a budget augmentation at the start of 2017-18, which they were not able to fully utilize, so they were able to add 2 staff and 3 management positions (bringing their total positions to 44) by the end of that fiscal year. Lisa noted their many accomplishments, including a \$12M gift which is the largest in the history of the University. They are considering changes to the Alumni Association's structure to increase engagement. Projections show they will end this fiscal year with a surplus, which is understandable since University Advancement is still growing into their 2017-18 augmentation. Lisa departed at 4:41pm after answering any questions, and the committee decided to delay any further discussions since the committee had already endured almost 7 hours of presentations/discussions.

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

- Monday, April 29th 8 am – 2 pm, committee deliberations
- Friday, May 3rd 8 – 10 am, committee deliberations (if needed)