PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

MARCH 10, 2023

1:00 PM – 2:30 PM VIA ZOOM

ATTENDANCE

☒ Brennan, Catherine	☐ Graewingholt, Megan	☐ Oseguera, Tonantzin
☒ Bruschke, Jon **(Chair)**	☒ Hidalgo, Rommel	☒ Porter, Alexander
☐ Chávez, Minerva	☒ Huang, Jidong	☐ Rodriguez, Eric
☐ Culhane, Carly	☒ Kim-Goh, Mikyong	☐ Saks, Greg
☒ Dabirian, Amir	☒ Martinez, Mayra	☒ Stone, Sam
☒ Davis, Anthony	☒ McConnell, Craig	☐ Virjee, Framroze
☒ Forgues, David	☒ Meyer, Bill	
☐ Garcia, Danielle **(designee)**	☐ Nagai, Nelson	

Guests: Camacho, Graylee, Scialdone for Oseguera,

I.   Call to Order

1.1   Chair Bruschke called to order at 1:00 PM

II.   Introductions

III.   Announcements

3.1   Chair Bruschke and the committee welcomed Provost Dabirian to his new role.

3.2   Next PRBC meeting scheduled for April 7. Drafts of the annual PRBC memo to be circulated to the committee via email and shared through Google Documents.

3.3   IRA administration may transition some functions to state-funded operations. Planning and discussion about the transition and scope are ongoing.

IV.   Approval of Minutes

4.3   M/S/**P** (Meyer/ McConnell) Motion to approve the minutes from February 24, 2023. Motion to approve the minutes passes.

V.   New business

5.1   Review survey results and provide the committee with final feedback.

Chair Bruschke shared with the committee a distilled summary of feedback collected. He noted that the feedback provides the drafting subcommittee with guidance on how to prioritize various PRBC proposals. Stone provided a statistical analysis of responses to infer strong agreement among committee members on certain key priorities like assigning tier I priority to recruiting staff, baseline funding restoration, deferred maintenance, and recruitment and retention of a diverse faculty. He further discussed with the committee additional observations on the data which suggest some agreement on priorities like course reassignment time, support for child care and for assessment, but where the data was somewhat more ambiguous. The committee suggested that the memo include this data in an appendix to the memo.

The committee also discussed questions raised about the cost of instruction in an earlier meeting which included a presentation by College Deans. Provost Dabirian resolved that he and his office would work on gathering the information needed to provide the Deans the additional clarity on instructional costs.

5.2   Review HR process transparency item (tentative; Huang, Davis)

Working with VP Forgues and HRDI, Huang presented suggestions from to improve HR process transparency. Suggestions included providing campus hiring managers with job description templates, implementing an electronic workflow with process tracking and committing to prosecute recruitments with the utmost speed and efficiency. The committee also added that position titles should reflect the common conventions used within the industry.

5.3   Review of extant budget documents for reporting recommendation item (Bruschke)

Chair Bruschke presented the item and reviewed documents published on Administration and Finance's website detailing the budget and financial performance of units and divisions on campus. He encouraged the committee to continue to take an active role in understanding university budget priorities.

VI.   Adjournment

M/S/**P** (Dabirian/ Meyer) Meeting adjourned at 2:21 PM

Respectfully submitted: Triana Ramos and Oliver Ravela