

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

SEPTEMBER 13, 2024

1:00 PM – 2:30 PM

ATTENDANCE

<input checked="" type="checkbox"/> Brennan, Catherine	<input checked="" type="checkbox"/> Jarvis, Matthew	<input type="checkbox"/> Rochon, Ronald
<input checked="" type="checkbox"/> Bruschke, Jon	<input checked="" type="checkbox"/> McCullough, Phenicia	<input type="checkbox"/> Rodriguez, Eric
<input type="checkbox"/> Chahyaddie, Cierra	<input checked="" type="checkbox"/> Mix, Lisa	<input checked="" type="checkbox"/> Shiner, Kimberly
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Muriel, Christine	<input checked="" type="checkbox"/> Stone, Sam (chair)
<input checked="" type="checkbox"/> Forgues, David	<input checked="" type="checkbox"/> Porter, Alexander	<input checked="" type="checkbox"/> Tran, Linh (designee)
<input checked="" type="checkbox"/> Graylee, Laleh (designee)	<input checked="" type="checkbox"/> Praitis, Irena	<input checked="" type="checkbox"/> Wilson, Kathryn
<input checked="" type="checkbox"/> Huang, Jidong	<input checked="" type="checkbox"/> Ravela, Oliver	

Guests: Jason Ono, Matthew Badal, Alyssa Adamson, Tara Garcia, Sepehr Sobhani, Michael Au-yeung

I. Call to Order

1.1 Chair Stone called to order at 1:03 PM.

II. Introductions

2.1 None introduced.

III. Announcements

3.1 None introduced

IV. Approval of Minutes

4.1 Minutes 08-30-24

Chair Stone continued with the approval of the meeting minutes from 08-30-24 and opened for comment for any revisions.

M/S/P (Praitis/Wilson) the meeting minutes were approved unanimously.

V. New Business

5.1 Nominations and election of Vice Chair

Chair Stone announced there were two nominations for vice chair that included Dr. Jon Bruschke and Dr. Jidong Huang. He opened to both candidates to make statements in what their goals were for the position. Dr. Huang and Dr. Bruschke made their statements to the committee. After a vote from all committee members, Dr. Jidong Huang was elected vice chair of the committee.

5.2 Appointment of Subcommittee to review and update UPS 100.600 Establishment of University Departments and 100.605 Policy on Administrative Restructuring of Academic Programs

Chair Stone continued by letting the committee know that both Huang and Bruschke serve as part of the subcommittee already, and noted it would be nice to have one more volunteer to serve on the committee. Stone requested that the vice chair lead the process to review and update UPS 100.600 (Establishment of University Departments) and UPS 100.605 (Policy on Administrative Restructuring of Academic Programs). Brennan volunteered to serve on the subcommittee. Chair Stone advised the subcommittee members to schedule time together to complete the work necessary in order to report back to the committee.

5.3 Proposal for alternate committee process for AY 2024-2025

Chair Stone continued with assessing the template document of the new alternate committee process. The committee reviewed the City of Corona's HR department budget summary, which detailed the individual manner of department presentations, performance goals, and how their goals meet their city-wide strategic plan. Along with this, Stone noted he used this as basis for the template to send out to divisions that they can complete, instead with Fullerton campus data.

- Provost Dabirian made note that Su Swarat's reports offer a similar deliverable such as goals, strategies, progress, as well as a dashboard in which each of the divisions contribute to. He suggested that Stone receive a download of the dashboard for this year to populate the data.
- Porter commented that if the committee needs any specific reports regarding the budget and detail side, he can work with Graylee on what they need and can format the reports for what the members are looking for. He noted this would include qualitative data and a narrative of what the budget looks like.
- Jarvis suggested when reaching out to Su Swarat, to also consider going to a Judiciary and Oversight committee meeting.
- Brennan stated she would like to see the data go back farther than 2022 for the committee to better understand trends.
 - Jarvis made note that the pandemic years could skew the data.
 - Chair Stone assessed he doesn't want the committee to be overwhelmed with data, and wants to be able to focus on having digestible information.
 - Porter identified there will be trends and shifts with enrollment growth, abnormalities, state budget action that required reductions, and over

time the data will naturally see slopes, however it is oftentimes unavoidable for there to be a narrative associated.

- Huang evaluated it would be important to understand the context of enrollment and if it goes over budget, along with seeing various changes that have happened over time.
- Chair Stone detailed he wants a conversation with the divisions to be light on detail, and be able to review information ahead of time in order to focus on things that stand out to the committee when they meet.
- Jarvis made note that with the reviewal of the city of Corona's HR budget data, ratios become increasingly important.
- Stone emphasized in the academic side of the institution, he doesn't want to add any more performance metrics than they already have, but rather to extend the same principal to other divisions so the committee can properly evaluate the units.
- Provost Dabirian said there is a disparity between colleges regarding metrics, assigned time, classroom size, expenditures, and more. He posed a question if the committee would want this data to be at a higher level given the differences that are there.
- Chair Stone expressed he would like to keep the data at a higher level.
- Praitis detailed she is concerned that due to the many different areas to gather data that are standard, some areas might not be the most relevant for gathering information. She made note it would be good to know how they engage the conversation.
- Bruschke agreed, expressing there should be a shared governance approach, and it may be short sighted to point at the data being high or low level. He stated what the committee is involved with is trying to identify a problem. This involves looking at division's data, asking questions, and having more productive and detailed discussion in order to make a recommendation.
- Porter emphasized the importance of being selective on the data they discuss due to time constraints the committee has.

The committee further emphasized placing importance on structure given the strategic plan, incentivizing transparency, reporting incentives, the idea of decision packages, and exercising discretion on which problems they want to get involved with.

- Huang commented on looking at performance data along with institutional benchmarks.
- Porter identified that it could be difficult, given that each institution is set up differently, and not all are built the same. He noted it would involve an in-depth understanding of other campus' data, which could be possible but difficult.
- Dabirian agreed, citing the components of various institution's divisions are different, so benchmarking becomes harder to implement.

- Chair Stone emphasized the importance of trusting divisions to employ benchmarks when they believe it is relevant to use.

Chair Stone extended the short-term plan would be to refine the template with what they can import from the strategic plan, as well as reports from Admin and Finance. With no further comment from the committee, Chair Stone moved to the next agenda item.

5.4 Institutional-wide financial management policies and processes to review this academic year

Chair Stone introduced topics to be presented and discussed at future meetings. Topics included:

- Cost allocation for internal services
- Appropriate uses of temporary or one-time funds; especially regarding personnel
- Establishment of a Facilities/Advancement working group to link giving with high priority deferred maintenance projects
- Other member proposed items

Chair Stone made note if there were any additional topics the members would like to cover, they can email him. Praitis inquired about the topic of external funding, as well as assigned time, buyouts, and teaching loads. Provost Dabirian volunteered to give a presentation on an overview of assigned time, noting he can give historical context and benchmarks for background. Jarvis expressed interest in covering Goal 5.1 regarding process efficiency from the university strategic plan. Chair Stone invited the committee to follow up with him if they had additional items of interest to cover for future topics.

5.5 Follow up on any other items identified in the Committee's 2024 Budget Memorandum

Chair Stone announced if there were any items identified in the 2024 Budget Memorandum the committee would like to revisit, to let him know.

5.6 Coming items

Chair Stone communicated to the committee that for the upcoming meeting, President Rochon would be addressing the committee at 2:00 p.m.

VI. Adjournment

M/S/P (Dabirian) Meeting adjourned at 2:17 PM.

Respectfully submitted: Stacy Threatt