

University Budget Advisory Council
August 27, 2020
Action Minutes
Zoom recording on Canvas

Members present: Maggie Baker, Opinder Bawa, Michael Beseda, Sarah Blackburn, Shannon Burchard, Tyrone Cannon, Jeff Hamrick, Michael Harrington, Monika Hudson, Berkelee Jimenez, Dennis Miller, Brad Morrison, Gladys Perez, Spencer Rangitsch, Theo Retos, Julia Schulte, Julia Terhaar, KT Waxman, Peter Wilch, Angie Vuong, John Zarobell

Members not present: Jesse Antilla-Hughes, Charlie Cross, Father Paul Fitzgerald, Julie Orio

Recorder: Linda Wong

Call to order: 4:03 pm

Welcome/thanks: Hudson welcomed new Tri-chair Terhaar and new members Blackburn (Staff) and Jimenez (ASUSF)

Process subcommittee update report: Rangitsch highlighted the important role of UBAC as an advisory body, lessons learned, and how UBAC can be better engaged in budgetary advice, priorities, and critical calendar milestones even in the COVID-19 period. He restated that the purpose of the UBAC is to establish meaningful ways to fulfil its charge with input from all members.

Action: None.

USF strategic planning: Wilch provided a summary of the committee's work on mapping a clear process including assessing data from past strategic planning efforts and creating a strong venue for input. He indicated the committee's focus has been on identifying the right set of questions, methodology, measurements, and communication. He stated a willingness to regularly brief the UBAC on the Strategic Planning Committee's progress.

Action: None. UBAC members welcomed the invitation for standing updates from the Strategic Planning Committee on its agenda.

USF spending priorities. Hamrick provided updates on spending priorities at Cabinet including protection of student financial aid, a focus on technology resource spending, and investments in health, safety, and well-being. Upcoming UBAC discussions will focus on (1) what if anything will be different with priorities this year? and (2) will budget assist be open for this upcoming fiscal year and how might that process be different?

Action: None.

UBAC meeting schedule: The Tri-chairs presented meeting dates for UBAC in consideration with the budget timeline document. Insertion of UBAC meetings are in red.

Action: Motion/second/unanimous vote to approve meeting dates with the understanding that additional meetings may be added and to keep Thursdays (12:00 PM) available for UBAC meetings as needed. Wong will schedule on the calendar.

Onboarding new member update: Schulte reported on ways to develop the onboarding process for new members and sources available for UBAC. This includes educational workshops, how to transfer information to constituents, and mentor programs. A number of educational workshops were postponed last academic year. The question was raised about having those sessions recorded and available to the USF community.

Action: None. Hamrick indicated educational workshops/webinars could be recorded and made generally available to the USF community.

Enrollment update: Beseda reported we are eight days from census, looking at total students registered and counted. As of the meeting, the typical variance was less than a half of 1%. Graduate enrollment is almost on budget, a few dozen students over projected budget across programs. On the undergraduate student, USF is almost 400 students short of target. This accounts for about 200 new students and 200 returning students. We saw more melt once the announcement of fully remote instruction went out. We will probably end up at 10,050 students total at census.

Hamrick reported projected shortfall is still between \$44M and \$80M with 50% scenario. During the summer, several cohorts were canceled and removed from the budget plan. Auxiliary revenue will get hit badly, particularly residence hall, Koret, parking, space rentals, conference, athletics and concessions – basically, anything that requires in person engagement. One area not forecasting a shortfall is in gifts/contributions.

Savings of \$60M have been booked this fiscal year to provide some cushion in case fall to spring retention is mediocre. We need to be conservative about planning impact on spring enrollments. If there is excess in savings, consideration for these funds may include a review with USFFA and any impacted unions, technology, classroom upgrades to hyflex status.

Action: None. Update after census

Q&A: Hamrick provided responses to various UBAC questions.

Next meeting: September 10, 2020 at noon.

Meeting adjourned: 5:00 PM