

## **University Budget Advisory Council (UBAC) Meeting Minutes**

**Date:** May 14, 2026

**Time:** 11:45 - 1:15

**Location:** Zoom Meeting

**Co-chairs:** Elisabeth Merkel Baghai, Michael Harrington, Kurt Keilhacker.

### **Members Attending:**

Elisabeth Merkel Baghai, Michael Harrington, Sonia Caamano, Morgan Maich, Anneliese Mauch, Jeff Paris, Shannon Burchard, Shirley McGuire, Brian Young, Sarah Blackburn, David Ferguson, Jenny Lee, Bethia Hormoz, Kurt Keilhacker.

### **Absent & Excused:**

Tim Redmond and Will Vitagliano.

## **I. Opening and Administrative Updates**

The May meeting of UBAC opened with roll call and approval of the March meeting minutes. The March minutes were approved, 13 yes and 1 abstention. A spelling correction was noted for Nahid Gardezi.

The Council then proceeded to agenda items focused on membership transitions, the academic year 2026-27 UBAC calendar, CFO candidate sessions, fiscal year 2027 savings efforts, and follow-up distribution of materials, including meeting minutes and the Q4 operating forecast.

## **II. FOAP Updates**

Sarah confirmed to Michael that FY27 Savings FOAP details for her two divisions would be completed before the 20th deadline, which alleviated the need for additional reminders. The group also briefly discussed a recent UBAC session with a CFO candidate.

## **III. Student Representation Update**

Michael provided updates on Council membership changes. Bethia announced that she would be stepping down as the student representative and taking on the role of Vice President of Finance for the undergraduate council.

Bethia expressed appreciation for her time on UBAC, including her participation in presenting at the February 11 ASUSF Budget Town Hall.

## **IV. Staff and OPIU Membership Updates**

David announced that he had completed his three-year term as the OPIU representative. Nahid Gardezi was identified as his replacement, and David indicated that he would reach out to her the following week to brief her on the OPIU role and UBAC's work.

Elisabeth announced that she would be stepping down from the tri-chair role, with Will Vitagliano accepting that position. The Council also noted that Jenny Lee and Sarah Blackburn

were rotating off the Council, with Sarah running for re-election and potentially returning as a representative.

## **V. Faculty Leadership and Membership Transitions**

The Council discussed faculty leadership transitions for the upcoming year. Shirley McGuire was elected as the new faculty tri-chair. Kurt noted that he would be stepping down from the faculty tri-chair position because his term is ending. Steven Lopez was appointed as the Part-Time Faculty Association representative.

The Council also noted that Tim Redmond would be stepping down from UBAC because of his move to a trustee committee role. The remaining full-time faculty membership process is still being completed, including coordination with the full-time faculty association regarding its representative for next year.

## **VI. Academic Year 2026-27 Calendar**

Michael reviewed the updated draft calendar for the upcoming academic year 2026-27. Preliminary dates for UBAC meetings were included in the draft calendar. Town Hall dates will be added once they are confirmed.

Michael will reach out to the two new undergraduate representatives to offer orientation and share the calendar draft. Michael will also enable access in the UBAC Google group for Nahid Gardezi and other known new members.

## **VII. CFO Candidate Sessions**

The Council discussed the CFO candidate sessions that were underway. Candidates B, and C were scheduled for sessions the following week. The Council briefly discussed the purpose of the candidate meetings and the opportunity for governance representatives to participate in the process.

## **VIII. Fiscal Planning, Tuition Targets, and Savings Efforts**

Michael confirmed that both undergraduate and graduate tuition targets would be needed for the Q1 Board meeting. Sharon Li in the Provost Office was identified as the point person for proposed graduate tuition rate increases.

The Council discussed fiscal year 2027 savings efforts. Michael explained that Cabinet members are required to provide detailed budget breakdowns by FOAP categories, with adjustments due by the 20th of the month. The fiscal year 2027 savings effort required \$25 million in budget adjustments across all divisions.

Michael also noted that future savings efforts for fiscal year 2028 are expected to aim for approximately \$25 million to \$30 million.

## **IX. Town Hall Follow-Up and Communications**

Anneliese announced that a follow-up email would be sent regarding the recent Town Hall. The email will include a link to the recording and a form for additional questions. Anneliese also indicated that the PowerPoint deck from the Town Hall would be shared with UBAC by placing it in the meetings folder.

Michael indicated that the Q4 operating forecast would be shared with UBAC by email, as well as posted on the OPB website, after the June 8 and 9 Board meetings.

#### **X. Action Items and Follow-Up**

- Anneliese will send the follow-up email with the Town Hall recording link and additional questions form by 3:00 p.m. today.
- Anneliese will share the PowerPoint deck from the Town Hall with UBAC by placing it in the meetings folder.
- David will reach out to Nahid Gardezi next week to brief her on the OPIU role and UBAC's work.
- Elisabeth will share the names of the new staff representatives elected by Staff Council in the follow-up meeting message next week.
- Michael will reach out to the two new undergraduate representatives to offer orientation and share the calendar draft.
- Michael will enable access in the UBAC Google group for Nahid Gardezi and other known new members.
- Michael will send an email to David Philpott in Human Resources regarding the concern about new chargebacks and will share any updates with Sarah and the business managers group.
- Michael will share the Q4 operating forecast with UBAC by email after the June 8 and 9 Board meetings.