Budget and Planning Committee
Minutes

Thursday, March 12th, 2020
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

I. **Call to order**

Attendees: B. Street, J. Kegley, M. Martinez, A. Grombly, L. Lara, D. Boschini, C. Lam, A. Hedge, J. Stark

II. **Approval of Minutes**

Minutes – 02/27/2020: motion, J. Kegley; 2nd, A. Grombly, passed

III. **Announcements**

1. COVID-19 update and faculty/senate issues

    a. Departments are meeting to determine their plans

    b. Students are circulating a petition

    c. Emergency Cabinet meeting right now

    d. 12 of 23 campuses have gone to alternate delivery

    e. CSUB will not close and move everything online, but the plans are starting to take shape

    f. Closure would require a Public Health Emergency, and we are not there yet

    g. CA Department of Public Health is directing that over 5 cases should lead to closure

    h. Closures appear to be happening to limit community spread

    i. Discussion of balancing current work and moving to online in addition to prioritizing current events

        i.   Nursing is moving theory classes online

        ii. BPA is discussing going online

        iii. Some meetings are being trimmed and events are starting to be limited

j. Discussion of addressing concerns and acknowledging that we have campus constituents that are in the at risk, over 60, category
    i. We have students who are afraid and confused worrying about coming to class
    ii. Student workers are also concerned about their work
    iii. Missing constituents, especially students, need to be included in these conversations across CSU
k. Discussing major risks and obstacles
    i. Children are at low risk right now
    ii. Nursing students working in the hospitals will not be taking classes on campus
    iii. Issues with workload and moving to online, extending term, and academic freedom
l. BPA held emergency meeting
    i. Issues with staff and faculty wanting to go home
    ii. Issues with dealing with sick students
    iii. Discussion of making the decision to move online ahead of campus; individual faculty can do that on their own
    iv. Recognition of perquisites and internet and computer access
m. Discussion of the information Bakersfield College has made available
    i. Daily updates
    ii. Videos
    iii. Information on COVID-19
    iv. First wave of classes going online launches today
n. We need to start combatting the panic
    i. Lack of information is causing more panic
    ii. Mortality rate is 10% for older adults, not the whole population
o. Students may not be getting information from Student Affairs; it appears the last COVID-19 email was from January 27
p. Libraries nationwide are staying open when classes move online to meet the internet and computer access issues

q. Math department met this week

r. Student access to the labs is an issue that needs to be addressed, but we can possibly use social distancing

s. Classes in Hong Kong has been closed since late January until April

    i. This is largely as a result of lessons learned from SARS

    ii. Most CA schools that are closed are in Los Angeles, San Francisco, and San Diego; the Central Valley does not have this issue yet

    iii. Students need more information

    iv. Discussion of levels of information from government and media sources

t. Kinesiology has concerns over lab courses; these cannot be done online because they require specific equipment

u. Discussion of worst-case scenarios

    i. We could lose a semester

    ii. SDSU has canceled commencement

    iii. Some commencements are going online

v. BPC needs to look at cost overages

    i. 24 hour cleaning for areas that are open

    ii. Staffing of these areas

    iii. Issues that BPC & AS is concerned about, and they are going on right now at the department and school levels

        1. Library

        2. Labs

        3. Computer labs

        4. Commencement

            a. Decision needs to be made soon; campus constituents need guidance

        5. RTP

        6. QM requirements suspended

        7. Maintaining active Shared Governance in this situation

8. Exam security

9. Is Summer Session going to continue?

10. Provision of subsidized data plan or internet for students

11. Temporarily allowing other faculty or chairs to put in grades for faculty who are ill; may already be addressed

12. Student assistants and payroll continuity; CNN had an op-ed from CSUN student; D. Boschini has already talked to V. Harper about this

13. Tutoring Center: student need especially when a class goes online

14. Searches

    a. Decision needs to be made soon; campus constituents need guidance

15. Zoom capacity to hold all of the traffic

w. Individual units need to take care of their own right now

x. CFA met with V. Harper yesterday

    i. 50% of Latinos nationwide do not have insurance

    ii. Kern County may have a greater population than 50% without insurance

    iii. If CSUB is working with the CA Department of Public Health guidelines, that may not be enough; we need a phased approach and timeline set up and communicated to campus

y. We look pretty bad that we aren't communicating as much as BC

    i. Students need to know what we are doing to prepare

z. Executive Committee of Senate is going to have to take quick action on this, and they are meeting via Zoom, and deliberations will have to be made electronically

aa. How will existing searches be managed at this point?

    i. V. Harper has suggested candidate requests to not do in person can be accommodated

  ii. Discussion on suspending some of the administrative searches

  iii. Keeping faculty searches equal by either suspending search or the rules

  iv. We need to fill some of these open searches, but we need to be mindful about the effects of suspending the rules

bb. The continuum of addressing COVID-19 range from business as usual to full closure, but the middle ground is that staff and student workers could still potentially be at work.

  i. Issue of staff feeling left out, the issues of childcare and health risk of individual staff members

cc. Discussion of pedagogy vs. public health

  i. Plans will change and the decisions we make today may change

  ii. Issues with working at home when children are home from school

dd. Most of us do not have to worry too much, but because we all interact with people in the vulnerable population

  i. This is students, staff, and faculty

  ii. Not all of our students have insurance

  iii. Do we know how many students have vulnerable people in their households?

ee. Move Spring Break or shut down for a couple of days to plan will help address the issue

  i. The high schools have already started deep cleaning

ff. We need daily communication with the concerns that are being addressed

gg. Discussion of differences in campus communication to different constituencies

hh. We need to address the practical status of the virus but also the emotional response of the constituencies

    ii. M. Martinez to carry some of these suggestions to the Emergency Response Committee meeting this afternoon

    jj. Discussion of Senate meetings and the inclusion of subcommittee members to keep everyone involved; these will be via Zoom

        i. May move to cancel subcommittee meetings in favor of Senate meeting weekly

IV. **Approval of Agenda**: motion, ; 2nd,

V. **Old Business**

1. Campus Budget, Budget book and IRPA data discussion

    a. K. Krishnan unable to meet with the group to discuss the data at this time

    b. Administrators addressed tenure density at the budget forum

        i. Concerns with the way the narrative is being controlled

    c. Discussion of the clarity of the data

    d. A. Hedge is reviewing the growth rates in CSUB employees and in relation to FTES

    e. BPC passed a resolution specifically for tenure density, and we are below the system and dropping. Our percentile is far less than 50.

        i. We provided two measures: absolute percentage and in relation to the system

        ii. We have almost always been below the system, and that gap is increasing in the last 5 years

        iii. We have 100% increase in lecturers in the last 10 years and only 14% increase in tenure-track

        iv. CSUS, Fresno State, and Humboldt, we are almost behind all of these; CSUS has 150% increase in lecturers but 16% increase in tenure-track

        v. Discussion of the projection and the likelihood that the resolution will be upheld by the administration

      vi. We want to see the numbers of how the money is spent; the supposition is that money is being shifted to meet obligations in other areas

          1. Why isn't this transparent?

          2. Can we see the plan to pay off our obligations?

          3. Why aren't we forecasting?

      vii. Budget Book is a good enterprise, but BPC can look at more data

          1. We want a 5-year trend

          2. We want a consolidated balance sheet

          3. Discussion of allocation of budget analysts and the possibility of Senate requesting their own budget analyst

          4. Make sure that documentation on these discussions and this information is forwarded to C. Livingston to by archived in University Archives.

          5. Possible request for release time for accounting faculty to pull this information

          6. Discussion of access to PeopleSoft and Questica

          7. Requests for:

              a. 5-year consolidated trend data and budgets

              b. Budget analyst or release time for faculty to do analysis

              c. Financial access to campus data

2. Calendar – Spring break survey

    a. S. Crosby provided an update as of March 11:

      i. 11% students responded, n~1100

      ii. 35% for both staff and administrators

      iii. 32% of faculty

    b. Closes on Friday, March 20

    c. Plan once we get the results:

        i. Calendar Committee will be invited to meet with us

       ii. BPC will vote on resolution

     iii. This is just another data point for the decision

     iv. What is the methodology:

        1. We have not decided

        2. We are waiting to see what the data looks like

3. Referral 17 Learning Management System – Canvas

   a. Just needed to change the date of the Blackboard contract

   b. Second reading at the next Senate meeting

   c. Discussion of implementation

       i. Faust is writing up a plan for the implementation

      ii. There is a taskforce that will be developed for the implementation with faculty and staff

     iii. It would be helpful for BPC to take a look at the plan and timeline

        1. We passed the resolution, but we need feedback from the stakeholders on how the resolution was implemented

        2. We need to make sure there is feedback so we can close the loop on the process

     iv. With all of the efforts to involve everyone, how quickly the resolution is being accepted is a testament to the work the Senate did

4. Referral 20 Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering

   a. Straightforward; will go into a second reading

   b. There is a new program coming out of Computer Science soon

VI. New Business

1. None

VII. Open Forum (time certain 11:15)

VIII. Adjourn: 11:30 am