

<p>PLANNING, RESOURCE AND BUDGET COMMITTEE</p> <p>Minutes</p> <p>April 19, 2019 - Revised</p> <p>1:00 PM – 2:30 PM</p> <p>CP-1060-05</p>

Attendance

√	Amir Dabirian	√	Mikyong Kim-Goh	√	HyeKyeung Seung
√	Peter de Lijser	√	Stacy Mallicoat, Chair	√	Binod Tiwari
	Berenecea Johnson Eanes	√	Craig McConnell		Framroze Virjee
	David Forgues	√	Dave Mickey		Megan Wagner
	Danielle Garcia representing President Framroze Virjee	√	Nelson Nagai	√	Meghan Waymire
√	Rebecca Hesgard	√	Pam Oliver	√	Emeline Yong
√	Sherif Khalifa	√	James Rodriguez	√	Maria Estela Zarate
√	Danny C. Kim	√	Greg Saks		

Guests: Adamson, Balderas, Garcia for Forgues, Graylee, Hidalgo, Hussar, Reneau for Eanes, Tran, Zampaulo

I. Call to Order

- Chair Mallicoat called to order at 1:04 pm.

II. Announcements

- Chair Mallicoat announced Politics, Administration and Justice is hosting an event on Monday, April 22 at 1:00pm in PLN-130 with Pulitzer Prize author Edwards Humes to talk about an arson-murder conviction that raises questions about the role of forensic fire science and the criminal justice system

III. Approval of Minutes

3.1 Minutes April 12, 2019 (draft)

- M/S/P Dabirian, Binod with 1 abstension (Seung was not present at the 4/12/19 meeting)

IV. New Business

4.1 Certificate in Translation: Spanish to English/English to Spanish

- Guests Zampaulo (Spanish and Portuguese Coordinator) and Hussar (MLL Department Chair) presented the proposed program of Certificate in Translation: Spanish to English/English to Spanish
- Certificate program to be implemented in Fall 2019 with three new translations courses which will be taught by existing faculty. Additional resources (personnel, IT, or Library) are not needed as identified on the New Program Cost Analysis Form
- Program will be value added coursework and benefits to students and employers
- M/S/P Yong, Kim-Goh

4.2 Academic Programs – Dr. Pamela Oliver, Provost

- Provost Oliver shared a condensed overview from a powerpoint presentation on the Division of Academic Affairs. Topics covered:

- Organizational Structure – Colleges and AVP's
 - Academic Programs, AVP Filowitz: Alignment with USP Goals 1 and 2
 - Office of Research and Sponsored Programs, AVP Liu: USP Goal 3
 - Academic Operations, AVP Scissum Gunn: USP Goals 2 and 3
 - Office of Assessment and Institutional Effectiveness, AVP Swarat: USP Goals 1, 2, 3
- Operating Budget – Funding by Category for FY 2017-18
 - Breakdown of \$215,076,012: FT Faculty, PF Faculty, Staff, Management, Benefits, Student Assistants, Operations – Salaries & Benefits-90%, Operations-10%
 - Operating Budget – Carryforward Funds: Ended 2017-18 with roughly \$11.1M – Approx. \$7M committed funds and Remaining \$4.1M reserved
 - Budget Opportunities – Positive Steps Forward: Tough budget times create opportunity for improvement, Gain financial and operational efficiencies without compromising the quality of education and student/faculty support
 - Budget Takeaways – Academic Affairs budget is substantial and so is spend, High carryforward is essential with funding to cover future obligations and commitments, AA taken on additional expense this year but not sustainable over time, Recommendations: Revisit decision to cover mandatory baseline compensation increases, Funding plan to support classroom/office refurbishments and instructional equipment refresh, Better support for high impact practices, Better support for Library
 - Condensed and detailed powerpoint presentations are available in Dropbox
- Provost Oliver deferred presentation on Graduation Initiative 2025 to a future meeting. Powerpoint presentation can be viewed in Dropbox 4-26-19 folder or at the link: <https://www.dropbox.com/sh/4imeityx878cn5b/AAB6liXafwZx2-2Pu2QMd46fa?dl=0>

4.3 PRBC Memo – Funding Priorities

- Chair Mallicoat shared the funding priorities with members to vote for their top 3 using an electronic device. Final results of votes:
 - **Reinvesting in Instructional and Support Infrastructure (classroom refurbishment, labs, specialized equipment & computer labs, FDC, library materials) – 12**
 - **Faculty Hiring, Retention, and Tenure Track Density (searches, new hires differentials, new hire support/startup, retirement after cost of living adjustments, density, training mentoring) – 8**
 - Core operations critical to advancing our institutional mission (Student advising, graduate (TA) tuition waivers, investments software programs [EAB, curriculog,acalog]) – 5
 - **Operationalizing the University's Strategic Plan (HIPs, diversity initiatives, research initiatives, leadership programs) – 10**
 - Strategically Addressing Structural Deficits (Structural deficits, enrollment management, Student Asst. wage increases, staffing structural deficits) – 7

- Student Mental Health (support, awareness, counseling) – 5
- Mission Critical (unfunded mandates, Clery, Title IX, WASC) – 4
- Staff Recruitment & Professional Development - 3

- Chair Mallicoat reminded the Writing Group (Dabirian, Kim, Mallicoat, Mickey, Tiwari, Wagner, Zarate) to meet in VP's Office on April 24th from 9:00am-11:00am to work on the memo

V. Adjournment

- M/S/P Dabirian, de Lijser at 2:28 pm.

Respectfully submitted: May Wong