

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

NOVEMBER 3, 2023

1:00 PM – 2:30 PM

ATTENDANCE

<input type="checkbox"/> Alva, Sylvia	<input type="checkbox"/> Garcia, Danielle	<input checked="" 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 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 type="checkbox"/> Muriel, Christine	<input checked="" type="checkbox"/> Wood, Michele
<input checked="" type="checkbox"/> Forgues, David	<input type="checkbox"/> Oseguera, Tonantzin	

Guests: Eilee Walsh, Rob Scialdone, Bonnie Li Victorino, Alyssa Adamson, Tara Garcia, Su Swarat, Michael Au-Yeung

I. Call to Order

1.1 Vice Chair Stone called to order at 1:01 PM

II. Introductions

III. Announcements

IV. Approval of Minutes

4.1 Minutes 10-20-23

Vice Chair Stone started with the approval of the meeting minutes from 10-20-23 and opened for comment for any revisions.

M/S/P (Rommel/Forgues) the meeting minutes were approved.

V. New Business

5.1 University Strategic Plan Development

Dr. Eilee Walsh presented the University Strategic Plan and its elements as part of the feedback, finalization and launch of the plan for 2024-2029. She presented on the

review and reflection activities along with the timeline of the draft. Strategic plan components were also discussed, including the mission, vision, and values, along with goals, objectives, strategies, and progress indicators. Walsh concluded that as a part of the feedback and revision of the draft, there has been 7 campus-wide forums, special group sessions (ASI, Academic Senate, CSFPP Board, Alumni Board, Community partners), and anonymous feedback. She then opened to the committee for feedback on strategies. Wood suggested adding 'flourishing' to the statements, making comment that it relates to healthy and vigorous growth, and ultimately reflects the environment that they want to have of being research focused and uplifting diversity. She made note on modernization and the importance of considering the impact of workloads and process changes. Walsh further discussed with the committee branding of the word 'Titan' and 'Titan Community'. Other topics discussed included streamlining processes for normal day-to-day activities, Concur, and more beta testing for new technology. Su Swarat followed Walsh's presentation by talking more on the mission, vision, and values in the strategic plan. She noted they want to place an emphasis on the strength in connecting with the community and outlining goals for the entire campus. Regarding the vision, she expressed they want to become a model for other higher-ed institutions and identify what they want the ultimate impact to be for students, faculty, staff, and communities. Finally, she talked on the values of the strategic plan, citing elements of the draft including student success, faculty and staff success, diversity, equity, and inclusion, scholarly and creative innovation, shared governance, and civic and community engagement. She closed with wanting to be more explicit about research and the support that is needed to make that happen. Meyer emphasized support for scholarly and creative activities, along with improving travel reimbursements for faculty. Stone observed some elements of the values section striking more as goals and objectives than values. With no additional feedback, Stone thanked Dr. Eiliee Walsh and Su Swarat for presenting.

5.2 Division Presentation: HRDI

Vice President David Forgues presented the HRDI division presentation, starting with some highlights and announcing they are celebrating 10 years of being a division. He then outlined the HRDI goals for 2023-2024 being as follows: campus-wide DEI and social justice initiatives, campus-wide training and development, and workforce development.

He continued the presentation with talking on the campus climate survey and its timeline. He stated three versions of the survey were created in partnership with the higher education research institution out of UCLA, which was great for strategic planning and how the survey lays foundation for this effort. Other topics covered were the cozen report, black student success inventory, and the Common Human Resources System implementation (CHRS) and its upgrades and enhancements. With no comment or inquiry, Forgues concluded the presentation. Stone commended HRDI's efforts and aid for faculty searches.

5.3 Division Presentation: Academic Affairs #2

Provost Amir Dabirian gave the second and third division presentations for Academic Affairs. In his first presentation, he started with covering the COACHE survey timeline, along with the strengths, challenges, issues, and improvements that can be made with the given results. Within the timeline, Dabirian outlined that the survey was administered in Spring 2022 and achieved a 43% response rate. A task force was then launched to review information, communicate with peers, and make recommendations. In the final action segment of the timeline, he let the committee know the current stage is to work together to begin implementation of initiatives related to COACHE recommendations. Some of the strengths outlined from the survey were: clarity of tenure expectations and overall promotion policies, effectiveness of mentoring within the department, peer leadership, benefits, adaptability and productivity of shared governance, and discussion of effective teaching practices within the department. Specified challenges were teaching workload, research support, appreciation and recognition, professional development, administrative leadership, and faculty compensation.

Brennan inquired if the survey included both full and part-time faculty. Dabirian clarified it was only tenure tracked full-time faculty, however, a survey was sent out for part-time faculty as well and the results are being reviewed. Brusckhe pointed out workload increases with timekeeping and Concur, as well as needing additional research support. Brusckhe further highlighted a need for initiatives, identification and producing concrete action on these topics. Dabirian responded, noting their aim is to have concrete answers and steps for these topics, as well as having budget transparency, and committing to moving initiatives forward. Brennan emphasized research support, noting it would effectively increase salaries, reduce teaching workload, support mid-career faculty, and support research productivity. Dabirian let her know they are looking at research support, as well as increasing grants and evaluating sabbaticals. Graylee commented regarding Concur, letting the committee know that they are working on better training, support solutions, and workarounds for the issues identified so far. Brusckhe thanked Graylee for the productive meetings they have had so far, assessing swift progress due to her responsiveness. Stone inquired if there are efforts to track and catalog workload creep. Dabirian discussed the fact that every college creates their own overhead for doing things, and some have more workload creep than others. He outlined the goal is to make it easier for each of the colleges to not create overhead, and to simplify processes, citing an example of simplifying the signature process. Porter emphasized the partnership with Academic Affairs in improving and identifying ways to be cleaner and faster, including simplifying the signature process and opportunities to offer successes that have been accomplished.

Dabirian then gave the second presentation which covered the Academic Affairs' budget. Topics covered were the instructional budget, promotions, sabbaticals, and the following concerns at the college level:

- High-Cost programs

- Low major programs
- GE Courses (Lack of GE courses in some colleges)
- Class sizes (Actual instructional SFR)
- Capacity planning
- The cost of O&E increasing
- The low number of teaching assistants in some colleges
- The low number of online/hybrid classes (in some colleges)

Wood made comment on the important role of faculty in advising, and inquired if they are wanting to augment the budget regarding assign time, promotions, and sabbaticals. Dabirian outlined receiving money for baseline and uses of funds from the carryforward. For promotions, he let her know they are doing specific calculations and making use of current gaps for those promotions. Porter relayed how at the university wide budget level there is a top-down process in allocating the money received from the state. From the general fund, the money gets allocated to the divisions, which is then further allocated down to the colleges. In terms of Academic Affairs, he identified Dabirian's goal is to then evaluate the process internally of how to best allocate the money, along with identifying ways to improve the use of one-time funds. Brennan made comment about the difficult hiring process due to the market, along with concern for the underfunded colleges. Dabirian concluded with the goal to identify colleges that are underfunded and evaluate the best use of allocations with aiding those colleges.

VI. Adjournment

M/S/P (Rommel) Meeting adjourned at 2:34 PM

Respectfully submitted: Stacy Kainer