

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

JANUARY 28, 2021

1:00 PM – 2:30 PM VIA ZOOM

ATTENDANCE

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

Guests: Adamson, Gallivan-Garcia, Graylee, Hidalgo, Izadian, Lipnisky, Scialdone, Sheehan, Tran, Zarate

I. Call to Order

- 1.1 Chair Mallicoat called to order at 1:02 PM

II. Announcements

- 2.1 No announcements.

III. Approval of Minutes

- 3.1 M/S/P (Forgues/ Kim Goh) Motion to approve minutes from December 3, 2021.
Minutes approved by acclamation.

IV. New Business

- 4.1 PRBC Memo schedule

Chair Mallicoat encouraged PRBC members to solicit feedback from department chairs and colleges in preparation for an upcoming meeting on February 24th. The meeting will also be an opportunity to confirm the PRBC memo-writing process and possibly form a subcommittee tasked with writing the initial draft.

4.2 Budget Update/ Administration and Finance

Ron Coley, Vice President of Administration and Finance, delivered the division of Administration and Finance's presentation to PRBC and provided analysis and commentary on the Governor's Budget Proposal.

VP Coley began by described three key areas of focus for the division: process improvement, workforce professional development, and operating with integrity. He noted that that divisional units are requested to specifically budget for professional development. He went on to describe initiatives within the division to improve operational efficiency, like centralizing Administration and Finance's IT support, transitioning academic units to Concur for travel, accelerating the campus budget timeline, and providing resource management training for campus decision makers. VP Coley described to the committee the contributions made by various Administration and Finance units made to campus life, from maintaining the physical plant to ensuring the health and safety of the campus community.

VP Coley listed various projects undertaken by the campus to improve the physical space, including the installation of shade structures, outdoor seating and new landscaping. He also referenced recent major capital improvements to campus like the Eastside North Parking Structure Addition that was completed in the Fall of 2020 and the \$40 million project to renovate McCarthy Hall that's expected to be completed in the Spring of 2022.

VP Coley then described the division's efforts to operationalize the campus's commitment to Diversity, Equity and Inclusion. One initiative is the Chief's Advisory Board that regularly convenes to bring together law enforcement and the campus community for positive dialogue. Another initiative is a continuing effort by Parking and Transportation to expand commuter transportation programs so that everyone in the campus community has equitable access to our location.

He then continued by listing the challenges faced by the division like the need to recruit for the open emergency manager position, and rebuilding the public safety workforce. He noted that operational costs continue to increase and are growing faster than our revenues. He encouraged campus departments to focus on maximizing current available resources like the federal emergency grant funding provided through the Higher Education Emergency Relief Fund (HEERF).

VP Coley presented an analysis on the Governor's initial budget proposal. While encouraged by the promise of a multi-year compact with the CSU, the proposal falls short of funding the system's expected mandatory cost increases and well short of the Trustee's full budget request from November. And while the university currently has access to emergency federal funding through HEERF, these funds are one-time and do not address increases in ongoing costs.

Q&A:

Q: (*Mallicoat*) What is the current campus deferred maintenance backlog? How does this compare to the governor's funding proposal?

A: (*VP Coley*) The governor's budget proposal does not fully fund the campus deferred maintenance backlog of roughly \$400 million. That said, while the recorded amount of deferred maintenance is in the magnitude of hundreds of millions, one shouldn't infer from that figure that the campus is in poor repair.

A: (*Izadian*) Keep in mind that we have several major capital projects ongoing and that as each project is completed, it effectively addresses a portion of the deferred maintenance backlog.

Q: (*Mitchell*) What are the campus's plans around affordable housing? And when are the baseball and softball fields opening?

A: (*Izadian*) The campus is planning an inaugurating ceremony this Saturday, January 29th.

A: (*VP Coley*) We encourage members of the campus community to attend the ceremony if they are able and to share the event widely. Regarding affordable housing options, the university is actively pursuing options to increase available affordable housing around campus.

Q: (*Bruschke*) Are there efforts to offer more employment stability for our part-time lecturers?

A: (*VP Coley*) Academic Affairs is undergoing a review assess what opportunities there are to maximize the use of existing resources. The hope is this exercise will free up funding in the existing budget to give departments the ability to provide lecturers more employment stability. We hope for the best, but always plan with the assumption that the university will not have the resources to do everything and must prioritize.

4.3 Academic Affairs Update

The presentation was delivered by Dr. Carolyn Thomas, Provost and Vice President of Academic Affairs along with Dr. Estela Zarate, Vice Provost, and Alyssa Adamson, Executive Director of Academic Resources.

Provost Thomas began by describing how Academic Affairs has over the past few years, consistently maintained a significant carry-forward balance. The balance represents one-time operation savings, but the amount and consistency over multiple years suggest that there may be opportunities to plan better.

The carry-forward balance comes primarily from three sources: committed funds restricted for a specific purpose like Project Rebound, balances from the colleges and balances from AVP areas. Provost Thomas directed that carryforward from the AVP be swept centrally to be used for accreditation costs, the library, multi-year commitments and to establish a contingency fund. Balances in the college are used for operational expenses and one-time salary.

Provost Thomas noted that many units are reluctant to commit carryforward for a variety of reasons. However, this does place the division in the awkward position of asking for additional funding when it already has access to other resources.

Provost Thomas observed that there is a real need within the colleges for financial expertise. In response, Provost Thomas created academic resource management positions to serve colleges and facilitate coordination with the Provost's Office on issues of resource management.

Adamson then described the role of academic resource managers and the benefits to college administrators. These positions would assist with the development and coordination of college's long-term fiscal plans. The division plans to create three academic resource management position, with each position responsible for their own portfolio of colleges. They will report directly to colleges with a dotted reporting line to the Provost's Office Academic Resources Team. As funding becomes available, the number of positions could expand so that each college can be assigned their own dedicated Resource Manager.

Vice Provost Zarate then described the division's strategy to support students. She shared the current model for advising support and noted that while the recommendation from NACADA is a student to advisor ratio of 300 to 1, the number of advisors is such that the ratio is closer to 1,000 students to 1 advisor when considering all enrollment. She then made the point that academic advising is critical to student success and shared key initiatives to help students continue to make academic progress. These included the re-enrollment campaign, summer session incentive grants, graduation deferral prevention and re-examining registration holds.

Q&A:

Q: (*Mallicoat*) Is the division relying upon the availability of multi-year support from the state to support the proposed long-range fiscal planning?

A: (*Provost Thomas*) Ideally, the state would provide stable, ongoing support to allow the CSU to prosecute its educational mission. That said, we plan to manage our existing resources thoughtfully so that we will be in the best position to advocate for new funds when the time comes.

In the interest of time, Chair Mallicoat asked the committee to consider what questions they may still have and reserve them for the upcoming meeting on February

V. Adjournment

5.1 M/S/P (Dabirian/ McConnell) Meeting adjourned at 2:33PM.

Respectfully submitted: Jhofelle Maruzzo, and Oliver Ravela