

University Budget Committee



SAN FRANCISCO
STATE UNIVERSITY

Thursday, May 28, 2020

Today's Agenda:

Welcome from Co-Chairs

- Welcome UBC Staff representative member

Review and approval of minutes from April 23, 2020

CARES Act update

2020-2021 Budget Planning update

Review of UBC workgroup meetings

Open Forum (10 minutes; three minute limit per speaker)

Adjournment. Next meetings:

- Thursday, June 25th
- Thursday, July 23rd

Welcome from co-chairs

Jeff Wilson

Interim Vice President & CFO
Administration & Finance

Jennifer Summit

Provost and Vice President
Academic Affairs

Approval of April 23rd Meeting Minutes

Jeff Wilson

Interim Vice President & CFO
Administration & Finance

CARES Act Update

Jeff Wilson

Interim Vice President & CFO
Administration & Finance

University Budget Committee

Coronavirus Aid, Relief, and Economic Security (CARES) Act

- \$14.4 million for direct student support (Tranche I)
- \$14.4 million for institutional support (Tranche II)
- \$2.1 million for institutional support (Tranche III)

University Budget Committee

Tranche II - Four Categories of Campus Use of these Funds

**Faculty development for
remote instruction**

**Lost revenue and refunds
(Housing)**

**Campus health and
safety costs**

**Technology to support
remote instruction**

University Budget Committee

Allocation

Student Housing Program	\$9,000,000
Faculty Professional Development	3,000,000
Student & Faculty Technology/Connectivity	1,900,000
Health & Safety Costs for face-to-face activities	<u>500,000</u>
	\$14,400,000

2020-2021 Budget Planning Update

Jeff Wilson

Interim Vice President & CFO
Administration & Finance

University Budget Committee

2020-2021 Budget Update

- May 14 – Governor’s May Revise – 10% reduction for CSU or \$398 million
- No support for mandatory cost increases (e.g. CalPERS, healthcare)
- Unknown assumptions for future years
- Budget currently in legislative process to be passed by legislature on June 15 and signed by governor by June 30
- Possible revisions after July 15 and mid-year

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

“Charge” Workgroup:

Rewriting the University Budget Committee (UBC) Charge

What is the desired outcome of this priority?

A revised charge for UBC that reflects a more deliberative and engaged body of campus stakeholders and an inclusive membership.

Current State

Charge focuses primarily on membership and required meetings. Charge names UBC as an advisory committee but does not provide guidance on how to best perform that role.

Metrics

Inclusiveness of input and participation in rewriting the charge; timeliness of rewriting the charge; ratification of charge by UBC; President's approval of rewritten charge.

Desired State

A charge that expands guidance on the UBC can be more engaged and deliberative in role as an advisory committee to the President for budget issues. A charge that optimizes the inclusiveness of the UBC's membership.

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

Vice President and Provost Jennifer Summit (co-chair of the UBC)

What are next steps for this priority?

Convene subcommittee of existing UBC members to work on this priority.

Draft rewritten charge.

Circulate draft for review and comment by UBC members.

Gain consensus among UBC members for the revised charge.

Forward charge to President Mahoney for approval.

Who else will lead the effort for this priority?

Nancy Counts-Gerber
Mary Menees
Jason Porth
Jerry Shapiro

How will we monitor the progress on this priority?

Milestones by date.

Final approval by President (target - June 1, 2020)

(excerpt of revised Committee Charge: whole document to be shared with full committee)

UNIVERSITY BUDGET COMMITTEE (UBC) CHARGE

The University Budget Committee (“UBC”) is charged with serving as a deliberative body that provides the President with ongoing advice and recommendations related to budget policy, planning, and review assessment. 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.

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 the concerns of the students, faculty and staff to the administration.

The UBC generally meets ~~year-round, with a minimum of two meetings a semester plus~~ monthly, and holds 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 Vice President of Administration & Finance/Chief Financial Officer (CFO) and the Provost & Vice President of Academic Affairs shall co-chair the committee.

Recommended changes to Committee membership:

Changes to the committee Charge endeavored to capture the general sentiments of the group's discussions and some of the key points deliberated.

- Discussion of membership include emphasis on the unique perspectives of the committee members in their campus roles.
- Discussions around whether the University President should be a voting member or not, recommended they serve in advisory role, if not the co-chair.
- Recommended to add SIC Chair as ex-officio, adding an extra member, but beneficial due to their work on budget transparency and their connection to the Academic Senate.
- Discussions around reducing the number of faculty serving by one to accommodate the SIC Chair (who is also faculty), and to address concern there may be too many faculty on committee vs. single Staff seat. Also recommended that at least one faculty member shall be a member of the Academic Senate of the CSU to offer their state-wide perspective.
- CFA rep role: CFA can be a non-voting member to incorporate their vote and not their agenda. Same for other collective bargaining unions.

"Policy" Workgroup:

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.

“Literacy” Workgroup:

Budget Literacy		
What is the desired outcome of this priority?	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.	
Current State	Metrics	Desired State
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.
Who will be the executive sponsor(s) for this priority?	What are next steps for this priority?	
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.	
Who else will lead the effort for this priority?	How will we monitor the progress on this priority?	
Elena Stoian Genie Stowers Sutee Sujitparapitaya Mirel Tikkanen	Milestones: convene subcommittee; outreach; publication and presentation of resources	
	Calendared outreach efforts	

"Outreach" Workgroup:

UBC Communication and Outreach

What is the desired outcome of this priority?

The UBC will define, coordinate, and publicize communication and outreach to the campus community for budget-related matters. The campus community members will be informed in a timely, engaged manner.

Current State

A&F/University Budget Office provides most communication and outreach efforts around the budget process. The communication is defined and presented by A&F. The communication and outreach are historical.

Metrics

Desired State

UBC defines communication and outreach efforts (what, when, how, where). Campus engages with communication and outreach. Expanded budget literacy across campus.

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

Vice President and Provost Jennifer Summit; Vice President and CFO Jeff Wilson; (co-chairs of the UBC)

Who else will lead the effort for this priority?

Assoc. Students VP of Finance
Ian Dunham
Gitanjali Shahani
Venesia Thompson-Ramsey

What are next steps for this priority?

Convene subcommittee to address this priority.

Subcommittee identify communications and outreach priorities.

Convene technical/support working group to prepare communications/outreach resources.

Gain consensus from subcommittee to go forward with communications/outreach resources.

Publish/Schedule/Deliver communications and outreach priorities.

How will we monitor the progress on this priority?

Milestones: convene subcommittee; convene technical/support working group; ID C/O priorities

Publish/Schedule/Deliver communications and outreach priorities.

Communications and Outreach Priorities:

- ▶ Communication about our budget can dispel myths about how we operate
- ▶ This group will be the framers of this communication language.
- ▶ We need to communicate and visualize information in a way that's comprehensible.
- ▶ Create an accessible website, with reports, flowcharts and infographics (ie "This is where your money is going, and why money is being spent in certain areas"), as well as a glossary and an FAQ section.
- ▶ Regularly call attention to the website through social media, Campus Memo, and prominent links (ie in iLearn)
- ▶ Regular "budget roadshows" (by CFO and Provost?) to key groups (Academic Senate, University Chairs Council, Campus Leadership Forum, etc) in order to promote understanding and two-way communication

OPEN FORUM

(10 Minutes please)

Please use the “Raise Hand” icon
then Unmute to speak.

Three Minutes Per Speaker

Thank you for your service to this committee.

