

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 10/12/2021 APPROVED BY COMMITTEE 11/09/2021
Sub. To Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

Nazaret Dermendjian, Michael Doron, Ellis Godard, Kimberly Henige, Callie Juarez (non-voting), Gregory Knotts, Linda Noblejas-Sapuy (recording), Diane Stephens (non-voting), Katherine Stevenson, Elizabeth Sussman, Holli Tonyan, Yarma Velazquez-Vargas

Excused:

Alexandra Monchick

Guests:

Edith Winterhalter

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, with no objections. MSP - Dermendjian/Sussman

2. Approval of the ERC Meeting Minutes of May 11, 2021 and September 14, 2021

The May 11, 2021 meeting minutes were approved with one abstention. MSP - Godard/Dermendjian

The September 14, 2021 meeting minutes were approved as amended (based on comments in myCSUNbox) MSP - Dermendjian/Godard

3. Chair's Report

Stevenson shared the subcommittee lists and thanked everyone for their responses on which subcommittee they want to participate with. Doron requested to be part of the Strategic Budget Initiative Subcommittee with Godard and Sussman instead of the Roadmap Subcommittee and Velazquez requested to be in the Roadmap Subcommittee with Tonyan, Monchick, and Stevenson. The committees are:

- **HEERF 3 & Gifts:** Greg Knotts, Kim Henige, Nazaret Dermendjian
- **Strategic Budget Initiative:** Ellis Godard, Elizabeth Sussman, Michael Doron

- **Roadmap:** Holli Tonyan, Alexandra Monchick, Kate Stevenson, Yarma Velazquez-Vargas

The HEERF III and Gifts Subcommittee will report on priorities and recommendations on HEERF III based on the original recommendations for HEERF II. They will also look into gifts later on, even though it is in the purview of the President, to make sure that gifts (e.g., Scott and Apple-CA HSI Equity STEM Center) are also allocated to education resources or free up resources for educational uses.

The Strategic Budget Initiative group will interface with the HEERF III and Gifts group to list “things to look for” in how the strategic budget initiative proposes allocations. The Roadmap group will interface with the Strategic Budget Initiative group to come up with the list of ERC’s priorities and, in the long term, engage in the Roadmap campus discussions.

Since November is the start of 2022-2023 budget discussions, Stevenson asked what the committee wants to hear at the next meeting. She suggested getting a report on the HyFlex classrooms from faculty involved or even a panel discussion on HyFlex experiences or the logistics of Hyflex, and any updates from the three subcommittees: Roadmap, Strategic Budget Initiative, and Gifts impacting education resources, and building projects on campus. Stephens stated that the best people to reach out to on HyFlex faculty experiences/panel are Elizabeth Adams and Whitney Scott. From the classroom perspective, Helen Heinrich and others are working on surveys from multiple perspectives (i.e., faculty perspective, student perspective, etc. The outcomes of the surveys will be ready by February to present to the Classroom Technology Committee; as a result, recommendations will be made on what classroom technologies will be the standard for the Sierra Annex Classroom Building. Discussion ensued.

4. Executive Secretary’s Report

Stephens stated that she is stepping away from the role as Executive Secretary of ERC for rest of academic year. Callie Juarez will be stepping in the role and she is also taking on the interim role as Senior Director of Academic Resources for the next eleven months. The Provost has reassigned Stephens to a special project for a large part of her workload. She stated that she will remain on campus and the Committee may reach out to her as needed.

The committee thanked Stephens for her many years of service to this committee and welcomed Juarez as Executive Secretary. Stevenson mentioned that Juarez presented at the Chairs Leadership Academy on budget and found her presentation very professional and insightful. She thanked Juarez for staffing the committee. Juarez stated that she looks forward to a good year working with everyone.

5. HEERF III and Gifts Subcommittee Report

Knotts stated that he had met with Henige and Dermendjian electronically and by Zoom and they have reviewed the HEERF II proposal to the Provost that was positively received and considered by UPBG. For HEERF III recommendations, they considered four broad categories: Campus Community Healthcare/Counseling/Basic Needs, Increased Instructional Costs & Course Sections, and Space Issues.

The HEERF III Subcommittee is asking ERC to consider a two-priority proposal to Provost Walker:

- a. Workload Related Costs for Faculty:
 - i. Priority:
 - Increased Instructional Costs & Course Sections – as a priority, course section increases for Spring 2022 will be needed as face-to-face classes should be enrolled at the much lower COVID caps; this includes the related classroom, laboratory classroom and laboratory needs.
 - ii. Additionally:
 - Research grants/stipends/release: the increased workload due to COVID was borne by many senior faculty members making it incredibly difficult for them to have time to continue working on any kind of research agenda. Release time for research would help facilitate work for publishing and conferences and re-invigorate the ability for senior faculty to generate scholarship
 - In response to the workload generated by CSUN’s pandemic response, we propose a restoration of reassigned time for tasks such as assessment, option/graduate coordinators, and associate chairs.
- b. Basic Needs for Students and Staff/Faculty
 - i. Child care for students, staff, faculty and lecturers

Discussion followed. Due to time limitations, the subcommittee will continue the conversation and present their recommendations with corresponding funding percentages to all.

It was agreed that once the HEERF III recommendations are summarized and approved, the Chair of ERC is authorized to send the recommendations to the Provost without any further action. MSP - Dermendjian/Tonyan

6. Campus Operating Budget Sources and Uses – Edith Winterhalter

Stevenson stated that she has asked Winterhalter to come to the meeting to talk about the 2021/22 General Fund Operating Budget Allocation Table; specifically, on how to decode the Sources versus Uses of Funds. She will also present to us the [Proposed Operating Budget Planning Timeline](#). Winterhalter stated that ever since she was in Academic Resources, a budget process/timeline has always been advocated for and it did not get off the ground until now. Winterhalter walked everyone through the process and stated that this proposed timeline is intended to make the budget planning process more transparent. There are factors that are outside of our control such as the State, in terms of

their budget decisions, and the Systemwide CSU's plans and decisions. The proposed process is part of the budget that the campus can control including anticipated effects of enrollment and what action items to consider in the schedule build. For this year:

- The Board of Trustees had their preliminary discussions on what their budget request will be to the State. They met in September and will have another meeting in November. The Board will then submit the request to the Governor's Office for consideration in the Governor's Budget for 2022-23. The CSUN proposal, once there is more understanding on what the budget request will be, will provide guidelines on what we can do for next year's budget.
- In January, the Governor will release the initial budget proposal.
- Based on that proposal, the President's Cabinet and the UPBG will meet in February and will establish the guidelines for our campus budget planning.
- In the timeline of February and March, in Questica, colleges can submit proposals based on the guidelines they have received from the Cabinet and UPBG. This is really important because in the past, the budget proposals were all *ad hoc* and having Questica as a tool will operationalize the budget process. Also with this tool, the campus will have the ability to review the proposals at the division- and the cabinet-levels.
- Somewhere in May, the Governor issues the May Revise. Depending on the outcome of that, more guidelines will be coming out from the Cabinet and UPBG. In Questica, adjustments can be made and can finalize the initial operating budget by July.
- One thing that is not in our control is when the CSU issues its budget memo in July. Once that is issued, more discussions will occur. There will be another call for proposals for any budget amendments and those will be discussed in the Cabinet and in UPBG. A final budget will be issued in November. Then the cycle continues and loops back to the beginning. Discussion followed.

Stevenson stated that Noblejas will send the [dates of the UPBG meetings](#). It is a public meeting that is open to everyone. Winterhalter stated that in the UPBG structure, the ERC Chair is a member and the input of the committee is definitely welcomed in this budget process. Anything that will be impacting enrollment or budget will be highly appreciated as the faculty are on the ground and have the pulse of academic instruction. Stevenson stated that as members think of the work of ERC subcommittees and the Committee overall, it is a good time to have concrete ideas ready to give feedback to deans and chairs by February; members are the voice of the faculty on educational resource issues.

Winterhalter also provided the [Sources and Uses in the 2021/22 General Fund Operating Budget Allocation](#). She stated that we have always had two revenue funding sources: State Appropriation and Student Fees. This year, however, the university is showing three sources of funding to include the one-time use of reserves that is only for this year and not expected in future years. For the one-time reserves, the most recent guidelines from the Department of Education state that since many public institutions have experienced reductions in their state appropriations, they may claim these losses through the HEERF grant. The recent guidelines also state that indirect cost recovery can be

applied to the HEERF grant. It would allow the university to balance the funds once claims are submitted by May 13. Most of these funds will be used for the 2021/22 initiatives and projects.

Winterhalter had to leave for another meeting and was not able to finish the presentation on the Sources and Uses. Stevenson stated that she can be invited to a future meeting to discuss more. There was a questions on ways to compare funding history and on whether reports are available in Questica. Juarez responded that she will check on historical reporting and see if it is available. Training on Openbook dashboards was also requested and Stevenson noted it for a possible agenda item in a future meeting or a separate meeting for the Committee. Juarez commented that Winterhalter, Veatch, and herself have been planning on training and creating videos regarding this, and have put that project aside because of HEERF activity, etc. They will put it back in priority and will have ERC on the list to provide training.

7. Strategic Budget Initiative Subcommittee Report

Godard reported that they met and talked about getting information on the parameters of the Strategic Budget Initiative such as the membership of the committee, its process, timeline, and overall charge, so they can deepen their understanding and to best support this initiative. They sent an email to Stephens for this request. They wanted to know what opportunities the committee can be involved in to help. Stephens responded with the information they needed such as its membership, definitions and methodology, etc. They have been meeting twice a week for an hour and half and Juarez is doing a great job leading this group. They are not able to share anything new on the project until it is ready and has been discussed with the Provost and the deans. They will bring it to the ERC to give the opportunity to weigh in. They are hoping to have a report to share to Provost's Council by next month. They are trying to formulate an approach that is rational and fair and that can re-bench budgets across the colleges. They are building accountabilities and opportunities to leverage efficiencies. The ERC is concerned that it might be too late to make any suggestions once it is presented to Provost's Council. Stephens responded that as a courtesy to the deans the first step in the process will be to discuss the proposal with them. After that there will be many opportunities for the faculty to provide input and the team will rely on ERC's insights regarding this initiative.

Juarez stated that she got three minutes to present this at ERC last May and suggested that it be revisited. Stevenson suggested to have the Strategic Budget Initiative on the agenda at the next meeting.

8. Adjournment

The meeting was adjourned at 4:05 p.m.

Notes:

The next ERC meeting will be held on November 9, 2021 from 2:00 – 4:00 p.m. via Zoom.