

# PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

SEPTEMBER 15, 2023

1:00 PM – 2:30 PM

## ATTENDANCE

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- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Alva, Sylvia                 | <input checked="" type="checkbox"/> Garcia, Danielle ( <b>designee</b> )  | <input type="checkbox"/> Porter, Alexander          |
| <input checked="" type="checkbox"/> Badal, Matt ( <b>proxy</b> ) | <input checked="" type="checkbox"/> Graylee, Laleh ( <b>designee</b> )    | <input checked="" type="checkbox"/> Ravela, Oliver  |
| <input 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 ( <b>chair</b> )        | <input checked="" type="checkbox"/> Saks, Greg      |
| <input type="checkbox"/> Chávez, Minerva                         | <input 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 type="checkbox"/> Davis, Anthony                          | <input checked="" type="checkbox"/> Muriel, Christine ( <b>designee</b> ) |   |
| <input checked="" type="checkbox"/> Forgues, David               | <input checked="" type="checkbox"/> Oseguera, Tonantzin                   |   |

**Guests: Rob Scialdone, Bonnie Li Victorine, Alyssa Adamson, Raymond Juanico, Linh Tran, Melissa Pacheco for Tara Garcia, Pat Balderas, Steve Stambough**

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### I. Call to Order

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

### II. Introductions

### III. Announcements

- 3.1 Chair Huang announced that he will be out of state for the next meeting and asked the members if they would like to hold the next meeting via Zoom or in person. By unanimous consent the committee moved to have the meeting via Zoom.

### IV. Approval of Minutes

- 4.1 Minutes 9-29-23

M/S/P (Rommel/Stone) Chair Huang asks for the member's approval of the meeting minutes from 9-15-23. With no objection, the minutes are approved.

### V. New Business

- 5.1 Coache Survey Results

Chair Huang let the committee know that the Coache survey results have been uploaded and that they can take the time to review them, and that there would be two task groups to make recommendations on how to improve the work environment. The committee reviewed various elements of the Coache survey.

## 5.2 Division Presentation: Academic Affairs #1

Provost Dabirian delivered the division of Academic Affairs presentation to PRBC. He started his presentation with the fact that the majority of the budget comes from the cost of instruction, with over 50% of enrollment being from 9 majors. He outlined CSUF enrollment terminology such as: FTE's, over-enrollment, headcount, baseline resident FTE's, CSUF target, CSU baseline target, and student faculty ratio. Other topics discussed included the fee structure for part-time vs full-time students, various dashboards demonstrating targets, and trends in CSUF enrollment with incremental budgeting. The Academic Affairs budget was also reviewed which outlined baseline money, one-time funding, SSI fees, consolidated course fees, and lottery funds.

Wood asked how to budget in a way that doesn't prohibit them from reaching their target goals regarding enrollment. Dabirian explained university master plans and how they relate to the budget. Chair Huang asked Dabirian if he considered salary and benefits. Dabirian indicated that the benefits stay in the benefit pool and are therefore separate. Dabirian continued covering other areas within Academic Affairs including examples of FTE and projected over enrollment, college budgeted SFR, vacant positions, EIP cost recovery, carry forward, and salary savings. Dabirian further called attention to bringing about a campaign to fill positions, and the SSI fee structure relating to internships and success for students. Brusckke commended Dabirian for the level of detail and knowledge evident in the presentation.

## 5.3 President Alva address to PRBC

President Alva began by stating that her primary responsibility is to give the formal charge to the committee. She continued with thanking Chair Huang, past Chair Brusckke, and the committee for their service, the important work they do, and citing the vital role the committee has with budget related processes and their individual perspectives. She informed the members of the current response letter document which will be formally presented at the Fiscal State of the University addressing the Academic Senate. She noted VP Porter will still be presenting the university state of the budget section but will have Dabirian present as well to give an academic dimension to the presentation. President Alva continued by stating that communication is important, and within that it starts by identifying who your audience is. For the realm of the presentation, and the Academic Senate being composed mostly of faculty, she identified the audience perspective and coming to a shared understanding of budget. In her portion of the presentation, she noted she will present at a high level of what's trending and what the context of the work is. She let the committee know several important topics that will be part of the presentation, including: the compact agreement with the governor, its components, and what the expectations are that come with the compact.

She cited one of the agreements and performance expectations of the CSU is to grow by 1% in enrollment. Further, across the 23 universities, they are at different capacities to grow with their individual demands, which will require intentional planning. Other themes were emphasized for further discussion such as the shift in balance of incoming students and transfer students, impacts on curriculum, and enrollment strategies and processes. President Alva thanked the committee for looking at enrollment trends and impacts, and noted the next stretch will be to work together to develop the university wide strategic enrollment management plan.

President Alva further placed importance on discussing the following points:

- Academic readiness of applicants
- First year retention and metrics to gauge student success
- Graduation initiative (Including placing of courses and sequencing)
- University wide conversation, planning, and aligning resources with outlined expectations.

President Alva made note that they will be talking in greater detail at the fiscal state of the University meeting, and emphasized the functions of the Resource, Planning, and Budget committee:

1. To formulate, review, and recommend policies with respect to the allocation of University resources;
2. To review and make recommendations concerning planning, resources, and budgetary matters to the President and the Academic Senate aligned with strategic priorities and the University's mission; and
3. To analyze, review, and recommend priorities and resource implications of changes in existing, or the creation of new, academic programs, departments, divisions, or schools.

President Alva let the committee know she appreciates their service regarding managing and informing the university, indicating budget is a reflection of values. She then opened to the committee for any questions. Chair Huang thanked President Alva for coming to state her remarks noting that it is very helpful information to understand expectations and the target of the University, with the goal to place students in the center. President Alva followed by saying she has always believed that student success and faculty/staff success are two sides of the exact same coin. Students cannot be successful if the faculty and staff do not have the support that they need, and equally on the other side. She placed emphasis that their top priority is educating students.

Bruschke thanked President Alva and highlighted that the main concerns of the committee were strategic enrollment management and stabilizing department budgets. Alva let Bruschke know what he highlighted is important, and that they need to be clear on the what the success metrics are for first-year students. She continued speaking on some of the challenges that they are working with, including the enrollment cliff, cost of living, and migration out of California. President Alva concluded that despite the challenges, she wants to continue to analyze trends, patterns, and a take a deeper dive

into the data to test against assumptions. She concluded that she is looking forward to enrollment and budget conversations geared toward student support and success, along with resources for faculty and staff to aid in that mission.

**VI. Adjournment**

M/S/P (Huang/Bruschke) Meeting adjourned at 2:31 PM

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*Respectfully submitted: Stacy Kainer*