

<p>PLANNING, RESOURCE AND BUDGET COMMITTEE</p> <p>Minutes</p> <p>March 8, 2019</p> <p>1:00 PM – 2:30 PM</p> <p>CP-1060-05</p>
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Attendance

√	Amir Dabirian	√	Mikyong Kim-Goh	√	HyeKyeung Seung
√	Peter de Lijser	√	Stacy Mallicoat, Chair	√	Binod Tiwari
	Berenecea Johnson Eanes	√	Craig McConnell		Framroze Virjee
√	David Forgues	√	Dave Mickey	√	Megan Wagner
	Danielle Garcia representing President Framroze Virjee		Nelson Nagai		Meghan Waymire
√	Rebecca Hesgard		Pam Oliver	√	Emeline Yong
√	Sherif Khalifa	√	James Rodriguez	√	Maria Estela Zarate
√	Danny C. Kim	√	Greg Saks		

Guests: Adamson, Balderas, Graylee, Palmerton, Scialdone for Eanes

I. Call to Order

- Chair Mallicoat called to order at 1:00 pm.

II. Announcements

- Mickey announced the production of The Cherry Orchard opens tonight at the Young Theater and Blood of the Land, written by a student is playing at the Grand Central Arts Center in Santa Ana

III. Approval of Minutes

3.1 Minutes February 1, 2019 (draft)

- M/S/P McConnell, Wagner

IV. New Business

4.1 Greg Saks, VP Advancement

- VP Saks shared a powerpoint presentation on “Campaign Preparedness: Setting the Stage for Success”. Topics covered:
 - What is a Comprehensive Campaign? Specific fundraising goal, Timeframe for meeting the goal, Structure for focusing and utilizing volunteers, Focus on raising and recognizing major gifts and donors
 - Why Now? 60 years, Strategic Plan, Master Plan, Supporting data, Success
 - Demonstrated Success in Fundraising – List of totals from FY 2011/2012 thru 2018-Present for Planned Giving and Gifts/Pledges, In Kind categories
 - Stages of a Campaign: Campaign Readiness, Campaign Planning, Leadership Phase (silent phase), Public Phase
 - Campaign Readiness & Planning – Define & Test, Analyze & Discover, Evaluate & Determine, Understand
 - Leadership Phase – Chart of categories: Principal Gifts & Planned Gifts, Major Donors, Repeat Donors, First Time Donors

- Public Phase – Form of Kick-Off Program, Announce the “Firm Goal”, Focused more on mid-level donors, Reporting & celebrating, Celebrating donors & invite the community to participate, Working to get “over the top”
- Campaign Planning Milestones: Summer 2017-Internal Readiness Assessment; Fall 2017-Tentative Campaigns, Timeline/Milestones, Data Collection; February 2018: Review Data, Establish Working Campaign Goal of \$175m, March 2018-Presentation to CSFPF Board, \$12m Challenge; April-June 2018-Tentative Campaign & Unit Goals; June 2018-Review of Draft Campaign Prospectus; July-August 2018-Develop Draft Prospectus from feedback; September 2018-Finalize Campaign Prospectus; September-October 2018-Interviews to Discuss Campaign Prospectus, Online Survey; October-November 2018-Finalize Auxiliary Goals, Integration of New Investors; November-December 2018-Interview Results; Spring 2019-Finalize Campaign Priorities, Develop Publications with Unit Goals, Continue to Fundraise
- Campaign Fundraising Progress to Date – Overall Progress at 49% toward \$175m working goal, Board Giving Progress at 94% of \$12m challenge
- People are the Key to Extraordinary Success – Campaign full steam ahead, Advocate and Ambassador for CSUF, Consider your role and get involved!

4.2 Laurie Palmerton, Director, Disability Support Services

- Guest Palmerton offered a presentation on “Disability Support Services”. Topics covered:
 - Summary of the Disability Support Services:
 - Civil Rights Office – Overseen by the Department of Education and directed by Federal and State Laws; tied to Federal Funding
 - Law requires Equal Access to all program participants, educational material, classroom and physical space/buildings/restrooms, testing environment by removing barriers
 - DSS Staff consist of Disability Specialists, Assistive Technology, Management, and Operations/Accommodations Team: Student Assistants, Graduate Assistants, E-text Editors, Sign Language Interpreters, and Captionists
 - DSS Students Served and Disabilities Represented – 17% increase from 2017-18 to 2018-19 with a comprehensive list of disabilities including psychological, chronic health, attention deficit, learning disability, mobility, temporary, blind/visual impairment and deaf/hard of hearing
 - Accommodations for 2018-19 – Letters of Accommodation to faculty, students eligible as volunteer note takers, students requested alternate format textbooks and course materials, proctored exams, student needs for captioning or sign language interpreter
 - DSS Concerns – ADA Testing Space, Instructors understanding ADA obligations, Counselor to student ratios, 508 Compliance (website/online course materials), meeting needs of psychological disabilities, increase number of space/staff

4.4 Strategic Plan Goal Mapping – PRBC Tasks

- Chair Mallicoat shared the Academic Senate Exec spreadsheet on the University Strategic Plan. The document identifies specific strategies that may require PRBC involvement:

- Goal 1 - Transformative Education – Provide a transformative educational experience and environment for all students
 - Strategy 1 - Identify, develop, and highlight university signature programs that provide a transformative experience for students
- Goal 4 – Financial and Physical Capacity – Expand and strengthen our financial and physical capacity
 - Strategy 6 – Complete the final draft of the Campus Master Plan in February 2020 for approval and adoption by June 30, 2020
 - Strategy 7 – Enlist the concurrent support of the EIR consultant to monitor and anticipate any environmental impacts of recommended Campus Master Plan projects both to expedite plan approval and to ensure a sustainable campus
 - Strategy 8 – Incorporate formal milestone meetings with key stakeholders in any major construction and renovation schedule to improve communication, stakeholder satisfaction, and timely completion of projects
- Chair Mallicoat to provide feedback to the Academic Senate Exec that PRBC members are engaged with the strategic planning process since the agenda covers topics related to the USP goals and strategies. Owners/stakeholders provide presentations or updates on related topics such as the Campus Master Plan, GI 2025, Signature Programs, etc.

V. Adjournment

- M/S/P Dabirian, Mickey at 2:17 pm.

FUTURE ITEMS

- 3/22 Student Affairs
- 4/12: Alyssa Adamson, One-time money
- GI2025
- Student Affairs
- Subcommittee on Budget Shortfall
- Irvine Campus
- Extension and International Programs

Respectfully submitted: May Wong