

# CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 03/09/2021 APPROVED BY COMMITTEE 04/20/2021  
Sub. To Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. To Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_  
POLICY ITEMS \_\_\_\_\_

## Members Present:

Nazaret Dermendjian, Ellis Godard, Kim Henige, Vickie Jensen, Greg Knotts, Renee Moreno, Linda Noblejas-Sapuay (recording), Diane Stephens (non-voting), Kate Stevenson, Elizabeth Sussman, Yarma Velazquez-Vargas

## Members Excused:

Michael Doron

## Guests:

Colin Donahue, Edith Winterhalter, Ken Rosenthal

### 1. Call to Order

The virtual meeting was called to order at 2:01 p.m.

### 2. Approval of the Agenda

The meeting agenda was approved.

### 3. Approval of the ERC Meeting Minutes of February 9, 2021

The minutes of the ERC meeting of February 9, 2021 were approved. (Sussman/Henige MSP)

### 4. Chair's Report

Dermendjian reported that the ERC meeting on April 13, 2021 is now changed to April 20, 2021 to accommodate President Beck's visit with the Committee as part of her listening tour. President Beck asked Provost Walker to attend, as well.

For the May meeting, Provost Walker will be attending to talk about faculty hiring and the budget. It will also be an opportunity for the Committee to consult with the Provost regarding priorities and concerns related to the Academic Affairs budget.

### 5. University Budget – Colin Donahue

Donahue provided an overview of the 2021-22 budget planning. He stated that the initial budget planning starts on July 1 with the current operating budget of \$491M. The campus had a significant structural deficit of \$33M this year. We projected a \$20M structural deficit going into 2021-22. It is down from the \$33M because the campus had a \$13M reduction across all divisions in permanent budget sources and had a backfill of \$20M using one-time reserves.

Since then, the Governor's Budget in January proposed \$144.5M additional money for the CSU and then a month later, the Governor proposed to restore the \$299M that he cut in the current budget year from the CSU. If those things hold, we will see the \$16M come back and we will see a net return of around \$20M that will put us in balance structurally. One thing that we need to watch in the fall is enrollment. As of the end of the calendar year, the projections in Admissions and Records is 1.5% down on enrollment.

Discussion ensued with questions on the projected 1.5% drop in enrollment that is included in the \$20M deficit, operational savings in this environment (i.e., no travel, spending less in this remote environment and covering costs using the HEERF money), Early Exit Program savings for those positions that were held open, possibility of reductions in the permanent budget being restored, breakdown of the \$16M for 20/21, when the decisions will be made on the HEERF money, etc.

The Committee members made suggestions on the needs of students that can be added to the HEERF expenditure categories such as the need for TAs to help facilitate in breakout rooms, supplemental classes for first-year students, readiness of students, course materials, etc. Donahue stated for ERC to submit their input on HEERF II expenditure categories by March 26<sup>th</sup> in preparation for the April 9<sup>th</sup> UPBG meeting.

#### **6. [Sierra Annex Classroom Building](#) – Ken Rosenthal and Diane Stephens**

Rosenthal stated that Sierra Annex Classroom Building is Phase I of the renovation of Sierra Hall. It is funded by the 2019/20 CSU Capital Plan. Sierra Annex will be all active-learning classrooms with a mixture of different capacity rooms (based on the utilization data from course scheduling). In Fall 2019, outreach and focus groups were held to get input from students and faculty on teaching modalities and classroom configurations. For the Design-Build competition, eight firms competed with full design based on the criteria documents provided by the campus. Gilbane/Gensler was chosen for this Design-Build project with the highest technical points and the lowest cost. Stephens provided an overview of the building showing the floor plans and classroom layouts,

Some of the sustainability highlights in the project include being a LEED-Gold building with ultra-low energy use intensity (EUI), optimizing views to the outdoors and natural daylight into the core learning spaces and having ultra-high efficiency glazing to minimize solar heat gain. Security measures will also be in place with security cameras, lockable classrooms, classroom emergency duress systems and a gun-shot detection system.

Rosenthal stated that the schematic design is in process and scheduled for approval by the Board of Trustees at its next meeting. Estimated start of the construction is Spring 2022 and occupancy of the building will be Fall 2023. Discussion ensued.

## **7. Executive Secretary's Report**

Stephens reported that Academic Affairs is busy with Fall 2021 occupancy/schedule Planning with about 25% of scheduled sections having some kind of in person components in the initial Fall schedule capture. There is reduced capacity from COVID that makes assigning lecture rooms a challenge. The labs are self-regulating and rooms are scheduled by the colleges using COVID capacities.

Stephens responded to the concerns raised by the Committee at the last month's meeting that were conveyed to her by Juarez and Noblejas and through the meeting minutes.

- a. Budget timeline and process for CSUN
  - i. The budget timeline for the campus has been discussed in the past at UPBG with no definitive planning schedule as an outcome. There is opportunity for greater clarity on the university budget timeline and process and it is not published at this time. UPBG has a defined role in the process and the meeting in late February included information that helped kick off a cycle of discussions throughout the campus such as the one today with Vice President Donahue.
  - ii. UPBG is advisory to the President and chaired by the Provost with significant participation from the CFO.
  - iii. Consultation on the final budget is a challenge because a lot of decision-making on the State, CSU, and campus budgets takes place necessarily over the summer months. ERC's last committee meeting typically occurs before the Governor's May Budget Revision and the final budget negotiations at the State level occur through June. Final budget decisions at CSUN occur at the Cabinet level. Because we are using an historical/incremental budget model, the decisions made at the system level and on the campus affect these budgets on the margin and those adjustments take place in the budget after the Cabinet finalizes its deliberations.
  - iv. In terms of implementation, the campus has a highly decentralized model. Deans and others have discretion over and accountability for resource allocation in their units.
  - v. The campus is definitely moving toward greater transparency with the Questica budget software implementation.
- b. Comment on Academic Affairs Budget Process
  - i. Provost Walker will be meeting with ERC at its May meeting and will be sharing the Academic Affairs budget and seeking input from the Committee on a variety of upcoming budgeting decisions.
  - ii. Additionally, we will be discussing some early thinking on our strategic budgeting and re-benching project and will plan to fully vet that with ERC and others during 2021/22 for implementation in FY 2022.
- c. Budget Training

- i. Callie Juarez, Director of Academic Budget Management has committed to providing budget training for ERC and she and Dermendjian have discussed regularizing that on the agenda for the first meeting of the Committee each September.
- d. Question about purchasing control at department level
  - i. When the pandemic emergency broke out and it was clear we would have an economic emergency, the campus took the step of requiring deans' office approvals of all expenditures. We do not have plans to change that prior to June 30<sup>th</sup> and may keep that in place, as warranted.
  - ii. In colleges that with structural deficits, this has been enlightening and helpful in controlling expenditures.

## **8. Action Items Recap**

The following were the action items:

- a. The Committee will meet on March 23 at 2:30 p.m. to discuss the HEERF II expenditure categories and make suggestions to UPBG for any additional category for consideration
- b. Dermendjian will send the HEERF II Expenditure Categories from Donahue's presentation to members

## **9. Adjournment**

The meeting was adjourned at 3:44 p.m.

### **Notes:**

The next ERC meeting will be held on April 20, 2021 from 2:00 – 3:30 p.m. via Zoom.

***\* THERE WAS NO POLICY RECOMMENDATION PUT FORTH AT THIS MEETING FOR SENATE CONSIDERATION.***