PRESIDENT’S BUDGET ADVISORY COMMITTEE

September 12, 2013

MEMBERS PRESENT:
Larry Furukawa-Schlereth  CFO, Vice-President for Administration and Finance, Co-Chair
Andrew Rogerson  Provost, CAO, Vice-President for Academic Affairs, Co-Chair
Margaret Purser  Faculty Chair, Anthropology Department
Richard Senghas  Vice-Chair of the Faculty; Anthropology Department
Carlos Ayala  Dean, School of Education
Dan Condron  Vice-President, University Affairs
Erik Greeny  Interim Vice-President, University Development
Matthew Lopez-Phillips  Chief Student Affairs Officer
Jason Wenrick  Chief Information Officer, Administration and Finance
Laura Lupei  Senior Director for University Budget, Administration and Finance
Andy Merrifield  CFA Representative, Political Science Department
Matt Dougherty  Vice-President, Finance, Associated Students
Anthony Gallino  Executive Vice-President, Associated Students
Henry Amaral  Staff Representative, Facilities

STAFF PRESENT:
Ian Hannah  University Treasurer, Administration and Finance
Katie Robinson  Budget Manager, Administration and Finance

GUESTS PRESENT:
Arcelia Cabrera  Administrative Assistant, University Development
Susan Kashack  Assoc. Vice President, Marketing & Communication, University Affairs
Shawn Kilat  Assistant to the Provost, Academic and Student Affairs
Kathy Mahler  Budget Manager, Administration and Finance
Mike Ogg  Director for Business Operations-Athletics, Administration and Finance
Natalie Sanchez  Budget Manager, Administration and Finance

MEMBERS ABSENT:
Ruben Armiñana  President, SSU, Chair
Letitia Coate  Associate Vice-President for Administration and Finance
AGENDA

I. APPROVAL OF THE MINUTES

Larry Furukawa-Schlereth called the meeting to order at 8:30 am. He introduced the agenda and asked if any items needed to be added. Hearing none, Schlereth asked for a motion to approve the minutes of the July 25th, 2013 meeting. Richard Senghas pointed out that due to a change in the Faculty Governance structure, Ben Ford will no longer sit on the committee. Minutes approved unanimously.

II. 2012-2013 UNIVERSITY WIDE EXPENSES AND DIVISION YEAR-END BALANCES

(Please see the September 12th, 2013 agenda packet for related documents)

In reviewing the University-wide budget vs. actual expenditures, Schlereth noted there was room for some potential permanent reductions, particularly in the areas of employee benefits and utilities. However, the budget office will closely monitor whether or not the change is consistent over the course of the year, before a permanent budget reduction is made. The Student Fee Revenue was considerably over budget, which is due in large part to the over-enrollment. The year-end University-wide balance for 2012-2013 amounted to just over $5.2M. Schlereth reviewed the uses of the University-wide roll forward, most of which had been discussed in the previous meeting. There will be a $1.3M allocation to Academic Affairs for the 2014-2015 year, as well as approximately $1M to hold in reserve. Margie Purser reminded the committee that as they look at increasing the Instructional Equipment Repair Reserve, they should also be considering the importance of restoring departments’ operating expense budgets.

The year-end balances for the divisions were also shared. The roll-forward amounts are typically at the discretion of the Vice-President for that division. Traditionally, the balance from the Executive Office is allocated to Academic Affairs.

Schlereth reviewed with the committee the 2012-2013 Reserve status. There was a distribution of $741k to various items throughout the year. Upon review it seems faculty sick leave, and instructional technology should be factored into the base budget because they occur every year; however, the amounts incurred are difficult to predict and there is currently not enough funding to build them into the base.
III. IDENTIFIED FUNDING CHALLENGES- OPERATING FUND
(Please see the September 12th, 2013 agenda packet for related documents)

University-Wide
The University-wide structural deficit still exists, but the gap is continually decreasing and should soon be resolved.

Academic and Student Affairs
Andrew Rogerson presented a revised version of the proposed 2014-2015 Academic & Student Affairs budget. The number has decreased considerably since the last meeting due to both feasibility and priorities of certain items. New faculty and start-up packages had also previously been over-budgeted. Rogerson clarified that he is trying to keep the list to essentials, and is not cutting anything that already exists, but rather deferring some expansion.

Instructional Technology
Jason Wenrick walked the committee through a list of items which need to be addressed in order to improve instructional technology. It is a long-term strategic plan, which is intended to be phased-in over several years. Senghas suggested that the standing committee on academic technology be reinstated to assist in making decisions regarding which classrooms need to be renovated, what positions need to be hired, etc. There is a substantial back log of approximately $1.1M that needs to be invested in classrooms to transform them into “smart classrooms”. Schlereth has allotted $200k from his division’s year-end balance to help fill this back log.

Maintenance and Repair
Another area with considerable funding challenges is that of maintenance and repairs. As the buildings age, it is increasingly important to invest $450k in the base to make repairs as they occur. Purser suggested collaboration with the sustainability group on campus to possibly create some efficiencies.

VII. GOOD OF THE ORDER
Purser noted that some of the feedback she has received from faculty is that they would like to see a more condensed budget than what is available in the University Expenditure Plan.

Schlereth adjourned the meeting at 9:58 am.
Minutes prepared by Katie Robinson.