

# Budget and Planning Committee Notes

Thursday, September 5, 2019  
10:00 –11:30 AM

## Student Health Center, Conference Room (HCCR)

### I. Call to order: 10:02 am

- Attendees: B. Street (chair), A. Hedge, A. Grombly, S. Gamboa (for J. Kegley), J. Stark, M. Martinez, L. Lara, A. Wan, D. Jackson (guest), V. Harper (ex-officio), C. Lam, T. Davis (ex-officio), J. Drnek

### II. Approval of Minutes

None

### III. Introductions / Announcements

- Vice-chair: J. Stark, moved; A. Hedge, second. J. Stark will serve as vice-chair.
- WSCUC Team On-Site Appointment with BPC – Debra Jackson (Associate Dean, Graduate and Undergraduate Studies) **Time Certain 10:15–10:30** (handout).
  - President spoke about the WASC visit at the forum this morning. BPC is on the agenda to speak during the visit. Strategic plan may be topic of interest during the visit. The handout tracks the possible lines of inquiry and responses.
  - D. Jackson: WASC visit October 7 -10, 2019. They will meet with groups on October 8-9, 2019. Exiting remarks on October 10, 2019. Visiting team requested to meet with BPC. There is a tentative schedule prepared; *meeting with BPC is tentatively on Wednesday, October 9, 11:15 am – 12:00 pm in SCI 3 100.*
  - Strategic Plan integration: questions were provided that will likely be addressed during the visit. This draft is not meant to serve as

information to prompt some of the work that is being done with the strategic plan.

- d. Planned poster session at the beginning of the visit regarding the various lines of inquiry from the visiting team. 45 minute session will include the questions about strategic plan integration. Refer suggestions to D. Jackson and B. Street. Talk about the goals and the process involved in the Strategic Plan.
- e. With regards to the 2019-2020 budget; why don't we provide hard numbers instead of percentages to show that we know what we are talking about and can demonstrate that we know what the numbers are. The provision of the percentages was just to demonstrate the ranking or level of commitment, but the numbers are not static due to potential changes to the actual funding. It is meant to demonstrate our commitments but not the concrete numbers. The concern is that this might generate suspicion in how much funding we are actually discussing: of the \$10.1 million, \$7.4 million of that is already committed. We're only talking about ~\$3 million in this list of priorities. We need to clarify that it is net of existing commitments. Further discussion of the priorities. Is it possible to note that the committee understands the breakdown of how the money was divided amongst the priorities. We need numbers even if they change.
- f. These questions are the ones the committee already sent to the campus. WASC is comparing what they saw in their last visit as compared to what is going on now. We need to be transparent in what we have changed since the last visit. Example: position control; it has changed how we manage staffing and our costs, and it has taken a while for us to understand how it works, but it results in a better understanding and planning for meeting tenure density goals. We need to be a little more specific and clear about what we have done to improve. We have made consistent work to be more transparent in our progress.

- g. This is not a document that will go to WASC; this is to prepare campus for the visit. BPC needs to address how they will emphasize the talking points and specific issues in their 45 minute visit. The first question is regarding methodology, but we need to reiterate the strategic goals where these methods align. Talk about how we have improved and made changes to improve.
- h. Strategic Plan is available, but it will likely be ratified in the next week by cabinet. BPC needs to further clarify what information we will provide to WASC. Proposed format: problem (very brief), solution in Strategic Plan, implementation, examples and data. BPC has a month to prepare for the visit.
- i. Clarification of source of funding: this is just state operating budget, BK001. This is the state net operating budget. Funding from the capital campaign and fundraising is not tied to this line of questioning. BPC should know that most of the other funds are restricted and the impact of those that aren't and their impact on the overall budget. We need to know (demonstrate that we understand) where the pieces fit. Campus is moving to all-funds budgeting. The campus is much more intentional now in aligning the Strategic Plan and the budget.
- j. Why is tenure-track first and then reserve? Expanding TT hiring is at the core of all five strategic goals. The second is an effort to balance the budget and build back up the reserve. The specific goals of the individual divisions rounds out the priorities.
- k. BPC should probably have a handout of the budget numbers and the Strategic Plan alignment. The information is in the Budget Book, but BPC may need to have that information at hand during the visit. That information should also be put on the poster. BPC members should know all of the goals, but maybe a few members could focus on each of the goals. It is still important to focus the three questions that were provided by the team. Usually, the visiting team only wants the

answers to the questions they have asked, so we do still need to focus on campus consistency in answering the questions.

- l. BPC needs to address budget *and* planning in questions two and three. The committee has some work to do to fill this out and provide concise information.
  - m. There will be open forum meetings with WASC visiting team in addition to BPC. Those are:
    - i. Staff: Tuesday, October 8, 2:00 - 2:45pm, Student Union MPR and via livestream to CSUBAV
    - ii. Students: Tuesday, October 8, 3:30 - 4:15pm, Student Union MPR and via livestream to CSUBAV
    - iii. Faculty: Wednesday, October 9, 10:30 – 11:15am, Student Union MPR and via livestream to CSUBAV
  - n. BPC wants to be mindful that we are still serving the purpose of the committee as a faculty committee in shared governance. We also need to be mindful of being precise: the Strategic Plan is not yet ratified, and we need to demonstrate that we need the numbers. This committee is meant to communicate the voice of faculty with the staff and student representatives in the committee. BPC members want to talk about where the issues were and the journey to improve them. The goal is not to say that everything is great; we need to articulate where the gaps are and what we are doing to close them. The visiting team wants to hear the most accurate portrait of the campus community.
  - o. V. Harper will not be attending the WASC committee meetings. It was recommended that only the voting members of the committee should be in attendance at the visit. The ex-officio members have separate meetings with the visiting team.
3. Fall Budget Forum – *October 21<sup>st</sup>, 11:00 AM - 12:00 PM - Student Union MPR*
  4. **IV. Approval of Agenda:**
    - J. Stark, moved; A. Hedge, second.

**V. Old Business**

None

**VI. New Business**

1. Elect Committee Vice-Chair

2. Budget Central

- a. Budget book – release date of 2018/19 October 11<sup>th</sup>
- b. Concern with budget reporting is that we only see one side of the budget. We don't see a balance sheet or consolidation. We only see the intention and not the results and/or actuals. Where is the revenue that should be coming in and how is it being spent? Why don't we see the entire fund accounting. They used to be available at the Library. Those can be requested from the Archive to look for what we would like to see now. We need to see income statements and balance sheets to see what is actually happening. We also need trend data. A. Hedge and D. Boschini have made progress toward providing access and transparency. Discussion of reserves and the need for access to this information.
- c. GI 2025 funding breakdown and reserve funds: we want to see what they are and how they are used. The reserve section needs to be more detailed. GI 2025 isn't necessarily important in the budget book so much as for general campus information. There was a request for GI 2025 reports to the CO; a copy was sent to D. Boschini (this is a spreadsheet of the responses to the CO questionnaire). We are in the third year of funding for GI 2025. These funds are not restricted but they are reportable to the CO and the Legislature. They can only be deployed in accordance with the criteria from the CO and Legislature. These reports are compiled by V. Harper and P. Miser. Discussion of how the GI 2025 funding was or was not used in TT lines last year. The question is whether the GI 2025 actual spending was consistent with what was communicated to campus. Next year will be the last year of reporting on GI 2025.

- d. BPC will get the budget book two weeks before the forum. K. Krishnan will be in to talk about the profiles. Discussion of the roles of Senate resolutions in relation to budget and strategic planning. BPC will review the profiles first and then address the budget book and calendar.
3. Referral 04 Proposal for a Masters in Kinesiology (handouts)
- a. Issues specific to BPC:
    - i. program rationale and impact
    - ii. resources
      - 1. calculation of benefits, EU doesn't pay benefits
  - b. B. Street work with M. Danforth (AAC) to coordinate joint meeting. B. Street to abstain from voting on this because he was an author. J. Stark will chair those parts of the meetings to allow B. Street to speak freely.
4. Referral 07 Academic Calendar
- a. D. Cantrell will take over the calendar committee and B. Street has promised answers to a number of questions, but we need campus feedback.
    - i. How will we gather constituent feedback?
      - 1. Need to gather feedback from all parties. Suggestion for significant feedback from students. ASI can get feedback from students. Need a campus-wide survey of everyone.
      - 2. Discussion of how the Spring Break was determined for this year. What is the goal? In Q2S, CSUB made the decision to align with KHSD, but it was set for the wrong week near Easter. It was a mistake that was made and could not be reversed once it went to the CO.
        - a. When do they want Spring Break *and* why?

- i. How many of our students are involved in childcare and dropping siblings of at school?
  - b. Also gather feedback at campus events if there isn't enough data from the survey.
  - c. Need to provide information about both sides of the argument to all parties so they make informed decision. D. Cantrell and the calendar committee need to create an FAQ.
  - d. Recommendation that IRPA deploy the survey
    - i. Likert/weighted scale but also a free-answer question to support why.
- 3. There are two camps:
  - a. Make Spring Break in the middle of the semester
  - b. Align the Spring Break with the K-12 schools
    - i. AV schools are on a different schedule than KHSD
- ii. Two members from BPC have to be on the calendar committee
  - 1. C. Lam and J. Drnek were on the committee last year
  - 2. J. Drnek had scheduling conflicts last year but it would be beneficial to have him on there for Student Affairs
  - 3. Both members will continue serving on this committee this year.
- iii. Other issues to address: breaks in perpetuity, teaching days, final exams and grading period, getting to a 2-3 year plan

**VII. Adjourn: 11:30 am**