

<p><b>PLANNING, RESOURCE AND BUDGET COMMITTEE</b></p> <p><b>Minutes</b></p> <p><b>September 9, 2016</b></p> <p><b>1:00 PM – 2:30 PM</b></p> <p><b>CP-1060-05</b></p>
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**Attendance**

	Attendee		Attendee		Attendee
√	Yanitza Berrios	√	Mildred García		Anil Puri
	Gail Brooks	√	Sherif Khalifa		Greg Saks
√	Ann Camp representing President Mildred García		Danny C. Kim	√	HyeKyeung Seung
√	Amir Dabirian	√	Stacy Mallicoat	√	Michael Shafae
√	Peter de Lijser	√	Amanda Martinez	√	Sora Tanjasiri
√	Mike DeMars	√	Bill Meyer	√	Natalie Tran
√	Berenecea Johnson Eanes	√	Dave Mickey	√	Emeline Yong
√	Robert Flores	√	Ryan Nichols		

Guests: Adamson, Garcia for VP Saks, Graylee, Kopecky for Interim Provost Puri, Scialdone, Wong

**I. Call to Order**

- Chair Shafae called to order at 1:00 pm.
- President García welcomed and thanked members for serving on the PRBC Committee. The President thanked Past Chair Bowers and members for work in preparing the Letter of Recommendation. The President also provided a brief update on the status of the budget. Topics covered:
  - The Governor's final FY 2016-17 budget allocation to the CSU - \$154 million baseline which is \$101M short of the amount the Board of Trustees requested. In addition, \$87M one-time funding was allocated to the CSU.
  - CSUF is lowest funded campus based on FTES but the gap is slowly closing.
  - The Assembly changed priorities - allocated \$35m one-time funds to ensure CSU increases 4-year graduation rates and 2-year graduation rates for transfer students. This may signal future funding is tied to outcome of graduation rates.
  - 2025 graduation rate goals:
    - 4 year graduation rate target is 75%, CSUF's current rate is 22%
    - 2 year transfer student graduation rate target is 44%, CSUF's current rate is 32%
  - FY 2016-17 - \$2.6M one-time funding was absorbed to address the 1% salary increase for employees. FY 2017-18, campus must cover \$2.9M for CFA salary increase with baseline funds.
  - It will be difficult to fund all items addressed/requested in the Letter of Recommendation this year.

- Student enrollment is currently over 40,000
- Campus one-time funds has been reduced to address priority items but a reserve must be maintained in order to handle unforeseen expenses or emergencies
- The campus must continue to advocate for more funding

**II. Announcements**

- VP Dabirian reminded everyone to change their passwords by September 30<sup>th</sup>
- DeMars informed members and guests of the upcoming Vendor Fair and Networking Program: What’s Brewing at the Pollak Library: 2016 Faculty Happy Hour scheduled for September 22<sup>nd</sup> from 4:00 pm-6:00 pm in the Library, RSVP by registering online
- Chair Shafae announced the HHMI Weekend Research Experience for high school and college students at CSUF during the weekend of October 22-23 and the STEM Expo for the OC Girl Scouts on October 30. If interested, please contact Michael Shafae.
- Chair Shafae indicated PRBC Member name tents will be available at the September 23<sup>rd</sup> meeting

**III. Member Introductions**

- Chair Shafae welcomed members and guests to the first PRBC meeting of the 2016-2017 Academic Year
- Introductions of PRBC Committee members and guests

**IV. Approval of Minutes**

- April 29, 2016
  - M/S/P Dabirian, Meyer

**V. New Business**

5.1 AY 16/17 schedule

Fall Meeting Dates	Spring Meeting Dates
September 9, 2016	February 3, 2017
September 23, 2016	February 10, 2017
October 7, 2016	February 24, 2017
October 21, 2016	March 10, 2017
November 4, 2016	March 24, 2017
November 18, 2016*	April 7, 2017
December 9, 2016	April 14, 2017*
December 16, 2016*	April 21, 2017
	April 28, 2017*
	May 5, 2017
	May 12, 2017*

\* if needed

- Chair Shafae reviewed the PRBC AY 15/16 meeting schedule and requested feedback  
All PRBC documents are posted in Titanium in the PRBC 2016-2017 folder. Advise Chair Shafae if members are unable to access the folder. 2015-2016 Recommendation to the President memo should be posted prior to the September 23<sup>rd</sup> meeting. The plan is to have the agenda sent to members one week prior to meetings.
- Dabirian requested Dropbox be established for PRBC members

## 5.2 Planning, Resource & Budget Committee Overview

### 5.2.1 [AS Senate Bylaws](#)

Planning, Resource, and Budget Committee: Functions  
(It is a long document. We are on page 16 and 17)

- Chair Shafae reviewed the Planning, Resource, and Budget Committee section of the Academic Senate Bylaws, UPS 100.001 (reference page 18). Topics covered: Members and Functions of the Committee with the outcome of the Budget Recommendation Memo to the President.

### 5.2.2 [Planning and Budgeting Process UPS 100.201](#)

- Chair Shafae briefly talked about UPS 100.201 - Planning and Budgeting Process, UPS 100.201 and introduced Guest Graylee for the Budget 101 presentation.

5.2.3 Budget 101: (VP Kim will present). In addition, the committee has a Titanium Community page where PRBC materials are archived. There is a folder with helpful budget documents if you would like to research further.  
[CSUF Finance and Admin Page](#)

- Guest Graylee shared a powerpoint presentation “CSU Budget Process” and addressed questions. Topics covered in the presentation:
  - State of California Budget Timelines
    - CSU Budget Cycle and Timelines
  - California State Budget
    - Sources of General Fund Revenue
    - State General Fund Expenditure Budget
    - Higher Education General Fund Budget
  - Campus Share of CSU Budget
  - CSU Funding Methodology (Baseline & One-Time, Marginal Cost per FTES)
    - Basis for Budgeting – Classification
  - Budget website is another source for relevant budget information. Resource Planning and Analysis/Budget Administration website: <http://resourceplanning.fullerton.edu/>

## 5.3 Setting an agenda for 2016-17

- Chair Shafae requested agenda items for AY 2016-17 for consideration.

Members suggested the following topics:

- Annual Budget Memo
  - Periodic Review of UPS (UPS 100.015)
    - UPS 105.000 – Consortia, Concords and Multi-campus Programs
    - UPS 100.610 – Program Discontinuance & Suspension
  - Academic Master Plan - October 7 or October 21 meeting
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- Looking ahead – Future items
    - Elect Vice Chair
    - New Strategic Plan
    - WASC Report
    - New Programs (as needed)

## VI. Adjournment

- M/S/P Dabirian, Meyer at 2:06 pm

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*Future items:*

- Elect Vice Chair
  - Budget Update and situation for 2016-17 AY, VP Kim, Date TBD
  - Request from Academic Senate Chair, Bonney, to review UPS 105.000
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Respectfully submitted: May Wong