



SAN FRANCISCO
STATE UNIVERSITY

University Budget Committee

Thursday, September 24, 2020

Welcome from UBC co-chairs

Jeff Wilson

Interim Vice President & CFO
Administration & Finance

Jennifer Summit

Provost and Vice President
Academic Affairs

Today's Agenda:

1. Welcome

Co-Chairs Wilson & Summit

- New members:

- Darlene Yee-Melichar (ASCSU)
- Michael Goldman (SIC)
- Carter Pauline Roa, AS Student Org Rep (Fall '20 designee for AS VP of Finance)

2. Approval of minutes from August 27, 2020

VP Wilson

3. Opening Remarks from President Mahoney

President Mahoney

4. 2020-2021 Budget & Cares Act status

VP Wilson

5. Human Resources: Workforce Reductions

AVP Ingrid C. Williams

6. UBC Charge Revise Workgroup Report

VP Summit

7. UBC RSO Workgroup Report

Genie Stowers

9. Open Forum (15 minutes; three-minute limit per speaker)

10. Adjournment

Approval of August 27th Meeting Minutes

(Members, please request an edit or
state your motion to approve)

Opening Remarks

President Lynn Mahoney

2020-2021 Budget and Cares Act status

Jeff Wilson

Interim Vice President & CFO

Administration & Finance



Budget Update

September 23, 2020

San Francisco State University

University Budget Update

Contents

1. SF State general operating fund budget
2. Next steps
3. Looking forward
4. CARES funding update

University Budget Update

1. SF State general operating fund budget

University Budget Update

Dollars in millions

| | 19-20 Budget | 19-20 Actual | 20-21 Working Budget | Budget to Budget % Change | FY 20 Budget to FY 19 Actual % Change |
|-------------------------------|-----------------|-----------------|----------------------------|---------------------------------|---|
| Total Revenues | \$401.3 | \$403.0 | \$368.0 | -8.3% | -8.7% |
| Salaries and wages | 216.2 | 211.1 | 204.0 | -5.6% | -3.4% |
| Benefits | 107.2 | 105.4 | 103.6 | -3.4% | -1.7% |
| Operating Expenses | 20.3 | 19.9 | 17.1 | -15.8% | -14.1% |
| University wide Expenses | 57.6 | 61.7 | 60.1 | 4.3% | -2.5% |
| Total Expenses | 401.3 | 398.1 | 384.8 | -4.1% | -3.3% |
| Revenues less expenses | \$0.0 | \$4.9 | (\$16.8) | | |

Balancing the 2020-2021 budget

Dollars in millions

| | |
|---|---------------|
| Original Deficit (before any actions were accounted for) | \$37.9 |
| Savings from vacant positions as a result of the hiring chill (salaries + benefits) | 14.3 |
| Savings from reduced student assistant wages | 1.7 |
| Savings from lower operating expenses | 2.3 |
| Utilities savings due to reduced use of buildings | 1.9 |
| Savings from postponing deferred maintenance funding | 2.3 |
| Increase in liability/risk pool costs | (1.4) |
| Total adjustments from actions already taken | 21.1 |
| Use of campus reserves | 7.7 |
| Savings from workforce reductions (salaries + benefits) | 9.1 |
| 2020 – 2021 balanced budget | \$0.0 |

University Budget Update

Notes

- Budget remains a “working” budget since it will take time to account for workforce reductions and reassignments.
- The use of reserves will happen (be recorded) at the end of the budget period (June 30, 2021).

University Budget Update

2. Next steps

University Budget Update

Next Steps

1. Transition from working budget to initial recorded budget
2. Assess impacts of layoffs and MPP non-retentions and include in revised budget
3. Consolidate campus budget to include self-support units and non-general fund
4. Publish 2020-2021 campus budget summary report
5. Conduct financial reviews

University Budget Update

3. Looking forward

University Budget Update

Looking forward

- Start planning for **2021-2022**
- **2021-2022** Enrollment scenarios
- **2021-2022** State funding scenarios
- Budget Office will provide multiple planning scenarios for review and analysis
- **January 2021** – Governor's **2021-2022** budget proposal
- **February 2021** – Campus settles on final planning scenario for **2021-2022**

University Budget Update

| Fiscal Year | % Change | Actual(A)/Forecasted(F) Resources | A/F? |
|-------------|----------|--------------------------------------|------------|
| 2017 - 2018 | - | \$365.6 million | Actual |
| 2018 - 2019 | 5.2% | \$384.7 million | Actual |
| 2019 - 2020 | 4.9% | \$403.4 million | Actual |
| 2020 - 2021 | -8.3% | \$368.0 million | Forecasted |
| 2021 - 2022 | -5.0% | \$349.6 million | Forecasted |
| 2022 - 2023 | -2.5% | \$340.9 million | Forecasted |
| 2023 - 2024 | 0.0% | \$340.9 million | Forecasted |

- **2020-2021** Forecast is based on current planning enrollment data and B Memo from Chancellor's Office.
- **2021 – 2022 thru 2023 – 2024** forecasts are straight-line assumptions and do not account for enrollment changes, CO changes to campus funding method, or campus-based assumptions (i.e. **speculative**)

University Budget Update

4. CARES Funding Update

CARES Funding Update

- The CARES (Coronavirus Aid, Relief, and Economic Security) Act was signed into law on March 27 to provide **\$2.2 trillion** in economic stimulus in response to the economic fallout of the COVID-19 pandemic in the United States
- It included federal support for one-cash payments to individual Americans, increased unemployment benefits, the Paycheck Protection Program, aid for large businesses, and aid for state and local governments
- It included **\$14 billion** for the Office of Postsecondary Education through the Higher Education Emergency Relief Fund (HEERF)

CARES Funding Update

SF State received funding in three phases:

| | Amount Awarded |
|---|----------------|
| Direct support for eligible students | \$14.4 |
| Institutional support | 14.4 |
| Institutional support based on MSI status | 2.2 |
| Revenues less expenses | \$31.0 |

Dollars in millions

CARES Funding Update

Phase 1 – Direct support for eligible students

- San Francisco State University received \$14,362,954 in Emergency Financial Aid Grants to Students pursuant to signing the required Certification and Agreement with the U.S. Department of Education.
- The entire allocation was fully awarded and disbursed to eligible students as of May 15, 2020.
- A total of 18,318 students were identified as eligible to be considered for the emergency grants under the federal guidelines. A total of 14,364 eligible students received emergency grants through this program.
- Undergraduate, graduate and professional students eligible to receive federal financial aid and were not enrolled in a completely online program as of March 13, 2020 were eligible
- More information is available at <https://dos.sfsu.edu/covid-19/csu-cares>

CARES Funding Update

Phase 2 – Institutional Support

| | Allocation |
|---|---------------|
| Student Housing Program | \$9.0 |
| Faculty Professional Development | 3.0 |
| Student and Faculty Technology and Connectivity | 1.9 |
| Health & Safety Costs for Face-to-face Activities | .5 |
| Total | \$14.4 |

CARES Funding Update

Phase 3 – Institutional Support based on MSI status

| | Allocation |
|-----------------------------|--------------|
| Student Affairs programming | \$.4 |
| Unallocated | 1.8 |
| Total | \$2.2 |

CARES Funding Update

Notes

- CARES funding must be spent by April 2021 to allow for recovery from Department of Education by June 30
- CARES funds are one-time funds and cannot be committed for future budget periods
- There are restrictions for CARES expenses – must be directly related to the consequences of COVID-19 pandemic

Dialogue

*(UBC voting and non-voting members only please:
Guests: please hold questions/comments until
the public forum.
Thank you.)*

Human Resources: Workforce Reductions



Ingrid C. Williams
Associate Vice President
Human Resources

Workforce Reductions FAQs

For more information, click here:
[HR Workforce Reductions link](#)

Workforce Reductions

Q. What is a layoff?

Q. How are layoffs determined?

Q. Who determined which classifications were identified for layoff?

Q. Which classifications were identified for layoffs?

Q. Can I be laid off if my position is grant-funded or is paid from a non-general fund source?

Q. How will employees hear if they are being laid off?

Q. How are seniority points calculated?

Q. If employees find another job opportunity during the notice period, are they still considered laid off?

Q. What happens to vacation time if employees are laid off?

Q. When will health benefits end for employees who are laid off?

Q. Will I be eligible for rehire if I am laid off?

Dialogue about the Human Resources update

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**Revisions to the UBC Charge
summary of updates from the workgroup:**

Jennifer Summit
Provost and Vice President

Academic Affairs

Review three questions asked at the last meeting:

- 1) Should the UBC have a Steering Committee, to meet more frequently to help guide agenda topics and meet with the co-chairs and President at a pace synchronized with the most urgent issues the university is experiencing?
- 2) Adding more staff representative members to the UBC; how many, and how?
- 3) If the President cannot attend a UBC meeting, and as the UBC serves as advisory to her, how best to capture the discussions in order to represent an accurate reflection of them?

1) Should the UBC have a Steering Committee?

Workgroup recommendation: Agreed to the creation of UBC Steering Committee:

- As noted in Charge: “The UBC Steering Committee, convened by the co-chairs, will consist of the following UBC members, as elected by the UBC voting members:
 - 1) Dean of Academic College or Library
 - 2) One Staff representative
 - 3) One Student representative
 - 4) One Faculty representative
 - 5) One other voting member (staff, faculty, or student)

The Steering Committee will responsible for:

- developing meeting agendas
- advising the co-chairs regarding UBC business and governance
- consulting on processes
- guiding new member appointments
- determining methods for public engagement
- identifying materials for distribution to UBC members before the meeting
- bringing to the Steering Committee questions and concerns raised by the campus community
- additional duties needed, such as coordinating progress reports from any ad hoc UBC workgroups currently in progress.”

2) Adding more staff representative members; how many, and how?

Workgroup recommendation: Increase to 5 total, same as Faculty members:

- As noted in Charge: “Every attempt shall be made to include diversity of representatives from across the six Colleges, the Library, Cabinet divisions, ranks and constituent preferences.”
- Note: All vacant/new Staff seats to be filled by the Steering Committee
- Added “or designee” to AS VP of Finance, as he cannot attend meetings this Fall due to class schedule

3) If the President cannot attend a UBC meeting, how best to capture the discussions in order to represent an accurate reflection of them?

Workgroup recommendation: Share UBC (Zoom) meeting recordings with President Mahoney, if not in attendance

- The workgroup determined it was best for the President to listen to meeting recordings if she cannot attend, to capture the nuance of conversations.

Additional recommendations made by the Charge workgroup:

Public Forum; time extension and public comment process clarification

- As noted in the Charge: “The UBC meetings are open to the public, and a 15-minute Open Forum provides an opportunity for interested members of the campus community to speak (3-minute limit per speaker).”
- To the extent feasible within the time limit and the complexities of the issues involved, the co-chairs will endeavor to provide responses to questions posed in the public comment period. This will require balancing the commitment to providing information and the desire to offer all guests who wish to do so, the opportunity to speak in the given time.
- Questions may be submitted to the UBC Steering Committee at least 48 hours ahead of the meeting to allow for responses to be developed. If the co-chairs, or others in attendance, cannot provide a response during the meeting, due to the complexity of a question asked, responses may be provided at a later date directly, or at the next regularly scheduled meeting of the UBC, if appropriate.”

Next Steps:

Charge revision work to be completed by the UBC Steering Committee:
discussion and decisions

- Defining the process for bringing items to the committee, having discussions, soliciting feedback, and giving advice or making recommendations to the President

Dialogue about Charge revisions

*(UBC voting and non-voting members only please:
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the public forum.
Thank you.)*

Research & Service Organization (RSO) Workgroup update

Genie Stowers
UBC member and RSO
Workgroup Lead

Dialogue about the RSO workgroup

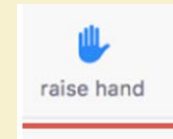
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Thank you.)*

PUBLIC FORUM

15 minutes, three minutes per speaker

Please:

- ✓ "Raise your Hand" (*found on your Participants menu, lower left corner*)
*Unmute yourself when called upon to speak. For transparency, please begin with your **name, title, department or campus affiliation**, then Mute when finished, to reduce noise*
- ✓ Limit to one question, so everyone has a chance to speak.
You can "Raise your Hand" again with a follow up question, if time allows.
- ✓ Thank you for sharing this space respectfully with our community members ~





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We appreciate your interest
in our University's
budget process and
the service of our UBC
members and guests,
in support of our students,
and all our Gator families

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