

**University Budget Advisory Council**  
**September 14, 2021**  
**Action Minutes**  
**Zoom recording on Canvas**

**Members present:** Opinder Bawa, Sarah Blackburn, Shannon Burchard, Moritz Fath, Jeff Hamrick, Michael Harrington, Monika Hudson, Berkelee Jimenez, Lindsey McClenahan, Brad Morrison, Chinyere Oparah, Julie Orio, Patricia Pearce, Gladys Perez, Spencer Rangitsch, Julia Schulte, Nam Tran, Janet Yang, John Zarobell

**Recorder: Linda Wong**

**Opening remarks:** Provost Chinyere thanked the council for their service, emphasized the importance of budget transparency, education around university budgeting, while dealing with financial realities and uplifting our Jesuit values.

**Announcements**

- Welcome new members Interim Dean Patricia Pearce, ASUSF representative Nam Tran, and Graduate Student representative Moritz Fath
  
- Educational workshops for AY22

**Action:** move to approve list of topics identified in priority order for the academic year.

**Motion/second:** Yang/Morrison **Vote:** 16 **Abstain:** 2

- Tuition: agenda item was meant for the October meeting. A report will be shared with UBAC with plenty of time for review providing five scenarios ranging from zero percent to 3.9%.
  
- Key UBAC meetings: Budget building timeline is available on the Budget and Planning website. Highlights for fall meetings include:
  - a. September: census
  - b. October: tuition adjustments; 10/25 joint meeting of deans and vice provosts after Cabinet meeting
  - c. November: budget assists, mirror budget development with strategic planning
  - d. December: discretionary proposals

Questions/Comments:

- Recommend providing some guidance around predetermined amounts.
- Reasonable assumption something will come up that requires funding.

**Action: Approval of June 10, 2021 action minutes:**

**Motion/second:** Yang/Blackburn **Vote:** 14 **Abstain:** 4

**Reduction in UBAC member composition:** (new composition) 5-administration, 5-faculty, 5-staff, 2-undergraduate, 1-graduate; (old composition) 7-administration, 7-faculty, 7-staff, 1-undergraduate, 1-graduate.

New composition has already been achieved. The charge for UBAC will continue this year.

**Action:** Move to approve new composition with understanding faculty will term off after this year to 5-faculty

**Motion/second:** Morrison/Burchard **Vote:** unanimous (18)

**Preliminary fall 2021 census update:** Census was Friday, an email will go out to Leadership Team in advance, followed by UBAC before it goes out to the community. Strategic Enrollment Management was asked to increase the target for first year, first time undergraduate students by 100 students. The dashboard shows we did a good job of building a budget to match the actual student enrollment outcomes.

**Action:** Received for file

**Close of FY21:** Variance report shared. With the federal aid packages, the expected surplus is around \$8.1M which will be used to repay the internal bank.

**Action:** Received for file (variance report for FY21 – budget vs actuals)

**Action:** Request for update on major recent or forthcoming capital projects funded from the Internal Bank (inception-to-date, and realized operating surpluses that have been applied to pay back internal bank balances)

**Motion/second:** Yang/Rangitsch **Vote:** unanimous (18)

### **Recommended budget augmentation parameters for FY23**

Budget assist parameters adopted last year.

General language of discouraging proposals that do not support essential business

**Action:** move to October meeting and affirm

**Farewell to members terming off:** Grateful to Hudson for her leadership and to the other members for their service.

**Good of the order:**

**Adjourn:** 1:28pm