

# PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

MARCH 8, 2024  
1:00 PM – 2:30 PM

## ATTENDANCE

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

**Guests:** Jason Ono for Greg Saks, Tara Garcia for David Forgues, Rob Scialdone, Fred Kinney, Alyssa Adamson, Katherine Bono, Sridhar Sundaram, Bey-Ling Sha, Susamma Barua, Eric Hanson

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### I. Call to Order

- 1.1 Chair Huang called to order at 1:00 PM.

### II. Introductions

- 2.1 None introduced.

### III. Announcements

- 3.1 Chair Huang announced in the following meeting they are going to have the presentation on the strategic plan implementation by AVP Swarat, and also VP Oseguera and Provost Dabirian will talk about admission and enrollment management.

### IV. Approval of Minutes

- 4.1 Minutes 02-16-24

Chair Huang continued with the approval of the meeting minutes from 02-16-24 and opened for comment for any revisions.

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

**V. New Business**

## 5.1 Program Review: Theatre, Design and Technical Production, B.F.A.

On behalf of the College of Fine Arts and the Department of Theatre, Fred Kinney made a request to elevate the current B.A from specialized study to B.F.A.

Kinney noted they are not adding additional faculty or requesting funding, but simply changing the title as the National Association of Theatre Schools let them know they are already functioning as a B.F.A. He also noted that the addition of the "F." is more fulfilling for career prospects. Meyer added that the step is appropriate as students that study design production at Fullerton go on to get accepted in many grad schools they apply to. Kinney noted they are also proud of their employment rate post grad. There were no additional comments.

M/S/P (Hidalgo/Stone) The request to approve the program change was approved.

## 5.2 College Dean Group Presentation

Dean Bey-Ling Sha from the College of Communications and Dean Sri Sundaram from the College of Business and Economics presented to PRBC. Dr. Sha started by giving introductions to the Deans that were present and proceeded to give the presentation on goals within the 2024-2029 Strategic Plan.

The following goals were outlined by Dr. Sha:

**Goal #1: Enhance Support for Student Access, Learning, and Academic Success**

- Hire additional professional advisers
- Support re-assign time for faculty advisers
- Increase supplemental instruction
- Increase tutoring in colleges and departments
- Build an infrastructure of support for all students
- Provide GA and/or ISA support for courses that enroll first-year students
- Offer professional development stipends for faculty who teach first-year serving courses to attend pedagogy workshops and commit to redesigning their courses using those best practices

**Goal #3: Recruit, develop, and retain high-quality and diverse faculty and staff**

- Enhance funding for faculty recruitment and searches (e.g., specialized job postings, candidate travel, and hosting costs, etc.)
- Provide (additional) funding for faculty professional development (e.g., conference presentations, leadership development, etc.)

Dean Sundaram followed Dean Sha and thanked the committee for the opportunity to present. He communicated that although they receive instructional money as enrollment is increased, they are needing a holistic broader support for students.

In recruiting faculty, they want to focus on sabbatical requests and guaranteeing sabbatical for those applying for the first time, noting its importance in professional development. Dr. Sha outlined that they are asking PRBC to include in the memo that the costs for sabbatical and the 9% required increase for faculty tenure/promotion equal to \$3 million would be centrally funded by campus. Currently, she noted these costs are under the division of Academic Affairs and colleges cannot get additional support on this. Dr. Sundaram also went over the following goals:

Goal #5: Innovate & Improve Campus Operations

- Streamline Concur-related processes and procedures
- Related: Stop with the constant changes and develop a notification protocol for when changes happen
- Improve PO processing in Contracts & Procurement
- Accelerate timeline for facilities-related estimates

They opened to PRBC for any questions or comments. Meyer noted difficulties with Concur, communicating that the online version should function as fast as the paper method. Stone brought up the fact that “all students” being underlined might infer that not all students are currently being supported. Dr. Sha followed noting that although they do provide infrastructure support for all students, some students still need different kinds of support, with one example being more flexible advising hours for working students. Barau added support and service provided also needs to be geared towards international students, as the majority of graduate students are international students with needs different from domestic students.

Bruschke followed with a question to VP Porter on what can be written in the memo for solutions toward Concur, as well as citing issues with uploading documentation and receipts. Porter responded that with the implementation of Concur, some processes have been proven not to be simple, however they are taking additional steps to make it better from modifications to workflows, evaluating changes that need to be made and analyzing how it works to make improvements. Bruschke followed with a question for the Deans present as he didn't see faculty noted on the presentation. Dean Sha followed up that they couldn't include all bullet points, and Dean Sundaram also detailed that what they want to see is a holistic approach and faculty are definitely a part of that, and with smaller class sizes, economically how will they accommodate and work within that along with demographic shifts.

Brennan questioned the sabbaticals and if moving more to first time applicants would equal less opportunities for senior faculty. Sundaram responded the idea is more to see more first-time faculty receive those opportunities sooner rather than later. Meyer brought up the fact that there will be an increase in minimum wage, and Sha responded they would like those mandated increases that are not controllable to be centrally funded as opposed to coming directly out of the colleges. Porter informed the group that students have voted to become a union and are consulting with CSUEU, and more than likely it could be over a year before negotiations are finished. He noted that

traditionally, salary increases that are funded at the system level (assuming funding is provided) is how compensation increases are funded, and they are funded centrally. Additional definitive costs like promotions/tenured awards that come into play are costs that the university bears locally. If there isn't enough in the pool to cover these expenses, it is a liability from the university in terms of reserves to cover compensation increases. Porter opened to the group for any comments and suggestions for Concur. Suggestions for improvements included building an accuracy profile, a quality control check, less alerts, providing documentation one-time, and reimbursement speed. Dr. Sha and Dr. Sundaram concluded the presentation and thanked PRBC for the opportunity to present.

### 5.3 Budget Memo Items and Drafting Plan

Chair Huang moved to talking about the plan for drafting the Budget Memo. He let the committee know he has compiled and summarized a list of all the priorities brought up to the committee via the presentations, and is creating a survey for the members to rank in order of importance. The following budget need items that would be included on the survey were as follows:

- Additional support for online course design and implementation
- Address deferred maintenance and increase facilities support
- Correct structural deficit caused by prior funding cuts
- Hire additional academic advisors
  - Increase Academic Support such as supplemental instruction and tutoring in college departments
- Increase faculty support for sabbatical and professional development.
- Increase IT support for information security
- Increase student support for basic needs and mental health services
- Support reassigned time for faculty advisors
- Recruitment and retention of faculty and staff

Items for Process Improvement included:

- Admission and enrollment management
- Improve job stability for part-time faculty.
- Improve campus resilience in terms of inflation and financial stability
- Build an infrastructure of support for all students
- Innovate and improve campus operations, e.g. Concur, PO processing, and facilities work

Chair Huang opened to the committee for any suggestions to add to the list. Brennan suggested more funding for faculty, such as reassigned time. Bruschke agreed that faculty need more resources and more local control. He defined this point as expanding reassigned time support for research and service at the department and college level.

Stone assessed on the fact that individual that presented to the committee each asked for additional funding and the only proposal that addressed a reduction in cost was

Bruschke's proposal. He added that they haven't identified where to increase revenues or cuts costs. He suggested spending more thought on ways to increase revenue and decrease costs along with the presentation of the proposal to increase spending. Chair Huang noted in his bullet point on improving financial stability that his concern is being addressed.

Porter commented on the language of structural deficit versus underfunding, defining a structural deficit as a budgeted expenditure plan that exceeds the available revenue, and underfunding meaning there are various areas on campus that are asking for more funding. Tran detailed that one of the presentations included looking at a partial restoration of budget cuts during Covid that they were wanting returned.

Bruschke debated including the adage of both faculty and academic advisors, saying they don't need to do both. Stone commented that this should be left up to the academic unit, saying there isn't enough faculty to go around to provide the advising students need. Meyer recommended supporting reassigned time for faculty and hire additional academic advisors.

Brennan inquired about having access to see the overall budget so they can have a better understanding of who needs funding. Stone followed on this asking how they can determine which units need more support. Porter indicated that the questions proposed are fundamental and there are answers that are owed on how the money is being spent. He communicated that he is willing to do a presentation on how the money has changed each year and discussion topics such as how its allocated with the compact, over-enrollment dollars, and showing the structure of the budget. Meyer agreed that scheduling an additional meeting would be worthwhile. Chair Huang observed the timeline in creating the memo together and mentioned that they could look into if they have additional time to schedule another meeting. He opened to the committee for any additional comments on the creation of the survey which received additional feedback. Porter added that a presentation on budget can be expansive and wants to get feedback on what the committee wants to hear. Chair Huang added that they can work together to add a section in the survey asking what the committee wants to hear about in the budget presentation by VP Porter for Admin & Finance.

## **VI. Adjournment**

Meeting adjourned at 2:30 PM

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*Respectfully submitted: Stacy Threatt*