

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

SEPTEMBER 15, 2023

1:00 PM – 2:30 PM

ATTENDANCE

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- | | | |
|--|---|---|
| <input type="checkbox"/> Alva, Sylvia | <input checked="" type="checkbox"/> Garcia, Danielle (designee) | <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"/> Wood, Michele |
| <input checked="" type="checkbox"/> Davis, Anthony | <input checked="" type="checkbox"/> Muriel, Christine (designee) | |
| <input checked="" type="checkbox"/> Forgues, David | <input type="checkbox"/> Oseguera, Tonantzin | |

Guests: Rob Scialdone for Oseguera, Bonnie Li Victorine, Alyssa Adamson

I. Call to Order

- 1.1 Chair Huang called to order at 1:01 PM

II. Introductions

III. Announcements

- 3.1 Chair Huang opened with asking if there are any member announcements. Hidalgo announced in October everyone will need to change their passwords.

IV. Approval of Minutes

- 4.1 Chair Huang asked for the member's approval of the meeting minutes from 9-15-23. With no objection, the minutes were approved unanimously.

V. New Business

- 5.1 PRBC Priorities and Subgroups for AY 23-24

Chair Huang moved to identify priorities for the committee that would be relevant to the presentations, and what the committee wants to recommend and prioritize first for the PRBC memo. Dabirian opened by stating Academic Affairs is one of the largest budgets, and within that, the enrollment, days, and target play a vital role in how

Academic Affairs operates. He let the members know he is committed to bring a series of presentations to the committee to demonstrate how the University budget runs through the Academic Affairs budget, and to show how everything is organized and distributed. He stated he wanted to talk on enrollment, how the instructional budget is allocated, and the units of the Academic Affairs budget that are non-instructional. He volunteered to go first in the presentations. Brusckke spoke in favor of the process noting the committee needs a firm grasp of the central use of budget within Academic Affairs. He mentioned that the Academic Senate amended the UPS document in the previous year and noted the document states that the deans present and inquired if the provost was to present instead. Dabirian clarified the deans can continue to present and suggested one dean to present every year.

Brennan said it was helpful to have the deans present. She recalled previous dean's presentations stating they are not getting the money they need for instruction and doesn't see a need for the deans to present individually. Minerva inquired how the spaced structure of deans presenting will help the committee understand their budget in detail and how deans would receive priority. Dabirian noted the structure of individual deans presenting provides background information and helps to solve problems at the lower level, and hearing the detailed pain points they have from a budget perspective will be helpful.

Meyer asked the members if they think the deans should be present or if they should give a report that the committee can read and review prior. Chair Huang added that the sub-unit presentation is very helpful along with seeing the differences of each presenter. Additionally, seeing individual presentations allow them to see where the structural deficit comes from. He further suggested coming up with a schedule and optionally having two colleges a year come to present; allowing a four-year cycle. Finally, Chair Huang placed importance on recognizing smaller sub-units in order to recommend budget actions.

Stone mentioned he would like to see the deans present collective and concrete priorities and proposed that the board could come up with some instructions or suggestions for the Deans to put into the PRBC memo. Dabirian suggested that the deans can all come collectively, and one or two colleges can go more in depth and answer other questions. McConnell expressed concern over a four-year rotation, explaining it can involve substantial institutional memory. Davis highlighted the dean's request for more predictability and consistency so they can better structure their activities. Amir followed that point with the fact that his suggestion will solve that issue, further detailing that he believes it's an Academic Affairs issue and expressed his role in being able to aid in solving it. Meyer brought up the fact that they are dealing with some unpredictable things such as inflation rate, union negotiations, but cited that the committee and those that handle money around campus have been doing a good job over the years due to the unpredictable measures.

Brusckke evaluated that by consensus they could hear from the provost first, noting that UPS outlined this year that the deans need to present collectively, and if they have

further questions for certain colleges, they could ask those questions. He followed by saying it was useful to hear the dean's perspective in that they are structurally underfunded, and the climate is not predictable. He concluded saying it is up to the deans to decide on how to present and what they think would be most useful and have the provost present followed by the deans.

Meyer proposed asking the deans to come up with something in writing to give the members beforehand in order to formulate questions. Wood agreed saying if they could get a PowerPoint, video of the deans presenting, or something in writing, they can review it beforehand and have a Q&A session. Stone outlined that UPS also says the deans are supposed to present key indicators demonstrating progress for divisional priorities, strategic plan objectives, and university admission. He felt this could be done in a more thorough standardized way and would be helpful to formulate recommendations.

Chair Huang asked if there were any other comments and opened to HR for comment. Forgues responded by saying their major activity has revolved around DEI efforts, particularly around the climate survey and how that will affect their strategic diversity plan, as well as the new CHRS system which will involve significant cultural shifts. Chair Huang asked if anyone else wanted to comment. Dabirian stated he liked the structure of the previous year and wanted to look at the goals and challenges the deans face. Hidalgo agreed with Dabirian and recalled when the IT Division did their presentation, they showed the challenges and critical needs and how the approved funding from PRBC would help with those critical needs. Chair Huang opened to University Advancement for comment. Saks noted it was helpful to be given the structure and thanked the committee for their conversation and comments regarding the deans and a willingness to be transparent.

Chair Huang opened to Administration and Finance for comment. Graylee responded by saying the division would like to prepare a presentation on the role of Administration and Finance and the critical services the division provides, as well as what goes into maintaining the infrastructure of the campus and how they go about determinations and priorities. Saks followed his previous comment by stating if anyone is interested about the State of CA and communicating where the revenues are that conversation is open.

Bruschke asked Graylee about actions revolving travel in Concur, explaining the increase in hours devoted to Concur in his department and how staff felt overworked and understaffed to where they moved to transfer those duties to faculty. Graylee agreed on the importance of the subject and said they are looking at other options, including a different model where travel agencies are involved which would mean less steps in the process, less approvals, and allowing the traveler to solely focus on the travel. Graylee also stated they are looking at a comprehensive service model that can handle the processing, similar to a one-stop shop. She outlined that they want to send out a survey to see what user's experience is so far, identify what is working and not working, and see where they can improve.

Meyer noted the differences of previous years' travel with being able to use travel advances and discounts, and now receiving a maximum amount that is expected to be covered out-of-pocket. He detailed junior faculty that sought to borrow money for bills because of the system, and placed importance on improving the process of travel and receiving the money upfront. Graylee outlined they do not want any out-of-pocket expenses from faculty or staff and talked on cash advance for travel with an instant card as an additional tool. She offered to bring Contracts and Procurement staff to give a presentation if needed. Wood added that her department has had faculty wait 8 months for reimbursement and outlined that the process needs to be faster. Graylee proposed having a focus group to identify what they can enhance and to have a conversation about it – noting that Administration and Finance is tracking the processing time to make improvements. Dabirian brought up a need to simplify the process and noting the impact in Academic Affairs. He praised the members that were involved with removing the travel ban, which allowed faculty and staff to go to conferences. He offered to help in the process. Bruschke expressed there were too many steps in Concur, as well as an increased workload for users with a P-card that incur other faculty expenses with reviewal of receipts. Graylee followed by discussing the instant card and its benefits along with the fact that they can also look at a single application of Concur that several CSU's take part in.

Chair Huang opened to Student Affairs for comment. Rob Scialdone offered their division to present disparities and areas of concern that the committee wants to hear.

Chair Huang asked if any members would like to comment, revisiting their goal to have a short list of items to cover with high impact. Dabirian mentioned the strategic plan is finishing this semester and after hearing the result the committee can identify priorities. Brennan brought up faculty morale declining and a need for this topic to be addressed. She explained this fact can negatively affect recruitment, students, and strategic plan elements. Dabirian followed by asking Brennan if she would like to hear recommendations from a COACHE survey from a committee that he asks. Brennan agreed and inquired what committee Dabirian was referring to. Dabirian explained it was a task force assigned as a part of the COACHE surveys. Wood added that it is worth taking a look at faculty and staff morale and utilizing resources to attain a broad view of things to do to improve it. Stone mentioned on the topic of getting indicators of those presenting that hearing from units and where they stand in detail would be helpful so the committee can make concrete recommendations for the memo.

Chair Huang announced they will be inviting the strategic plan committee to present on November 3rd.

5.2 PRBC Presentations to Invite for AY 23-24

Chair Huang referred to UPS in that they will hear presentations from each division and deans as a whole. He advised if they are not coming up with a multi-year plan, they could identify areas they want to hear on. He stated his interest in Admission operations and showed the committee a list of Divisions and subunits they could focus on. Meyer proposed granting a few colleges money to get what they need and the next year

granting the next in succession instead of in bits and pieces. Chair Huang communicated that the goal of the committee is to look at the University as a whole and not decide how each sub-unit's funds are divided. Dabirian made a note that once they see the figures, they can make a more informed decision on the priorities. Brusckke said it would be important to hear from the lecturers, and their perspectives are related to many of the questions they face. Chair Huang noted that the lecturers presented in the prior year and asked Brusckke what he would like to do differently. Brusckke followed up by saying they have had some recommendations in past budget memos, and hearing from the lecturers if those recommendations are making a difference would be beneficial. Stone added when the Deans make their presentations, some of the indicators they include could be related to lecturers. Brusckke said that the conversation changes when they have more lecturer presentations, and diversity, equity, and inclusion are central to what they are doing.

Brennan brought up the fact that they are having trouble staffing. Chair Huang followed up by saying instead of only lecturers presenting they could have some chairs included as well. He announced that the following meeting will be presented by Academic Affairs along with the President joining to provide comments. The committee members then chose dates to present for their division.

Brennan inquired about hearing from the Faculty Senate, observing that they represent the body of the faculty. Brusckke let the committee know he is a liaison but is not at PRBC to advocate on behalf of the senate but can take any questions they have to the Academic Senate. He indicated he would take the proposal to the Senate Executive Committee to see if they think it is appropriate to speak at the meeting and let the PRBC committee know. Meyer noted that they are a committee of the Senate, and Dabirian added that Brusckke is the link between the Senate and the PRBC committee, and explored the idea that Brusckke could present the Academic Senate priorities. Hidalgo encouraged to bring concerns to the Academic Senate retreat.

VI. Adjournment

M/S/P (Dabirian/Meyer) Meeting adjourned at 2:11 PM

Respectfully submitted: Stacy Kainer