



University Budget Committee Meeting Minutes

Date: Friday, May 28, 2021

Location: via Zoom

Members Present: Voting members present: CFO & VP Jeff Wilson, Co-Chair, and Provost & VP Jennifer Summit, Co-Chair, Interim VP Beth Hellwig, VP Jeff Jackanicz, VP Jason Porth, Jennifer Daly, Mary Menees, Dylan Mooney, Evrim Ozer, Renee Stephens, A.S. President Joshua Ochoa, Ian Dunham, Andrew Ichimura, Gitanjali Shahani, Jerry Shapiro, Genie Stowers, Senate Chair Teddy Albiniaik, SIC Chair Michael Goldman, ASCSU Vice Chair Darlene Yee-Melichar. Non-voting members present: Elena Stoian, Dwayne Banks, Katherine Lynch, Cesar Mozo, Mirel Tikkanen, Venesia Thompson-Ramsey, Tammie Ridgell, Deborah Elia, Jaime Haymond, Jamil Sheared, Sandee Noda, James Martel.

Members Absent: Kathleen Mortier, Carter Pauline Roa, Amy Sueyoshi, Lark Winner, UAPD representative

Committee Staff Present: Nancy Ganner, Edwin Critchlow (Budget Administration & Operations)

Guests Present: (list of all attendees furnished upon request)

Accompanying presentation to read concurrently and can be found here: [UBC Meeting Presentation May 28, 2021](#)

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UBC co-chairs called this meeting to order at approximately 10:00 A.M.

### **Welcome from Co-Chairs**

- **Jeff Wilson** and **Jennifer Summit** welcomed committee members and guests.
- **Jeff Wilson** noted this meeting is in response to the May 20<sup>th</sup> UBC meeting, where the need for more time and discussion around HEERF funding was heard. A motion was made and passed to hold this follow-up meeting. The full two hours will be available, including a public forum tended to 30-minutes.
- **Jennifer Summit** acknowledged the number of faculty attending at end of the semester and gave appreciation.
- **Jeff Wilson** reminded of UBC dialogue and feedback resources: (*see slide 3*)

### **Agenda topic # 1 – UBC new Faculty member Intro/welcome**

- **Jennifer Summit** thanked termed UBC faculty members for their work in shared governance and welcomed new faculty members and a returning UBC member, after the selection process after an open call for nominations via the Academic Senate and CampusMemo (noted Stowers recused herself from the process):
  - Mi-Sook Kim, Kinesiology, HSS
  - Benjamin Kumli, Recreation, Parks, Tourism and Holistic Health Department, HSS
  - Genie Stowers, Public Administration Program/School of Public Affairs & Civic Engagement
- **Andrew Ichimura** welcomed new members and noted the tenor of the committee has changed and vastly improved with budget transparency and inclusivity. Has been a wonderful experience and wished new members the same as faculty representatives.
- Expressed concern about the diversity of colleges represented on the UBC now, with three of five faculty from the same college. Shared with some of the Steering Committee as well. Doesn't disagree with the selection process, but noted its importance for the college diversity prospective.

- **Jennifer Summit** thanked for the response and confirmed when the Steering Committee evaluates and scores the nomination, one of the considerations is diversity; broadly and also disciplinary diversity. After discussing at length, decided against simply choosing for college representatives, so faculty are not here strictly as representatives of their college. Also agreed college diversity brings value to have a breadth of disciplinary perspectives. Terms are staggered so there's opportunity to add two new faculty members as others term out. Added that those faculty who represent the Senate also bring in that disciplinary diversity. Moving forward, the most important thing to ensure is a broad and deep pool of nominees who represent the full diversity of the university. All have come away with good lessons and will make efforts to do that.
- **Andrew Ichimura** agreed broadest participation is important, particularly for self nominations. Of the 148 meeting participants, nearly highest to date, encouraged faculty and staff to consider serving on this committee, as its vital to the future to have perspective from all areas. Asked all to reach out to colleagues in all departments and divisions to self-nominate for broadest representation, for it to be even stronger and more effective committee in the future.

#### **Agenda topic # 2 – Approval of minutes from May 20, 2021 meeting**

- **Jeff Wilson** deferred approval of abridged minutes from the May 20, 2021 meeting until full set presented at the next meeting, due to the short timing between meetings.

#### **Agenda topic # 3 – Budget Transparency Topics**

*(none for this meeting)*

#### **Agenda topic # 4 – Updates and Informational Items**

*(none for this meeting)*

#### **Agenda topic # 5 – Presentations**

*(none for this meeting)*

#### **Agenda topic # 6 – Action Item for the committee: HEERF Advisory Recommendation**

*(see slide 6 - 18)*

- **Jeff Wilson** began with an overview of the purpose of meeting: a further discussion about the institutional portion of HEERF (Higher Education Emergency Relief Fund) funding, received in two funding packages, authorized in December 2020 and March 2021, resulting in \$73.6 million in funding. In March, there was a campus call to Cabinet divisions for projects that could be funded from this, different from the student portion that is direct assistance or students.
- After learning how funds can be used, and how most universities would approach using those funds, in mid May received nearly 50 projects from Cabinets, some with multiple parts so, totaling \$104.7M (but only \$73.6 million in funding).
- **Jennifer Summit** continued feedback from UBC will be used in practical ways; today's meeting is about generating questions/discussion, and clarity about the specific projects included in the various components of the proposals.
- After this meeting, a survey will be sent to UBC voting members, asking to prioritize projects, and offer both quantitative and qualitative feedback. They can abstain, but hope is to hear full and thorough discussion from them, to be returned to the Steering Committee for further discussion, and preparation of a summary to give to the President, who will be also receiving the specific raw data from UBC members, including both quantitative and the qualitative responses. The UBC co-chairs will submit an advisory recommendation to President

Mahoney. The President will have access to review the recording from this meeting, as well as the chat. All that will be folded into the raw material for the President.

- **Dylan Mooney** asked if the rest of the UBC and campus community will have access to the summary recommendation, either before or after its submitted (not the raw data) to the President.
- **Jennifer Summit** replied the process envisioned is: feedback coming from the UBC to the Steering Committee, the Steering Committee brings it together and shares with the President. That wasn't part of the discussion and cannot speak on behalf of the Steering Committee
- **Jeff Wilson** noted to take back to the Steering Committee for consideration.
- **Jennifer Summit** agreed – the Steering Committee meets next Friday after receiving survey results and will discuss this.
- **Jeff Wilson** reviewed the four categories and list of projects within them (see slides), and noted ample time for questions from UBC members and guests during the open forum.
- **Michael Goldman** considering difficult and expensive repairs to the poor HVAC in Hensill Hall, noted the two projects related to HVAC: a campus-wide project, and one for Hensill Hall and the Student Center. Things may get more relaxed as campus gets vaccinated, but looking ahead to future pandemics, seasonal flu and other unknown threats, air circulation is still needed and perhaps even cooling, in some buildings. Doesn't look like this is considered in the design of new buildings as well, and expressed concerned about amounts for projects in those areas.
- **Jason Porth** responded the project listed as 2.8 (\$2.8M for those particular HVAC projects), an alternative was found for funding those and since they're actually almost complete, that request can be stricken. The campus-wide HVAC project would be overseen by Frank Fasano/Facilities.
- **Andrew Ichimura** also commented various local and State restrictions are relaxing social-distancing and noted a number of projects in this portfolio, not just in the Health and Safety, slated for social-distancing measures and increased space. This is not bad for the HVAC and flow of people in buildings, but if restrictions are relaxed and the need for social-distancing not as strict, asked if there is some flexibility to do a part of a project and then move funds to the next most important project that was not on the original shortlist.
- **Jeff Wilson** acknowledged that when this process began in March, things were different, so as this process moves forward, there are some projects that urgently need to begin, and others that can be phased in. As conditions change and urgency requires, all will be evaluated.
- **Jennifer Summit** clarified in the \$104M of proposals for only \$76M of funding, the goal is to bring it down so that these funds can support as many projects as possible. Is glad to hear they can take \$2.8M of the table as well to allow to fund the other important projects.
- **Evrin Ozer** mentioned there are ways to help us address the HVAC issue without necessarily spending money, including handling cross-ventilation in offices; some offices are on sides of buildings where there are no open doors, no open windows (or can't be opened), and some windows lack screens. These are issues staff care about, and it can address the issue of open workspaces and open offices, and help prevent the spread of cold and flu that may be shared from one's children. This may alleviate some HVAC concerns and offer more cross-ventilation and allow more sunlight into offices, and help staff prevent illness at work.
- **Jeff Wilson** thanked her for the good ideas.
- **Teddy Albiniak** asked if a revised project list would be shared after the meeting identifying at least two things; projects that need acceleration, and those that could be minimized as conditions change, such as storage for PPE in the Annex due to code requirements. Would be helpful to include this with consideration of how to shave some of these projects, and how to prioritize them.

- **Dylan Mooney** reflecting on an updated list, how many of the projects on the proposal are already happening or nearing completion, or may have alternate funding sources. Aware of a re-key of the buildings happening now, so this would factor into narrowing down the list.
- **Jeff Wilson** responded the re-key is a separate project from the HEERF proposed list, and none of these projects have been started with funding from HEERF funds, other than PPE purchases.
- **Frank Fasano** mentioned that one of the projects listed is classroom renovations. It was found there was some overlap, so that's going to be reduced down to \$500K for facilities now, not \$5M, so there's some savings there. The re-key project is funded by mostly insurance money, not HEERF funds.
- **Jeff Wilson** continued, other than facilities-type projects, 2.13 is the on-campus Bart shuttle for 21-22, the shuttle service between Daly City Bart and campus.
- **Joshua Ochoa** asked about the shuttle for Fall semester, as its typically funded by the Parking & Transportation department.
- **Jeff Wilson** responded that like many campus areas hit hard due to campus not being populated this past year, the parking program suffered dramatic revenue losses. They proposed using HEERF funds for the shuttle for 2021-2022 until they rebound, as a result of repopulating the campus.
- **Gene Chelberg** agreed the Parking and Transportation reserve was hit significantly, due to loss of revenue and reimbursement of parking permits. Those revenues usually pay for the shuttle, but they're currently unable to pay for shuttles with revenue dollars, especially as they don't know what revenue maybe for this Fall.
- **Beth Hellwig** commented they're down to \$300K in reserves and the shuttle costs \$850K.
- **Gitanjali Shahani** requested clarification from the first tranche of HEERF/CARES funding; were some funds used for Housing and Parking also, due to revenue losses?
- **Jeff Wilson** recalled funds were used to support housing, not parking, to refund students who were directed to leave housing March 2020. HEERF 1 was called CARES at that time.
- **Darlene Yee-Melichar** asked in reference to 2.24 for Mental health and Safety for the campus community for \$500K: since mental health services are important to all campus constituents, asked for more specifics in identifying the positions and resources necessary to support both existing and additional mental health programs for students, faculty and staff. Noted 2.25 is very detailed, but this one is not. Additionally, since this past year has been very difficult for campus, asked if HEERF funds might be augmented by the State general fund, in terms of mental health services for campus - might there be additional legislative funding coming.
- **Jeff Wilson** agreed the mental health proposal does need more fleshing out. Employees have mental health resources through their Human Resources EAP benefits and they hope to promote awareness and education around availability of that program. CARES funds from Spring 2020 supported positions in Student Affairs around mental health, so a portion of this \$500K would possibly go toward that - CAPS to decide whether to continue or enhance services available. Asked Elena to expand on what additional State funds may be coming.
- **Elena Stoian** added there are additional State funds that may be coming for mental health support but they're waiting on the CO to plan distribution to the campuses.
- **Genie Stowers** asked about 2.3 classroom renovations and understands some have furniture that was bolted down that needs to be moved (to accommodate social-distancing) so new furniture could be placed to better facilitate learning, but it seems \$500k seems insufficient.
- **Jennifer Summit** pointed out that classroom proposal 4.3 is for learning spaces and infrastructure, and these two components are complimentary.
- **Sandee Noda** requested clarification on additional staffing for Student Affairs, and asked whether they would be temporary or permanent positions.
- **Jeff Wilson** responded only temporary positions can be used for this funding.

- **Sandee Noda** asked to note that in the revised descriptions, as temporary positions are only good for one year.
- **Jeff Wilson** noted and invited Provost Summit to discuss the Instructional proposals.
- **Jennifer Summit** began with technology and noted experts in the room who can respond to specific questions.
- **Nish Malik** agreed to answer any questions and invited anyone with questions later to email him directly.
- **Jennifer Summit** continued describing the projects, including installing wifi on the parking garage as well as improving campus-wide broadband coverage.
- **Michael Goldman** wondered if consideration has been given to the computers and equipment, such as in research labs, that have not been running for a year and restarting issues that may arise.
- **Jennifer Summit** thanked him for this good question and invited Nish to comment.
- **Nish Malik** agreed equipment damage may be a possibility, since it has been sitting for a year. Will work with Andrew Roderick to discuss contingency funding for that kind of equipment in classrooms and similar spaces.
- **Evrin Ozer** asked for more information about wifi in the parking spaces.
- **Nish Malik** remarked one request that keeps coming up in the eight years he's been here is accessibility for students to access our wireless services without being centrally onsite as in the library, for privacy in their car or desire to not be in a public space. There's also the safety aspect due to a high number of phones connecting to the wireless wifi. The request is for installing wireless access points in the parking lots, and a number of CSU's already have wireless coverage in in their parking lots.
- **Joshua Ochoa** thanked everyone for the much needed wifi improvements when students return to campus.
- **Jennifer Summit** continued with Instruction proposals, noting many of the in-person classes are smaller, and also adding new courses to allow for one-unit activity classes for students who needed hands-on experience to complete (ex: capstone) projects needed to graduate but couldn't during remote modality. This also includes funding for CEETL to support faculty professional development, not only for continuing teaching in remote modalities but also supporting in-person teaching after the pandemic, including trauma-informed pedagogy, an anticipated additional need. "RSCA restart" funds are from faculty whose RSCA (Research, Scholarship and Creative Activities) have been pulled as a result of COVID19 (ex: no access to labs, studios, special collections or travel to conduct research). An additional item for faculty who are serving as Department Chairs, recognizing the added expectations and demands for rolling out a highly complex curriculum, working above the time-base originally assigned. Finally, learning spaces and infrastructure and comprises classroom upgrades, including technology and furniture (for Genie's question about furniture).
- **Michael Goldman** observed the RSCA allocation is about \$2M - seems to be limited for considerable loss in productivity in campus -based and field projects that couldn't be carried out from the home. Also as mentioned, machines break down; freezers that store expensive materials often do. Both undergrad and grad students felt disadvantaged unable to get their lab experience, which is essential to their future employment or graduate/professional school. A surge in demand can be expected, as students lucky enough to have another semester will want that experience. RSCA council is performing a survey of needs and they hope it's taken into consideration.
- **Jennifer Summit** acknowledged points made and confirmed distribution of these funds will need to be coordinated with the RSCA support offered.
- **Jennifer Summit** recognized a number of hands raised, and offered to have everyone ask their questions first to group them due to lack of time, and allow present subject matter specialists to respond.
- **Darlene Yee-Melichar** asked if funding can be allocated for the SF State Scholars program, to serve undergrads who wish to transition to grad programs here. Also serves to preserve grad programs and enhance enrollments, with the great job grad programs have done this pandemic year and can grow from it. Additionally, item 4.2 D

compensation for Dept, Chairs, consider allocating a small portion for academic program coordinators within larger units (gave example of the 4 programs at PACE) and work should be recognized.

- **Jennifer Summit** replied she can ask if that's included in this item. Grad division redirected a lot of funding and resources in this year and hopes to recover some of it.
- **James Martel** asked the question he put in the Chat: remind per the faculty priority survey results, shares concerns RSCA funding may not be adequate and faculty as a whole would like to recover their own funds spent working from home, like staff, in the spirit of recovering losses.
- **Dylan Mooney** asked about the RSCA restart funds and larger conversation about university budgeting: how the RSCA WTU's that were unable to be acted upon were converted into course WTU's, and how that affected the overall budget. Regarding additional compensation for Chairs, agree with all the extra work this past year, but so did IT and AT staff, the library staff, building coordinators and anyone who took on extra work due to staff layoffs, who have not seen any additional compensation, stipend or reward, and this should be considered.
- **Jennifer Summit** took note of the question to address after hearing from others.
- **Sandee Noda** agreed with Dylan – it wasn't certain people who did more work, everyone did, so if Dept. Chairs, faculty, staff needs it as well. HR's IRP program doesn't address it.
- **Jennifer Summit** thanked them, and grouped the questions beginning with RSCA and invited Michael Scott to address those.
- **Michael Scott** responded Dwayne Banks can address the issue of assigned time for RSCA during normal WTU's, but activities were impeded by lack of research travel, inability to access collections, etc. Many materials expired and had to be discarded and repurchased, equipment has to be repaired, but the challenge lies in the timing of the funds needs to be spent in a year, which is another consideration. All faculty cannot take release time in the Spring as it would create havoc for instruction. Funds have to be spent by May 19, 2022, so that's how \$2M is what can realistically be spent in that time.
- **Jennifer Summit** added this is not blanket compensation for all faculty who had RSCA course release, and clarified it's very specific for travel to collections and restarting labs and studios for work that was halted due to the pandemic. Invited Carleen Mandolfo to comment on the Dept. Chair question.
- **Carleen Mandolfo** stated she could not comment on whether a group of employees deserve retroactive adjustments for their uncompensated labor more than others. The request for Dept. Chairs is not a large amount, and reiterated what Provost Summit said that Chairs are essentially faculty and the Chair portion is on a time-base, and they calculated Chairs probably worked 50% beyond that time-base without compensation on weekends and much more over summer 2020 than they would have, delivering the most important thing campus does; to develop curriculum for students and deliver it through course offerings. Contract issues became exponentially more complicated and they did it all, basically on a volunteer basis as they are not required to be Chairs. They're requesting a small retroactive adjustment for uncompensated administrative labor.
- Ingrid Williams added she can't speak to the Dept. Chairs issue, but also understands many staff worked above and beyond in that time as well, and is willing to speak with the President's Cabinet for potential compensation for those impacted staff doing extra work as a result of the pandemic. For any additional staff work due to the layoffs, it can get complicated (with collective bargaining units), but will take this into consideration, and thanked all for the excellent points raised.
- Jennifer Summit thanked everyone and offered to come back to any of these items later, given time. Continued discussion about 4.4 – 4.6
- **James Martel** observed his questions was not answered and commented he agreed some may not receive compensation over others, and supports compensating everyone, as this is an opportunity this funding affords and should be a serious part of this discussion. Its an appropriate use for an extraordinary amount of funds for

faculty and staff. Faculty had their own budget priorities for faculty, but imagines there's an equivalent for the staff. Asked how those priorities were going to be incorporated, because so far the only compensation is for Chairs and RSCA. Summarized this is not a 100% faculty issue, but certain staff should also be surveyed in terms of what they lost and efforts made.

- **Jeff Wilson** agreed this deserves more discussion, and it's a Human Resources issue to be considered.
- **Teddy Albinak** referred to item 1.1 "lost revenue" and asked how \$25M amount was determined, and if there are any changes after this conversation that might be considered.
- **Jeff Wilson** reminded in the 2020-2021 budget, there was an \$18M reduction from the State, as their budget was reduced. Declining student enrollment impacted tuition, most notably from non-resident students, at \$6.9M. Between the \$18.1M and the \$6.9M losses, they arrived at \$25M. The \$18.1M has been reinstated, but doesn't alleviate the loss of \$18.1M in 2021.
- **Michael Goldman** asked the Provost about the thin Academic Affairs budgets and heard from a number of Dept. Chairs they're lacking in ability to pay for grad assistants or student assistants, in setting up labs and other things as in-person teaching resumes. With late registration and late schedule changes, have problems with summer advisors within each department. Wondered if there's funding for extra advisors in this.
- **Lori Beth Way** responded one of the items on the list is for each college to receive money to support advising, peer mentoring, tutoring - whatever they think would be needed based on the FTE served within that college. A little under \$17 per student if approved, potentially to be used this summer. Also they're increasing every year the number of faculty paid to work as faculty ambassadors over this summer (about 25-30) for advising and in transfer orientations.
- **Dylan Mooney** reviewed 1.2 self-support lost revenue and asked if the \$3.4M includes lost revenue as well as the shuttle fee coverage. Asked if that was to restart the current shuttle service as it was, which was already very limited. Would support enhancing it due to concerns about public transportation currently and more stops.
- **Jeff Wilson** agreed this was a good point, and added parking would not be able to recover lost revenue so if a portion of the lost revenue was for the shuttle, that would be double-dipping and the amount would be reduced.
- **Joy Manaois** responded the lost revenue was for FY2020-2021 and included the \$850K shuttle service, but this is for FY21-22. Expanding the program will cost additional dollars to spend and since it cannot be projected how much revenue will be lost this coming fall/spring, submitted for the regular shuttle program from Daly City to campus.
- **Eugene Chelberg** clarified the \$850K requested is for shuttle services next year. The \$3M lost revenue would have covered the shuttle for last year, if they had one, so this is not a double-dip request.
- **Gitanjali Shahani** followed up the lost revenue request, and asked if any part would go to rebuilding reserves to cover what was used last year or are these for expenses already incurred from other sources that need to be compensated.
- **Jeff Wilson** replied a portion of the \$25M would go to strengthen reserves for the next 2-3 years to absorb further economic downturns, such as what happened last year, plus additional costs that may not be anticipated. Although the State is reopening the campus should be prepared in case things change for Spring 2022 or Covid-29, as Michael Goldman mentioned.

### Public Forum

- **Jeff Wilson** opened the public forum.

- Kasturi Ray asked about the Chair compensation, and if possible to supplement AOC compensation – every time she had to redo the schedule at Women & Gender Studies the AOC had to re-input it again, so additional tasks were linked. Supports possibility of supplementing Chair compensation with AOC compensation.
- **Carleen Mandolfo** agreed this is true in many cases, except those where Chairs did not have an AOC. Referred the staff portion to others but agreed it's an important point, and Ingrid said she'll look into this and will follow up on her end.
- **Maggie Beers** asked for clarification, as Frank's (Facilities) \$5M ask was reduced to \$500K, \$900K A/V was redundant, Academic Affairs furniture \$227K removed leaves \$4M, and as all this has an impact on the quality of instruction and student learning experience, wants the opportunity to follow up before it's taken completely off the table.
- **Jeff Wilson** agreed and will make sure that happens.
- **Katie Murphy** remarked about the Dept. Chair compensation request, and asked how much education the administration has about the effects of academic hierarchy on the morale and health of people who are at the bottom of it. During layoffs, the least compensated people in Academic Affairs lost their jobs and benefits during a pandemic, and now the most compensated at the top of the academic hierarchy, beyond administration but at the top of faculty, ask for compensation for extra work when everybody did extra work. Asked if those in charge of these decisions have questions about the actual experiences of staff, and what it does to see these things proposed. Asked if this was brought by Faculty Affairs and if so, is there a similar body looking out for staff. Beyond unions, asked if there was a similar institutional body the same way faculty/Dept. Chairs are being looked after.
- **Jennifer Summit** thanked for response and noted the point of this forum is inviting feedback from campus to inform the decision-making process. What's shared is part of an ongoing process, rather than something that has already been fixed, and all offered comments play a role in that process.
- **Eugene Chelberg** reminded all in the midst of proposals, the reason for funding is the pandemic still happening, and addressing on-going direct Covid-related processes, including testing and tracking documentation of vaccinations. Little was put in for testing because the pandemic seems to be improving, but 2.18 and 2.19 are critical for campus to stay healthy to reduce transmission of the virus. .
- **Jeff Wilson** acknowledged his comment and thanked for the reminder.
- **Barbara Eaton** asked about 3.1 technology allocation and noticed Academic Affairs staff wasn't listed, so are they included with Student Affairs or if that meant they would not be working hybrid. Also asked about the direct instructional costs and will that fund summer instructional grad assistants to prepare workspaces for classroom, specifically in places like cinema and art where there are activities that require working with material and equipment.
- **Jennifer Summit** replied there should be another component that address Academic Affairs staff working in hybrid modalities for academic affairs staff, but these should be complimentary. Shared awareness Academic Affairs comprises the largest number of staff on campus and there is the expectation to address staff needs consistently.
- **Maggie Beers** responded Academic Affairs has been consolidated into that.
- **Barbara Eaton** repeated the second part of her questions for direct instructional costs including student workers to prepare for repopulation. In the school of art there are many areas and equipment that need to be refurbished for student return, so they want to hire student workers over the summer. Summarized it's been unclear if there will be funding for this or if they can use the rest of their 2021 GA allocation.
- **Jennifer Summit** responded her question is specific to the Direct instruction component, with preparation of academic spaces. Invited Johnson Yao to respond.



- **Johnson Yao** responded they've worked closely with Deans and asked for their needs and with Facilities for the academic spaces for this 4.3 learning spaces funding request, which includes instructional equipment, furniture and A/V. Facilities also handles the infrastructure to pull electrical wiring that needed to support lighting, wifi, etc. was discussed and included in the request.
- **Mi-Sook Kim** requested clarification on item 2.14 for PPE storage in the Annex's outdoor facility, and asked if PPE was included in the cost, as it seems a large expense just for storage, and is there an alternative place on campus it can be stored so this funding can be utilized where it's more desperately needed.
- **Jeff Wilson** clarified this request is to construct a storage facility, and this PPE has to be stored in a facility that doesn't get wet and has temperature control, so it's important to create that we create something that's long-lasting and can be reused for other types of emergency supplies in the future.
- **Mi-Sook Kim** suggested the gymnasium has large locker rooms for both male and female locker room with alot of underutilized space, and if this can be used, it would save money to be used for classroom expenses.
- **Michael Scott** explained campus has large amounts of hand-sanitizer and alcohol wipes and due to Fire Marshal codes, has to be stored in special environments and cannot be stored in flammable area.
- **Michelle Montoya** referred back to the HVAC and ventilation and understands there was a report or study conducted and asked where it could be found. She operates the tutoring and academic support center which is operating out of the library, and has faculty members with explicit concerns about the ventilation in that space. Would like to share that report with them.
- **Frank Fasano** responded the study has to do with duct cleaning, and not specific to the whole campus. The HVAC is on a building management system that is monitored 24 hours a day, and all systems are operational and working as designed. Explained there was some concern about airflow in Hensill Hall, and the systems are working as designed in the halls and everywhere they've done spot-testing on campus. There isn't a specific report but they monitor all of the systems 24 hours a day, and if anything happens alarms are sent to their technicians will check it out.
- **Gretchen LeBuhn** commented the things that have disappeared over the past year has been the ability of students to participate in RSCA activities, essential for their job prospects, if nothing else. Theatres, photography labs, field work, etc. Asked if there are ways this allocation might increase opportunities to make this up to students who are juniors and graduating seniors.
- **Jennifer Summit** advised this is addressed in two places, especially in the RSCA recovery item.
- **Lori Beth Way** responded the \$5M direct instructional cost is for those students who have lost something experiential. The idea is a one-unit course to do that experiential part of it.
- **Gretchen LeBuhn** asked for more info, as she has lost grad students who have that experience and seniors who had done this in the lab over time but are gone, so she is the only person available and economies of scale of the graduate program have been severely impacted, and can't begin to think of how and to add this with everything else.
- **Lori Beth Way** acknowledged it can't make up for everything and is open to other ideas. This proposal came from Deans as one way to make up for some of what has been lost, as there's no way to do that, and noted appreciation of the concern.
- **Christian Rodriguez** referring to Gene's Chelberg's comment about funding ongoing direct costs related to Covid, and the CSU announcing the requirement for students to be vaccinated once vaccines fully approved, asked about funding the a vaccination site. Understands there's a proposed agreement with CVS to provide vaccinations and asked if there are funds to support a vaccination drive so those students who are coming, such as international students, can take advantage of it as there is still not widely available access to vaccines. Noted costs related to vaccination sites such as security, signage, etc.

- **Eugene Chelberg** responded they're currently working with Walgreens for an ongoing community vaccination site, and are engaged in conversations with CVS and a couple other sources, and they hope to have a plan in place in time for residential student move in. They hope to a regular vaccination presence through the end of December, but there are no funds in this proposal for that.
- No further questions/comments were noted.
- **Jeff Wilson** summarized UBC voting members will be voting on these items via a survey to provide qualitative and quantitative responses, with options to abstain. They will also be receiving a survey to select the 2021-2022 Steering Committee members.
- **Genie Stowers** noted she heard suggestions for projects not on the list and if the proposals will be revised to incorporate some of those suggestions, as feedback and input was requested and those deserve some consideration. Asked if there's opportunity in the survey to write-in suggestions as well.
- **Jeff Wilson** will work with Nancy Ganner to offer write-in space.
- **Genie Stowers** replied some might have their own line-items, as they were significant, concrete suggestions and if written in, might get lost in the shuffle. Some members took notes of some, like the vaccine program and one of the things James Martel mentioned.
- **Jeff Wilson** agreed to confer about the survey and asked members to send their list to [ubc@sfsu.edu](mailto:ubc@sfsu.edu) to review additional projects, which will need to be vetted and described as expected.
- **Teddy Albinia** asked if a cover letter can identify what changes have been made and what items no longer need funding, to move things along more quickly.
- **Jerry Shapiro** commented this gets back to the matter of clarifying deadlines for submission of this material, as statements from UBC members show a willingness to work on this over summer with not only the ultimate decisions, but it plays an important role in the way that community is built across campus. Added that at the beginning of the year when UBC was revising its Charge, a number of committee members expressed the importance of the President attending these meetings, as it's the one venue on campus where direct conversation is really important. Suggested perhaps conducting a follow-up meeting where the President can attend, because the sensitivity becomes an important part of the President's deliberative process.
- **Jeff Wilson** thanked him for his comments and noted some projects have urgency and need to start in two weeks to implement them before next semester starts. Facilities projects, like HVAC, have been discussed for months with the original CARES act. It may be irresponsible to not use the funds in time and have to return half, which will be frustrating if decisions aren't made for how they will be used. Doesn't want to rush anyone, but it needs to be wrapped up in 7-10 days to make advisory recommendations to the President.
- **Jerry Shapiro** shared respect for his response but reminded the campus is wounded and the process goes towards healing as well as strategically managing funds, so perhaps identification of the specific urgent decisions contributes to the progression of informed decision-making. There was inclusive involvement when cuts had to be made and now campus is in a different place. Issues being raised here go to the matter of how community is built where shared detriment is recognized and accepted rather than imposed.
- **Genie Stowers** agreed with Jerry that urgency wasn't shared when the discussion was had, so it wasn't taken into account. May have to rethink the process of how to fast-track some, and how to have more deliberative process for others.
- **Jennifer Summit** noticing the time at the end of the meeting, suggested the meeting close and members of the Steering Committee should stay on for about 15 minutes to process the discussion and next steps, including how to modify the survey so it reflects what we've heard.

- **Gitanjali Shahani** asked about Jennifer Daly's comments in Chat and wondered if all members, rather than just the Steering Committee, could have the opportunity to debrief on what was discussed to inform the survey in light of the discussion, if it doesn't hamper the timing.
- **Jennifer Summit** advised the survey needs to go out as soon as possible so the Steering Committee can meet next week to process the responses heard to the survey.
- Jeff Wilson thanked for attending and shared appreciation for all the feedback given.

**Meeting adjourned approximately 12:02 PM**

- Next meeting: August 2021

/nr-g

**NOTED COMMENTS AND LINKS FROM THE CHAT:**

10:07:12 From Jamil Sheared to Everyone: welcome aboard Mi-Sook

10:07:42 From Member, Darlene Yee-Melichar to Everyone: Congratulations to all new UBC members-- and Thank You to all departing UBC members for your many contributions!

10:07:46 From Mi-Sook Kim (She/her) to Everyone: Look forward to serving the committee!

10:07:51 From Member, Gitanjali Shahani she/hers to Everyone: Welcome to our new and returning members!

10:08:29 From voting member, Beth Hellwig (she/her/hers) to Everyone: Welcome to the new members and thanks to the outgoing members.

10:10:01 From Ben Kumli (he/him/his) to Everyone: Thanks Provost Summit and Andrew!

10:23:06 From member, Beth Hellwig (she/her/hers) to Everyone: Also running the shuttle

10:24:32 From non-voting member, Debbie Elia to Everyone: campus wide, does that include housing?

10:29:23 From Michael Scott to Everyone: Please note: the funds are coming from a government grant with a 5/19/2022 expiration date. All bills for projects must be finalized any 5/19/2022.

10:31:16 From Michelle Montoya (she/her) to Everyone: Is there a report available about HVAC? I've heard that a study was conducted, and I have several faculty with concerns about ventilation. I'd appreciate sending the report to them.

10:36:57 From Frank Fasano, guest to Everyone: The facilities funding reduction for the classroom renovation was also due to overlap of AV

10:41:52 From member, Dylan Mooney to Everyone: Most of these proposals need more details.

10:49:40 From Nancy Ganner to Everyone: this presentation will be posted to the UBC webpage after the meeting, and you can still submit comments/feedback on that page or to [ubc@sfsu.edu](mailto:ubc@sfsu.edu)

10:51:59 From Laura Burrus (she/her/hers) to Everyone: @Mike - Yes, this is already happening!

10:52:46 From Laura Burrus (she/her/hers) to Everyone: This relates to computers, autoclaves, microscopes, pipettors....

10:53:29 From member, Beth Hellwig (she/her/hers) to Everyone: Some of our homeless students are also in need

10:53:48 From Carleen Mandolfo (she, her), guest to Everyone: Many students will be taking face to face courses and remote the same day, and don't necessarily feel comfortable being in a communal context.

10:58:33 From Laura Burrus (she/her/hers) to Everyone: @Jennifer - what about Associate Chairs? They are already undercompensated and have worked tirelessly to build the course schedule multiple times this spring..

10:58:50 From Michael Scott, guest to Everyone: The RSCA funds would also support the issues Mike raised. RSCA equipment has been used/maintained and may need to be repaired. Materials have also expired.

10:59:06 From Michael Scott, guest to Everyone: Hasn't been used

11:03:33 From Member, Joshua Ochoa (he/him) to Everyone: Hey that's me!

11:05:30 From member, James Martel to Everyone: Compensation for converting to online courses — per 3 units converted, progressively distributed acc to pay range. Assigned time for lecturer faculty research & service — research/professional 'catch-up' funds. Maintain course caps for online courses too (equity with in-person caps). student retention, learning community, learning outcomes. Flat rate payment for internet and work-from-home expenses needs to be parallel for students too. Improve iLearn + improve and/or replace Zoom

11:06:08 From Guest, Carleen Mandolfo (she, her), guest to Everyone: Darlene, this amount does not at this time take into consideration program coordinators. We'll take that back to the committee, however, and the steering committee can take this into account.

11:07:12 From Laura Burrus (she/her/hers), guest to Everyone: @Carleen - in Biology, the Associate Chairs serve as the Program Coordinators...

11:07:45 From member, S. Evrim Ozer (they/them/theirs) to Everyone: Thank you, Dylan.

11:07:56 From Janet Remolona, guest to Everyone: THANK YOU, Dylan for recognizing that.

11:08:03 From Member, Darlene Yee-Melichar to Everyone: Your consideration regarding academic program coordinators compensation for their work during COVID-19 is much appreciated- thank you Carleen.

11:08:07 From member, Jamil Sheared to Everyone: good question Dylan. Thanks for getting that on the record.

11:08:30 From Cristina Alcantara, guest to Everyone: Thank you so much Dylan!!

11:08:31 From member, James Martel to Everyone: 100% yes, Sandee!

11:08:39 From Andrea Gerlach to Everyone: Heck yeah, Dylan and Sandee! Staff matters!

11:09:17 From Brian Sharber, guest to Everyone: Thank you to Dylan and Sandee for your supportive comments regarding the staff!

11:10:33 From Vinh Van, guest to Everyone: Thank you Dylan and Sandee!

11:11:12 From Gretchen LeBuhn (she / her), guest to Everyone: Students have also lost the opportunity to learn RSCA skills.

11:12:32 From member, Dylan Mooney to Everyone: But this also speaks to the fact that not all employees were given the opportunity to make proposals.

11:14:59 From member, Dylan Mooney to Everyone: Thank you Ingrid!

11:15:28 From member, Jamil Sheared to Everyone: respectfully, why not say that up front? There were a lot of layoffs...because of COVID...and those people won't be getting their jobs back...even though the money came back. Because each one of these answers seems like something of an excuse to not compensate the proletariat. To suggest that staff don't do "important stuff" as well is not going to win favor with them either (especially those who do not have access to these meetings). All Sandee seems to be asking is for that same thought and compensation being provided to staff as well. Especially since it seems those jobs that were lost are not coming back. We've all said "We'll look into it" to people and we all know what that means.

11:15:43 From Guest, Carleen Mandolfo (she, her), guest to Everyone: I want to point out, as well, that because of the layoffs, many Chairs had to serve as their own AOCs.

11:16:14 From member, Dylan Mooney to Everyone: YES Jamil!!!

11:16:26 From member, James Martel to Everyone: The problem with grouping questions is that some answers were not given. For example my question got zero answers.

11:16:38 From member, Jamil Sheared to Everyone: yep. I saw that.

11:17:14 From member, James Martel to Everyone: I think every question should be answered as its being asked hence forth and I would still like to hear an answer to my question.

11:17:36 From Vance Vredenburg, guest to Everyone: There was a line-item subject including CEETL, why is there another line (4.4) for Academic Affairs Personnel?

11:17:58 From Nancy Ganner to Everyone: thanks James - as a member you can raise your hand again. wanted also to note we hope to open the public forum 11:30am so we need to move along...

11:18:35 From member, Sandee Noda to Everyone: When only certain groups of people get additional compensation, you create divisiveness and low morale amongst the employees. University Management should be helping to build the University community

11:20:38 From member, Dylan Mooney to Everyone: Agreed. Thank you James!

11:23:34 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: Excellent question Michael Goldman. Thank you!

11:24:46 From member, James Martel to Everyone: AOCs worked just as hard as chairs, maybe more so in many cases; they should definitely be included in this compensation package as well.

11:25:07 From member, Sandee Noda to Everyone: Just a reminder, because of layoffs, the University cannot increase the number of student assistant hours

11:25:26 From Laura Burrus (she/her/hers), guest to Everyone: @Lori Beth - thanks. Faculty ambassadors are great. Biology is SO big though that we need way more help in the summer....

11:25:46 From member, Jamil Sheared to Everyone: good point Sandee

11:26:47 From Lori Beth Way, guest to Everyone: @Laura - happy to talk about that to meet student need

11:28:03 From member, Dylan Mooney to Everyone: Thank you for the clarification.

11:30:10 From Nancy Ganner to Everyone: All guests and members can ask questions during the open forum - please raise your hand - we probably won't have time to address questions in the Chat so please raise your hand or DM me if you're shy and I can ask for you. PLEASE limit to 1 comment so everyone has a chance to speak

11:31:46 From Samantha Ward, guest to Everyone: excellent point!

11:34:36 From member, James Martel to Everyone: Yes, Katie!!

11:34:43 From Christine Hintermann, guest to Everyone: Thank you Katie!

11:34:57 From Samantha Ward, guest to Everyone: Thank you Katie!!

11:35:18 From member, Jamil Sheared to Everyone: good question, Katie

11:36:45 From Phonita Yuen, guest to Everyone: Currently, some of our staff and faculty urgently need equipment support since either their current personal or work laptops are very outdated and unable to support their current work. How do we get support for this? Where/who we can send our request to? Thank you!

11:37:16 From Guest, Carleen Mandolfo (she, her), guest to Everyone: To speak more specifically to Katie's question, Faculty Affairs was part of a small subcommittee that proposed Chair compensation. We all had our "lanes," and focused on the HEERF funding issues that were in our purview. It's a forum like this that helps us to see what was missed in the broader proposals.

11:37:27 From Tara Lockhart (she/they), guest to Everyone: excellent question, Phonita, this is particularly true for our FT lecturer faculty

11:37:29 From Katie Murphy, guest to Everyone: Will someone from the UBC be following up to provide answers to questions that were not addressed discussion?

11:37:58 From Katie Murphy, guest to Everyone: \*addressed during discussion

11:38:37 From Nancy Ganner to Everyone: Katie, when I write the minutes I'll note the questions and pass them along to the Steering Committee

11:38:54 From Maggie Beers (she/hers), guest to Everyone: Academic Affairs Staff are included in the 3.1. request, as per Andrew Roderick.

11:39:11 From Michael Scott, guest to Everyone: Table 3.1 Centralized laptop computer purchasing program to support remote work for Academic Affairs, Administration and Finance, Student Affairs and Enrollment Management, University Advancement, and University Enterprises staff

11:39:22 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: thank you @Maggie Beers.

11:39:25 From Michael Scott, guest to Everyone: There is a typo in the description and AA was left out

11:39:42 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: Thank you, @Jennifer Summit

11:43:03 From David Anderson, guest to Everyone: I would like to include two comments for the record. 1. I am not sure if this was addressed anywhere, however, I hope money has been set aside for deep cleaning the campus before any repopulation. Colleagues who have recently picked up belongings from offices note that carpets and surfaces are covered in mouse droppings. 2. Given the amount of purchasing that needs to be done in a short period of time, I hope money has been set aside to hire more staff in procurement, even if they are only hired temporarily.

11:43:06 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: This is instructional equipment. Printing presses for printmaking classes, welding equipment for sculpture classes, pottery wheels for ceramics classes

11:43:11 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: For example

11:43:58 From Phonita Yuen, guest to Everyone: @ Michael Scott. Who/where do we send equipment requests to? Thank you!

11:44:51 From Gretchen LeBuhn (she / her), guest to Everyone: Clarification about how the RSCA funds will be allocated and who will make those decisions would be useful.

11:47:09 From Guest, Carleen Mandolfo (she, her), guest to Everyone: @ Gretchen the process is not completely worked out. If the funding is granted, then AA will develop a process. But the initial thought is that funding will be allocated to the colleges and they will develop an evaluation process in consultation with the other colleges.

11:47:42 From Gretchen LeBuhn (she / her), guest to Everyone: @Carleen. So it will be given to Dean's for them to decide.

11:48:09 From Guest, Carleen Mandolfo (she, her), guest to Everyone: I can't answer that yet. I imagine committee's will be developed.

11:48:15 From member, Michael Goldman to Everyone: But "as designed" means 1950 or so....

11:48:18 From Michael Scott, guest to Everyone: For fall requests in academics, please talk to the building coordinator. I am working with them to stock AA. For people in SAEM, Advancement and SAEM, EH&S will be providing supplies.

11:48:39 From Phonita Yuen, guest to Everyone: Thank you Michael!

11:52:24 From Gretchen LeBuhn (she / her), guest to Everyone: Expanding the use of graduate students would be a way to step forward.

11:54:18 From Nanette Davy, Guest to Everyone: My wish and hope is that we restructure back to a traditional SA. It was an honor and a privilege to set across from Dr. Saffold's library as she called it but her conference room listening and watching her run SA. I can still hear her say to Dr. Jo Volkert and Dr. Frida Lee to fill this campus to capacity. She would say no students, no programing, not students no jobs, fill this campus. The other focus for Penny was Dean of Students. She wanted quality programing for our students outside the classroom. SA is too scattered and staff is so small now that they burn out fast. Not putting effort in Enrollment Management and DOS has really hurt us.

11:55:01 From Christian Rodriguez, guest (he/him), guest to Everyone: Thank you Gene

11:55:04 From Mi-Sook Kim (she/her), guest to Everyone: @Gretchen: Second your suggestion!

11:55:08 From member, Jamil Sheared to Everyone: I heard that, Nanette

11:57:32 From member, James Martel to Everyone: Yes, Genie!!!

11:57:51 From member, Beth Hellwig (she/her/hers) to Everyone: I am concerned about timing some of these projects need to be agreed upon very soon to get them accomplished.

11:58:16 From member, Dylan Mooney to Everyone: Will we be able to add comments to each proposal or only yes, no, abstain vote?

11:58:36 From Nancy Ganner to Everyone: Yes there's room for a comment for each item

11:58:43 From member, Dylan Mooney to Everyone: Thanks!

12:00:06 From member, Jamil Sheared to Everyone: Thanks for your time budget committee. It takes a lot of fortitude to come and listen - and answer - such difficult questions. I know that this can seem very antagonistic but I think we're all trying to bring the university to the same goal.

12:00:23 From Lori Beth Way, guest to Everyone: Thanks Gretchen. I appreciate that suggestion.

12:01:18 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: Thank you, @Jerry Shapiro

12:02:03 From Frank Fasano, guest to Everyone: In response to the deep cleaning of the campus: The campus has been sitting for over a year. There is no requirement or need for deep cleaning. Custodial operations has been on campus all through COVID providing cleaning of buildings (on a reduced frequency). Any issues with mouse droppings can be handled with a work order to facilities services. Thanks for the question.

12:02:19 From member, Genie Stowers (she/her) to Everyone: Jamil, I think we understand everyone is interested in that same goal. Hard questions need to be asked, and answered. I appreciate the issues everyone raised today; they were really important.

12:02:46 From Chanda Jensen, guest to Everyone: Important to include all parties across campus for solicitation of ideas when it comes to spending money of this sort. It is sad to think this was not necessarily done from the beginning.

12:03:19 From Mary Beth Love (she/her), guest to Everyone: Faculty development needed for fall instruction is one such issue as it needs to happen over the summer and prior to the start of fall instruction.

12:03:40 From Member, Jennifer Daly to Everyone: For many individuals, this discussion is quite new - that's the problem with the initial call for proposals only going to the Cabinet level instead of everyone.

12:04:50 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: The pandemic exacerbated pre-existing morale problems.

12:06:01 From Guest, Barbara Eaton (she/her/hers), guest to Everyone: Thank you, @Jennifer Daly.

12:06:19 From member, Jamil Sheared to Everyone: Correct, Comrade Daly. Due diligence should never be rushed.

12:06:26 From member, Dylan Mooney to Everyone: I would also be interested in knowing what items are a result of deferred maintenance.

12:07:57 From Janet Remolona, guest to Everyone: I hope that if we keep investing in faculty development that we will also hold faculty accountable for how they deliver their courses, and return to evaluating faculty. Staff evaluations are due soon.

12:10:04 From member, S. Evrim Ozer (they/them/theirs) to Everyone: Thank you, everyone. Have a good weekend!

12:10:05 From Vinh Van, guest to Everyone: Thank you and have a great weekend!

12:10:14 From member, Jamil Sheared to Everyone: Thanks. This was informative

12:10:22 From Michael Cramer | SF State ITS, guest to Everyone Thanks everyone

12:10:25 From member, T Albiniak (he/him/his) to Everyone Thanks all

12:10:29 From Nanette Davy, Guest to Everyone: Thank You!

12:10:32 From member, Beth Hellwig (she/her/hers) to Everyone: Thanks, happy weekend/