

University Budget Advisory Committee (UBAC)
Meeting Notes
July 30, 2020, 9am to noon
Zoom Video Conference

Members Present: William Cordeiro (Chair), Rose McAuliffe, Sharyn Gardner, Jay Lee, Ernest Uwazie, Elvia Ramirez, LindaKay Soriano, Tatiana Azad, Angel Thayer-Smith

Members Not Present: Noah Marty

Others Present: Kelly Whelan (Division of the President), Prabhjyot Shinh (Associated Students, Inc. VP of Finance), Cely Smart (Chief of Staff), Lauren Garrett (Budget, Planning & Administration), Diana Lynch (Budget, Planning & Administration), and Norman Kwong (Budget, Planning & Administration)

Agenda Items: The committee convened at 9am to hear each division's budget presentations for the 2020/21 fiscal year. Before the first presentation, Rose McAuliffe briefly discussed the process for the committee's recommendation. It will go to the President and be reviewed at cabinet. Once approved, initial allocations can be given out. At 9:10am, Chair William Cordeiro welcomed Cely Smart, Chief of Staff from the Division of the President, and introduced the committee members. Committee member Ernest Uwazie also joined at 9:10am.

Cely Smart began by reviewing the structure and staffing of the Division of the President. They have two vacancies which have been placed on hold due to budget concerns; an event planner and the Anchor University position. The functional areas of the division including the President's Office, University Communications, OIREP (Office of Institutional Research, Effectiveness, and Planning) and Student Success, are making an effort to reduce operations greater than the targeted 10%. This is to contribute additional funding back to the University to be used where needed most.

Reductions to their division come from reduced travel, University events, marketing, Student Success initiatives, and other operations. They are also evaluating campus memberships and sponsorships which are paid by the President's Office. Throughout these budget cuts, the division remains committed to anti-racism campaigns and the continued safety of the campus community.

Following Cely Smart's presentation, Chair Cordeiro asked about spring commencement. The University is exploring different options given the unknowns, such as, outside or drive through ceremonies, and is planning for contingencies.

At 10am, Chair William Cordeiro welcomed Lisa Cardoza, Vice President for University Advancement, and introduced the committee members.

Lisa Cardoza began by going over the Hornet Code, followed by the mission and team operating principles of University Advancement. She then reviewed the organizational structure and staffing. They currently have four vacancies, all which are Staff positions.

Lisa then showed the Budget Detail for University Advancement. She went over their sources and expenses for fiscal year 2019/20, stating that 87% of their budget went to salaries. To meet the 10% budget reduction they will be doing the following: reduce student assistant hours, reduce travel in and out-of-state, reduce the number of computers to upgrade, no Lipman Hearne contract, reduce printing, facility orders, postage and photocopies, reduce the number of donor events/catering, as well as reducing the contract with Phoenix Philanthropy.

University Advancement's funding priorities for fiscal year 2020/21 are to increase Annual Fund solicitations and strategic focus on fundraising efforts, comprehensive campaign launch – collateral and virtual event, minimal travel for donor cultivation visits – focus on local travel to reduce costs, and virtual alumni engagement activities and stewardship events.

To end Lisa's presentation, she pointed out that for every \$1 invested, the University received \$7.43 in return. Additionally in 2019/20, the CSU had a goal to raise 10% of the State's Budget (\$19,275,776), they ended up raising over \$44M.

Following Lisa's presentation, Rose asked Lisa to clarify the number of positions. Lisa stated they have 46 positions and 4 vacancies. Jay inquired if they anticipate to reduce FTEs further. Lisa doesn't expect to reduce FTEs further since Communications is now under the President's Office.

At 11am, the committee took time to review what they had heard so far, and started deliberations on what they would recommend. Rose proposed the committee begin reviewing the list of the campus' All University Expenses (AUEs). By campus definition, these are expense line items which are incurred by a specific division, however the expense benefits the entire campus. Also the expense must be mandatory, with the cost being fixed in nature. For these reasons a separate budgeting line is established which is funded centrally. This ensures enough monies are available to pay for the expense, while also removing exposure to the division from cost fluctuations. The committee discussed whether budget for existing AUEs should be challenged. In particular it was noted that the campus is sparsely populated due to the pandemic, and whether certain costs would go down (e.g. energy costs, insurance for students, etc). After some preliminary discussion, it was decided to put further AUE discussions on hold, as the committee still had not heard all the presentations from divisions. In preparation for the 1pm meeting with Athletics, the committee briefly reviewed their financials. Athletics has been struggling financially, and is currently the only campus division which ended the year with a negative balance. The committee decided to end the meeting early at approximately 11:20am, knowing they still had afternoon meetings scheduled.

University Budget Advisory Committee (UBAC)
Meeting Notes
July 30, 2020, 1:00 – 3:00 pm
Zoom Video Conference

Members Present: William Cordeiro (Chair), Rose McAuliffe, Sharyn Gardner, Jay Lee, Ernest Uwazie, Elvia Ramirez, LindaKay Soriano, Tatiana Azad, Angel Thayer-Smith

Members Not Present: Noah Marty

Others Present: Kelly Whelan (Division of the President), Prabhjyot Shinh (Associated Students, Inc. VP of Finance), Mark Orr (Director of Athletics), Ann Frago (Associate Athletic Director for Business), Cely Smart (Chief of Staff), Diana Lynch (Budget, Planning & Administration), and Norman Kwong (Budget, Planning & Administration)

Agenda Items: The committee reconvened at 1:00 p.m. and Chair William Cordeiro welcomed Mark Orr (Director of Athletics), Ann Frago (Associate Athletic Director for Business), and Cely Smart (Chief of Staff) to present on the Athletics program. Mark Orr began with an overview of the program. Sacramento State University is Division 1 with sports participating in four conferences, most of which are in the Big Sky.

Major changes for the 2020/21 fiscal year include moving the Sports Medicine department to Student Health and Counseling Services and the potential sports cancellations due to COVID-19. The conferences are discussing whether to cancel fall sports or delay them until the spring with reduced schedules.

Athletics currently has four vacant positions and plans to reduce 2020/21 funding through less travel, conference savings, and other austerity measures. Their priorities for this year are focused on safety measures, video streaming enablers, and facility upkeep. The Athletics program is partnering with Student Affairs to increase inclusivity and is committed to anti-racism and gender equity.

The committee asked about funding for the Press Box renovation. This is mostly being funded by the Chancellor's Office bond program. Athletics is pausing the turf replacement project until additional funding is identified. Lastly, Mark Orr indicated they would likely know whether Football would be cancelled sometime next week.

At 2pm Chair Cordeiro welcomed Mark Hendrix, Interim VP & Chief Information Officer for Information Resources & Technology. Charlene McKoy, Budget Analyst for Information Resources & Technology, was also in attendance.

Mark began by going over the IRT Scope, going in to detail of what all the different areas manage under IRT. There are 350 different systems that CSU, Sacramento utilizes. IRT was huge in facilitating our transition into a virtual university due to COVID-19. Since March 2020 there has been 151,285 zoom meetings with 1,082,339 zoom

participants. IRT has also been instrumental in Laptop/Equipment checkout, provided 24 hotspots to create a drive-in Wi-Fi in Parking Structure 5, as well as developed online web resources and webinars. Additionally they've kept the AIRC open the entire time.

Out of 109 positions, IRT currently has 10 vacancies (9 staff/1 MPP). Three of the vacancies are for Information Security positions. IRT did get approval from the President to hire one out of the three vacancies. The percentage breakdown of expenditures for fiscal year 2019/20 were as follows, 71.34% for salaries, 17.34% for total operations, 10.10% for I/T Hardware and Software, and 1.22% for Travel and Professional Development. IRT's plan for the 10% reduction is to not fill 8 out of the 10 vacancies and a 33% reduction to in operations.

Mark also agreed to reduce the total of his AUE budget from \$5M to \$4.5M. He did say by reducing the AUE it could really hurt and prevent infrastructure refreshes. IRT did receive \$2,377,036 in CARES funding, \$1,427,960 of these funds will be spent in 2020/21.

IRT's 2020/21 initiatives will be to continue to support instruction and remote operations as well as digital transformation.

Chair Cordeiro asked where IRT's revenue comes from. Mark indicated that the revenue comes from cost allocation. Rose McAuliffe followed up with a question on why the revenue for wire cable/telecom was lower. Mark stated that this is due to less construction and less people on campus which equates to less requests.