

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

FEBRUARY 17, 2023

1:00 PM – 2:30 PM VIA ZOOM

ATTENDANCE

<input checked="" type="checkbox"/> Brennan, Catherine	<input checked="" type="checkbox"/> Graewingholt, Megan	<input checked="" type="checkbox"/> Porter, Alexander
<input checked="" type="checkbox"/> Brusckke, Jon (Chair)	<input checked="" type="checkbox"/> Huang, Jidong	<input type="checkbox"/> Rodriguez, Eric
<input checked="" type="checkbox"/> Chávez, Minerva	<input checked="" type="checkbox"/> Kim-Goh, Mikyong	<input checked="" type="checkbox"/> Saks, Greg
<input checked="" type="checkbox"/> Culhane, Carly	<input type="checkbox"/> Martinez, Mayra	<input checked="" type="checkbox"/> Stone, Sam
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> McConnell, Craig	<input type="checkbox"/> Thomas, Carolyn
<input checked="" type="checkbox"/> Davis, Anthony	<input checked="" type="checkbox"/> Meyer, Bill	<input type="checkbox"/> Virjee, Framroze
<input type="checkbox"/> Forgues, David	<input type="checkbox"/> Nagai, Nelson	
<input type="checkbox"/> Garcia, Danielle (designee)	<input type="checkbox"/> Oseguera, Tonantzin	

Guests: Adamson for Thomas, Balderas, Camacho, Garcia, Graylee, Scialdone for Oseguera, Tran,

I. Call to Order

1.1 Chair Brusckke called to order at 1:03 PM

II. Introductions

III. Announcements

3.1 Chair Brusckke asked for additional volunteers in forming the memo drafting sub-committee. Members Graewingholt and Stone volunteered to join the sub-committee. They join Chair Brusckke, Vice-Chair Huang, and VP Dabirian who had previously volunteered.

IV. Consent Calendar

4.1 COMD Master's Preparatory Certificate

4.2 Marketing Analytics

4.3 M/S/P (McConnell/ Dabirian) Motion to approve the consent calendar items. Motion approved by acclamation.

V. Approval of Minutes

- 5.1 M/S/P (Meyer/ Kim-Goh) Motion to approve minutes from January 27, 2023. Minutes approved by acclamation.

VI. New business

- 6.1 Semester overview conclusion and memo drafting plan

Chair Brusckke concluded a review of PRBC's Spring semester calendar which concludes with the drafting of PRBC's Budget Recommendations Memo to the President and companion presentation to the full Academic Senate. Additional, as-needed sessions are scheduled for any additional committee business.

- 6.2 Consider revisions to UPS

Members McConnell and Meyer submitted a motion to consider revisions to UPS 100.201, Planning and Budgeting Process, for review by PRBC. The update is intended to bring policy in line with the committee's current practice. Proposed changes include the following:

- Committee preparation: Revises policy to allow committee members the option to receive training on the university budgeting process online.
- Timeline on the President's memo: Updates policy to require the committee receive the President's response to PRBC's recommendations within 60 days of the start of the semester.
- Review Budget Reports: Adds University Budget Reports to the list of items reviewed by PRBC
- Division Head Presentations: Revises policy to reflect the current practice of Division Heads reporting on their respective areas individually.
- Dean Presentation: Updates policy to require the committee receive presentations from College Deans
- Information Requests: Updates policy to codify PRBC's ability to make relevant information requests on a one-time or ongoing basis
- Make Process Work Explicit: Revises policy to add budget process review to PRBC's portfolio
- Inclusion and Equity: Revises policy to explicitly allow PRBC to solicit input from all university stakeholders
- Faculty Workload: Revises policy to add an annual review of faculty workload, including reassigned time, to PRBC's list of duties
- Spring Memo Construction: Strikes the line that states that Division heads develop and present a university wide budget strategy proposal for presentation to PRBC

The proposed changes were discussed by the committee. Questions were raised about whether these proposals were too prescriptive to include into policy. The committee asked that the proposers consider submitting a revised version of the proposal for review by the committee at a future meeting.

- 6.3 Lecturer proposal (Brusckke)

Presented by Chair Brushcke. This presentation follows the presentation made by members of the Lecturer's Council the previous session which described the difficult working conditions faced by many part-time lecturers. Chair Brushcke notes that the University incurs additional expenses from benefits paid to each additional adjunct faculty. He argues that the university can realize reduced costs by consolidating the number of lecturers so that the university hire fewer lectures but provide them with a larger teaching load. He proposes a centralized system to ensure that courses are offered first to existing lecturers before offering them to new hires. The committee noted that the collective bargaining agreement (CBA) requires that courses be first offered to existing lecturers. The committee also had inquired whether there was an existing software package that can handle this tracking.

VI. Adjournment

M/S/P (Brushcke/ Meyer) Meeting adjourned at 2:14 PM

Respectfully submitted: Triana Ramos and Oliver Ravela