

# PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

OCTOBER 15, 2021

1:00 PM – 2:30 PM VIA ZOOM

## ATTENDANCE

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<input checked="" type="checkbox"/> Bruschke, Jon	<input type="checkbox"/> Hallett, Cassandra	<input type="checkbox"/> Oseguera, Tonantzin
<input checked="" type="checkbox"/> Chávez, Minerva	<input checked="" type="checkbox"/> Huang, Jidong	<input type="checkbox"/> Rodriguez, Eric
<input checked="" type="checkbox"/> Coley, Ron	<input checked="" type="checkbox"/> Kim-Goh, Mikyong	<input type="checkbox"/> Saks, Greg
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Mallicoat, Stacy ( <b>Chair</b> )	<input type="checkbox"/> Stambough, Stephen
<input type="checkbox"/> Davis, Anthony	<input checked="" type="checkbox"/> McConnell, Craig	<input type="checkbox"/> Thomas, Carolyn
<input checked="" type="checkbox"/> De Lijser, Peter	<input checked="" type="checkbox"/> Meyer, Bill	<input type="checkbox"/> Virjee, Framroze
<input type="checkbox"/> Forgues, David	<input checked="" type="checkbox"/> Mitchell, Joshua	<input checked="" type="checkbox"/> Yong, Emeline
<input checked="" type="checkbox"/> Garcia, Danielle ( <b>designee</b> )	<input type="checkbox"/> Nagai, Nelson	

**Guests:** Camacho, Graylee, Garcia, Hidalgo, June Oh

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### I. Call to Order

- 1.1 Chair Mallicoat called to order at 1:04 PM

### II. Announcements

- 2.1 All university personnel need to update their single-sign on (SSO) password.  
2.2 ASI and Division of IT present a movie screening of the movie, Just Mercy, on October 15<sup>th</sup> at 6PM

### III. Approval of Minutes

- 3.1 M/S/P (McConnell/ Meyer) Motion to approve minutes from October 1, 2021. Minutes approved by acclamation.

### IV. New Business

- 4.1 President's Budget Memo Discussion

Chair Mallicoat invited questions from the committee about the recently published President's Memo to PRBC.

**Q&A:**

Q: (*Bruschke*) In the President's Memo, under the heading of "Faculty Hiring, Retention, and Tenure Track Density and Instruction", why is the \$800,000 for faculty professional development allocated on a one-time basis?

A: (*AVP Graylee*) This funding was received as new fiscal year one-time allocation from the CO. Allocations are classified based on categories of our strategic priorities. This item was classified under "Faculty Hiring, Retention, and Tenure Track Density" category in the context of retention.

Q: (*Bruschke*) Was there a noticeable increase in this year's budget?

A (*AVP Graylee*): Not a significant increase; we are bouncing back from the significant impacts of last year's budget reduction. The campus is recovering from the extraordinary upheaval of last fiscal year. After accounting for the restoration of last year's budget cut and mandatory cost increases, the new budget includes limited net, new resources which constrains the university's flexibility to fund new programs.

Q: (*Bruschke*) How does the budget protect contingent faculty positions? These jobs tend to be held by persons of color and wouldn't ensuring their continued employment serve the campus's stated commitment to Diversity, Equity and Inclusion?

A: (*VP Coley*) We've re-engineered the budget timeline to post unit budgets earlier. The hope is that additional lead time may help units better plan staffing levels.

Q: (*Mallicoat*) How soon can the university fully restore budgets that were cut last fiscal year?

A: (*VP Coley*) The President noted in his memo that the budget includes only a limited amount of new, ongoing resources. We can't predict with certainty how long it will take for the campus to fully recover given the destabilizing forces observed in the state and wider economy.

VP Coley emphasized how important it is that budgeted HEERF expenditures be spent quickly before the grant expires and the campus loses the benefit of these funds. He drew a distinction between actual recorded expenses and encumbrances and that only actual expenses would qualify for HEERF reimbursement.

**Q&A:**

Q: (*Bruschke*) Will there be an opportunity to make new requests of HEERF funding?

A: (*VP Dabirian*) HEERF can only reimburse qualified expenses that relate to additional expenses and losses incurred as a result of the pandemic. These amounts have been allocated already and planning included a list of secondary priorities in the event there is any remaining HEERF capacity to claim. (*Garcia*) College deans are informed of the priority lists for HEERF funding.

#### 4.2 Future Items

Chair Mallicoat previewed the schedule leading into the end of Fall semester. Dave Edwards, Executive Director of ASI is schedule to present on ASI and IRA funds this coming November 5<sup>th</sup>. An "as-needed" meeting is tentatively scheduled for December 17<sup>th</sup>, the week of Finals exams. Chair Mallicoat asked the committee if there was

interest in inviting presentations from individual college Deans. Brusckke expressed an interest in hearing specifically about those issues that are shared across all colleges and would welcome a presentation from a representative of the Council of Deans. VP Dabirian suggested a rotating schedule to allow individual colleges to highlight their unique concerns. Brusckke offered that, ideally, the schedule should be able to accommodate both approaches.

#### 4.3 New Degree Proposal, Applied Computer Science, M.S.

Dr. Christopher Ryu, Associate Professor of Computer Science delivered the presentation to propose the establishment of an Accelerated Master Program in Applied Computer Science. He noted that there is great deal of interest from students in the field of computer science as these skills are currently in high demand. The program targets students pursuing application development jobs for career enrichment and/or retraining for professional development and career change. He also added that the program is self-supported and will not require additional resources from state-supported operations.

##### **Q&A:**

Q: *(VP Dabirian)* Can you confirm the expected rate of attrition?

A: *(Ryu)* Based on the department's experience, we expect attrition to be very low— no more than 2 students per year.

Q: *(VP Dabirian)* have we compared this program to similar offerings from other institutions?

A: *(Ryu)* The department isn't aware of any other CSU's offering an accelerated Master's program in this field, though they may offer programs on the topic that are structured differently than this proposal.

Q: *(Kim-Goh)* Would you hire additional instructors for this program or will this be an overload opportunity for existing faculty?

A: *(Ryu)* We anticipate using existing faculty to teach these courses. *(June Oh)* For additional context, this proposal was made in response to the outsized demand for the same program offered through state supported instruction. The department modeled this program against an existing program currently offered by CSUF, an Accelerated MS in Software Engineering. This program is well subscribed and found to be highly successful.

Q: *(VP Dabirian)* If this program succeeds as anticipated, has the department considered expanding the program above the scope of this proposal?

A: *(Ryu)* We would like too but would be constrained by the availability of qualified instructors.

M/S/P *(Dabirian/ Meyer)* Motion to approve the proposal passes by acclamation.

#### 4.4 Division of Information Technology Presentation

VP Dabirian delivered the presentation to PRBC for the Division of Information Technology. He described the division's organizational structure and the scope of their

portfolio. He continued by detailing the division's overall strategic plan, as well as their specific goals for this fiscal year. He highlighted the new direction for campus-issued roll out equipment that transitions staff and faculty away from deskbound solutions to a more flexible docking station and laptop setup. To remediate the "digital divide", he introduced new IT programs that provide students with laptop computers and a robust suite of innovative software. He also goes on to describe the division's commitment to the principles of Diversity, Equity and Inclusion and the specific actions the division will take this year to advance those principles. He concludes by describing the challenges faced by the division and outlines areas of critical needs that include: additional FTE for Instructional Designers to support online course design and maintenance for each of the colleges, baseline funding for additional equipment costs associated with the new rollout strategy, additional FTE for Information Security professionals, and one-time support to transition Admissions and Records from FileNet to OnBase.

**Q&A:**

Q: (*Bruschke*) Will the campus continue to provide laptops to students to address the digital divide?

A: (*VP Dabirian*) The Division of IT intends to continue providing students laptops to support their learning. The division has dedicated funding from GI 2025 to support this continuing priority

Q: (*Mitchell*) Can you clarify the expected cost of additional Information Security Professionals?

A: (*VP Dabirian*) We're budgeting \$150k for each position, inclusive of benefits.

4.5 UPS 100.605 Review

Item tabled to a future PRBC meeting

**VI. Adjournment**

6.1 M/S/P (Dabirian/ Yong) Meeting adjourned at 2:32 PM.

Future Items

- Division Presentations
  - University Advancement 11/5
  - Academic Affairs 12/3 and 1/28
  - Student Affairs 10/22
  - Human Resources, Diversity and Inclusion 11/5
  - Administration and Finance 1/28
- Other Presentations
  - ASI/IRA 11/5

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Respectfully submitted: Jhofelle Maruzzo, and Oliver Ravela