

# CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 4/9/2024 APPROVED BY COMMITTEE 5/14/24  
Sub. To Exec. Comm. 5/15/24 Approved by Exec. Comm. \_\_\_\_\_  
Sub. To Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_  
POLICY ITEMS \_\_\_\_\_

## Members Present:

David Boyajian, Krystle Cronin (recording), Yi Ding, Callie Juarez (non-voting), Greg Knotts, Lesley Krane, Katherine Stevenson, Holli Tonyan, Yarma Velazquez-Vargas

## Not present:

Christian Tedeschi, Tadeh Zirakian

## Call to Order

The virtual meeting was called to order at 2:06 p.m. by G. Knotts.

### 1. Approval of the Agenda

The agenda was approved with no objections. MSP (Stevenson/Tonyan)

### 2. Approval of the ERC Meeting Minutes of March 12, 2024

The minutes were approved from the March 12, 2024 meeting with one abstention.  
MSP (Velzaquez Vargas/Tonyan)

### 3. Chair's Report

G. Knotts updated the committee on the University Planning and Budget Group (UPBG) meeting from April 5, 2024. Next year's budget deficit fluctuates from \$9- to \$29-million due to the Governor's compact budget and the likelihood of the Governor not able to commit the funds due to (lack of) tax revenue of the state of California. During the UPBG meeting, the student senator urged that messaging to students regarding this deficit should be intentional, thoughtful and planful. The two prime areas of focus are revenue generating and cost reduction.

### 4. Executive Secretary's Report

C. Juarez reported on the budget deficit as well to clarify that all CSU campuses will have to fulfill any deficit internally caused by salary increases. As a whole, CSUN's yearly budget is

\$500 million with at least \$200 million of that in benefits. In order to address deficit, other CSU campuses have had to make difficult decisions up to and including personnel layoffs.

The 2024-25 [preliminary Budget Allocations Memo](#) and [attachments](#) were provided for the committee to read through. Currently, C. Juarez is working with other divisions on cost reduction and brainstorming sessions on a weekly bases. The first conversation was about software and technology and if there are any duplications across campus. Another possible solution is regarding shared services which would have staff centrally assist in particular duties rather than having several staff do the same duties in each department within the college/area.

## **5. [Strategic Enrollment Plan Summary](#)**

G. Knotts proposed that each committee member read the report and give feedback to him within one week.

## **6. CSUN Ready Follow-up**

The committee discussed the previous presentation and the decision to put the program on hold until Fall 2025. This item is one of ERCs priorities for 2024/2025.

## **7. [Scheduling/Room Assignments](#)**

C. Juarez updated the committee on how rooms are assigned to colleges. At the end of 2022, data was collected from Fall 2019 through Fall 2022 term usage to determine what the space usage was pre- and post-pandemic. All of the data was pulled from the schedule of classes. After the collection, the data was broken down based on C1-C6 courses and enrollment size to see what each college used compared to what was currently allocated to them and what the difference is.

Colleges get the allocation from the Office of Academic Resources and Planning (AcR&P). Each college then allocates classrooms to their own departments. Once their rooms are allocated, AcR&P optimizes using Ad Astra.

The goal is for each college to schedule classes throughout the day as opposed to the popular times (10a-3p). Also, if two hybrid courses are being taught on the same days of the week, the courses should be scheduled to share a room.

The best starting point with the scheduling issue amongst the colleges is to have all committee members create a report on what their respective colleges process is regarding general lecture room allocation.

## **8. [Faculty Survey: Recruit/Retain](#) (Slides 8-11)**

G. Knotts reported on the faculty survey results regarding the suggestions for the top two ways to impact retention/enrollment of first time first-year/transfer students.

G. Knotts proposed that each committee member review the 4 slides (8-11) and give feedback to him within one week.

## **9. AY 2425 Meeting Time/Modality**

The committee has agreed to meet in-person for the 2024-2025 while also offering a Zoom option.

## **10. Committee Concerns**

Y. Vargas-Vazquez expressed some concerns regarding the hospitality process and the implementation compared to other CSU campuses. One concern was the privacy on attendees having to sign in to an event with their personal information. Per the Chancellor's Office, the attendance of participants needs to be recorded, however, not every attendee is required to sign in. If they chose not to, you can write, "Due to the sensitive nature of the topic, some individuals that attended did not want to sign in."

Another concern is the inability to purchase gifts for graduating students. The only items approved for purchasing are promotional items with a CSUN brand, and Awards

The only difference between CSUN's policy and other CSUs is the pre-approval level and the maximum and minimums for meal rates.

## **11. Adjournment**

The meeting was adjourned at 3:52 p.m.

### **Notes:**

The next ERC meeting will be held on May 14, 2024, from 2:00 – 4:00 p.m via Zoom.