

# PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

AUGUST 30, 2024  
1:00 PM – 2:30 PM

## ATTENDANCE

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<input checked="" type="checkbox"/> Brennan, Catherine	<input checked="" type="checkbox"/> McCullough, Phenicia	<input checked="" type="checkbox"/> Rodriguez, Eric
<input checked="" type="checkbox"/> Bruschke, Jon	<input checked="" type="checkbox"/> Mix, Lisa	<input type="checkbox"/> Shiner, Kimberly
<input type="checkbox"/> Chahyaddie, Cierra	<input checked="" type="checkbox"/> Muriel, Christine	<input checked="" type="checkbox"/> Stone, Sam ( <b>chair</b> )
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Porter, Alexander	<input checked="" type="checkbox"/> Tran, Linh ( <b>designee</b> )
<input checked="" type="checkbox"/> Forgues, David	<input checked="" type="checkbox"/> Praitis, Irena	<input checked="" type="checkbox"/> Wilson, Kathryn
<input checked="" type="checkbox"/> Graylee, Laleh ( <b>designee</b> )	<input checked="" type="checkbox"/> Ravela, Oliver	
<input checked="" type="checkbox"/> Huang, Jidong	<input type="checkbox"/> Rochon, Ronald	

**Guests: Nina Garcia, Rob Scialdone, Tara Garcia, Bonnie Li Victorino, Alyssa Adamson**

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### I. Call to Order

1.1 Chair Stone called to order at 1:05 PM.

### II. Introductions

2.1 All committee members and guests gave a formal self-introduction.

### III. Announcements

3.1 Chair Stone announced President Rochon would be joining the committee on October 4<sup>th</sup> for his presentation.

Provost Dabirian made an announcement that Cal State Fullerton's enrollment numbers are higher, with 43,209 students in attendance with a former 41,300 in the previous year, pointing to their largest scoreboard ever. He noted during the pandemic they were at 80% of full and part time students, now which has risen to 85% - a historical high for full and part time students. He noted it was the University that made this possible, also increasing FTEs by ~4000.

Brennan noted the enrollment numbers are also increasing admission standards, with departments feeling the effects. Bruschke commented with a maximization of units, his concern would be if there is enough help for students given their course load. Dabirian

spoke to the fact they doubled their advisors and encouraged orientation for incoming students. In working with advisors, he noted that the students were better set up for success.

#### **IV. Approval of Minutes**

##### **4.1 Minutes 05-10-24**

Chair Stone continued with the approval of the meeting minutes from 05-10-24 and opened for comment for any revisions.

M/S/P (Buschke/Huang) the meeting minutes were approved unanimously.

#### **V. New Business**

##### **5.1 Planning, Resource & Budget Committee Overview •Planning and Budget Process (UPS 100.201), Academic Senate Bylaws (UPS100.001)**

Chair Stone opened to discuss the overview of the committee's charge given the Senate bylaws. He made the committee aware that details of UPS 100.201 and 100.001 were in his proposal so they could move to the next agenda item.

##### **5.2 Proposal for alternate committee process for AY 2024-2025**

Chair Stone continued the discussion with his proposal for an alternate committee process for AY 2024-2025. Stone's proposal included observations from the previous two years of having served on the committee. His proposal included observations that many of the presentations lacked detail of what the committee would need to perform judgments about the performance of the divisions, and actionable recommendations regarding their budgets. Along with this, he observed that few of the presentations included information about division abilities to find new revenues or increase existing revenues. After stating this along with other observations, Stone proposed a new process that would provide the committee with more information to make those judgements.

Chair Stone made note that the new process would include the Division heads presenting written reports that includes all budgetary and performance data for their entire division, as well as Deans as a group would present collective priorities and outstanding needs. The committee members would read and review beforehand, in order to discuss during the meetings.

- Provost Dabirian inquired about quarterly budget reports already being available through the budget office that can be distributed to the committee and divisions.
  - VP Porter discussed options on providing more detail in the reporting set forth, and to standardize it at a certain level within what Chair Stone and the committee are looking for.

- Brennan mentioned that it would be beneficial to look into historical trends in the data, as well as transparency comparative to other Universities and industry benchmarks.
- Praitis commented that it would be beneficial to make a list of what would be useful to look into such as: where divisions are feeling they need budget, historical context, the areas in which they receive enough support, and if they had more support what would they be able to accomplish.
- Brusckke commented that he believes the new proposal is a great idea, and noted something that would be beneficial is to review the budget and actual expenses report that comes out yearly, as well as the annual financial report which would allow the committee to invest their time in researching only two documents, as well as be able to filter a summary from the documents that would be useful. He identified having the year-to-year comparison would also be beneficial.
- Provost Dabirian voiced concerns on time constraints the committee has. He inquired what process would be best to allow an outcome that gives time for the divisions for explanations, as well as for the committee to come to a decision together.
  - Chair Stone agreed that there is a lot of trust involved in the process, as well as stated the role of the committee is weighing budget items in relation to each other.
  - Provost Dabirian suggested a template to be created to be given to each division in order to highlight specific information to be presented to the committee. He also made note on the Fullerton forward plan that is in place that the committee will need to be aligned with.
  - VP Porter made note on the possibility of duplicate work for various teams given the strategic plan and each division's work on reporting outcomes.
  - Huang emphasized the importance of understanding the budget, but also the purpose and how it is used to serve students. He suggested looking into the specific issues they want to address, enrollment, and if the current budget is sufficient to cover those needs.
  - Graylee made note that each year the budget office goes through extensive effort working with each division to create a financial report that outlines their budgetary needs and projections for the next six months after submission. Budgets are settled, allocations are received, and divisions have a better understanding of projections. She suggested this would be a good time to discuss further details and refinement of reports.
  - Brusckke evaluated the reasoning behind PRBC's implementation was due to an audit report, and the function of the committee is to be able to explain and answer the more difficult questions on expenses and

accounting for them, to avoid surprises and be able to articulate the reasoning behind spending.

- Mix touched on the RTP process for faculty and how PRBC can model this in creating their recommendations.
- Provost Dabirian suggested looking into one division that is smaller to start, link the discussion to the strategic plan, and come up with a structure for the committee that would be fruitful for discussion.
  - Chair Stone detailed formulating useful questions so the meeting time can be used in a better and more constructive way. He evaluated the committee can continue the discussion in the next meeting to think about what is most practical to implement.

### 5.3 Coming items – Vice Chair Election

Chair Stone continued the discussion by announcing there would be an election for Vice Chair for the committee. He opened to members for nominations. Members reviewed terms of the Vice Chair. Chair Stone invited the committee members to email him for self-nomination to review at the following meeting.

### 5.4 AY 2024-2025 Schedule

Chair Stone reviewed the upcoming schedule of meeting dates with the committee.

## VI. Adjournment

M/S/P (Dabirian) Meeting adjourned at 2:16 PM.

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*Respectfully submitted: Stacy Threatt*