

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

DECEMBER 1, 2023

1:00 PM – 2:30 PM

ATTENDANCE

<input type="checkbox"/> Alva, Sylvia	<input type="checkbox"/> Garcia, Danielle	<input type="checkbox"/> Porter, Alexander
<input checked="" type="checkbox"/> Badal, Matt (proxy)	<input checked="" type="checkbox"/> Graylee, Laleh (designee)	<input checked="" type="checkbox"/> Ravela, Oliver
<input checked="" type="checkbox"/> Brennan, Catherine	<input checked="" type="checkbox"/> Hidalgo, Rommel	<input checked="" type="checkbox"/> Rodriguez, Eric
<input checked="" type="checkbox"/> Bruschke, Jon	<input checked="" type="checkbox"/> Huang, Jidong (chair)	<input checked="" type="checkbox"/> Saks, Greg
<input checked="" type="checkbox"/> Chávez, Minerva	<input checked="" type="checkbox"/> McConnell, Craig	<input checked="" type="checkbox"/> Stone, Sam
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Meyer, Bill	<input checked="" type="checkbox"/> Tran, Linh (designee)
<input checked="" type="checkbox"/> Davis, Anthony	<input checked="" type="checkbox"/> Muriel, Christine	<input checked="" type="checkbox"/> Wood, Michele
<input type="checkbox"/> Forgues, David	<input type="checkbox"/> Oseguera, Tonantzin	

Guests: Rob Scialdone, Alyssa Adamson

I. Call to Order

1.1 Chair Huang called to order at 1:00 PM

II. Introductions

III. Announcements

3.1 Chair Huang opened by announcing the Student Affairs presentation has switched with Academic Affairs and Student Affairs will instead present in February. He reported part-time faculty will also be present in February to discuss the part-time faculty survey results. He additionally let the committee know he received proposals for new programs that they will need to review. Bruschke announced there has been a working group along with a task force meeting to discuss issues with Concur. He explained there is end user frustration with Concur along with users working with various implementations happening at the same time such as CHRS, Instant card, and IRA operations. Chair Huang agreed with concerns revolving Concur and suggested for meetings ahead to discuss this along with Bruschke recommending anyone from the task forces to join the discussion.

IV. Approval of Minutes

4.1 Minutes 11-03-23

Chair Huang continued with the approval of the meeting minutes from 11-03-23 and opened for comment for any revisions.

M/S/P (Hidalgo/Meyer) the meeting minutes were approved.

V. New Business

5.1 Division Presentation: Information Technology

Rommel Hidalgo, Vice President for IT and Chief Information Officer, gave the Division of IT's presentation. He displayed the IT organizational chart and appointment structure, noting the Interim Information Security Officer, as well as the vacant position for the Associate Vice President for IT/Innovation. The vision, mission, principles, and values were showcased for IT's 2019-2023 Strategic Plan, with the following goals set in consultation with the campus community outlined:

1. Student Success
2. Innovative Technologies
3. Inclusive Organization Excellence
4. Next-Gen Cyber Infrastructure

Along with working toward Division-wide excellence, the 3 pillars of inclusive excellence were composed of: Professional Development, Inclusive Excellence involving DEI resources, and Assessment for the future.

Hidalgo displayed accomplishments and highlights for the division, starting with statistics on the Center for Equitable Digital Access (CEDA). With CEDA he highlighted the partnership with Excess Telecom to aid eligible students with Pell grants or other State aid to fill out a form as part of the Affordable Connectivity Program (ACP), and in turn receive a tablet device for connectivity and hotspot for the year at no monthly cost.

Other topics covered were generated equipment checked out, services provided at the Academic Technology Center (ATC) along with ways they've improved accessibility for students, movie nights on the intramural field and engagement for students, faculty, staff and the Titan Community, Breast Cancer and Movember Awareness walks, and Zoom video conferencing. Brennan brought up the missing functionality with saving Zoom recordings. Dabirian indicated there is a way to record to Dropbox automatically and create a Zoom directory due to Dropbox having unlimited storage. Hidalgo presented goals for the division including enhancing recruitment and retention, continuing to incorporate Diversity, Equity, and Inclusion training into onboarding, increasing efficiencies by going paperless and automating administrative workflows, and continuing to enhance wireless infrastructure. Brusckke cited Adobe Sign and AEM limitations with tracking the form, and incorrect form names being hard to change. Hidalgo communicated they are working on the tracking aspect of AEM. Wood also detailed student frustrations with the AEM and tracking, evaluating that adding transparency would clear up frustrations. Stone pointed out Curriculog's ability to assess form tracking. Meyer assessed the slower pacing with AEM, pointing out it could be idle in one's inbox. He emphasized the need to increase the flow and speed of the process.

Chair Huang suggested a reminder message. Hidalgo acknowledged the committee's suggestions on reminder messaging, status and tracking for the AEM form process. Hidalgo then outlined the IT Annual Goals for 2023-2024:

1. Campus Security and Information Security
2. Student Success
3. Inclusive Organizational Excellence (DEI and Belonging)
4. Enterprise Software Implementations

Hidalgo discussed critical needs and other areas with challenges, including a need for additional baseline for instructional designers, the FAFSA form being available for students after delays, information security in staff funding, competing and keeping talented IT staff, O&E Funding, baseline increase in cloud computing, and ATI continuing to be an ongoing unfunded mandate.

5.2 Division Presentation: University Advancement

Greg Saks, Vice President of University Advancement, gave the division presentation to the committee. He started by describing University Advancement as the storytellers of the University, communicating that they talk with external stakeholders such as alumni, legislatures, and other community members. He proceeded to present the structure of the division, along with the division's accomplishments. He reported that the first ever Comprehensive Campaign for Cal State Fullerton, IT TAKES A TITAN, was successfully completed at the close of the calendar year, exceeding the \$250 million goal with over \$270,275,788 in philanthropic commitments. Other accomplishments mentioned were growth in estate planning, engaging the donor community, auxiliary goals for the campaign being reached, enhancing user processes, and the Alumni Engagement Team growing the engagement with alumni-of-color, having events that engaged almost 7,000 alumni and 10,000 students. He informed the committee that for the current year University Advancement is actively thinking of ways philanthropy can be added to the state allocation regarding capital projects.

Saks outlined University Advancement's current Goals:

1. Building on the successful IT TAKES A TITAN campaign, maintain momentum with our philanthropic giving as well as creating a culture of philanthropy at Cal State Fullerton.
2. Further develop the infrastructure of Division of University Advancement to meet fundraising, asset management, and other engagement goals
3. Refine and further develop a dynamic Cal State Fullerton Philanthropic Foundation Board.
4. Grow, review, and refine our external and internal communication efforts to enhance the reach and message of Cal State Fullerton and build Titan Pride.
5. Refine and focus our advocacy and community outreach to bring resources to CSUF and enhance our relationships with government and community organizations.
6. Review and refine our Alumni Engagement program to further develop a culture of engagement and philanthropy.

Saks additionally touched on themes UA wants to capitalize on such as empowerment, opportunity, and resilience within their external and internal communication, and highlighted their work in redesigning individual college's home pages. Finally, he added their goals to embed Alumni officers in colleges to increase engagement, along with increasing stewardship practices and appreciation for donors.

5.3 Division Presentation: Academic Affairs #3

Provost Dabirian continued his series of Academic Affairs presentations. He presented on faculty workload, which he noted is critical in the overall budgeting. He let the committee know he looked at the Fall 2023 assigned time versus instruction time based on colleges for his results. Additionally, he showcased graphs on individual colleges for tenure/tenure track versus lecture assigned time. Looking across the board of weighted teaching units (WTUs), 31.47% of tenure track will have assigned time from the University perspective versus 68.53% for lecturers. Wood inquired about what the specific assigned time measurements are. Dabirian clarified it includes all assigned time criteria from grants, research, advising, buy-outs, K-factors, and more. He noted deficits in the colleges of Arts and Communication. Dabirian outlined figures for the Academic Affairs overall budget, with the following categories being covered:

1. GI 2025
2. Instructional Faculty Salaries
3. Staff Management Salaries
4. Operating Expenses
5. Projected Fee Revenue

Wood asked how money is distributed by percentage to the colleges for administrative and overhead costs. Dabirian stated it varies based on the individual colleges output and needs. He continued the presentation talking on Student to Faculty Ratios (SFR) which he stated is given out for over-enrollment, not for all instruction, along with college's distribution rates. Bruschke inquired why the dollar amount per FTE was considerably different across colleges versus using SFR. Dabirian said there are two buckets for how it is distributed, one is from over-enrollment and the other is permanent baseline to support it, with under and over-enrollment using SFR. There were no additional comments or questions on the presentation.

VI. Adjournment

M/S/P Meeting adjourned at 2:30 PM

Respectfully submitted: Stacy Kainer