



SACRAMENTO
STATE

Budget Update

- Budget Call
- UBAC
- Position Management

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Budget Planning & Administration

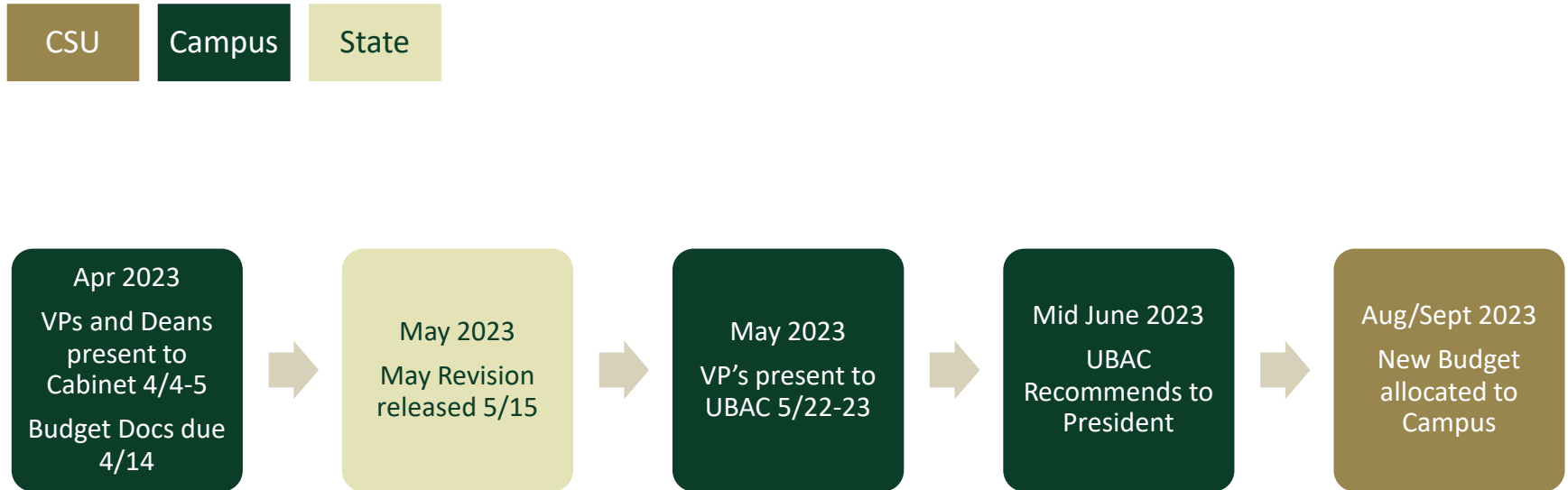
Redefine the Possible™

Budget Call

- President met with UBAC* on 2/3
- President sent out Budget Call to VPs on 3/9
 - Governor's Budget included \$227.3 million for system
 - Less than half the amount requested by the Trustees
 - Inflationary increases
 - Collective Bargaining increases
 - 5% and 8% reduction scenarios

*University Budget Advisory Committee

Budget Timeline



UBAC

- President appoints members:
 - 1 Department Chair (2-year term)
 - 3 Faculty members (staggered 3-year terms)
 - 4 University administrative staff (1-year term)
 - 2 Students (1-year term)
- AVP for Budget Planning and Administration (BPA) is a permanent member
- BPA analysts are ex-officio members
- UBAC considers and makes recommendations for use of general operating and Lottery funds

Questions on Budget or UBAC?

Position Management

- New policy signed July 2022
- “This policy enables executive leadership to have visibility into staffing levels and budget impact by tracking position activity. The policy is necessary as positions are the largest expense in the university’s operating budget.”
- In 2022-23, Salary and Benefit costs are approximately 80% of expenses
- Anticipated collectively-bargained salary increases are driving budget reductions

Position Management

Policy Has Two Main Points:

1. New positions should be requested through UBAC
 - Exceptions may be requested to the CFO and President with funds identified to cover the ongoing costs of both salary and benefits
 - Does not apply to self-support (parking, SHCS, housing) or faculty positions
2. Positions aged more than 8 months will be deactivated
 - Exception process allows for a 6-month extension to continue recruitment
 - Does not apply to self-support or faculty positions

Position Management

New Position Exception Workflow

- Process developed in partnership with Classification and Compensation (Class and Comp)
- Divisions submit to BPA:
 - Written justification memo signed by VP
 - New Position Questionnaire
 - Draft Position Description
 - Proposed Org Chart
- BPA will validate salary and benefit costs, validate funds availability, summarize the request, and prepare and route approval memo through CFO and President
- Once approved, BPA will route the package to Class & Comp

Position Management

Aged Vacancy Process

- Each month, BPA will notify divisions of their positions aged 8 months
- Divisions may request a 6-month extension to continue recruitment
- Information to include in the request:
 - Critical nature of position(s)
 - How the work has been accomplished during time vacant
 - Negative impact of not filling
 - Recruitment status
 - Prior recruitment efforts (including recruitment #s)
- BPA will validate recruitment efforts w/ CMS system and/or Class and Comp and route requests to CFO and President for approval

Questions on Position Management?

Contact Info

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