2018-2019 Year-End Committee Report Form

Committee: Budget Advisory Committee

Chair: Charlie Faas Ravisha Mathur	**Chair-Elect for 2019-2020**: Charlie Faas (4-1500/ Charlie.faas@sjsu.edu) Alison McKee (4-4535/Alison.McKee@sjsu.edu)
Number of Meeting held: 9	(Please include phone/zip/email if available)

Items of Business Completed 2018/2019

1. Reviewed budget decisions and budgeting processes over the summer.
2. Discussed Chartwell decision-making and costs.
3. Reviewed and provided recommendations on the University Budget presentation to Senate.
4. Reviewed and provided recommendations on the Academic Affairs Budget presentation to Senate.
5. Reviewed and discussed the budget model and impact on departments.
6. Discussed food insecurity and campus resources.
7. Reviewed and provided feedback regarding BAC charge and membership.
8. Discussed budget alignment with strategic planning priorities.
9. Reviewed and discussed Annual Budget report.
10. Beginning evaluation of BAC projects and activities.
11. Reviewed and discussed Legislative Analyst Office Report for 2019-2020 Budget for CSU.
12. Discussion and review of SSETF-IRA allocations.
13. Discussion of prioritization of infrastructure projects.

Unfinished Business Items from 2018/2019

1. Evaluation of BAC projects and activities.
2. Evaluation of campus efficiencies.
3. Creation of onboarding document.

New Business Items for 2019/2020

1. Discussion of IRA funds (breakdown of how monies are determined)

Please return to the Office of the Academic Senate (ADM 176/0024) by June 1, 2019.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday August 23, 2018, 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of May 18, 2018 minutes.

2. Review of current university budget
    a. Impact of changes in university budget model
    b. OE&E budgets
    c. Preparing for senate budget presentation

3. Discussion item: Chartwell's costs

4. Alignment of budget priorities with Strategic Planning

5. Planning for AY18/19
   How and when to implement the responsibilities as outlined in F15-9
    a. Discussion of priorities within policy
    b. Creating a timeline for the committee

Budget Advisory Committee (Special Agency of the Academic Senate)
Meeting Minutes
Thursday August 23, 2018, 12:00pm-2:00pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Ravisha Mathur (Co-Chair), Charlie Faas (Co-Chair), Ariadna Manzo, Bradley Olin, Simon Rodan, Kathleen McConnell, Dan Moshavi (representing deans on the behalf of Michael Kaufman), Marna Genes, Susan Jaynes
Absent: Billie Jo Grosvenor, Sandy Hirsh

1. Approval of the May 18, 2018 meeting minutes.

2. Discussion of the 2018-19 University budget.
    a. The State provided additional General Fund support for mandatory costs, including salary contracts and benefits.
    b. The CSU received $75 million of base funding for Student Success.
    c. The CSU also received $120M of 1X enrollment funding available over four years, which we are evaluating how to best utilize so that we don't have a cliff after four years.
    d. The State did not adequately address the funding need for the $3 billion of systemwide deferred maintenance backlog.
    e. On campus, we continue to rely on a 3-year budget model. CFOs across the system have been reviewing how we approach budgeting.
    f. Discussion of Interdisciplinary Science Building (ISB) project, a $180M 8-story building.
        i. Research Foundation will be funding a portion of the building.
        ii. The building will have collaborative spaces on all floors – research labs, teaching labs. The facility will physically enable and change how faculty and students engage in research on this campus.
        iii. Campus will receive some funding for the building's maintenance and operations (when online).
    g. The University budget will support campus priorities and initiatives. Dovetail with the campus strategic plan.
        i. Research and RSCA (Doctorate of Audiology, Release time for faculty)
        ii. Safety (Ensure that we have safe areas on campus, library)
        iii. Student Success. Prior student success initiatives had not previously been funded – including the success centers. We needed to commit funding towards these initiatives.
    h. Discussion of the University budget process.
        i. Vice Presidents were asked to submit budget requests that resulted in approximately $150M of requests, with only $60M of funds available.

ii. 90% of the Cabinet retreat conversation were grounded in budget discussions.
iii. IT will be working with units to provide business and data analytics.
iv. A review of the budget requests led to the classification of some budget requests as "unavoidable", e.g., Clery Coordinator, Hammer Theatre, adequate funding for success center staffing, commencement, custodial contract, VM Ware costs, DocuSign.

i. Discussion regarding the last Board of Trustees meeting and topic of executive compensation.
j. Ariadna spoke to some of the students' priorities: cost of textbooks, student success, interest in more applied work (projects, internships), housing, safety, parking, support for food security, unDocuSpartan Center.

3. Discussion of the Academic Senate schedule with respect to the Annual Budget Report and presentation.

4. Spartan Shops and Chartwells update
    a. Charlie is serving as Interim Chair of Spartan Shops, Inc.
    b. 650 students in May transferred over to Chartwells with the same pay packages. We now have 900 students (which is the same as Spartan Shops employed).
    c. Of the 60 full time employees, 50 remained with Chartwells, 4-5 came to SJSU.
    d. New branding, some new concepts.
    e. Feedback is that quality is higher. Chartwells will be asked to review pricing for lunch and dinner (breakfast is a similar price point). Faculty and students have noted some concerns regarding pricing.
    f. Discussion of negotiating with Chartwells on pricing for events. They will work with departments and organizations for pricing.

5. Meeting adjourned at 2:00pm.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday September 27, 2018, 11:00am-12:45pm
Location: Clark 540
Scribe: TBA

1. Approval of August 23, 2018 minutes.

2. Review and provide feedback for October 15th Senate Budget Presentation from Administration and Finance.

3. Review and provide feedback for October 15th Senate Budget Presentation from Academic Affairs.

4. Discussion of one-time monies and CSU budgeting models (if time is available)

5. Discussion of campus food insecurity and options for campus dining (if time is available)

Budget Advisory Committee (Special Agency of the Academic Senate)
MINUTES
Thursday September 27, 2018, 11:00am-1:00pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Ravisha Mathur (Co-Chair), Charlie Faas (Co-Chair), Bradley Olin, Simon Rodan, Kathleen McConnell, Michael Kaufman, Sandy Hirsh, Dora Ruiz (Academic Affairs representative), Marna Genes, Susan Jaynes

Absent: Ariadna Manzo, Billie Jo Grosvenor

1. Approval of August 23, 2018 minutes. Approved with two additional inclusions.
2. Discussion of the December 2018 meeting, which was tentatively scheduled for Graduation week. Meeting cancelled due to scheduling conflicts.
3. Charlie Faas shared a draft of the CFO Senate Budget Presentation, scheduled for October 15, 2018. Committee offered feedback on content and slides.
4. Bradley Olin shared a draft of the Academic Affairs Senate Budget Presentation, scheduled for October 15, 2018. Due to time limitations, presentation was abbreviated. Committee offered feedback on content and slides. Bradley indicated he would circulate the full presentation electronically for review by committee members.
5. Meeting adjourned at 1pm.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday October 18, 2018, 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of September 27, 2018 minutes.

2. Feedback/suggestions from the two Senate Budget Presentations.

3. Discussion of one-time monies and CSU budgeting models.

    a. Implications for SJSU, moving to a three-year university model?

4. Discussion of campus food insecurity and options for campus dining.

    a. Costs associated with subsidizing food at the dining commons.

5. BAC Responsibilities
   How and when to implement the responsibilities as outlined in F15-9
    a. Discussion of priorities within policy
    b. Advising the president
    c. Review of finance goals, budget allocations as linked to strategic plan
    d. Information regarding our auxiliary organizations

Budget Advisory Committee (Special Agency of the Academic Senate)
MINUTES
Thursday October 18, 2018, 12:00pm-2:00pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Charlie Faas (Co-Chair), Bradley Olin, Simon Rodan, Michael Kaufman, Sandy Hirsh, Dora Ruiz (Academic Affairs representative), Billie Jo Grosvenor, Marna Genes, Susan Jaynes

Absent: Ravisha Mathur (Co-Chair), Ariadna Manzo, Kathleen McConnell

1. Approval of September 27, 2018 minutes.

2. Feedback and discussion on the two Senate Budget Presentations.
    a. University presentation will be posted online this week.
    b. Discussion of the questions asked at the presentations.
    c. Clarification that Hammer Theatre receives budget support of $1.3M. There are other budget items that were deemed mandatory; Hammer was referenced at the presentation as an example.
    d. Further discussion regarding the Senator's inquiry about a center for Asian students (not specifically defined). The existing student success centers largely grew out of the task forces that were active several years ago. Establishing other centers would be stewarded out of the Division of Student Affairs.

3. Discussion of budget model.
    a. Non-resident tuition and fees help to support additional resident students above the state-funded level. There is a balancing point as to the number of surplus students that we can support.
    b. The Board of Trustees discussed budget model, funding constraints (October 16, 2018) with guest Russ Gold from the College Futures Foundation.
    c. Discussion regarding the centralized salaries model implemented at SJSU in 2018-19. Concern shared from AAD that operating budgets are inadequate; some areas may draw from prior year balances, but not all and not year-after-year. Charlie advised that departments should periodically evaluate how existing resources are used when considering starting or expanding something new.
    d. A recommendation was shared that Bradley could attend the UCCD meetings to provide more support to Directors and Chairs.
    e. Discussion of employing a three-year budget model. The SJSU three-year university budget model anticipates that mandatory costs are funded from the State. There is a systemwide interest in longer range planning; some support predictable tuition increases.

4. Discussion of campus food insecurity and options for campus dining.
    a. The quality of data collected across the system regarding food insecurity needs improvement.

b. Discussion of State University Grants (SUG) and the relationship with food insecurity. Many times, the need does not overlap with the funding. Not all students are eligible for SUG.
c. The capacity of dining facilities on campus limit some of the options available to expand campus dining.
d. Second Harvest Food Bank will continue to assist in distributing groceries and will operate the future food pantry. Students can contact Student Affairs to request additional assistance.
e. Discussion of the resources available to students to support financial literacy.

Budget Advisory Committee (Special Agency of the Academic Senate) AGENDA - NOTE THIS MEETING WAS CANCELLED DUE TO CAMPUS CLOSURE
Thursday November 15, 2018, 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of October 18, 2018 minutes.
2. Review of Committee Charge and Membership (Suggestions from the Organization and Government Policy Committee, SJSU Academic Senate)- underlined components are additions.

Budget Advisory Committee - Change to charge; addition of 1 seat to membership
http://www.sjsu.edu/senate/docs/F15-9.pdf

Charge: ~~The Budget Advisory Committee is charged with~~ Advises the President of the University by providing input and recommendations ~~to the President~~ throughout the planning, implementation and subsequent review of budget expenditures including advice on key campus priorities.

~~The Budget Advisory Committee will~~ Assists with identifying challenges~~, serve as an advisory resource to the campus community, and provide a mechanism to communicate financial issues across the campus in a timely fashion.~~ and problem areas and proposes solutions.
~~In addition, this committee will serve~~ Acts as a resource to ~~enhance~~ the campus community~~'s~~ in understanding ~~of~~ university-wide budgeting processes~~;~~, ~~develop a broad and deep understanding of budget issues at all levels in order to identify and analyze problem areas and propose solutions; and~~ Provides advice concerning the planning, development, and implementation of materials to communicate budget-related information to the campus community. Communicates with the Strategic Planning Steering Committee regarding the alignment of campus resources with the strategic plan.

Presidential appointee from outside Academic Affairs
Senate Vice Chair, Co-chair
VP Administration & Finance, Co-chair
AVP Academic Budgets & Planning
Dean
Department Chair
2 Faculty Senators
2 Faculty-at-large
AS President or designee
Academic Affairs Staff Member with budget resp.

Items to consider:
i. Change in charge moves away being a mechanism to communicate financial issues across the campus, and beyond understanding of budget issues.

ii. What is the need for a presidential appointee from outside of Academic Affairs? Vs. Appointee from Admin and Finance with budget responsibility (e.g., Director of Budget Planning and Financial Management).

3. Discussion of BAC Responsibilities
   How and when to implement the responsibilities as outlined in F15-9
   a. Discussion of priorities within policy
   b. Advising the president
   c. Review of finance goals, budget allocations as linked to strategic plan
   d. Information regarding our auxiliary organizations

4. Budget Presentations: follow-up questions
   a. State allocation of money specifically designated for hiring additional tenure track faculty ($25 million to hire tenure-track faculty). San Jose State has been allocated $1,243,000 for "Extra Support for Tenure Track Hiring." Are new tenure-track positions being added to the 69 positions indicated on October 15th? This money was designated for new hires above the baseline before the signing of the 2018-19 state budget. Need some clarification on how this additional money is being spent and is it aligned with hiring priorities and working on tenure density.
   b. Funding of the Employee Accommodations Resource Center: Why/how is this funded through Academic Affairs? What about staff accommodations? How does this disrupt department budgets as items such as student assistant hours (required accommodations) cuts into allocations for student assistant hours (as linked to college resources)? Clarification of how EARC is budgeted into university budgets.

5. Discussion of $75 million Graduation Initiative Funds
   a. Base funding or designated funding?

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Tuesday December 4, 2018, 11:30-12:00pm
Location: Clark 540
Scribe: TBA

1. Approval of October 18, 2018 minutes.
2. Review of Committee Charge and Membership (Suggestions from the Organization and Government Policy Committee, SJSU Academic Senate)- underlined components are additions.

Budget Advisory Committee - Change to charge; addition of 1 seat to membership
http://www.sjsu.edu/senate/docs/F15-9.pdf

Charge: ~~The Budget Advisory Committee is charged with~~ Advises the President of the University by providing input and recommendations ~~to the President~~ throughout the planning, implementation and subsequent review of budget expenditures including advice on key campus priorities.

~~The Budget Advisory Committee will~~ Assists with identifying challenges~~, serve as an advisory resource to the campus community, and provide a mechanism to communicate financial issues across the campus in a timely fashion.~~ and problem areas and proposes solutions.
~~In addition, this committee will serve~~ Acts as a resource to ~~enhance~~ the campus community~~'s~~ in understanding ~~of~~ university-wide budgeting processes~~;~~. ~~develop a broad and deep understanding of budget issues at all levels in order to identify and analyze problem areas and propose solutions; and~~ Provides advice concerning the planning, development, and implementation of materials to communicate budget-related information to the campus community. Communicates with the Strategic Planning Steering Committee regarding the alignment of campus resources with the strategic plan.

Presidential appointee from outside Academic Affairs
Senate Vice Chair, Co-chair
VP Administration & Finance, Co-chair
AVP Academic Budgets & Planning
Dean
Department Chair
2 Faculty Senators
2 Faculty-at-large
AS President or designee
Academic Affairs Staff Member with budget resp.

Items to consider:
i. Change in charge moves away being a mechanism to communicate financial issues across the campus, and beyond understanding of budget issues.

ii. What is the need for a presidential appointee from outside of Academic Affairs? Vs. Appointee from Admin and Finance with budget responsibility (e.g., Director of Budget Planning and Financial Management).

3. Discussion of BAC Responsibilities
   How and when to implement the responsibilities as outlined in F15-9
   a. Discussion of priorities within policy
   b. Advising the president
   c. Review of finance goals, budget allocations as linked to strategic plan
   d. Information regarding our auxiliary organizations

Budget Advisory Committee (Special Agency of the Academic Senate)
MINUTES
Tuesday December 4, 2018, 11:30am-12:15pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Charlie Faas (Co-Chair), Ravisha Mathur (Co-Chair), Bradley Olin, Michael Kaufman, Dora Ruiz (Academic Affairs representative), Billie Jo Grosvenor, Ariadna Manzo, Kathleen McConnell, Susan Jaynes

By Teleconference: Simon Rodan, Sandy Hirsh

1. Approval of October 18, 2018 meeting minutes.

2. Review of Committee Charge and Membership (suggestions from the Organization and Government Policy Committee, SJSU Academic Senate).
    a. Discussion of the proposed adjustments to the Committee Charge.
    b. Charge to be amended to indicate that the committee acts a resource to the campus community in understanding statewide, CSU, and university-wide budget processes. Other proposed adjustments to the grammar and sentence structures were approved.
    c. Discussion of the committee membership and if each Division of the university should be represented. Charlie indicated that he will invite members from Divisions as needed. At this time, there will not be a change to the membership. Additional discussion can be entertained in the future if there is an interest.
    d. Ravisha will send the revised Committee Charge and Membership to Bethany Shifflett, Chair of O&G.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday January 31, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of December 4, 2018 minutes.

2. Change in March 21st meeting. Alternative dates March 22nd (12-2pm)?

3. Discussion of BAC Responsibilities
   How and when to implement the responsibilities as outlined in F15-9
   a. Discussion of priorities within policy
   b. Advising the president
   c. Review of finance goals, budget allocations as linked to strategic plan
   d. Information regarding our auxiliary organizations

4. Budget Presentations: follow-up questions
   a. State allocation of money specifically designated for hiring additional tenure track faculty ($25 million to hire tenure-track faculty). San Jose State has been allocated $1,243,000 for "Extra Support for Tenure Track Hiring." Are new tenure-track positions being added to the 69 positions indicated on October 15th? This money was designated for new hires above the baseline before the signing of the 2018-19 state budget. Need some clarification on how this additional money is being spent and is it aligned with hiring priorities and working on tenure density.
   b. Funding of the Employee Accommodations Resource Center: Why/how is this funded through Academic Affairs? What about staff accommodations? How does this disrupt department budgets as items such as student assistant hours (required accommodations) cuts into allocations for student assistant hours (as linked to college resources)? Clarification of how EARC is budgeted into university budgets.
   c. Page 2: What is surplus FTES? Is it an amount we plan to take in but don't expect to be compensated for? If yes, doesn't this make it harder for us to make ends meet?
   d. Page 7: What are the salary shortfalls for Univ. Personnel?
   e. Page 16: IRA funds. It was noted in the senate meeting that a committee makes the decision. So, if we work toward convincing CFAC it is time to get instructionally related funds allocated to instructional needs in academic affairs (not athletics which presently gets lions share) then that's what will happen?
   f. Also, please have staff send the actually language from title 5 that you reference on this page.
   g. Page 25, 27: What are 'Prior Year Fund Balances'? Unspent $$ rolled over?
   h. Page 29: What grounds does housing lease? From who?

i. Page 40: Is there any revenue from Golf Complex? If yes, who gets it?

5. Proposed budget: Strengths and Weaknesses for SJSU

6. Discussion of $75 million Graduation Initiative Funds
    a. Base funding or designated funding?

Budget Advisory Committee (Special Agency of the Academic Senate)
MINUTES
Thursday January 31, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Charlie Faas (Co-Chair), Ravisha Mathur (Co-Chair), Bradley Olin, Michael Kaufman, Dora Ruiz, Billie Jo Grosvenor, Ariadna Manzo, Kathleen McConnell, Simon Rodan, Marna Genes, Susan Jaynes

By teleconference: Sandy Hirsh

1. Approval of December 4, 2018 minutes.
2. Change in March 21st meeting to March 22nd from 12:30pm to 2pm.
3. Discussion of BAC responsibilities and how and when to implement the responsibilities as outlined in F15-9.
    a. Discussion of priorities within policy and advising duties.
    b. Discussion of budget allocations with respect to the Strategic Plan.
        i. BAC is a means to engage in consultation and/or information exchange with the Strategic Planning Committee.
        ii. The Strategic Plan thus far has been high-level in nature. It is expected that in the next phase over the future summer, discussions will allow the development of more details. There is interest in further developing metrics to assess the progress of the Plan. The President will be sharing more information at the next senate meeting.
    c. BAC has performed the duty of advising the CFO and the President by extension, including supporting the preparation of the Annual Budget Report presentation to the Senate.
    d. Charlie discussed the concept of shared services and the efficiencies gained when auxiliaries or divisions shared resources.
    e. Committee discussed the interest in setting an agenda of budgetary topics for the Committee to discuss in the future. Campus efficiencies will be on the agenda for the next meeting.
    f. Committee discussed creating an onboarding document for new members of the BAC. This document will enable new members get up to speed quickly on understanding budgets and eliminate the need for repeated education from year to year. Marna, Ravisha, and Ariadna volunteered to put this document together.
4. Budget Presentations: follow-up questions
    a. Discussion of the 2018-19 GI2025 allocation to support additional tenure track faculty ($25 million across the system, $1,243,000 to SJSU). At SJSU, faculty line authorizations are generally issued in May. These supported tenure-track lines will be reflected in the 2019-20 resources and hiring plan.

b. Discussion of the funding of the Employee Accommodations Resource Center and the management of student assistant hours for 2018-19.

c. Discussion of surplus FTES. Surplus is FTES over and above the targeted FTES funded by the State. The surplus FTES reflects the University's enrollment plan that seeks to increase the average unit load.

d. Question on Annual Budget Report page 7: What are the salary shortfalls for Univ. Personnel?

   Answer: The salary and benefit shortfall was an existing gap between the budget and full cost of the existing positions in the Division, which had accumulated in prior years for various reasons. Vacancy savings previously filled the funding gap.

e. Question on Annual Budget Report page 16: IRA funds. It was noted in the senate meeting that a committee makes the decision. So, if we work toward convincing CFAC it is time to get instructionally related funds allocated to instructional needs in academic affairs (not athletics which presently gets lions share) then that's what will happen?

   Answer: Campus Fee Advisory Committee (CFAC) serves in an advisory capacity to the President on fee proposals or adjustments to Category II mandatory student fees. The campus rolled the existing IRA fee, which funded Athletics, into the Student Success Excellence and Technology Fee (SSETF) in 2012. EO 1078 pertains specifically to the SSETF.

f. Question on Annual Budget Report page 25, 27: What are 'Prior Year Fund Balances'? Unspent $$ rolled over?

   Answer: Yes, prior year money not spent. Carry forward fund balances may also be negative.

g. Question on Annual Budget Report page 29: What grounds does housing lease? From who?

   Answer: As a self-support enterprise operation, Housing is charged $1.00 per square foot of ground space, for approximately 266,000 square feet, under EO 1000. The funds come back to the CSU Operating Fund.

h. Question on Annual Budget Report page 40: Is there any revenue from Golf Complex? If yes, who gets it?

   The Spartan Golf Complex was constructed with donations received by the Tower Foundation. The ongoing operation of the Spartan Golf Complex is managed by Spartan Shops, Inc. If there are future profits, they would go back into the operations of the Complex Inc.

i. Discussion of Hammer Theatre and the benefit to the community in the arts space.

5. Discussion of the proposed 2019-20 CSU Budget and strengths and weaknesses for SJSU.

   a. Much of the proposed budget support is towards mandatory costs.

   b. The proposed increase to the CSU budget for Academic Facilities and Infrastructure funding is significant. Asking for more support in this area had a clear impact on the

Governor's level of support. Determination and prioritization of projects will happen at the CSU level and then at the campus, to the extent possible. Critical deferred maintenance projects, ADA projects, hopefully will be allocated funding.

6. Discussion of Graduation Initiative 2025 funding and if funding was base or designated. In the initial year, the student success funding was one-time money. For the last two years' of $75 million per year (2017-18 and 2018-19), the funding was base.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday February 21, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of January 31, 2019 minutes.

2. Change in May 15th meeting. Alternative dates May 16th or 17th (12-2pm)?

3. BAC focused projects
    a. Campus efficiencies as linked to centralization
    b. Review of auxiliaries
    c. Other projects?

4. BAC Onboarding Document
    Current Subcommittee: Ravisha Mathur, Marna Genes, Ariadna Manzo, Others?
    Example Content: budget development and process, budget timeline, budget reporting, budget committees, changes in budgets over the year, Others?

Budget Advisory Committee (Special Agency of the Academic Senate)
Minutes
Thursday February 21, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: Billie Jo Grosvenor

Present: Ravisha Mathur (Co-Chair), Charlie Faas (Co-Chair), Bradley Olin, Simon Rodan, Kathleen McConnell, Michael Kaufman, Sandy Hirsh, Dora Ruiz (Academic Affairs representative), Marna Genes, Ariadna Manzo, Billie Jo Grosvenor

1. Approval of January 31, 2019 minutes.
Action: Approved

2. Change in May 15th meeting.
Action: Moved to May 16th 12-2pm Clark 540

3. BAC focused projects – suggestions:
    a. Campus efficiencies as linked to centralization
    b. Review of shared services
    Discussion of the layers of items (a-b) listed above.

4. Discussion on projects and activities:
- The Admin & Finance division will bring to BAC suggestions of areas that Finance has determined as potential campus efficiencies.
- A suggestion was brought forth to brainstorm persons who should be invited to future meetings to provide context and input for discussions.
- The Admin & Finance division will share with BAC the prioritization of infrastructure projects and the budget implications as a part of conversation with this committee.
- BAC asked for the history/context of SSETF-IRA allocations over the years. Questions Admin & Finance will share at the next meeting.
- Questions were asked about campus decision-making about allocation of fees (i.e., course support vs. student support).
- Bradley can provide context and understanding in the area of CERF funds.
- Examine areas where decentralization is the best solution in center areas.
- Examine areas (questions) where a shared services model is plausible and areas where it would not work well at SJSU because of established systems with intricacies that do not match a shared services model.

5. BAC Onboarding Document
Current Subcommittee: Ravisha Mathur, Marna Genes, Ariadna Manzo
Dora was interested in joining this subcommittee.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Friday March 22, 2019 12:30pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of February 21, 2019 minutes

2. Legislative Analyst Office Report for 2019-2020 Budget for CSU
    - Led by Administration & Finance

3. 2019/2020 Preliminary Budget for CSU
    - Led by Administration & Finance

4. Discussion of history/context of SSETF-IRA allocations over the years
    - Led by Administration & Finance

5. Discussion of prioritization of infrastructure projects and the budget implications
    - Led by Administration & Finance

6. Discussion of areas for campus efficiencies
    - Led by Administration & Finance
    - Areas where decentralization is the best solution?
    - Examine areas (questions) where a shared services model is plausible and areas where it would not work well at SJSU

Budget Advisory Committee (Special Agency of the Academic Senate)
MINUTES
Friday, March 22, 2019 12:30pm-2:30pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Charlie Faas (Co-Chair), Ravisha Mathur (Co-Chair), Bradley Olin, Michael Kaufman, Dora Ruiz, Ariadna Manzo, Kathleen McConnell, Simon Rodan, Marna Genes, Susan Jaynes, Sandy Hirsh

Absent: Billie Jo Grosvenor

1. Approval of February 21, 2019 minutes
    a. Minutes amended to clarify that Bradley is in the process of developing a guidelines for use of SSETF – Course Support funds (providing clarification). Bradley will bring to the next meeting.
    b. Minutes approved as amended.
2. Review of Legislative Analyst Office Report for 2019-2020 Budget for CSU
    a. LAO annually prepares an analysis of the Governor's budget for the budget subcommittees. LAO also prepares a brief which is prepared for the Assembly subcommittee.
    b. Discussion of the compensation pressures for the CSU and the lack of cost of living adjustments.
    c. Discussion of the brief's comment that the best way to promote predictability with tuition is through sizeable state reserves sufficient to sustain university during an economic downturn.
    d. Brief discussion of Weber bill (AB 1231) which proposes to reinstate merit salary adjustments for CSU nonacademic staff employees.
    e. Discussion of the need for metrics to track progress, and the use of graduation rates as the measure for student success. Suggestion offered by advisory member that graduation rates are potentially more a measure of institutional success rather than student success.
3. 2019/2020 Preliminary Budget for CSU
    a. Overview of the Preliminary Budget Memo attachments. Files were distributed by email.
    b. Discussion of the lack of funding to San Jose for the Minimum Wage Increase due to San Jose's accelerated wage schedule.
    c. Discussion of enrollment funding moving from surplus campus-funded to state funded.
4. Discussion of history/context of SSETF-IRA allocations over the years
    a. Display of historical increases to SSETF-IRA and current fee levels.

5. Remaining agenda items will be discussed at a future meeting (next meeting scheduled April 18)
    a. Prioritization of infrastructure projects and the budget implications.
    b. Discussion of areas for campus efficiencies.
        i. Areas where decentralization is the best solution?
        ii. Examine areas (questions) where a shared services model is plausible and areas where it would not work well at SJSU.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday May 2, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of March 22, 2019 minutes

2. 2019/2020 Budget for CSU
    - Discussion of institutional priorities
    - Alternative budgets (what-ifs)

3. Follow-up questions regarding SSETF-IRA allocations
    - Why is 85% of the IRA fee allocated to athletics?
    - From that 85% what is allocated to athletics, intramurals, and club sports?
    - Through IRA athletics is allocated $9,038,711 per the 2018/2019 budget. However, on the SSETF Q2 Report by division presented at CFAC meeting Athletics had $9,604,426.42 allocated. Could someone clarify these numbers, specifically where $565,715.42 came from?

4. Discussion of prioritization of infrastructure projects and the budget implications
    - Led by Administration & Finance

5. Discussion of areas for campus efficiencies
    - Led by Administration & Finance
    - Areas where decentralization is the best solution?
    - Examine areas (questions) where a shared services model is plausible and areas where it would not work well at SJSU

Budget Advisory Committee (Special Agency of the Academic Senate)
MINUTES
Thursday May 2, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Charlie Faas (Co-Chair), Ravisha Mathur (Co-Chair), Ariadna Manzo, Simon Rodan, Billie Jo Grosvenor, Kathleen McConnell, Dora Ruiz, Bradley Olin, , Michael Kaufman, Marna Genes, Susan Jaynes

Absent: Sandy Hirsh

1. Approval of March 22, 2019 minutes.

2. Continued discussion and understanding of SSETF-IRA allocations.
    a. Clarification of questions emailed from Ariadna regarding SSETF-IRA.
    b. Suggestion to review the Bursar's Office webpage on details of what each fee includes and detail out SSETF-IRA (similar to AS fee).
    c. Recommendation for Budget Advisory Committee and Associated Students to develop and share more transition materials for next generation of committee members and student populations.
    d. Discussion about students putting forward requests for funding activities that aren't represented.

3. 2019/2020 Budget for CSU
    a. Governor's May revise budget expected mid-month. System expects that the January budget was the floor and May revise could be more favorable.
    b. Assemblyman Mullin, D-South San Francisco, and Sen. Hill, D-San Mateo, sent a letter to the Senate Budget Committee asking for $1 million to study whether it's possible to have a permanent California State University located on Canada's campus, as "CSU Silicon Valley".
    c. May also expect a future a bill for funding a study for the Alquist Building for SJSU to develop it into housing for faculty, staff, graduate students, with the hope that the offered housing rates could be below market rates.
    d. Discussion about how a campus could advocate for funds set aside for any potential funding towards new budget funds at the systemwide level (e.g., campus child care facilities). CFO office would coordinate messages to Chancellor's Office.
    e. Discussion of trade-offs which exist within the upwards and downwards trends in the budget, complexities of ongoing commitments such as personnel.
    f. General discussion regarding reserves and the need to rely on reserves to cover a potential economic down-turn.

g. CSU task force is looking at methodologies to increase revenues, identifying assets that can be monetized, partnerships that can be developed.

h. Capital campaign will be announced in the future, ~$350M.

Budget Advisory Committee (Special Agency of the Academic Senate)
AGENDA
Thursday May 16, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: TBA

1. Approval of May 2, 2019 minutes

2. 2019/2020 Budget for CSU review of major changes in the May revise (relevant links):
    - CSU operating budget request https://www2.calstate.edu/csu-system/about-the-csu/budget
    - California budget (including link to May revise): http://www.ebudget.ca.gov/

3. Discussion of prioritization of infrastructure projects and the budget implications
    - Review list of infrastructure projects
    - Led by Administration & Finance

4. Update: BAC On-Boarding document

5. Priorities of BAC AY19/20
    - Discussion of areas for campus efficiencies
        i. Led by Administration & Finance
        ii. Areas where decentralization is the best solution?
        iii. Examine areas (questions) where a shared services model is plausible and areas where it would not work well at SJSU
    - Reviewing campus areas for increased budget transparency (e.g., websites, Associated Students)
    - Deep-dive review of SSETF-IRA (as a forensic exercise)
    - Alignment of budgets with Transformation 2030 (discussion exercise)
    - Review of budget metrics, accomplishment of finance goals across divisions and units (from the BAC policy)

Budget Advisory Committee (Special Agency of the Academic Senate)
Minutes- NOT YET APPROVED
Thursday May 16, 2019 12:00pm-2:00pm
Location: Clark 540
Scribe: Susan Jaynes

Present: Charlie Faas (co-chair), Ravisha (co-chair), Michael Kaufman, Ariadna, Kathleen, Billie Joe, Dora, Allison McKee (incoming vice chair), Marna Genes, Susan Jaynes

Absent: Simon Rodan

1. Discussion regarding Spartan Daily article published on May 15, 2019 regarding donations received and/or used by Intercollegiate Athletics.
    - Faculty have submitted follow-up questions to Ravisha, as incoming chair of the Academic Senate.
    - Charlie reviewed the history of the track and field and the claims in the article.
    - Discussion of being careful regarding student perspectives and student experiences.

2. Short update on the 2019/2020 Budget May Revise (available at http://www.ebudget.ca.gov/); very marginally better for CSU than January budget.

3. Discussion of deferred maintenance backlog infrastructure projects and the budget implications.

4. Update on BAC On-Boarding document, a list of items and knowledge to share with all new members, including:
    - Organizational charts,
    - Executive orders and policies,
    - Last year's budget and budget presentation, current year's budget,
    - Other general budgetary information, and
    - Co-chairs to meet with new members if requested.

5. Brief update on the campus budget and review of requests to fill gaps due to centralization of salary savings.

6. May 2, 2019 Minutes unanimously approved.

7. Discussion of potential priorities for BAC AY19/20 and topics suggested throughout the current year.