

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 02/08/2022 APPROVED BY COMMITTEE 03/08/2022
Sub. To Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

Nazaret Dermendjian, Ellis Godard, Callie Juarez (non-voting), Gregory Knotts, Alexandra Monchick, Linda Noblejas-Sapuay (recording), Mirna Sawyer, Katherine Stevenson, Holli Tonyan, Yarma Velazquez-Vargas

Excused: Michael Doron, Elizabeth Debach

Call to Order

The virtual meeting was called to order at 2:02 p.m. by Katherine Stevenson.

1. Approval of the Agenda

The agenda was approved. MSP – Godard/Tonyan

2. Approval of the ERC Meeting Minutes of December 14, 2021

The December 14, 2021 meeting minutes were approved with abstentions. MSP – Godard/Tonyan

3. Chair's Report

Stevenson recalled the Proposed Operating Budget Planning Timeline that was shared by Winterhalter at a previous meeting to remind the Committee the work that needs to be done prior to the university making decisions on the budget.

Stevenson stated that she met with the Provost and the Provost asked her for the Committee to think about how to operationalize the budget. She shared that she, Juarez, and Noblejas-Sapuay had a productive prep meeting two weeks ago and she thinks the best way to operationalize the budget is to think about the workflow of ERC and what the Committee wants to accomplish at different times of the year. Her idea is to think of the Fall as priority planning based on actual evidence and consultations on what faculty priorities are and then the Committee can be ready when it meets the next semester to report on what the priorities are and fit them with opportunities and make recommendations. The priority planning is to understand the state of the institution and formulate faculty priorities for placing CSUN in a strong position within the existing budget framework and collaborating with other relevant Senate standing committees.

- a. By January and February, the Committee can report on priorities and work with administration to see where these fit into the budget which is being formulated and identify structures within the budget that are opportunities for or impediments to meeting faculty priorities.
- b. By March and April, the Committee will develop and present reports on recommendations on how priorities should be incorporated into the budget.
- c. By May, ERC gears up and sets up for the coming year (i.e., where we get the data, how we collect the information, who we need to consult, etc.).

It is a great opportunity to be part of the Committee that will have real impact in the way we had an impact with HEERF and to carry that collaboration forward and have our list ready when budget decisions are being made.

The Provost also asked the Committee to provide guidance on special projects and this one falls under the Gifts and Other Allocations Subcommittee. The Provost wants to have some structure on funding requests coming to her every year.

Stevenson mentioned that she will be attending the Academic Technology Committee meeting on March 4 to present the proposed ERC charge. She also mentioned that there is another UPBG meeting on February 11 and she encouraged everyone to attend.

4. Executive Secretary's Report

Callie Juarez reviewed the budget calendar provided to ERC in October. Currently, the ERC meeting calendar and the UPBG meeting calendar do not line up; we are already in communication that the February UPBG meeting needs to be before the February ERC meeting so that request for input at UPBG can be discussed at the following ERC meeting.

Juarez reviewed the [CSU Board of Trustees budget request in comparison with the Governor's budget proposal](#).

[The Governor's budget proposal for the CSU](#) includes:

\$304.1 million ongoing General Fund

- \$211.1 million --five percent increase in base resources
- \$81 million--1% enrollment growth (9,434 FTES)
- \$12 million increase support for foster youth students

\$233 million one-time General Fund

- \$83 million CSU Bakersfield Energy Innovation Center

- \$50 million CSU University Farms
- \$100 million Deferred maintenance and energy efficiency projects

The most important part of the proposal is the proposed compact with the CSU which provides 22 goals for the system set forth by the Governor. In return, the CSU receives five percent base budget growth annually for five years. When this goes through, the Provost will be looking at ERC and other committees to help with operationalizing these goals. Discussion followed with questions on how normal the discrepancy between the Governor’s proposal and the BOT request is each year, on the proposed compact such as how do we accomplish the goal of providing access to online course offerings when we have accreditation guidelines to follow on online instructions, etc.

Lastly, Academic Resources and Planning continues to expend the HEERF allocations. May 13th is the expenditure deadline for all HEERF funds. There are no encumbrances allowed.

5. Subcommittee Reports

a. Gifts and Other Allocations

Knotts stated that the Provost requested that the Committee provide operating guidance or a rubric on how to spend discretionary money or grant money for those funding requests she gets annually. As a starting point, they are suggesting to use the seven points that came from the President’s 100 day listening tour or the seven points of the Road Map to the Future project to guide them in this rubric. He stated as an example: “Making Sense of Our Dollars and Sense” and having a rating system.

Making Sense of Our Dollars and Sense	4 – Exceeds Target	3 – Target	2 – Developing	1 – In Need
	A clear, detailed, appropriate, and relevant Budget is submitted.	An appropriate and relevant Budget is submitted.	A Budget is submitted.	A Budget is submitted but is inconsistent, irrelevant, and/or lacks clarity.

In addition, they are suggesting some other criteria such as:

- i. Is the project’s timeline realistic, detailed, relevant, and clear?
- ii. Does the project provide a detailed plan of evaluation to measure the program success?

- iii. If project has previously been funded by the Provost's Office, did the funded program meet its goals, exceed its goals? What benefits did this funded program bring to the university?
- iv. Impact/Reach – how many students will be impacted by this project, etc.?

The guide can ask if the funding request meets the seven existing goal posts, or just one and two points. Knotts stated that this is a starting place for the subcommittee and asked if the ERC are in agreement so the subcommittee can move forward as they are meeting again tomorrow.

Discussion ensued on including or referring to the mission statement that the committee came up with for the Road Map to the Future committee, on doing two kinds of rubrics for short term and long term, considering the scope of the request, balancing minority and majority projects, taking consideration on projects that are less supported or not funded previously, how to measure the intangibles but have merit as not everything can be quantified, adding measurements, equity based initiatives, defining equity and adding that to the point system, etc.

b. Strategic Budget Initiative (SBI)

The subcommittee has not met and they are also are not clear to the direction of this initiative. Godard stated their charge to find space for this committee to be engaged.

Juarez stated that this subcommittee can dive a little deeper into the instructional model and understand what the Strategic Budgeting Group is proposing. Stevenson stated that this subcommittee is to understand the initiative well and to work closely with Juarez so when the SBI comes again that there is someone who fully understands it. Stevenson will join this subcommittee since there are more people on the Road Map subcommittee.

c. Road Map to the Future Project

No report at this time. This subcommittee will join the efforts of the Gifts and Other Allocations in developing the rubrics for the Provost's discretionary funds. The subcommittee should meet as a group to plan on next steps.

Knotts suggested that the Gifts subcommittee meet first before to get more defined parameters and then will invite the rest of the subcommittees to join in and be provided tasks.

6. ERC Annual Workflow Discussion

Stevenson shared her first attempt with the ERC Annual Workflow.

For the Fall semester

In **September**: Identify faculty priorities

In meeting:

- Identify method to consult faculty, chairs, senators
- Identify faculty groups & ERC member to consult
- Identify student groups & ERC member to consult
- Identify senate standing committees & ERC member to consult
- Presentations from Academic Resources, Office of Budget and Finance, UPBG

Between meetings: consult, consult, consult

In **October**: Identify faculty priorities

In meeting:

- Invite relevant groups/committees to present on priorities
- Review information collected on faculty priorities
- Identify gaps and devise a plan to fill them
- Presentations from Academic Resources, Office of Budget and Finance, UPBG

Between meetings: consult, consult, consult

In **November**: Identify faculty priorities

In meetings:

- Invite relevant groups/committees to present on priorities
- Formulate draft documents on faculty priorities
- Identify areas where more information is needed and create plan to collect that information

Between meetings: consult, consult, consult

In **December**: Identify faculty priorities

In meeting:

- Refine draft documents on faculty priorities
- Create working groups to write reports

Between meetings: write

In the Spring Semester

In **February**: Report Faculty priorities

In meeting:

- Present a report to the Provost spelling out faculty priorities
- Consultation with Provost (or representatives) to identify opportunities to match priorities with funding opportunities

Between meetings: Consultation with Provost (or representatives)

In **March**: Identify funding opportunities for faculty priorities

In meeting:

- Discuss matching priorities with opportunities

Between meetings: consultation with Provost (or representatives) and other groups

In April: Identify faculty priorities

In meeting:

- Present a report to Provost recommending funding of particular priorities under specific funding opportunities

Between meetings: consult, consult, consult

In May: Get prepared for next year

- Elect next year's ERC Chair and determine subcommittees and subcommittee chairs
 - Subcommittees by topic or by college grouping: CMS & CECS, DNCBE & MDECOE, CHHD and CSBS, COH & MCCAMC
- Revise outreach plan to identify faculty priorities

Stevenson inquired feedback from the Committee regarding her suggested workflow for Fall and Spring. Discussion followed on how inclusive and excellent the workflow is, being able to provide the faculty voice in Academic Affairs decisions, addresses the desire of the Committee of moving out of getting the information after-the-fact to our desire of being in the conversation and being consultative, etc.

Stevenson will share it with the group and will have more conversations about this at the next meeting.

7. Adjournment

The meeting was adjourned at 3:40 p.m.

Notes:

The next ERC meeting will be held on March 8, 2022 from 2:00 – 4:00 p.m. via Zoom.