

# PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

DECEMBER 2, 2022

1:00 PM – 2:30 PM VIA ZOOM

## ATTENDANCE

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<input type="checkbox"/> Barros, Joao	<input checked="" type="checkbox"/> Huang, Jidong	<input type="checkbox"/> Rodriguez, Eric
<input checked="" type="checkbox"/> Brennan, Catherine	<input type="checkbox"/> Kim-Goh, Mikyong	<input checked="" type="checkbox"/> Saks, Greg
<input checked="" type="checkbox"/> Bruschke, Jon ( <b>Chair</b> )	<input type="checkbox"/> Martinez, Mayra	<input checked="" type="checkbox"/> Stone, Sam
<input checked="" type="checkbox"/> Chávez, Minerva	<input type="checkbox"/> McConnell, Craig	<input checked="" type="checkbox"/> Thomas, Carolyn
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Meyer, Bill	<input type="checkbox"/> Virjee, Framroze
<input checked="" type="checkbox"/> Davis, Anthony	<input type="checkbox"/> Nagai, Nelson	
<input checked="" type="checkbox"/> Forgues, David	<input type="checkbox"/> Oseguera, Tonantzin	
<input type="checkbox"/> Garcia, Danielle ( <b>designee</b> )	<input checked="" type="checkbox"/> Porter, Alexander	

**Guests:** Adamson, Balderas, Barua, Camacho, Douglas, Fontaine, Graylee, Hidalgo, Scialdone for Oseguera, Seung, Sha, Tran, Smith, Sundaram

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### I. Call to Order

1.1 Chair Bruschke called to order at 1:06 PM

### II. Introductions

### III. Announcements

3.1 The meeting will be broadcasted over Zoom. VP Dabirian delivered a presentation.

3.2 Dr. Joao Barros has stepped down from the role of Liaison to the Academic Senate Executive Committee; Alicia Wagner has also withdrawn

3.3 Final meeting in this calendar year will be held on December 16<sup>th</sup>. At that meeting there will be presentation by Dr. Yuying Tsong and Dr. Binod Tiwari as well as presentations on the Doctorate of Educate (Ed. D) online program and on the Researchers and Critical Educators (RACE) group

- 3.4 PRBC's memo of budget recommendations to the President was sent last year in April. The President would like to receive the memo February, though March is acceptable as well.

#### **IV. Approval of Minutes**

- 4.1 M/S/P (Dabirian/ Meyer) Motion to approve minutes from November 4, 2022. Minutes approved by acclamation.

#### **V. New business**

- 5.1 IRA inquiries

Presented by Walter Baranger, Dr. Atul Teckchandani, Dr. Erika Thomas, Dr. Randall Goldberg, and Elizabeth Williams. Presenters discussed process impediments within the Instructionally Related Activities (IRA) program administered by Associated Students, Incorporated (ASI). Some concerns that were raised include the paperwork burden, the workload on departmental administrative staff and whether there were opportunities for process refinement and improvement. VP Dabirian asked if representatives from ASI could be invited in a future meeting to address the concerns that were raised. Chair Brusckke said that ASI had been invited to this meeting to answer questions but were not available. ASI is welcome to appear before PRBC to answer questions and respond to the areas of concern highlighted.

- 5.2 College Deans presentation

Dr. Sheryl Fontaine, representing a delegation of College Deans who were also present at the meeting, gave a presentation to PRBC on budgeting process changes they would like to see enacted. The presentation reiterated the message that the core University mission is to teach and that the university's baseline budget should be aligned to support the real cost of that activity. They recommend the university provide to colleges predictable baseline funding to hire faculty needed to meet instructional targets, support faculty scholarship and creative activities, and fund the college staffing levels needed to support instruction. Dr. Bey-Ling Sha added that teaching enrollment over target presents the colleges with additional costs that are only partially funded by one-time revenue from student fee collections. VP Porter noted that university employs an incremental budgeting model where the majority of the budget is baseline and predictable, year over year. If as part of the systemwide budget process there are additional resources available, the campus does make targeted augmentations. If there is a cut to the campus then reductions to the different units also communicated out well in advance. VP Porter noted that the division is leading an effort to improve communications with this group to help build a mutual understanding of the cost drivers associated with delivering instruction. Dr. Fontaine suggested that these planned conversations include reevaluating budgeting formulas that may be stale and not have kept pace with the true cost of teaching.

### 5.3 Division of Administration and Finance Presentation

VP Porter delivered the Division of Administration and Finance's presentation to PRBC. He provided PRBC an overview of the division, listed divisional goals in development, highlighted various projects and initiatives that were in progress and some of the challenges and opportunities faced by the division in the coming year. Among the division's goals this year include improving business processes, and strengthening the campus's emergency preparedness and business continuity planning.

The campus has several planned capital improvement projects including the Titan Gateway Bridge to connect College Park with the main campus and the modernization of the Visual Arts Complex. VP Porter also announced that CSU Fullerton is the first CSU campus to participate in the CalFresh Restaurant Meals Program (RMP) allowing students to use assistance benefits at campus restaurant locations. He also announced launching the first phase of the User Experience Design Initiative, a User Hub that provides a central repository of campus business protocols and procedures. He then updated the committee on the status of implementing Concur Travel. By December, the remaining colleges will transition to using Concur for travel. Training will be offered beginning December and continue through January 2023.

Among the challenges faced by the division is recruitment and retention and employees to maintain service levels. Overall, the campus faces the shared challenge of a statewide trend of declining enrollment, a deferred maintenance backlog, and ensuring the safety and security of the campus community while onsite.

### 5.4 Division of University Advancement Presentation

VP Saks delivered the Division of University Advancement's presentation to PRBC. He provided PRBC an overview of the division, a listing of divisional goals, some highlights from the past year, as well as the critical needs and challenges faced by the division.

He provided PRBC an update on the comprehensive campaign that has resulted in total assets to the CSFPF Endowment to just over \$131 million dollars, an 153% increase over the life of the campaign. Additionally, the campus had also increased philanthropic commitment over the past three years, from \$41 million to \$131 million, which represents a 216% increase. And through the advocacy efforts of the campus led by the Government and Community Relations Team, CSUF received \$158 million to fund programs across campus.

Among the division's goals include closing out the comprehensive campaign strong and position CSU for philanthropic success; develop the division's infrastructure to meet fundraising and engagement goals; further develop the CSFPF Board; and continue to grow and refine CSUF's external and internal communications to various constituencies and stakeholders.

VP Saks shared that the division faced many challenges in the coming year, including the challenge faced by other areas in campus with recruiting and retaining talent, budget

constraints for key positions, and retooling business process to better leverage technology.

5.5 Priority setting and memo writing processes

Chair Brusckke reminded the committee of the need to write the memo and set the priorities that would later form the committee's recommendations.

**VI. Adjournment**

M/S/P (Dabirian/ Meyer) Meeting adjourned at 2:31 PM

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*Respectfully submitted: Jhofelle Maruzzo and Oliver Ravela*