

**Budget and Planning Committee  
Minutes**

Thursday, September 19<sup>th</sup>, 2019  
10:00 –11:30 AM

**Student Health Center, Conference Room (HCCR)**

**I. Call to order:** 10:01 a.m.

- Attendees: B. Street, L. Lara, A. Wan, A. Hegde, A. Grombly. S. Gamboa, J. Stark, C. Lam, J. Drnek, M. Martinez, T. Davis (ex-officio), V. Harper (ex-officio)

**II. Approval of Minutes**

Minutes – 09/05/19; motion, as amended: J. Stark, 2<sup>nd</sup>: A. Hegde

Amendment: J. Stark volunteered as Vice Chair

**III. Introductions / Announcements**

1. Let B. Street know if you have received the WASC/BPC meeting invite
2. IRPA data and profiles will be available for the meeting after October 3rd
3. Fall Budget Forum – October 21<sup>st</sup>, 11:00 AM - 12:00 PM - Student Union MPR
  - a. B. Street and T. Davis will address areas of campus interest, but BPC can make suggestions and provide feedback, especially on how to address the reserves. There is also a link to the CSU open, government reports. Within the Budget Book: Chapter 3, base budget and “Financial Transparency” will take you to the CSU portal. You can filter on these reports to specific funds or reserves. In the report “Total Annual Revenues from All Sources”; under “Funds,” then “Operations,” then “CSU Operating Fund” is data on the reserves for the system. Discussion of systemwide operating budget and the proportion of which is reserves. Further discussion of the purpose of the reserves to meet payroll and how it was utilized in 2008. Drilling down to the campus in that same report will provide data on the campus reserves. Discussion of how the campus has encumbered

against this funding (short-term obligations), capital funding is allocated for facilities and capital projects. We have about two months or so of reserves to cover salaries at approximately \$18 million. There is quite a bit of data available here which can address questions in the news and on campus. The campus needs closer to 6 months of salaries in reserves. What would help campus constituents understand the reserves better?

- b. What is the expected timeline to reach the amount we need in reserves? We do not get a lot of funding to add to reserves, but as a result of the new Strategic Plan, we are allocating money specifically to the reserves. We are paying back the funding borrowed from reserves and then we will start adding to it. It may take about 30 years to accumulate \$45 million in the reserves.
- c. The easier we make it to access the data, the better. Like in Tableau, there are reports that are already generated. Maybe we identify the data we want in pre-fabricated reports that constituents do not have to create.
- d. Where are these funds invested? In the Chancellor's Office, these are in accounts that earn interest, but the funds are liquid.
- e. We need to be able to see the budget, projections, and actuals. This information is in the Data Warehouse. For BPC, is there a way this can be a standard report? This is something that can be considered. Discussion of the transition from budgeting styles and the need for reporting and analysis of budgeting vs. actuals. It is not something that can be easily compiled. Need criteria to build the report. There are staffing issues in the Budget Office right now. This is something we need to work toward. A lot of these issues in transparency have been inherited, but this is something we can work to build. Discussion of what BPC needs to identify to help campus understand the budget.
- f. BPC has been asking for this data for the last few years, and Questica was supposed to answer these questions. The department budget

analysts have access, but the onus of generating the data BPC needs should not fall on the individual departments. Discussion of the status of Questica in relation to staffing issues. The Budget division has been moved under the direction of Queen King to move things forward. There are about 7 CSUs still moving to Questica. Discussion of staffing issues across areas causing obstacles to acquiring data. Further discussion of shared governance, acquisition of information, and information dissemination to the media and not the campus community. Discussion of the role of BPC and its recommendations for next fiscal year. Governance in the budget and with consideration of the Strategic Plan, is addressed in the budget book. Discussion of the points of contact in the budget process to support shared governance. This will change with the Strategic Plan to reflect the goals and the co-chairs with the inputs.

- g. Is it possible for the members of the committee to get access to Data Warehouse? The information is available to campus community, so it possible for members to access and analyze the data.
- h. What are the conditions in which we would utilize reserve funding for? Generally, these funds would be used for recession. It is expected that a recession is coming. Union negotiations for salary increases would also impact reserve funding. Potential salary increases would be unfunded and require reserves. CSUB is in better shape than some of the CSUs in terms of reserve funds. Discussion of salary increases and state funding model. Potential impact of emergency situations and needs.
- i. Total reserves is much greater than the operations portion that has been discussed in BPC. Discussion of where the money is committed. Further discussion that the report requires limiting to the Operating Fund to see the state-side reserves and not all funds, including lottery, foundation, and other income or revenue streams. Discussion of endowments and other funds. There are issues with how to disseminate

the information so as not to create confusion. J. Stark and A. Grombly to work on draft reports for ideas to include in the budget book. Will follow up with B. Street and T. Davis after RTP deadlines. Forward ideas and suggestions to B. Street. We can work to develop additions for the next budget book/budget forum. Discussion of the budget workflow and calendar. In October and November the focus of BPC is analysis. February and March is when BPC makes recommendations via resolutions. In May, BPC will make decisions for the next budget book. Discussion of how the recommendations are being made in regards to state budget process. Why can't BPC make a recommendation by the end of November? The recommendations are being made a year ahead (in February for 20/21). Discussion of how far ahead BPC is making recommendations; question as to why BPC isn't budgeting 21/22. The campus makes priorities before the summer, the CSU allocates to campus in the summer, and the recommendations are enacted the following fall. In reality, the decisions are made in real-time, but making the recommendations a year further out goes into strategic planning if not directly to the budget.

4. Senator (Vice-chair of BPC) will be leading discussion The MS of Kinesiology referral (#04)

**IV. Approval of Agenda:** motion: L. Lara ; second: A. Wan

**V. Old Business**

1. Budget Central
  - a. Questions and concerns about how to improve. This is a working document. The link is available at the bottom of the campus homepage. Information about the committee and the documents in addition to the link to BPC.
  - b. Budget book – release date of 2018/19 October 11<sup>th</sup>
    - i. Will talk about on October 3<sup>rd</sup>

- ii. Link in Budget Central delineates the different chapters and will direct you to the data for each topic.
  - c. Budget calendar review
- 2. Referral 04 Proposal for a Masters in Kinesiology (handouts)
  - a. Led by Vice Chair, J. Stark
  - b. Joint meeting with Academic Affairs. BPC needs to generate questions for the Kinesiology department
  - c. Budget: support for programs through Extended Education and Global Outreach generally will not financially impact state-side programs and budgets. Funding calculations are based on enrollment for EEGO. There are benefits reported in the budget, but EEGO doesn't charge benefits. The budget was created by EEGO; there are questions about how these line items were generated. Benefits on state-side are 54% and do not align with this line item. The allocations for salaries, benefits, and overhead appear too low. What does overhead include? What does it jump from 30% to 40%? Why is promotion outside of overhead?
  - d. Library: zero cost to the library. There was a database added to support growth of the department, and book and monograph purchasing are covered by existing library funding, but any additional needs will need to be funded by the department.
  - e. Faculty: the faculty are already committed, and this program may create a strain on the available faculty.
  - f. Rationale: Call for specialties but the program is a general program. Use of data from former and current students and industry did not call for an online program (page 19), but the proposal is for online. The call is for specialized face-to-face or hybrid programs, so why is the proposal for a online-only general program? The proposal does not match the market data. Twelve competitive CSUs and one UC offer what the market data is requesting. None of the CSU programs are completely online. Movement and rehabilitation: is this something that

can be taught online? Yes, these are students looking at a bridge between the undergraduate degree and certification, so this piece prepares them with the theoretical perspective but not the clinical. Treating it as general is to appeal to a large number of students, but it can be tailored to be very specific. One of the foci of the program was to provide more of the coursework that students pursuing physical therapy are requesting. Lab attendance would not be required, but there may be software available to facilitate it. If there is innovative technology to facilitate and substitute for the lab experience, it would also draw students. In some of the curriculum, data is used in lieu of a lab. Not all of the constituents will be working hands-on. The department focused on the needs and requests of the junior and senior students in the program to build this proposal. There are several of CSUB's students who have ties to the community and cannot to leave to pursue a degree elsewhere. This program started with a very specific scope, but over the four years of its development, it has become more general.

- g. AAC and BPC will meet to address the overlap between program and budget. The joint meeting will not occur at the next meeting; it should be the following meeting date.

### 3. Referral 07 Academic Calendar

- a. The calendar committee is working and needs a decision on Spring Break. BPC needs to review a draft before Thanksgiving so that it meets its deadline. Discussion of how the decision was made since Q2S and what happened last year. The question is: should campus align with KHSD or in the middle of the term? Should there be a call for a referendum? There are issues about modality because of sheer numbers. With regards to other modalities, a primary issue is time to ensure the deadline is met this year. Suggestion is that this year we adhere to previous practice and spend the rest of this year identifying a

process to make the decision. There is a call for some sort of referendum.

- b. Need for communication to campus that 20/21 will adhere to previous practice and there is an effort to change in 21/22. Discuss what the process and goal to initiate the change. B. Street will work with V. Harper to develop a communication plan. The committee meets next Monday at 10 a.m. At DCLC yesterday, and several people have different ideas. We need to create a rigorous process and do this once. Discussion of referendum and the need to catch all populations in the campus community.

**VI. New Business**

None

**VII. Open Forum**

**VIII. Adjourn: 11:30 a.m.**