

Budget and Planning Committee Agenda

Thursday, November 1st, 2018
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

I. Call to order: 10:03 am

- Attendees: B. Street (chair), A. Schmidt, M. Martinez, J. Kegley, A. Hedge, A. Grombly, A. Lauer, C. Lam, T. Davis (ex-officio), R. Dean, J. Zorn (ex-officio), J. Drnek, D. Boschini

II. Approval of Minutes

- Minutes from 10/18/18 meeting
- Motion: M. Martinez; 2nd: C. Lam

III. Announcements and Information

- CSUB Budget Book
 - o <http://www.csub.edu/budget/budgetbook/2017-18-university-budget-book/index.html>
 - o It's now live. It went live yesterday. It can be found in Budget Central > last link on the left. Hard copy will also be made available. One of the items is still in progress; Athletics is still in audit for 17-18.
 - o Now that the budget book is available, BPC can review it and put it on the agenda for discussion at a future meeting.
 - o Provided three examples, this version follows Stanislaus, but it is more current and we have added audited statements. T. Sherman in ITS and F. Gorham, K. Garcia, and M. Mills have all contributed.
 - o Committee charter for University Strategic Plan and Budget Advisory Committee (USPBAC). Co-chaired by J. Zorn and T. Davis.
 - BPC discusses prioritization of funds. Resolutions go to USPBAC.
 - Last year's resolution was \$2 mil in expansion hires.
 - USPBAC resolution \$1 mil for expansion hires and \$2 mil in reserves and \$1 mil tenure track.
 - Discussion of BPC's resolutions on this year's \$1 mil.
 - The Senate nominations need to be updated on the list; there are new names. J. Kegley and J. Tarjan will be on the committee. In the past, we used to have the Chair or Co-Chair

of the Sustainability Committee. That was lost when A. Hedge was in both BPC and Sustainability. There were also other members that used to be on the committee, but there was a discussion of making sure there was coverage by all constituencies. This is a 22 person committee.

- Sustainability was on the committee because it was a strategic goal, but it's up for discussion.
- Base budget calendar
 - Board of Trustees are preparing to recommend/approve next year's budget recommendation to send it to the Governor.
 - Discussion of state budget process.
 - Discussion of CSUB budget procedures/timing.
 - Cabinet will work on priorities in April
 - BPC wants to have recommendations to Senate by March for these April Cabinet discussions
 - Discussion of last year's resolution from Senate based on BPC recommendation was \$2 mil for expansion/tenure-track faculty.
 - President Mitchell supported last year's resolution but did not approve it in January 2018.
 - The resolution was approved in Fall 2017, and it was brought up in USBAC last year. Discussion of USBAC decisions last year and how the priorities are ranked.
 - The President has the final decision on how this funding is allocated.
 - Discussion of BPC timing for 19/20 priorities. May need a graphic model that differentiates the different fiscal years because the current model includes activity for two separate fiscal years. Every year, the document needs to be updated.
 - BPC had a graphic in RES 171813 that is only one page; it could be adapted to help clarify the issues.
 - With hiring issues, departments have to be notified a Fall a year ahead of hiring. This presents an issue with budget allocations and searches for faculty hires. The earliest we would ever know we can hire is Fall semester. There will potentially be a delay between allocation and hiring of about a year, year and a half.

- Is it possible to do a budget forecast of 4-5 years? It becomes an issue because of the state budget reporting. It is also important to build up a strong reserve. Forecasting is a conversation that takes place across the system, but isn't possible because of how the state does their budget.
- Discussion of Net Operating Budget, student aid grants, and staffing costs. Deferred maintenance was cut from state budgeted funding. Discussion of Higher Education Act and original funding for operations and capital projects/maintenance.
- State of classrooms was brought up in faculty survey. Discussion of other priorities that need to be considered in allocation of funds. Division and department heads used to come to BPC to talk about what is needed in their areas. Discussion of current issues with space utilization. Master Plan Committee will be meeting more to discuss this in relation to the Strategic Plan.
- Take a look at the budget book, and we can talk more about particulars.
- Ch. 3 Base Budget report. Discussion of the 17/18 budget. It would be nice to see what the budget was 10 years ago. There is a chapter in the budget book about staffing in different areas: staff, MPPs, and faculty. Comments on energy efficiency and savings.
 - Budget Forum should be scheduled by this Friday for later this year to discuss USBAC and the budget book.

IV. Approval of Agenda

- Motion: J. Kegley; 2nd: A. Grombly

V. Old Business

1. Referral 07 Interdisciplinary Studies Department Formation Proposal
 - a. Before questions went to the department, others who were not present need opportunity to present questions. B. Street will work with AAC Chair to schedule a joint meeting.

- b. Department change policy: 1997, title changed in 2012. Need to review this for several issues including division of “Information Resources”
- c. Get questions to B. Street in the next few days. Another question: “How and why the change will better serve institutional needs” There’s supposed to be a referral to Faculty Affairs, but the referral didn’t go there. Questions are being raised that are outside the charge of the committees who have the referral because it did not also go to Faculty Affairs.

2. Referral 09 University Hour

- a. L. Zuzarte was able to gather information from 3 other campuses.
- b. Cal Poly only holds it on Thursday, but the same hour is off on Tuesday for department meetings. This seems to be the trend across the schools. San Marcos T/Th 11-11:50, CSULA T/Th 3-4pm.
- c. Discussion of the purpose of university hour: if faculty are in meetings, can they still participate? Is this just for student activities? It was intended so that students, staff, and faculty can all participate in the events during the hour.
- d. There are some classes carried on or into that time, but usually another section of that class needs to be offered at another time (ex. activity or lab). This is usually with the Provost’s approval. Wouldn’t this defeat the purpose? Most requests for classes are denied. The conditions need to be specific.
- e. These schools start an hour earlier.
- f. One of issues at CSUB, is in a lot of cases, our schedule is dictated by faculty preference for time blocks. Facebook discussions by students about what classes are being offered and when they are being offered. Limited scheduling means that classes across the curriculum are all being offered at the same time, so students can take them all, or they work and can’t attend. There was at one time an effort to work between schools to schedule without so much overlap. Associate deans

are currently working on something like this for the larger classrooms. There's potentially a software solution for this. It should allow students to put in their availability, and it will help them find classes and help faculty schedule. This is an active discussion in Academic Affairs Council. This also includes the assignment of instruction space and scheduling. Discussion of transparency and space utilization with regards to scheduling.

- g. Discussion of how accommodating university hour will necessitate addressing scheduling and the domino effects in parking, class availability, and space utilization.
- h. What do we do next? Other campuses did surveys; B. Street has 5 examples. Is there student data supporting this yet? No, but there was a pilot on Runner Hour this semester. Implementation falls on someone else, but we do need data to support this before we put forth a resolution. The other campuses are different than we are; we aren't a completely residential campus.
- i. We do have data on when we currently offer classes. What about the current time block schedule; it may need to be adapted to prevent the loss of an hour of class. Scheduling for some programs begins the year before, so we need this data early or we need to give sufficient lead time for implementation.

3. Discussion on the priority for \$1 million University funds

- a. For this \$1 mil, we have already made our recommendation with the 17/18 resolution for expansion hires.
- b. We need to make a resolution for the next budget cycle.
- c. Discussion on tenure density: We added several FTEF this last year, but our tenure density stayed the same. We are keeping up with enrollment growth, but additional growth without expansion hires will decrease the tenure density. We are currently ranked 18 of 23, and we will move to 20 of 23 without expansion hires.

- d. The narrative is to compare ourselves to averages and comparable campuses. It doesn't work at CSUB because we are so different from more metropolitan areas where there are more lecturers available. We don't have the access to graduate programs and faculty from other campuses to meet our needs.
- e. If we only spend \$1 mil, it may not move the needle depending on enrollment growth. We just did two large hires, and it didn't really move the needle. We do also still need to consider our other priorities. We need to be doing better at raising external funds, creating endowments to cover capital issues and programs. It's not just about more faculty; it's about helping students graduate. We have reached critical mass: we need more space, classes, and faculty.

VI. New Business

None

VII. Adjourn: 11:29 am