

2019-2020 Year-End Committee Report Form

Committee: Budget Advisor Committee

Chair:

Charlie Faas
Alison McKee

Chair-Elect for 2020-2021:

Charlie Faas (4-1500/Charlie.faas@sjsu.edu)
Alison McKee (4-4535/alison.mckee@sjsu.edu)

Number of Meeting held: 8

(March 2020 meeting canceled due to initial COVID-19 shutdown)

(Please include phone/zip/email if available)

Items of Business Completed 2019/2020

1. Reviewed and discussed the BAC charge
2. Reviewed budget decisions and budgeting processes over the summer
3. Reviewed and provided recommendations for the University Budget presentation to the Senate
4. Reviewed and discussed Annual Budget report
5. Reviewed and provided recommendations for the Academic Affairs Budget presentation to Senate
6. Discussed areas of priorities of campus efficiencies
7. Discussed housing resources and costs for students and faculty
8. Reviewed and discussed ASCSU Resolution re: operating budget , Graduate 2025 initiatives, and tenure-line hires
9. Discussed the Alquist Building
10. Discussed preliminary California State Budget projections in the light of COVID-19 and statewide shut-downs
11. Discussed preliminary May revised budget
12. Discussed costs and possible sources of funding to support increased remote and online teaching modalities in Spring and Summer 2020

Unfinished Business Items from 2019/2020

1. Finalizing onboarding document for BAC

New Business Items for 2020/2021

In light of COVID-19 and the uncertainty of the state, CSU, and SJSU budget as of June 2020, the members of the BAC's consensus was to set new business items at the first meeting of the Committee in Fall 2020. Priorities will depend to a large extent what happens over the summer.

Please return to the Office of the Academic Senate (ADM 176/0024) by June 16, 2020.

Budget Advisory Committee
(Special Agency of the Academic Senate)
AGENDA

Thursday, September 19, 2019: 12:00 p.m.-2:00 p.m.

Location: Clark 540

Today's Minutes: TBD

- I. Welcome and introductions
- II. Approval of May 16, 2019 minutes (**attached**)
- III. BAC Meeting Dates 2019-2020
 - a. Sept 19, Oct. 17, Nov 14, Dec. 12, Jan 30, Feb. 20, Mar. 19, Apr. 16, May 21
 - b. Any proposed changes
- IV. Unfinished business (per BAC End-of-Year Report 2018-2019) — See also discussion items, VI, below
 - a. Evaluation of BAC projects and activities
 - b. Evaluation of campus efficiencies
 - c. Draft: BAC on-boarding document (**attached**)
- V. New business
 - a. A&F Update: Summer 2019 fiscal activities
 - b. A&F Update: Summer 2019 University response re: Intercollegiate Athletics/May 15, 2019 SJSU *Spartan Daily* story
 - c. Scheduling BAC feedback to Senate Budget Presentation from A&F ([Senate Meeting: October 28: AA and University Budget](#); next [BAC meeting](#): October 17)
 - d. Associated Students/Branden Parent
- VI. BAC Agenda Setting AY 2019-2020 (also in light of IV, above)
 - a. Exploration and review of campus areas for increased budget transparency and communication to campus (e.g., websites, Associated Students)
 - b. Deep review of SSETF (Student Success, Excellence, and Technology Fee) and IRA (Instructional Related Activity) funds (breakdown of how monies are determined) (http://www.sjsu.edu/finance/policies_guidelines/ssetf/index.html)
 - c. Alignment of budgets with Strategic Plan (<http://www.sjsu.edu/strategicplan/>)
 - d. Review of budget metrics, accomplishment of finance goals across divisions and units, per BAC policy (<http://www.sjsu.edu/senate/docs/F15-9.pdf>)
 - e. Areas of priority for campus efficiencies
 - i. Administration & Finance
 - 1. Examination of areas where decentralization might be desirable
 - 2. Examination of areas/issues where a shared services model may be appropriate (as well as where it would not work at SJSU)
 - f. Other?
 - i. RSCA Reassigned Time budget, sourcing, impacts, sustainability (its relation to Office of Research and Innovation, its staffing)
- VII. Adjourn

**Budget Advisory Committee
(Special Agency of the Academic Senate)
Minutes**

Thursday, September 19, 2019 12:00pm-2:00pm

Location: Clark 540

Scribe: Billie Jo (BJ) Grosvenor

Present: Charlie Faas (co-chair), Alison McKee (co-chair), Billie Jo Grosvenor, Marna Genes, Branden Parent, Colin Onita, Gilles Muller, Jennifer Nathan, Sandy Hirsh, Simon Rodan, Carl Kemnitz, Doug Ward

Teleconference/Zoom: Simon Rodan

Absent: Michael Kaufman

I. Welcome and introductions

II. Approval of May 16, 2019 minutes

Approved

III. BAC Meeting Dates 2019-2020

Sept 19, Oct. 17, Nov 14, Dec. 12, Jan 30, Feb. 20, Mar. 19, Apr. 16, May 21

The meeting dates are confirmed as listed above.

IV. Unfinished business (per BAC End-of-Year Report 2018-2019)

McKee will make sure the BAC report from last AY is posted to the Senate website. In the meantime, as a matter of record, the following items were cited in the report

a. Evaluation of BAC projects and activities

This item will carry over to a future meeting as an ongoing issue.

b. Evaluation of campus efficiencies

This item will carry over to a future meeting.

c. BAC on-boarding document

This item will carry over to a future meeting; McKee will prioritize finalizing this document with input from previous BAC co-chair Mathur. Once complete, it will be posted at the BAC committee weblink on the Senate website.

Marna Genes showed the committee elements from the 2019-2020 SJSU

annual budget. There is a glossary of relevant terms at the back of the hard copy of the 2018-2019 budget report. Current and past reports are posted on the Finance campus webpage and should be reviewed by all BAC members in preparation for the next BAC meeting on October 17 when A&F will present preliminary 2019-2020 budget for feedback and questions.

http://www.sjsu.edu/finance/about_us/budget/budget_reports/

V. New business

a. A&F Update: Summer 2019 fiscal activities

University finance continued to conduct business during the summer. As a point of information, it is standard practice that auditors from various entities (Tower Foundation, Chancellors office, etc.) to come to campus to engage in their work and present this information to University administration.

If one wants more information on the overall CSU budget engage see information at the following link <https://www2.calstate.edu/csu-system/transparency-accountability> as well at this link An instructional link can be found at this link. <https://www2.calstate.edu/csu-system/news/Pages/CSU-Launches-Financial-Transparency-Portal.aspx>

It was reported by the President at Senate that we had a “very good year” in terms of securing money through the CSU budgeting process. Most of our requests were met. There is much less concern now about having the resources we need to run the university during AY 2019-2020.

A&F will present a draft of the 2019-2020 University and Academic Affairs budgets to BAC on October 17 for its feedback and include a discussion of fiscal resources and goals aligned with the university strategic plan.

b. A&F Update: Summer 2019 University response re: Intercollegiate Athletics, May 15, 2019 SJSU *Spartan Daily* story.

Faas provided the committee with an update on the University responses provided to the concerns raised. A further point of information shared was in relation to the Fall 2019 relationship between University finance and the *Spartan Daily* students and staff. Continual progress has been made to work collaboratively and transparently with current editor and other student reporters.

c. Associated Students’ Budget

The AS Budget is still being finalized with University finance. Discussion of risk management in relation to the Child Development Center (CDC) in terms of AS and the University, but AS can operate on the budget submitted to the university.

VI. BAC Agenda Setting AY 2019-2020

- a. Exploration and review of campus areas for increased budget transparency and communication to campus (e.g., websites, Associated Students)
- b. Alignment of budgets with Strategic Plan and establishment of concrete metrics for determining successful alignment
(<http://www.sjsu.edu/strategicplan/>)
- c. Review of budget metrics, accomplishment of financial goals across divisions and units, per BAC policy
(<http://www.sjsu.edu/senate/docs/F15-9.pdf>)
- d. Areas of priority for campus efficiencies
 - 1. Administration & Finance
 - 1. Examination of areas where decentralization might be desirable
 - 2. Examination of areas/issues where a shared services model may be appropriate (as well as where it would not work at SJSU)
- e. Ongoing discussing of naming rights as they relate to non-state support. A&F: SJSU can use such monies to upgrade facilities. Further discussion of what kinds of sources exist and what kinds of projects/University efforts they can be put toward will occur.
- d. Examination of RSCA Reassigned Time budget, sourcing, impacts, sustainability (its relation to Office of Research and Innovation, its staffing, as well the ramifications and financial impacts of doctoral and other graduate degrees that may be offered in the future at SJSU)

VII. Adjourn at 2 p.m.

Budget Advisory Committee
(Special Agency of the Academic Senate)

AGENDA

Monday, October 21, 2019: 2:00 – 4: 00 p.m.

Location: Clark 540

Today's Minutes: TBD

- I. Review and approval of September 18, 2019 minutes (**attached**)

- II. Revised BAC Meeting Dates 2019-2020
 - A. Sept 19, **Oct. 21**, Nov 14, Dec. 12, **Feb. 6**, Mar. 19, Apr. 16, May 21

- III. New Business
 - A. Associated Students (Brandon Parent)
 - B. Review and provide feedback for **Senate Budget Presentation** (October 28, 2-4 p.m.)
 - 1. Administration and Finance
 - 2. Academic Affairs

- IV. Adjourn

**Budget Advisory Committee
(Special Agency of the Academic Senate)
Minutes**

Monday, October 21, 2019 2:00pm-4:00pm

Location: Clark 540

Scribe: Simon Rodan

(with additional notes by Genes and McKee)

Present: Charlie Faas (co-chair), Alison McKee (co-chair), Marna Genes, Branden Parent, Colin Onita, Gilles Muller, Jennifer Nathan, Simon Rodan, Carl Kemnitz, Doug Ward

Absent: Michael Kaufman, Billie Jo Grosvenor, Sandy Hirsh

I. Welcome and introductions

- CFO Faas discussed a financial relationship opportunity with CHEGG (chegg.com). He gathered feedback about how the relationship would be perceived.
- Some concerns were expressed about sites such as chegg.com enabling cheating, or bypassing the self-discovery learning process, or enabling faculty over-dependence upon pre-packaged instructional materials.
- Opposite perspectives were also put forth.

II. Approval of Sept 19, 2019 minutes

Approved with typos corrected.

III. Matters Arising from the Minutes

- Change of meeting dates was noted.
- AS budget will be signed before Branden Parent's November meeting with President Papazian.

IV. University Budget Presentation Review, Charlie Faas

CFO Faas walked the committee through his proposed presentation to the Academic Senate. Highlights:

- AS House is slightly delayed (a fire marshal's issue is now resolved).
- The Alquist land will be gifted and the current structure razed and replaced with faculty / staff / grad student housing.
- Years 1 and 3 of the 3-year budget are "solved," but there remains a hole in year 2 that may impact new initiatives.
- The AY 2019-2020 budget is based on an assumption of continuing augmentations for enrollment/compensation increases. Faas encouraged divisions to save in order to help with next year and discussed areas of expansion: e.g., research, faculty start-up, graduate studies, etc. (see slide 4).
- Faculty "startup" is money to ensure new hires get the facilities they need. Offers to new hires are centrally funded and no longer come out of college funds.

- Most budget increases for this year are on the academic side.
- **Suggestion:** Please explain Academic Affairs “true-up.” Also, make a clearer connection between the salary savings that were gathered centrally and their utilization.
- **Question:** Faculty are asking is RSCA sustainable?
Answer: RSCA is funded from the base, not one-time money. Allocation of RSCA assigned time grants involves the Provost's office, which will decide on allocation to balance direct (grants) and indirect (reputational and similar) returns to the university. The investment should result in expanded grant activity that generates more support for faculty.
- **Question:** What about the faculty in disciplines that are not widely supported by grants? How will they be supported in RSCA and funding?
Answer: The Provost’s Office will address this and take this into account.
- Budget Philosophy (slide 5)
 - Filled positions are funded; unfilled savings are retained centrally (no change). Divisions can retain unspent non-salary funds up to 5% of budget to allow for flexibility (new).
 - New state support totals \$20.5 million (see breakdown in slide 5).
 - \$250k for Alquist study will fund feasibility study and planning for a potential mixed-use project. The state owns the building, not SJSU. Best case for tearing down the building and re-building is 5 years from the time the state surrenders the building.
 - 5% of OE&E will be retained by divisions and rolled over.
- **Question:** How much of the GI money is ring-fenced for new faculty lines?
Answer: Last year it was \$25m of the \$75; this year the \$45m has no specific designation.
- EAB was paid for by the CO but is no longer; now a campus responsibility.
- Communication is gaining two people, reporting to Lisa Millora (President’s Chief of Staff).
- Transformation 2030 (slides 6-11)
 - Investments in each of the Transformation 2030 goals.
 - Video streaming \$500k is required for Mountain West. It is one-time funding, and the one item Athletics received this year.
 - The Academic Space Planning Group will prioritize funds to improve and maintain academic space. There is \$400k added this year specifically for academic spaces.
 - There is an existing \$750k for all of campus that also benefits academic spaces.
 - Starting to work on a Campus Master Plan; a Request for Proposals is in process that will identify the planning firm we will work with.
- Money for the nine camera systems (all go into UPD) is for centralizing and upgrading quality. License Plate Recognition is in use in the parking structures but cannot be used due to bargaining groups. Facial Recognition is not on the horizon.
- A new vehicle to fund bigger than “petty cash” funding requests is the

Academic Space Group (headed by Carl Kemnitz) and will manage additional funds (~\$900k). Prioritizations will be bi-annual.

- \$2b to the CSU for deferred maintenance from the GO bond will be insufficient for the \$500b our campus needs
- Comment: Lack of security on EAB (Spartan Connect) and data harvesting are concerns for some.
- Committee discussed changes to slides for final presentation to Senate on October 28.

IV. Academic Division Budget Presentation Review, Carl Kemnitz

- Senior Vice Provost Kemnitz walked the committee through his proposed presentation to the Academic Senate.
- Division Budget Planning Priorities total \$9.6m and include truing up college OE&E (non-salary) budgets.
- The Provost will maintain a central start-up support fund and allocate annually.
- New position - Vice Provost for Institutional Effectiveness and Strategic Analytics - to drive the use of data to improve institutional effectiveness.
- Expanding RSCA Assigned Time support.
- Creating dedicated support for library acquisitions (5% increase).
- Academic Affairs enrollment funding model continues.
- Resource distributions by college and expenditure category (salaries and non-salaries) were presented, as well as faculty recruitments by college.
- Suggestion: Add amounts or percentages to the slide showing additional money into the Academic Division
- With new money, budget is no longer a cause of bottlenecks.

V. Adjourn at 2 p.m.

Budget Advisory Committee
(Special Agency of the Academic Senate)
AGENDA

Thursday, November 14, 2019, 12:00 – 2:00 p.m.

Location: Clark 540

Today's Minutes: TBD

- I. Review and approval of October 21, 2019 minutes (**attached**)
- II. Update: Onboarding documentation: FYI → BAC Senate Report AY 2018-2019 (**attached**)
- III. Associated Students: Branden Parent
- IV. Feedback and follow-up from the October 28, 2019 Senate Budget Presentations (Administration and Finance, Academic Affairs) in no particular order or precedence:
 - Current cost of on-campus housing for faculty/housing packages for recruiting new faculty
 - Lecturer pay and stability
 - Recession prospects
 - Breakout of salary by administrators, staff, tenure-line, and lecturer faculty
 - Possibility of allowing colleges and departments to have more than single-year budgets
 - Other
- V. Discussion: Areas of priority for campus efficiencies
 - a. Examination of areas where decentralization might be desirable
 - b. Examination of areas/issues where a shared services model may be appropriate (as well as where it would not work at SJSU)
- VI. Adjourn

Budget Advisory Committee

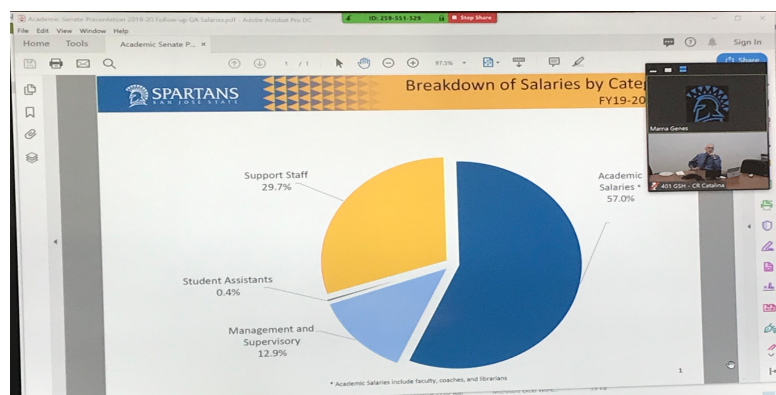
Minutes (Michael Kaufman with additions by Alison McKee)

November 14, 2019

Present: Charlie Faas (co-chair), Alison McKee (co-chair), Marna Genes, Branden Parent, Gilles Muller, Jennifer Nathan, Simon Rodan (via Zoom), Carl Kemnitz, Michael Kaufman, Billie Jo Grosvenor, Sandy Hirsh

Absent: Colin Onita, Doug Ward

1. Minutes of October 21, 2009 approved with 2 abstentions
2. Alison recommends that new BAC members read through last year's BAC agendas and minutes (attached for reference) for history, perspective and the need for less repetition. Alison will continue working on on-boarding documentation
3. Brendan (AS) - budget is set for this year, ramping up for next year's budget. .Waiting for University to sign: Charlie signs budget, President signs operating agreement
4. Budget report feedback from Senate meeting:
 - a. There was a discussion of how the university might plan for budget cuts in the case of a recession.
 - i. Topics: best practices, the need to envision various scenarios
 - ii. Enrollment targets, caps
 - iii. This University policy was mentioned:
<http://www.sjsu.edu/senate/docs/F03-3.pdf>
 - b. Discussion of how cost of housing for faculty and staff is being addressed. Short-term solutions are difficult. Longer term solutions include building housing on Alquist and other sites. There are tax implications if university subsidizes housing. Acknowledgment of current negative impacts of high-cost housing on recruitment and retention.
 - c. Question from the Senate: What percentage of salary budgets go to administrators, staff, tenure line faculty, lecturer faculty? Answer is in a figure distributed to Senate: 57% academic salaries, support staff 29.7%, Management & Supervisory 12.9%, Student Assistants 0.4%



Discussion of ways of further breaking down categories in slides for next year's budget presentation (not everyone in the Senate necessarily reads full report or understands what each category consists of).

5. Discussion: Areas of priority for campus efficiencies
 - a. Discussion of areas where decentralization might be desirable (i.e., where a shared services model may be appropriate), as well as where it would not work at SJSU)
 - b. Charlie points out that in 3-½ years the only thing brought in is Spartan Shops
 - c. Charlie is talking about centralizing shared services for budgeting, HR, etc. for Research Foundation - let university do these functions and charge the RF for the services. There will need to be adequate staffing to ensure the same or better service. Hope is that aggregation leads to better core knowledge as opposed to distributed and/or low-information in the distributed model.
 - d. Sample concerns:
 - i. Some units have specialized needs that require specialized expertise/services/tools that are unique to their own units and that may not be appropriate to centralized model (e.g., marketing within schools, colleges)
 - ii. How do units ensure that they will get the full use of a centralized staff member when they are paying their salary (and that the staff member is not diverted to other obligations by central management)? How will competing projects/needs get prioritized?
6. Adjourn at 1:50 p.m.

Budget Advisory Committee
(Special Agency of the Academic Senate)
AGENDA (Final)

Thursday, December 12, 2019, 12:30 – 2:00 p.m.

Location: Clark 540

Today's Minutes: TBD

1. Review and approval of November 14, 2019 minutes (**attached**)
2. Update: April BAC meeting rescheduled for April 23 (usual time). Next meeting: February 6.
3. Associated Students: Branden Parent
4. Housing
 - a. Students: Partnership among Airbnb, Bill Wilson Center, SJ Mayor's office, SJSU
 - b. Funding of SJSU Cares
 - c. Faculty: increase in 2020 rates for on-campus housing
5. Faculty issue re: Research Foundation and indirects
 - a. How are overhead costs determined and distributed? (vary by project and college)
 - b. Are those distributions related to the costs associated with a particular project?
6. ASCSU Resolution re: operating budget, Graduation 2025 initiatives, and tenure-line hires (**attached**)
7. Adjourn

Budget Advisory Committee,
Minutes (Marna Genes)
December 12, 2019

Present: Faas, Hirsh, McKee, Mueller, Parent, Kemnitz, Kaufman, Rodan, Onita via Zoom, Billie Jo Grosvenor

Absent: Doug Ward

Minutes approved unanimously; no abstentions

April BAC meeting has been rescheduled to April 23rd, 12:00-2:00. The next BAC meeting is February 6th. Spring meetings will be held in Clark 506 because Clark 540 will be undergoing renovation.

Branden Parent: AS is looking at their finances and student fee levels. Nothing to report at this time.

4a Alison pointed out the article about AirBnB helping students with housing issues:
<http://blogs.sjsu.edu/newsroom/2019/san-jose-state-university-mayor-liccardo-and-bill-wilson-center-launch-partnership-with-airbnb-to-address-student-homelessness/>

4b Is there a budget line for SJSU Cares? Charlie said yes, it is within Student Affairs. They have counselors and intake personnel. They refer students to appropriate resources, such as the AirBnB program or the Bill Wilson Center. A campus announcement recently went out reaching out to students who might need housing over the break.

4c Charlie had no knowledge about housing rates changing in January. In January, they will submit their rate proposal for the 2020-21 academic year. Alison asked if the issue could be added to a future agenda when the new rate is known. Michael asked how many faculty live in housing? Gilles asked if faculty have to move out in June? The current situation is to close right after school ends and open for camps and conferences. There may be opportunities to further that activity, such as interns working for Adobe over the summer. What percentage of Housing revenue comes via conferences? 3%.

Simon asked about the prospect of issuing a survey about Barnes & Noble performance. Simon recently tried to get his custom textbook ordered for his students (electronic version is typical, but some asked for a hard copy), but his calls to the bookstore went unanswered. Charlie said he would follow up with them - he is meeting with them next week. He also wants to talk to them about using Chegg.com.

5 Research Foundation-Indirect Cost Recovery distribution. Alison presented Issues around the appropriateness of supporting facilities and RSCA with ICR. Michael said the ICR rate is determined by a formal process and approved by the federal government. It represents the maximum that may be charged. The costs that determine the overhead rate are real. There are many grants that recover less than the cost of administering the grant. The ICR that goes back to colleges, departments and PIs, are proportional to ICR generated by that college. Who is on the RF Board? Faculty, deans, VPRI as the chair, an external representative. All the colleges are represented. RF is run under a strong shared governance model.

Carl noted the ICR distribution model (net proceeds): 15% PI, 15% dept, 35% college...35%...The group discussed how to make more information available to the faculty so they could have a better understanding. Michael was headed to a Research Foundation meeting right after BAC and offered to carry the issue to that meeting. There is an FAQ on the SJSU website, but the percentages need to be updated to current. An infographic was suggested to make it easier to comprehend.

>Alison added the new VTA service plan to the agenda. It will impact the SJSU community quite a bit. How does SJSU influence the discussion? Charlie reported VTA has an unsustainable financial situation. 40% of our students today use VTA. When BART opens, VTA will end its routes in that area. Students pay \$0 for VTA; bart will cost \$10-12. DASH will end December 28th and be replaced by the Express 500, which goes from Diridon down Santa Clara (not down San Fernando). It will run every 7-8 minutes. That change is good for us, but the downtown businesses are not happy because they will lose coverage.

6 ASCSU resolution on the CSU Budget. General discussion about the [CSU budget plan for 2020-21](#). Focus will be one-time funding next year. The group discussed enrollment - 5% growth requested by the CSU...frosh and transfer apps are down for fall 2020. Possible impacts are free community college (frosh) and recruitment by other states. International enrollment at SJSU is holding steady, but down across the nation. It might be beneficial to increase recruitment efforts for out-of-state students.

Budget Advisory Committee
(Special Agency of the Academic Senate)
AGENDA

Thursday, February 6, 12:00 – 2:00 p.m.

NEW Location: Clark 506

Today's Minutes:

Seat C: Carl Kemnitz

1. Review and approval of December 12, 2019 minutes (**attached**)
2. Associated Students: Branden Parent
3. Any new SSETF going out this year (CFAC)?
3. Housing
 - a. Alquist Building announcement
4. Charlie Faas:
 - a. Any meeting updates with Barnes & Noble Bookstore
 - 1) re: S. Rodan's question from December 12
 - 2) Using Chegg.com
5. Michael Kaufman: Any update from Research Foundation meeting on December 12 re: measures to make ICR distribution model more comprehensible by/visible to faculty, update of percentages
6. California State Budget Updat
7. CSU budget for tenure-line hires/SJSU (**attached**)
8. Adjourn

**Budget Advisory Committee
(Special Agency of the Academic Senate)
Minutes**

Thursday, February 6, 12:00 – 2:00 p.m.

NEW Location: Clark 506

Present: Alison L. McKee, Billie Jo Grosvenor, Branden Parent, Charlie Faas, Doug Ward, Jennifer Nathan, Marna Genes, Michael Kaufman, Sandy Hirsh, Simon Rodan, Carl Kemnitz, Colin Onita

Minutes: Seat C: Carl Kemnitz

1. Review and approval of December 12, 2019 minutes

Sandy moved/Simon second to approve agenda--approved

2. Associated Students: Branden Parent

Looking at managing AS budget, HEPI, and distribution of student fees

Should distribution of student fees also be covered here? There was willingness to do so.

Awareness of where student fees come from and where they go. Last BOT meeting, Faculty Trustee asked a question about the way in which an alternative process for student fees plays out.

Q: Which fees are combined and which are handled separately?

A: Tuition (Category I fees) grouped with state funding but SSETF funds are kept in a separate funding and go through CFAC for distribution.

Q: What would happen if a referendum asked to revoke fees?

A: Those resources would need to come from other areas.

SSETF reports are being compiled now and they will be shared.

IRA

Question about proportionality of benefits out of different pockets (Op Fund, IRA, etc.)

Q: Are SSETF-funded positions state employees?

A: Yes.

Discussion of athletics donors who also donate to the academic side of the house.

Comments about SSETF funding being used for graduate student success.

AS is encouraged to consult with AVP Genes to ensure that data is properly reported before going out publicly.

3. Any new SSETF going out this year (CFAC)?

No.

4. Housing

a. Alquist Building announcement,

This is a big university accomplishment--multiple issues together to help solve the problem in a holistic manner. We finally stepped up and did that. This is a big first step but now the hard work begins.

Discussion of new private housing development (Urban Catalyst) announced recently. They have been in contact with VP Faas who articulated our student needs (affordability).

Spending the next 6-8 mos. planning and 5 years to opening. PPP. Can we afford to be at 75% of market rate? \$1B-\$1.5B

Has to be pet and kid friendly.
UPD will have to handle this.

5. Charlie Faas:

Any meeting updates with Barnes & Noble Bookstore

re: S. Rodan's question from December 12

Electronic texts, can they have printed copies? Publisher can't do anything without bookstore and there were difficulties getting.

Bookstore is supposed to be working on a report that can be distributed to deans/chairs to see sections missing textbooks.

Also discussion of bookstore report of sections that do not have textbooks just before the semester starts.

Using Chegg.com

Good discussions occurred with Provost and Sr. Vice Provost (addressing the cost to students, faculty IP, and academic integrity). As this proceeds those issues should be addressed up front.

6. Michael Kaufman: Any update from Research Foundation meeting on December 12 re: measures to make ICR distribution model more comprehensible by/visible to faculty, update of percentages

7. California State budget update

We asked for approx. \$650M of the state for a host of needs. The Governor offered \$199M to be used for a variety of issues. Our eight bargaining units are negotiating for increases but about 3% increase uses up almost all of the funds (one year funds) without extra deferred maintenance, GI2025, or enrollment growth.

State record surplus but those are spent on homeless and fire protection issues (one time). He doesn't want to spend base, recurring dollars.

This is going to be a hard year!

Question about whether one-time funding is a trial balloon for base funding. Need for a three-year model of funding.

7. CSU budget for tenure-line hires/SJSU

Question about this table. Column A (70 for SJSU) is approved searches. Column B is net searches after expected separations (21 for SJSU). Column C is based on the expectation for how many will show up from successful searches (20 for SJSU) and the \$ cost of supporting those faculty (Column D).

8. Adjourn 1:58

Budget Advisory Committee
(Special Agency of the Academic Senate)
AGENDA

Thursday, April 23, 12:00 – 2:00 p.m.

Via Zoom

Today's Minutes:

Seat L: Jennifer Nathan

1. Review and approval of February 6 minutes (**attached**)
2. Charlie Faas, CFO
 - a. Overview: California state budget projections vis à vis CSU/SJSU (ahead of May revise)
 - b. Known COVID-19 fiscal impacts
3. Branden Parent, President, Associated Students
4. The BAC is supposed to advise the president on budget matters: how will the BAC be consulted as key budget decisions are made? The charge of the committee notes that there needs to be consultation for key priorities, and we are in a time when priorities are changing.
 - a. Review/consideration of [University Policy F03-3](#): Principles and Strategies to Be Observed and Utilized During Times of Budget Cuts
5. Committee discussion of/deep dive into budgetary priorities and COVID-19's fiscal impacts on SJSU
 - a. Hiring chill, furloughs, pay cuts, layoffs vis à vis administration, faculty, and staff as possible cost-saving measures?
 - b. Elimination of academic programs and majors as a means to cut the budget? Administrative cuts?
 - c. Athletics and the General Fund/IRA; extended NCAA eligibility and student athlete scholarships; source of funding
 - d. Future financial relationship between the auxiliaries and the University

- e. Clarification of Chartwells' employment of SJSU students (San Jose *Spotlight* 4/17/20).
- f. Costs of supporting increased remote and online teaching modalities
- g. Ramifications for 5-year RSCA reassigned time funding for both existing and prospective TT faculty recipients
- h. Existing commitments: debt relief, money owed on residence halls, ground under student union, impact on Alquist initiative
- i. Deferred maintenance

**Budget Advisory Committee
(Special Agency of the Academic Senate)
MINUTES**

Thursday, April 23, 12:00 – 2:00 p.m.

Via Zoom

Minutes: Jennifer Nathan

Present: Alison McKee, Billie Jo Grosvenor, Branden Parent, Carl Kemnitz, Charlie Faas, Colin Onita, Doug Ward, Jennifer Nathan, Marna Genes, Michael Kaufman, and Simon Rodan

Absent: Gilles Muller

Minutes approved: Brendan moved/ Michael approved agenda--approved

Branden Parent, President, Associated Students section was discussed first.

Discussion of 14 million dollars in CARES funds ear-marked to assist SJSU students. Charlie states CSU's haven't received the funds yet. Working on a plan of distribution of funds for students that is fair and equitable. Criteria will probably be based on need and students would apply for it. There will probably be categories of need description and waves of applying and fund distribution.

DACA and international students would not qualify for CARES funds, SJSU may consider other means for assisting those students financially.

Housing for Fall, a plan will need to be worked out with social distancing. Possibly single room housing. Currently about 700 students are still living on campus. Other issues include campus food service, library customer service, cleaning surfaces, etc.

Brendan also brought up that some students were inquiring about prorated refunds for SU fees, AS fees, etc., Brenden will discuss with students one-on-one with students why the college can't provide this.

Charlie Faas, CFO update

- a. CSU/SJSU state budget projections (see CSU Academic Planning Fall 2020 CSCL presentation).

Charlie feels departments will probably have to do more of a 2-year plan rather than a 3-year budget plan.

b. known COVID-19 fiscal impacts.
Summer classes on-line and limited campus facilities open.

For Fall-ideally labs, kinesiology, art classes in person with social distancing. More lecture classes online and lecture classes with smaller student populations. There are concerns with faculty over 65 years old, at risk, have elderly in household, childcare, etc. Would these employees be on campus? These issues need to be discussed further.

An idea is to have faculty trained in the summer to learn how to do remote teaching better. Of course, this costs money, where does that come from?

International student enrollment could take a 20-25% hit. Our residential student population is good. Charlie forecasts more local people will be enrolling into SJSU in the fall.

Jennifer proposed safety and security check ins in high-risk areas (i.e. SSC, Clark, MLK Library). Possible temperature readings, issues with door handles, elevators. Currently FD&O does a temperature check in before shifts. Of course, these all have costs. Currently committee forming with delegates from different departments on how to deal with safety and health issues.

Student worker positions will be significantly less in the fall. Mainly due to lower employment in SRAC, catering, and other hands-on services.

The CSUs, specially SJSU, are in better shape in the recovery process compared to small businesses like shops, start-ups, restaurants, etc.

The BAC is supposed to advise the president on budget matters: how will the BAC be consulted as key budget decisions are made? The charge of the committee notes that there needs to be consultation for key priorities, and we are in a time when priorities are changing.
Review/consideration of [University Policy F03-3](#): Principles and Strategies to Be Observed and Utilized During Times of Budget Cuts

This topic was not thoroughly discussed and should be tabled for next meeting.

Committee discussion of/deep dive into budgetary priorities and COVID-19's fiscal impacts on SJSU

- a. Hiring chill, furloughs, pay cuts, layoffs vis à vis administration, faculty, and staff as possible cost-saving measures?

SJSU will continue to hire tenure track faculty as a priority.

Regarding furloughs, pay cuts, layoffs on existing employees. If we have a 10% or more drop of our students enrolling, we will probably have cuts.

Unions are undergoing negotiations, will be issues regarding annual increases (probably not happen).

- b. Elimination of academic programs and majors as a means to cut the budget? Administrative cuts?

Academic mission is to teach students, that is our priority. Possibly trimming back on areas or steering students towards majors that have less student enrollment.

Michael thinks in the short term it is not a good idea to cut majors. Carl said that based on the last recession, we had similar discussions and action. In some instances, it took 2 years to figure things out and by that time the economy was on the upswing.

- c. Athletics and the General Fund/IRA; extended NCAA eligibility and student athlete scholarships; source of funding

This topic was not discussed due to time and should be tabled for next meeting.

- d. Future financial relationship between the auxiliaries and the University

This topic was not discussed due to time and should be tabled for next meeting.

- e. Clarification of Chartwells' employment of SJSU students (San Jose *Spotlight* 4/17/20).

There will continue to be furloughs with Chartwell employees. This topic was not thoroughly discussed and should be tabled for next meeting.

- f. Costs of supporting increased remote and online teaching modalities

This topic was not discussed due to time and should be tabled for next meeting.

- g. Ramifications for 5-year RSCA reassigned time funding for both existing and prospective TT faculty recipients

This topic was not discussed due to time and should be tabled for next meeting.

- h. Existing commitments: debt relief, money owed on residence halls, ground under student union, impact on Alquist initiative

Currently 700 students in residence halls. Possible idea to have more faculty in residence halls. To utilize an under-utilized facilities.

Alquist initiative, South parking garage and Science building construction and/or planning still moving forward.

- i. Deferred maintenance

This topic was not discussed due to time and should be tabled for next meeting.

Budget Advisory Committee
(Special Agency of the Academic Senate)
AGENDA

Thursday, May 21, 2020: 12:00 – 2:00 p.m.

Via Zoom

Today's Minutes:

Seat F: B.J. Grosvenor

1. Review and approval of April 23 minutes (**attached**)
2. Brandon Parent, Associated Students (outgoing AS President) and Zobeida Degaldillo (incoming AS President)
3. Budget: May Revise
4. Status of 5-year RSCA reassigned time funding for both existing and prospective TT faculty recipients
5. Costs/sources of funding to support increased remote and online teaching modalities during Summer 2020

**Budget Advisory Committee
(Special Agency of the Academic Senate)
Minutes**

Thursday, May 21, 2020: 12:00 – 2:00 p.m.

Via Zoom

Need to be approved in Fall 2020

Minute Taker: Billie Jo Grosvenor

Present: Alison McKee, Billie Jo Grosvenor, Branden Parent, Carl Kemnitz, Charlie Faas, Colin Onita, Doug Ward, Jennifer Nathan, Marna Genes, Michael Kaufman, Simon Rodan, Zobeida Delgadillo

1. Review and approval of April 23 minutes

Approved unanimously

2. Brandon Parent, Associated Students (outgoing AS President) and Zobeida Degaldillo (incoming AS President)

The is no new information from AS. We have our newly elected AS board. I am happy to introduce you to Zobeida Degaldillo, new incoming AS President.

Question, can we discuss the money coming from the Federal govt to the university? May concern if there are any salary money available from the CARES act.

Question. Is there going to be a fee increase for students? C. Faas, outlined how fees get raised through the CSU system. HEPI increase built into the fee system was explained. The SJSU finance team was informed of a \$22.00 charge that was not intended to be initiated. The team will work to re-issue corrected bills to the students. Tuition will remain the same for the summer and fall terms.

C. Faas - looking at interest rates on all our debt services. May be able to look at the fee for CVB 2? System wide bonds were issued for the buildings. SJSU would need to work within the system to make any requests to change the financing terms.

3. Budget: May Revise

C. Faas report. Were originally going to get 300/400 million increase. Post COVID-19, now a 10% cut, 600 million decrease to the CSU 23 campuses. This is currently the governor's recommendation. That is not the final decision from the legislature. The May revised is far less clear this year.

As well anticipated student enrollment is far from clear in May 2020. Enrollment date moved from May 1 to June 1, 2020. This coming Tuesday, May 26 social media communication will be pushed to students to inform about their choice to pick SJSU.

The SJSU President's cabinet is running financial scenarios. The finance team knows tuition \$ will be down because of decreased enrollment. International students 12% decrease = three CA students dropping out. There tuition \$ are more than in-state students. Zoom is not automatic in other countries as well.

Housing will drop because of social distancing. Single rooms are required. Not sure we can fill up 2000 beds. We normally receive a 50 million revenue stream in a normal year from housing at a 4000 occupancy. Housing has a 20 million debt service. We could be losing money with housing this coming year. Working up some different scenarios.

Another idea for facility use - CVB C – make it a mini “Alquist” solution. Short term fix for faculty and staff housing needs.

For fall, example are looking at cohorts of students in the same major (Art) being housed on the same floor. That way they will go from one floor in housing to one building in Art. Far less exposure, more ability to manage the campus.

In relation to student support - considering the possibility of using the Library and the Student Union for study / homework space or a quiet testing space.

FDO has proven to be a great “testing” case for trying out all of the physical distancing that will be required as the campus opens up more.

Furloughs and layoffs are not be talked about right now at SJSU. C. Faas shared the information that layoffs are permanent. Furloughs are a temporary reduction of salary or hours. Furloughs do not negatively impact long term benefits/retirement. However, if the state budget gets worse, a scenario of furloughs may occur out of a dire financial need.

In fall we know we are primarily are teaching online. Small numbers of “lab” classes. No discussion related to spring 2021. That term is too far away with too many potential scenarios between now and mid-fall. The conversation related to athletics has no firm decisions. Again, too many variables are still in play.

Santa Clara County is entering a new PH order stage. The cabinet are working diligently to run different scenarios and analysis of what could be possible in relation to instruction.

4. Status of 5-year RSCA reassigned time funding for both existing and prospective TT faculty recipients

Question – how can this still be funded? RSCA is bedded in the current Strategic Plan. It is a clear priority and part of the budget.

Even in an economic downturn, funding of SJSU initiatives is focused on the Strategic Plan priorities. All items that fall out of the plan most likely could not or will not be funded. That prioritization makes it clear for all involved.

5. Costs/sources of funding to support increased remote and online teaching modalities during Summer 2020

CARE money is being used to support summer faculty instruction. 1000 faculty applied for the summer training. As well faculty stepped up to be mentors as well.