Thursday, October 5th, 2023

10:00-11:30AM

BDC 134A—Conference Room

Present: D. Wu (chair), R. Dugan, C. Eicher, C. Lam, A. Sawyer, N. Hayes (ex-officio), D. Alamillo (or designee)

Absent: J. Florez, A. Grombly, V. Kirkbride, I. Pesco, V. Harper (ex-officio), A. Hedge (ex-officio)

**I. Call to Order:** Meeting started at 10:09AM

**II. Approval of Minutes**:

* Dated September 21, 2023. C. Lam moved to approve minutes, C. Eicher seconded. Motion approved.

**III. Announcements**

* C. Eicher requested reintroductions of BPC members
* D. Wu met with Tommy Holiwell (Academic Operations) and all Associate Deans for discussion of percentage of classes scheduled outside “normal” time blocks. May take Tommy another 1-2 weeks to share data as he still needs to finish MWF timeclocks analysis.
* C. Lam suggested finding out why classes are scheduled outside of normal time blocks (such as preference or pedagogical reason.)
* D. Alamillo asked if each School have its own time blocks
* D. Wu asked about how the current policy for time blocks developed
* C. Lam responded that the current policy implemented during Q2S (approximately 2015)
* Sawyer commented there is no onboarding process to learn about time blocks as director or department chair)
* D. Wu stated some faculty only want a specific room—otherwise, they move the class online. If that continues, the campus will never get a new building to address classroom needs. We need to schedule within the existing time block structure to best accommodate students.
* Sawyer suggested a first cut of time blocks and is there a way to identify “little corrections”
* D. Wu considered that having a faculty forum on time block issue may help clarify the process

**IV. Approval of Agenda**

* D. Wu announced that BPC’s meeting with AVP Lori Blodorn and Michelle Ponci was postponed since Provost will be absent from today’s meeting. Lori also preferred to meet at another time. D. Wu explained he is working with Lori to rescheduling BPC’s meeting with Human Resources.
* Motion: C. Eicher moved to approve agenda (with amendment); C. Lam seconded. Motion approved.

**V. New Business**

1. Fall 2023 Budget Open Forum, 11am – 12pm, October 16, 2023

* D. Wu explained that he met with N. Hayes and Thom Davis to prepare slides for the Budget Forum meeting scheduled for Monday, October 16. New business is focused BPC is focused on running through a rough draft of the slides for any questions that we have before the forum presentation N. Hayes stated that “the dry run” provides an opportunity for questions from BPC members
* C. Eicher asked where/how meeting will be held; N. Hayes replied that forum will be held in the Multipurpose Room and Zoom
* N. Hayes explained President Zelezny will begin with a welcome, then stated D. Wu will explain how to find the Budget Book on the CSUB website that consists of “chapters”. The link is named “Budget Central” and is located at the bottom of the CSUB homepage. Slides and recordings from previous forums can be found there also.
* D. Wu reviewed the Budget Book and addressed the slides he will cover at the forum. Due to limited forum time, he will not cover all slides and prioritize slides that faculty are most interested in knowing about the campus budget
* N. Hayes continued by reviewing the forum slides based on chapters of the Budget Book
* Chapter 3, University Base Budget, includes information about the General Operating Fund and Base Budget definitions. N. Hayes shared slide indicating of shared governance model for CSUB which connect to the five goals of the strategic plan
	+ Calendar Cycle: CSU (Board of Trustees), CSUB (working on 23-24 budget) and BPC (looking at data from 2022-23 budget book and other inputs). All concurrently reviewed
	+ Operating Fund Allocation: there are three sources of revenue designated to percentages for General Fund Appropriation, Tuition/Fees, State University Grants
	+ Uses of Funds show how funds are allocated across campus, along with net budget for each unit; over 60% allocated for Academic Affairs
	+ A. Sawyer asked if faculty salary is included with Academic Affairs budget
	+ N. Hayes replied that 50% of Academic Affairs allocation includes faculty salary, and 89% overall budget is salary and benefits
	+ D. Wu suggested when the Budget Book becomes public, Di will ask BPC reps (student, staff) what they would like to know about the budget in order to know which slides/information to present
	+ N. Hayes stated there will be opportunity for attendees to ask questions after the presentation
	+ D. Wu remarked that attendees may want to know the historical information for panel data
	+ N. Hayes replied that Budget Books for previous years are available for anyone to review in Budget Central for learning more about historical context
	+ A. Sawyer asked to review percentages of the budget
	+ C. Lam asked about two lines for Academic Affairs and for IT
	+ N. Hayes explained that for Instruction, the assumption is to for IT Roadmap information; furthermore, Athletics from Student Affairs
	+ N. Hayes explained that Salary Allocation shows percentage of how much salary distributed to staff, faculty, management, students
	+ N. Hayes shared slides for Graduation Initiative 2025 (previous 7-8 years) to show recurring funds as well as funds used for advising, ITS, tenure-track faculty expansion, Basic Needs (food housing, other) and mental health (counseling, programming).
	+ N. Hayes explained recurring General funds, including the recent Ethnic Studies budget (672K) implemented two years ago to fund faculty salary, programming
	+ Operating Reserves consist of two “buckets”: Restricted Capital, Restricted “Rainy Day” Funds; Total Reserve: 54 Million; operations $151 million (as of June 30)
	+ When compared to CSU System: 7.4 billion; 2.5 billion in reserves; CSUB comparison: 20% reserves (systemwide 11%)
	+ CSUB Rainy Day funds have declined due in order to cover unfunded mandatory costs CSUB had to fund due to lack of State appropriations
	+ One-time payments for pandemic-related funds, so the campus had to rely on its own funds to make those payments
	+ A. Sawyer asked where are sources coming from
	+ N. Hayes answered that for salary negotiations, bargaining unit agreements have to “dip” into the reserves
	+ D. Wu asked if reserves are used to pay off obligations, do we get any reimbursement
	+ N. Hayes answered no
	+ C. Lam asked whether funds for the new Energy building are accounted for in the reserves
	+ N. Hayes answered yes. There are 2022-23 one-time building funds that shift to state revenue bonds so that the State does not fund all $83 million at one time
	+ C. Lam responded by saying the figure is not reflected on the slide
	+ N. Hayes affirmed C. Lam’s statement is correct.
	+ C. Eicher asked where funds are located in maintaining the campus
	+ N. Hayes answered that the remaining 11% of the entire budget covers utilities, deferred maintenance, ITS. CSUB asked for $1 million but did not get request accepted.
	+ C. Eicher asked how much of the percentage is deferred maintenance
	+ N. Hayes replied that $613,000 set aside for deferred maintenance.
	+ C. Lam asked where grant funding goes
	+ N. Hayes explained grant funding is separate and not shown on the slides
	+ Follow up question asked how many months can be sustained on “rainy day funds”
	+ N. Hayes replied that there is one month for net operations
	+ N. Hayes explained that Thom Davis will review CSU System Status information. The CSU is working on 2024-2025 budget. The “ask” is $311 million for costs (salary, benefits), of which over $227 million for compact, leaving $84 million cost
	+ N. Hayes explained the Governor has committed $227 million; shifting capital for debt services; $8.1 million in systemwide investments; $3.7 million allocated as other systemwide investments. CSUB gets debt service for Energy Building
	+ N. Hayes suggested reviewing CSU’s Financial Transparency Portal webpage for specific information
* Chapter 4: University Self Support Enterprises, including Campus Programming, Extended Education & Global Outreach, Parking
* Chapter 5: University Base Budget Operating Fund which includes Athletics, University Police Department (UPD)
* Chapter 6: University Student Enrollment and Fees keeps track of enrollment by headcount, FTES by resident/nonresident, student tuition and mandatory fees teased out by term
* Chapter 7: University Faculty Profile information (campus, systemwide) covers faculty profiles, tenure density, and staff positions, as well as how each campus compares to systemwide numbers.
	+ C. Lam asked whether position control done across the system
	+ N. Hayes replied some campuses have money and no position control while others like CSUB is management by position control
	+ A. Sawyer asked what is position control
	+ N. Hayes replied that position control is a list of every position and budget for every department on campus; it also shows vacancies and occupied positions (fixed costs)
	+ C. Lam expressed concern about showing slide on position control because it may be perceived that CSUB does not have tenure density issue
	+ N. Hayes replied that slide shows time period of Fall 2020-Fall 2022.
	+ N. Hayes explained that Staff Position Control shows employment trends; also includes slides for management (all funded positions)
* Chapter 8: University Auxiliary Funds covers Associated Students Inc. (ASI), Foundation, Sponsored Programs Administration (SPA)
* Chapter 9: Glossary of terms

A. Sawyer asked where do indirect costs go for a faculty member who brings in a federal grant.

N. Hayes answer that indirect costs are tracked through SPA

C. Lam commented that it may depend upon the grant

A. Sawyer asked how helpful are indirect costs for the budget

D. Alamillo asked how can students learn more about the State University Grant as part of the operating budget

N. Hayes replied that student grants are part of restricted funds and the money cannot be used for anything else but for student grants. There has been some shifting due to recent increase in tuition but not part of the operating budget

D. Alamillo suggested that the forum should explain to students how student grant funding is allocated as part of the overall operating budget

N. Hayes stated there is a link on the budget website where questions can be submitted prior to the form.

A. Sawyer asked will the tuition increase, faculty salary, and student salary be covered

N. Hayes replied that those issues will be covered in the Spring forum

**VI. Old Business**

No old business discussed due to the review of Budget Forum slides

**VII. Meeting with Reps from the Office of Human Resources, Lori Blodorn and Michelle**

**Ponci (Time Certain: 11am)**

The meeting with was postponed.

**VIII. Open Forum**

No questions nor issues raised during open forum

**IX. Adjourn:** The meeting adjourned at 11:31AM.