

# University Budget Committee



SAN FRANCISCO  
STATE UNIVERSITY

Thursday, June 25, 2020

# Welcome from co-chairs

**New UBC members:**

- **Teddy Albiniaak, Academic Senate Chair**
- **Rashid Abdul Rahiman, Associated Students VP of Finance**

**Jeff Wilson**

Interim Vice President & CFO  
Administration & Finance

**Jennifer Summit**

Provost and Vice President  
Academic Affairs

# Today's Agenda:

- Review and approval of minutes from May 28, 2020
- Enrollment Update
- 2020-2021 Budget Update
- Revise of UBC Charge
- ~~CARES Act—Tranche III~~ (moved to July meeting)
- Policy and Literacy Update: Fund Balances, Reserves, and Carryforward
- Open Forum
- Approval of Summer/Fall 2020 UBC Meeting dates:
  - Thursday, July 23<sup>rd</sup>, 10:00 AM – 12:00 PM
  - Thursday, August 27<sup>th</sup>
  - Thursday, September 24<sup>th</sup>
  - Thursday, October 22<sup>nd</sup>
  - Thursday, November 19<sup>th</sup>
  - December (none, for now)
- Adjournment

# Approval of May 28<sup>th</sup> Meeting Minutes

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**Jeff Wilson**

Interim Vice President & CFO  
Administration & Finance

# Enrollment 2020-2021 Update

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**Tom Enders**  
Special Assistant to the President



## 2020-2021 Enrollment Update

*Presented by Tom Enders  
Special Assistant to the President*

*University Budget Committee (UBC)  
Thursday, June 25, 2020*

# Enrollment

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- June 4<sup>th</sup> Enrollment Projection based on Admission Acceptance and Continuing Student Enrollment
- New Undergraduates by Geographic Area
- Comparison to Pre-COVID Projections
- What efforts are underway?

# Fall 2020 New, Returning, and Continuing Students

## Notes:

- #App = Number of Fall 2020 Applications
- # Admit = Number of Fall 2020 Admits
- # AAO = Number of Fall 2020 students who accepted their admission offered

New Students	#App	#Admit	#AAO
1st Time Freshmen	29,303	21,143	3,369
New UG Transfers	14,146	9,886	3,357
New Pbac	487	124	110
1st Time Graduates	3,528	1,220	913
Total	47,464	32,373	7,749

Returning Students	#App	#Admit	#AAO
Undergraduates	334	241	165
2BA/Pbac	3	2	1
Graduates	17	13	12
Total	354	256	178

Continuing Students	1-Jun	
Undergraduates	15,253	-6.4%
2BA/Pbac	102	17.2%
Graduates	1,129	0.6%
Total	16,484	-5.8%

#App	#Admit	#AAO
-14.2%	-18.9%	-29.6%
-12.4%	-25.3%	-27.0%
13.5%	-2.4%	7.8%
4.6%	-1.9%	-0.4%
-12.3%	-20.4%	-25.5%

#App	#Admit	#AAO
8.8%	11.6%	-2.9%
-78.6%	-33.3%	-66.7%
-79.8%	-64.9%	-63.6%
-12.6%	0.0%	-13.6%

Changes between the fall 2019 (as of June 3, 2019) and the projected fall 2020 (as of June 1, 2020)



# Fall 2020 Projections

New Students	#Proj Enr	FTES	#Proj Enr
1st Time Freshmen	2,589	2,354	-29.8%
New UG Transfers	2,609	2,228	-26.7%
New Pbac	144	140	12.8%
1st Time Graduates	909	789	-1.5%
Total	6,251	5,511	-24.7%
Returning Students	#Proj Enr	FTES	#Proj Enr
Undergraduates	201	99	-3.2%
2BA/Pbac	3	1	-70.4%
Graduates	19	10	-64.9%
Total	223	109	-17.7%
Continuing Students	#Proj Enr	FTES	#Proj Enr
Undergraduates	17,435	14,867	-6.2%
2BA/Pbac	191	118	15.5%
Graduates	1,830	1,301	0.4%
Total	19,456	16,286	-5.4%
Total	#Proj Enr	FTES	#Proj Enr
Undergraduates	22,834	19,548	-12.3%
2BA/Pbac	338	259	11.8%
Graduates	2,758	2,099	-1.5%
Total	25,929	21,906	-11.0%

Changes in Headcount enrollment between the fall 2019 (as of census) and the projected fall 2020.

## Notes:

- The projected fall 2020 new undergraduate enrollment was calculated based on the AAO data, multiplied by the ratios of last year's AAO to census ratios.
- Continuing student projection was computed based on the enrollment as of June 1, 2020, multiplied by last year's June 3, 2019 to census ratios.

# Fall 2020 Projections, by College

	1st Freshmen							
	Fall 2019			Fall 2020				Change
College	#App	#Admit	#AAO	#App	#Admit	#AAO	#Enr	%AAO
Business	5,017	3,820	596	4,403	3,178	488	380	-18%
Education	127	90	11	108	81	10	9	-9%
Ethnic Studies	195	141	19	205	132	18	16	-5%
Health and Social Sci	7,088	5,514	1,113	6,549	4,731	753	597	-32%
Liberal and Creative Arts	6,904	5,081	990	5,317	3,700	608	459	-39%
Science and Engineering	10,552	8,234	1,430	10,005	7,409	1,153	897	-19%
Undeclared	4,266	3,188	628	2,716	1,912	339	246	-46%
Total	34,149	26,068	4,787	29,303	21,143	3,369	2,604	-30%

	New UG Transfer							
	Fall 2019			Fall 2020				Change
College	#App	#Admit	#AAO	#App	#Admit	#AAO	#Enr	%AAO
Business	3,266	2,728	955	2,706	1,923	652	524	-32%
Education	138	108	28	116	83	25	21	-11%
Ethnic Studies	175	137	40	108	67	22	18	-45%
Health and Social Sci	3,526	2,865	945	3,095	2,087	720	550	-24%
Liberal and Creative Arts	4,972	4,018	1,479	3,769	2,560	914	700	-38%
Science and Engineering	4,022	3,339	1,145	4,344	3,164	1,023	781	-11%
Undeclared	48	33	7	8	2	1	1	-86%
Total	16,099	13,195	4,592	14,138	9,884	3,356	2,593	-27%

# Fall 2019 and 2020 New Undergraduates by Residency Status and Geographic Area

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## First-time Freshmen

Resident Status	Geographical Area	Fall 2019 Census		Melt
		#AAO	#Enr	
CA Resident	a.Bay Area (6 counties)	2,198	1,885	-14%
	b.San Diego	267	199	-25%
	c.Southern California	1,232	902	-27%
	d.Northern California	346	288	-17%
	e.Central California	313	251	-20%
	Other	16	14	-13%
	Total	4,372	3,539	-19%

Resident Status	Geographical Area	Fall 2019 Census		
		#AAO	#Enr	
Non-Res Domestic		100	64	-36%
Nr International		159	86	-46%
Total		4,631	3,689	-20%

## Fall 2020 to Fall 2019 as of June 1

Change			Projected Enrollment		
App	Admit	AAO	By Area	By Res	Diff
-7%	-12%	-19%	1,517		
-17%	-24%	-43%	114		
-21%	-25%	-38%	557		
-14%	-18%	-34%	189		
-10%	-14%	-39%	153		
-81%	-88%	-84%	2		
-14%	-19%	-30%	2,533	2,476	57

Change			Projected Enrollment		
App	Admit	AAO	By Area	By Res	Diff
-8%	-10%	-24%	49		
-20%	-18%	-27%	63	113	(1)
-14%	-19%	-30%	2,645	2,589	56

# Fall 2019 and 2020 New Undergraduates by Residency Status and Geographic Area

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## New UG Transfers

Resident Status	Geographical Area	Fall 2019 Census		
		#AAO	#Enr	
CA Resident	a.Bay Area (6 counties)	2,584	2,102	-19%
	b.San Diego	223	164	-26%
	c.Southern California	820	547	-33%
	d.Northern California	405	305	-25%
	e.Central California	256	199	-22%
	Other	32	23	-28%
	Total	4,320	3,340	-23%

Resident Status	Geographical Area	Fall 2019 Census		
		#AAO	#Enr	
Non-Res Domestic		97	54	-44%
Nr International		243	167	-31%

Total		4,660	3,561	-24%
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## Fall 2020 to Fall 2019 as of June 1

Change			Projected Enrollment		
App	Admit	AAO	By Area	By Res	Diff
-6%	-20%	-19%	1,694		
-20%	-32%	-33%	109		
-16%	-31%	-43%	314		
-8%	-21%	-22%	237		
-14%	-27%	-37%	125		
-62%	-72%	-66%	8		
-11%	-25%	-26%	2,488	2,462	26

Change			Projected Enrollment		
App	Admit	AAO	By Area	By Res	Diff
-23%	-37%	-44%	30		
-23%	-15%	-21%	132	147	16

-12%	-25%	-27%	2,650	2,609	42
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# Comparison to Pre-COVID Projections

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## New Student Enrollment

	Pre-Covid Projection	June 4 Projection
First-time Freshmen	-17%	-30%
New UG. Transfers	-26%	-27%
New Graduates	0%	-2%
Total New Students	-19%	-25%

## Continuing Student Enrollment

	Pre-Covid Projection	June 4 Projection
Undergrads	-2%	-6%
Graduates	-1%	0%
Total Cont. Students	-2%	-5%

## Total Student Enrollment

Total Students	-7%	-11%
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## What efforts are underway?

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- Continuing Student Re-enrollment Campaigns
- Coordinated effort to reduce summer melt for new students
- Strategic Enrollment Advisory Committee working with EAB on Strategic Enrollment Management Planning

# 2020-2021 Budget Planning Update

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**Jeff Wilson**

Interim Vice President & CFO  
Administration & Finance





# UBC – Budget Update

June 25, 2020

San Francisco State University



# Budget Update

## Monday, June 22

- Governor and legislature agreed on “final” budget.
- Budget includes “triggers” dependent on federal funding for higher education
- Expect legislature to approve this budget and Governor to sign it by June 27
- Current budget language results in a 7.5% decrease in funding from the state to the CSU
- Campus allocations coming over the next few weeks

# Budget Update

## Campus Approach

- Campus has been planning for a 10% decline in operating revenues (State Appropriation + Tuition & Fees)
- Based on current enrollments and budget, our approach aligns with current forecast
- Campus implemented hiring chill, eliminated non-essential travel, analyzing cost savings from primarily remote fall instruction (e.g. hospitality, events, energy savings)
- Final campus budget will be developed as more information comes from CSU

# Review of UBC workgroup meetings

## Four UBC Priorities:

1. Revise of UBC Charge (Provost Summit)
2. Setting Budget and Fiscal Policy (VP Wilson)
3. Creating Budget Literacy across campus (VP Wilson)
4. Defining UBC Communication and Outreach (Provost Summit)

### **Jeff Wilson**

Interim Vice President & CFO  
Administration & Finance

### **Jennifer Summit**

Provost and Vice President  
Academic Affairs

# **Revise of UBC Charge**

**Jennifer Summit**  
Provost and Vice President  
Academic Affairs

# UBC Charge: current Draft version:

## UNIVERSITY BUDGET COMMITTEE (UBC) CHARGE

The University Budget Committee (“UBC”) is charged with serving as a deliberative body that provides ~~providing~~ the President with ongoing advice and recommendations related to budget policy, planning, and assessment review. The UBC aims to ensure that the University’s priorities are reflected in its budget through coordinated consultation, discussion, education, and outreach to the University community. ~~is comprised of SF State faculty, staff, students, and administrators.~~

Members of the UBC, with a shared commitment to ~~fiscal~~ transparency in fiscal decision-making, serve to inform the University and community about budget matters, and bring ~~to the administration~~ concerns of the students, faculty and staff to the administration.

The UBC generally meets monthly, and holds ~~year-round, with a minimum of two meetings a semester plus~~ additional meetings as needed.

All meetings are open to the public.

The UBC is comprised of SF State faculty, staff, students and administrators.

## I. Membership

All members of the University Budget Committee are voting members unless otherwise stated. A quorum shall be half plus one of the voting members. The ~~University President and the Vice President of Administration and Finance/Chief Financial Officer (CFO)~~ and the Provost & Vice President of Academic Affairs shall co-chair the committee.

Ex Officio Members:

~~University President or designee~~

1. CFO and Vice President of Administration & Finance or designee
2. Provost and Vice President of Academic Affairs or designee
3. Vice President of Student Affairs and Enrollment Management or designee
4. Vice President of Advancement or designee
5. Vice President of University Enterprises or designee
6. Chair of the SF State Academic Senate or designee
7. Chair of the Strategic Issues Committee of the Academic Senate or designee
8. President, Associated Students or designee

Appointed Members:

**The University President shall make all appointments after receiving recommendations and nominations as described below.** Every attempt shall be made to include representatives from across the six Colleges and the Library. There shall be no restrictions on members serving multiple and consecutive terms.

1. ~~Six~~ Five faculty members, ~~nominated~~ chosen from a pool selected by the Academic Senate, serving three-year terms. At least one faculty member shall be a member of the Academic Senate of the CSU (ASCSU). The terms shall be staggered so that ~~two~~ at least one new appointees will be named each year. The Academic Senate shall open nominations up to all faculty as part of its normal elections processes.
2. ~~One~~ Two staff member(s), serving a staggered two-year terms. Nominations will be broadly solicited from the campus community through Campus Memo, union leadership and the Academic Senate.
3. One Dean chosen from the six (6) colleges and the Library, serving a two-year term. In order to ensure broad communication across campus, the appointed staff members and Dean may not come from the same college.

**The Charge Revise workgroup members  
had contrasting views  
on how faculty  
are solicited for UBC membership:**



## **Statement in favor of soliciting faculty nominees from the colleges vs. the Senate pool:**

“The revised UBC charge points in the direction of UBC serving as a deliberative body providing input to the President that works to ensure that the University's priorities are reflected in the budget. The revised charge under discussion specifies the means to achieve this end as "coordinated consultation, discussion, education, and outreach to the University community”.

Representation from each of the six colleges and the library expands the current range of campus outreach and participation. It builds upon the President's and Provost's already much welcomed participation in Academic Senate and Senate Executive Committee meetings by bringing differently positioned faculty perspectives and voices into the UBC discussion and characterization of University priorities.

College/Library selection of their representative would be included in the Spring College and Library elections. In the event that a College or the Library does not select their UBC nomination to the President, the selection of a College or Library nominee would be delegated to the Academic Senate Executive Committee to select a UBC nominee on behalf of that College or the Library.”

## **Considerations against soliciting faculty nominees from the colleges vs. the Senate pool:**

- “If the UBC is to be restructured into a committee that provides advice to the President and facilitates budget literacy on campus, it cannot be comprised of randomly elected people, but rather those with a knowledge of the structure and functions of the University and its place within the CSU and state. It’s not a Senate pool but a campus-wide faculty nomination process that is open to everyone but that the Senate votes on the names to forward to the President.”
- “Agree with the recommendation to use the senate pool for faculty representatives. As you suggest, all representatives need to bring a holistic university-focused viewpoint. A representative from each college could reinforce siloed perspectives.”
- “I strongly favor utilizing a Senate pool, rather than college elections, for faculty representation. My hope is that each member of the committee views the work through a universal lens, and I fear that college-based elections would create a sense of, “I’m here to represent the interests of ...”

## Non-voting members:

1. University President or designee
2. Executive Director, Budget Administration & Operations
3. Associate Vice President, Enrollment Management
4. Cabinet Budget Officers
5. Staff to Committee, Office of the VP & CFO, Administration & Finance
6. Representative(s) from campus labor councils

## II. Attendance at UBC meetings:

Given that the committee may meet less than five times each year, attendance at the meetings is critical. If an appointed member misses more than one meeting without discussing the absence with the co-chairs in advance, the member may be replaced on the committee.

It is understood that meetings held over summer may interrupt faculty summer break, but service on the committee may require a summer meeting to discuss the budget prior to the Fall semester, and membership is accepted with this understanding. Every effort shall be made to schedule meetings at convenient dates and times.

Guests:

The UBC meetings are open to the public, and a ten-minute Open Forum provides an opportunity for interested members of the campus community to speak (3-minute limit per speaker). Guests must sign-in upon arrival at the meeting. If a portion of the meeting is deemed confidential, the committee may enter into Executive Session, and all guests must leave the room for the duration of the session.

### III. Meeting agenda and minutes

The agenda for the meeting will be posted on Campus Memo and provided to the committee members a week prior to a meeting. Once approved, the UBC minutes will be posted on the University's Administration and Finance website and the Academic Senate website.

This charge should be reviewed and updated if necessary every three years.

# **Policy and Literacy Update: Fund Balances, Reserves, and Carryforward**

**Jeff Wilson**  
Interim Vice President & CFO  
Administration & Finance

## "Policy" Workgroup task:

### Budget and Fiscal Policy

#### What is the desired outcome of this priority?

To have a set of budget and fiscal policies that inform campus decision-making around financial and budget matters. Policies will reflect collaborative design and implementation, technical compliance, and optimal control and flexibility.

#### Current State

Very few campus policies exist around financial and budget decision making. Policies are created as they are needed - usually centrally without collaborative consultation.

#### Metrics

Inclusiveness of policy design and implementation; adherence to compliance requirements; quality of policies to inform decision making; quality of policies to provide optimal centralized control and cross-unit flexibility.

#### Desired State

A library of policies and resources that inform the campus of our approach for budget and fiscal decision making as agreed upon through an inclusive policy design and implementation process; marked levels of improved trust between central administration and units around budget and fiscal decision-making.

#### Who will be the executive sponsor(s) for this priority?

Vice President and CFO Jeff Wilson (co-chair of the UBC)

#### What are next steps for this priority?

Reconvene subcommittee to address this priority.

Identify budget and fiscal areas that need policies in the short-term.

Convene technical working group to draft policies.

Gain consensus from subcommittee for draft policies.

Present draft policies to UBC for consensus approval.

#### Who else will lead the effort for this priority?

Andrew Ichimura  
Maria Martinez  
Kathleen Mortier  
Cesar Mozo  
Sylvia Piao  
Tammie Ridgell  
Amy Sueyoshi

#### How will we monitor the progress on this priority?

Milestones: reconvene subcommittee; convene technical working group; ID policy priorities.

Present draft policies to UBC for consensus approval.

**Update from the Policy  
workgroup sponsor:**

**Jeff Wilson  
Interim Vice President & CFO**

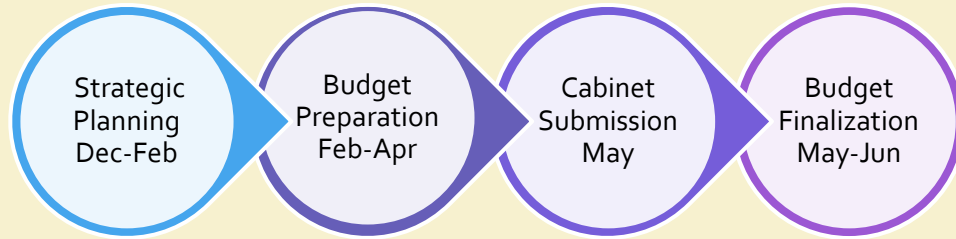
## "Literacy" Workgroup task:

Budget Literacy		
<b>What is the desired outcome of this priority?</b>	A UBC membership that has a working knowledge of CSU/SFSU budget language, the budget cycle, and budget decision-making processes; expanded budget literacy across the campus.	
<b>Current State</b>	<b>Metrics</b>	<b>Desired State</b>
The complexity of the CSU/SFSU budget process is further complicated by inconsistent terminology; concepts are presented out of context making it difficult for the UBC to fulfill its advisory role; communication is not consistent.	UBC: improved understanding of the budget language, cycle, and decision-making processes; A&F: published budget resources (glossary, decision-making processes, real-time updates); expanded budget literacy across campus - outreach to constituent groups (student groups, faculty groups, administrator and staff groups).	Consistent resources for budget language, a well-understood budget cycle, and transparent budget decision-making processes; expanded budget literacy across the campus; UBC members equipped to fulfill their advisory role.
<b>Who will be the executive sponsor(s) for this priority?</b>	<b>What are next steps for this priority?</b>	
Vice President and CFO Jeff Wilson (co-chair of the UBC)	Convene subcommittee of existing UBC members to work on this priority.	
	Outreach to campus constituent groups to identify literacy gaps.	
	Publish glossary and roadmaps for decision-making processes resources.	
	Present resources to UBC; gain consensus around resources.	
	Undertake broad outreach efforts to share resources with campus community.	
<b>Who else will lead the effort for this priority?</b>	<b>How will we monitor the progress on this priority?</b>	
Elena Stoian Genie Stowers Sutee Sujitparapitaya Mirel Tikkanen	Milestones: convene subcommittee; outreach; publication and presentation of resources	
	Calendared outreach efforts	



# Understanding the SF State Budgeting System: A Layperson's Guide

*SF State University Budget Process:*



## **December-February-Strategic Planning (Campus Budget Framework)**

- Presidents' Cabinet, and CFO office review the campus enrollment plan, the projected state allocation, and the expense projections for the coming year. Based on those estimates, campus develop scenarios and share them with divisions as the temporary multi-scenario year budget targets.

## **February to March: Budget Preparation (campus units develop budget plans)**

- With temporary, enrollment budget targets provided, the deans and/or vice presidents of each division work with their staffs to determine how to meet their temporary targets. A vice president may choose to meet temporary targets through the generation of new revenue and/or cost reductions.

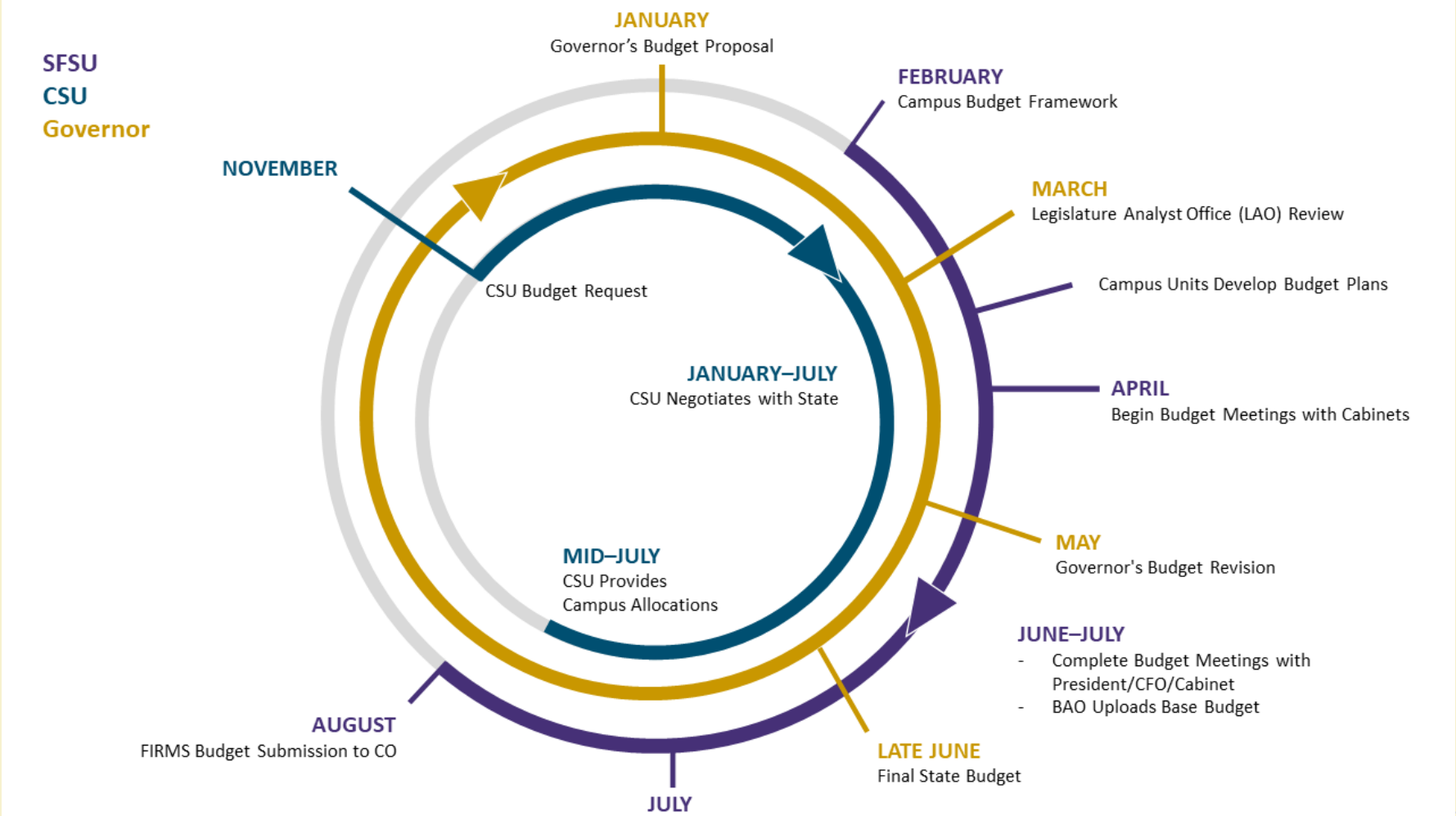
## **April: Cabinet Budget Submission (begin meetings with the division/colleges/cabinets)**

- Once divisional budgets have been finalized and submitted, the deans and vice presidents of each division meet to discuss their plans, and the challenges and opportunities which their divisions face.
- When budgets are submitted to the Budget Operations and Administration department and the CFO, the development of additional working scenarios may be required to consider the discussions from the meetings.
- Additional working scenarios are to be completed when May Revise B-Memo is communicated by the Chancellors Office.

## **May to June: Budget Finalization (approval and upload)**

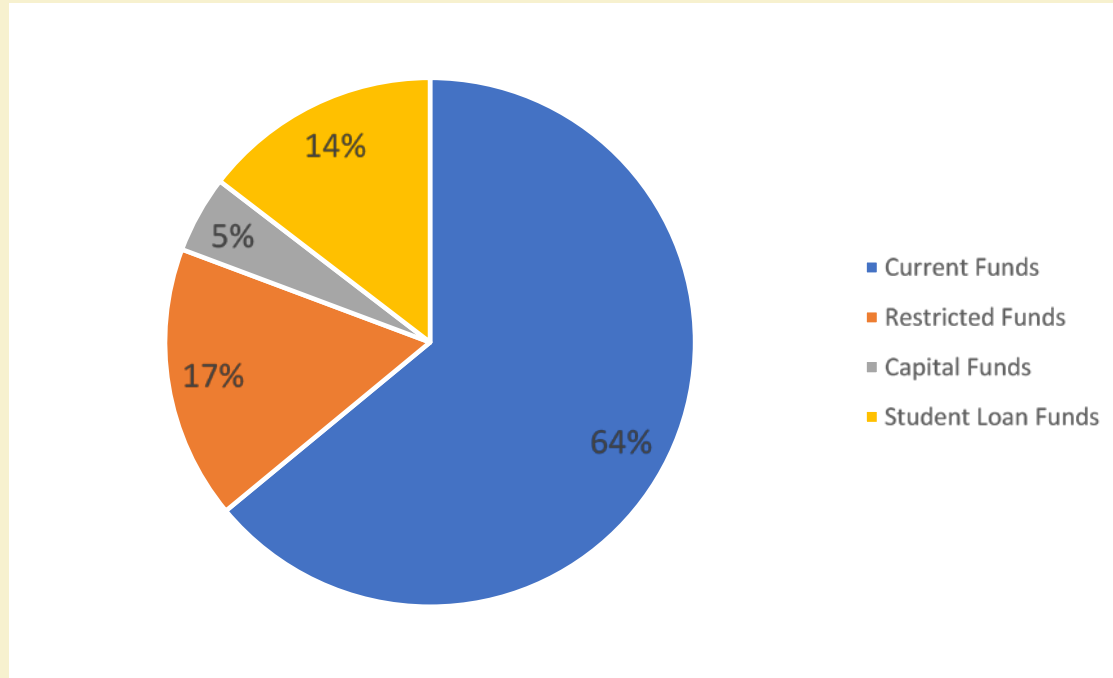
- Having gained perspective from their review of budget submissions and their meetings with division leaders, and with the final instruction received from the CO in the form of June B-Memo, the President, vice presidents, and CFO then make final decisions about budget allocations for each division. Finalized budget allocations are released to each dean and vice president, who then use those targets to refine budgets for each department within their division. During this last step, the President, vice presidents, and CFO also make strategic funding decisions that reflect campus priorities.

Full Budget Process:



## What Kinds of Funds Does SF State Have?

There are four different categories of funds:



**Current Funds:** Revenue used for current operating activities (e.g., tuition revenue, sponsored research support, state appropriation, endowment payout, and other investment income). These are usually in the General Fund. (Funds include Fund 485-General Fund, Fund 491- Special Project Fund, or Fund 496- Miscellaneous Trust Fund)

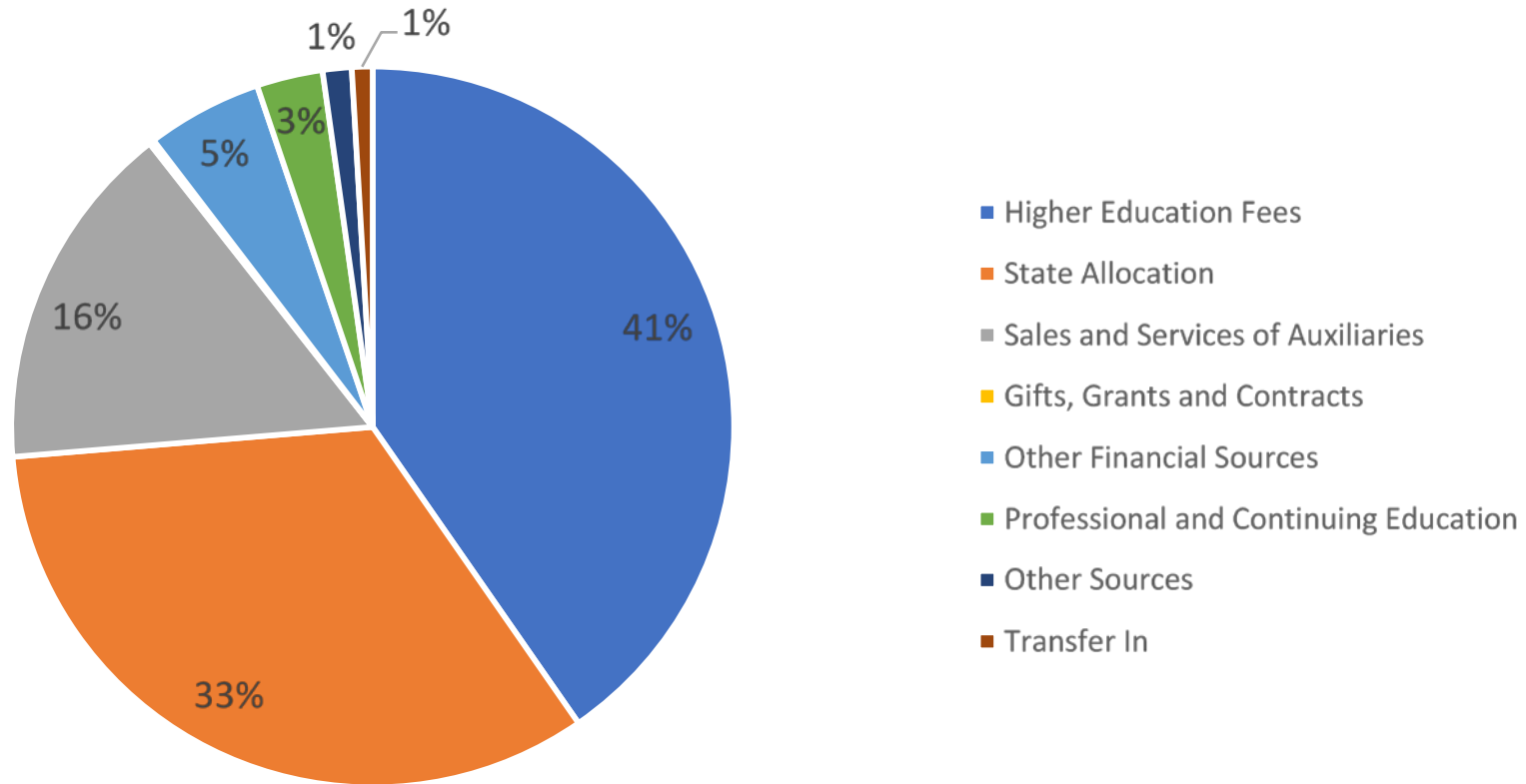
**Restricted Funds:** Federal and state grants and contracts, endowment income, federal and state financial aid, and restricted gifts; use of funds for research, scholarships, public service, and financial aid. These funds generally cannot be used for purposes other than those for which they were received.

**Capital Funds:** Funds to be used for capital projects, such as construction of new facilities, nonrecurring maintenance or debt service. These funds cannot be used for other purposes.

**Student Loan Funds:** Funds to be borrowed by students. These funds cannot be used for other purposes.

## University Revenues

SF State University's revenues can be grouped into several major categories:



**Higher Education Fees:** The tuition and fees charged to enrolled students represent the campus' largest source of revenue, approximately 41 percent of our total budget. The two main subsets of this revenue source are:

- Tuition revenue, which supports the university's operating costs for instruction, operation and maintenance of plant, student services, student financial aid, and institutional support;
- Campus mandatory fees and course fees, which provides funding for student materials and labs, student life, student services, and other activities that provide extracurricular benefits for students, as well as capital improvements for student life facilities.

**State Allocation:** The University is a public institution, so it is supported to an extent by California taxpayers through an allocation from the state government. In the past, generous state support allowed SF State to operate while keeping costs to students low.

**Sales and services of auxiliaries:** In addition to the tuition and fees charged for full-time degree programs, the University also generates revenue from educational activities such as workshops, seminars, conferences, library services, clinic medical services, career services, and more. Auxiliary revenue comes from non-instructional support services including housing, food service, parking, bookstores, student centers, and childcare centers.

**Gifts, grants, and contracts:** This source of revenue includes funds that are awarded to units or individual faculty for federally sponsored research projects that align with the University's mission. Federal contracts and grants come from agencies such as the National Institutes of Health or the National Science Foundation. Aside from working with the federal government, the campus receives revenue from contracts and grants with state and local government as well as with private organizations. This category also includes the private gifts given by donors for the benefit of SF State University, as well as payouts from SF State University's endowments.

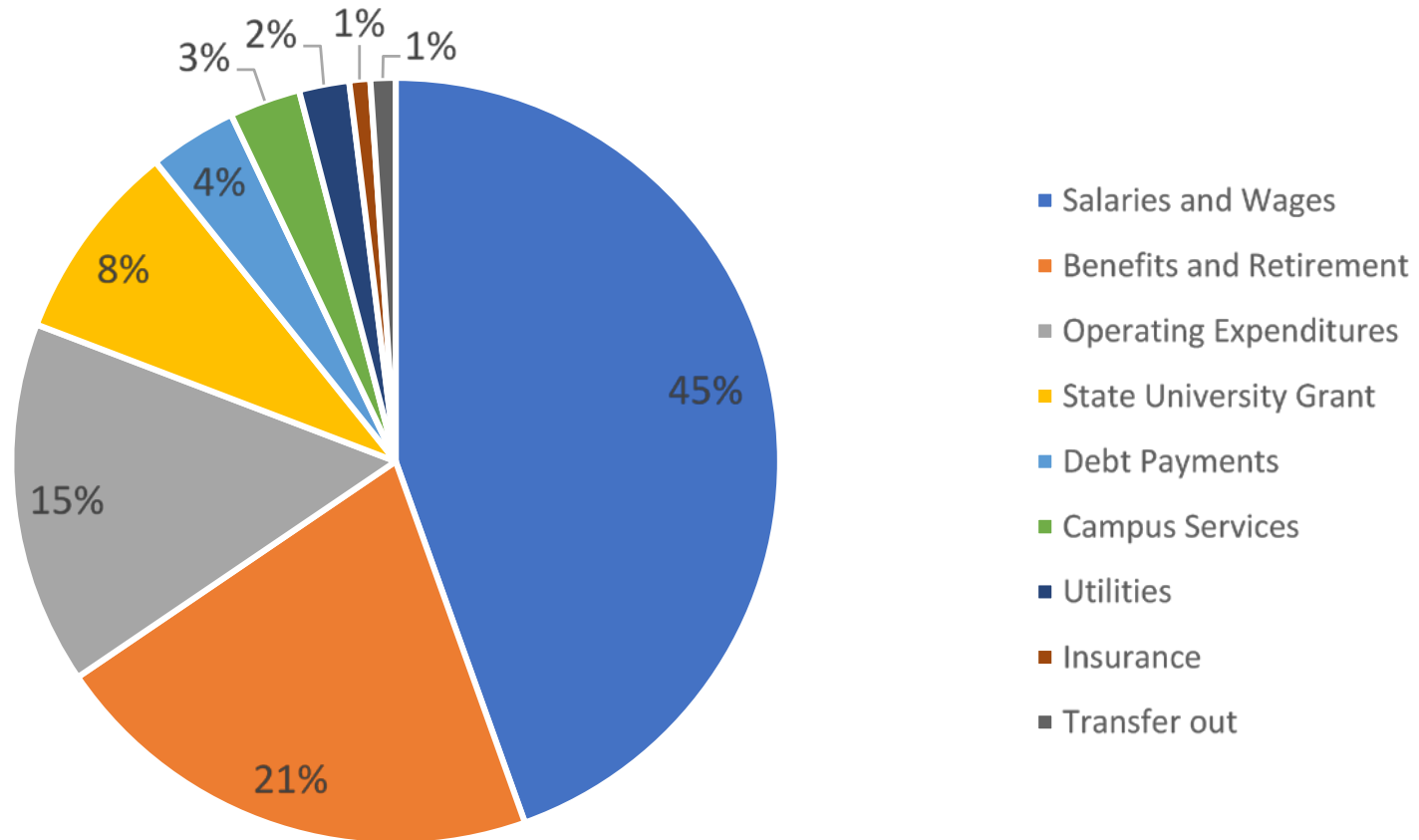
**Professional and Continuing Education (PaCE)** provides an increasingly broad spectrum of educational services to public and private agencies, as well as to a large number of persons who seek advanced educational training to help them increase their occupational competency. PaCE Funds are specifically restricted for the support and development of PaCE instructional programs. Costs of self-support instructional programs include support and improvement of the academic quality of the University.

**Other sources:** This category includes an assortment of revenue sources.

**Transfers In:** other supported programs by the chancellor's office.

## University Expenditures

SF State University's operating expenses can be grouped into several major categories:



**Salaries and wages:** The salaries and wages of faculty and staff constitute the campus' largest expense category. SF State University strives to offer compensation comparable to peer institutions so that we can recruit and retain the best instructors and staff to support the campus' mission.

**Benefits and retirement:** Related to salaries and wages, the benefits that we provide to employees constitute the second-largest category of expenditures. Benefits and retirement is one of the lines in the budget over which we have very little control.

**Student University Grant:** This is SF State University financial aid program that supplements other existing aid programs such as Pell Grant, Cal Grant, Middle-class scholarship.

**Operating expenditures:** This includes goods and services that are used in day-to-day campus operations, from laboratory materials to office supplies, and from contractual services to business travel.

**Debt Payments:** This category of expenses includes the payments SF State University makes on the loans it has taken out to fund past capital projects and other activities.

**Campus Services:** Includes costs for the services provided by the campus administrative units such as facilities, information technology, mail, copier program, etc.

**Utilities:** Similar to the utility bills a person pays at home, SF State University pays for the energy and resource needs of the campus, including electricity, water, natural gas, waste disposal, and more. Given the needs of labs and other energy-intensive facilities, these can be significant costs.

**Insurance:** Sometimes called the Risk Pool, this is the costs the University pays for insurance of property, auto, athletics program, workers compensation, industrial disability (IDI & IDL), travels and others

**Transfer out:** transfers into capital and deferred maintenance programs.

## Glossary:

**Base Budget:** the permanent funds given to each unit so that it can carry out its mission each year.

**Budget:** the plan for where revenues adequate to run the University are forecast to come from, and how those funds should be allocated each year.

**B-Memos**-are budget allocations memos distributed by the CSU Budget Office to provide information to the 23 campuses regarding fiscal year budgets or other important directives related to allocations.

**Carryforwards:** Funds left unspent at the end of the fiscal year in the General Fund. They do not reoccur each year.

**Fiscal Year:** the CSU and SF State fiscal operations begins on July 1 and ends on June 30. Most spending (except for reserve funds or RT funds) has to be completed within this period.

**Full-time Equivalent Students (FTES):** an important measure of the number of students at SF State.

- One FTES equals 1 course credit units × enrollment / 15 semester units taken;
- For graduate students, one FTES equals 12 semester units per term.

**Funds:** the different buckets in which are kept. Each operates as its own system, with spending and revenues received in each of these. The main fund is the General Fund, through which most revenues and out of which most spending, occurs.

**General Fund, or Current Fund:** the main budget of funds for organizations. At SF State, the General Fund for 2019-2020 had a budget of \$XX. Funds have to be approved by the Legislature and Governor then are sent to the CSU for distribution to be each campus. Money in this fund generally need to be spent by the end of the fiscal year.

**Governor's Budget:** In January, the CA Governor proposes a plan for adequate revenues and a plan for spending those revenues; this plan is revised in May in what is called the May Revise. The Legislature reviews this proposal and then votes to change and/or approve. After the Governor then signs what the Legislature has passed, the allocated funds then go to State agencies like the CSU.

**Headcount:** the number of people (like students) at any one time.

**One-time Only Funding:** funding that is not part of a unit's permanent base but rather, comes in one pot and should not be expected to be allocated again.

**Reserve Fund:** another bucket of money, where funds set aside for later spending are kept. Not all types of funds can have funds remaining in them at the end of the fiscal year, to be carried forward into the next fiscal year.

**Restricted Fund:** A restricted fund is a reserve account that contains money that can only be used for specific purposes. Restricted funds provide reassurance to donors that their contributions are used in a manner they have chosen.

**Capital Funds:** the expenditure of funds to acquire land or pay the cost of planning and construction of new buildings, or additions to and modification of existing buildings, and the equipment which is related to such



# OPEN FORUM

(10 Minutes)

Please use the “Raise Hand” icon (found in your  
Participants menu)  
then Unmute when called upon to speak.

*Three Minutes Per Speaker, please*

## Approval of Summer/Fall UBC Meeting dates:

*(all meetings 10:00 AM – 12:00 PM)*

- Thursday, July 23<sup>rd</sup>,
- Thursday, August 27<sup>th</sup>
- Thursday, September 24<sup>th</sup>
- Thursday, October 22<sup>nd</sup>
- Thursday, November 19<sup>th</sup>
- December (none, for now)



SAN FRANCISCO  
STATE UNIVERSITY

Thank you for your service to this committee.

Next meeting: Thursday, July 23, 2020, 10:00 am - 12:00 pm

Check our UBC webpage for updates:

<https://adminfin.sfsu.edu/ubc>