

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 10-16-2018 APPROVED BY COMMITTEE 11-13-2018
Sub. To Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

Dianne Bartlow, Lindsay Brown, Nazaret Dermendjian, Kim Henige, Greg Knotts, Linda Noblejas (recording), Jerald Schutte, Josh Sides, Jon Stahl, Diane Stephens (non-voting)

Members Excused:

Sally Spencer, Yarma Velazquez-Vargas

Guests:

Marcella DeVeaux, Colin Donahue, Edith Winterhalter, Janet Oh, Ken Rosenthal

1. Call to Order

The meeting was called to order at 2:06 p.m. Introductions around the table followed.

2. Approval of the Agenda

The agenda was approved with the addition of a Fiscal and Academic Affairs Report from Schutte.

3. Approval of the Meeting Minutes from May 8 and September 11, 2018

The minutes of the May 8, 2018 and the September 11, 2018 meetings were approved.

4. Senate Liaison Report – Marcella DeVeaux

DeVeaux read the charge of the committee. She stated that she will be reviewing the minutes and noting any policy changes that need to be brought to the Senate Executive Committee. She is a resource for the committee and she encouraged members to use her as such. Schutte suggested for the benefit of the committee that DeVeaux alert ERC members of any policy issues that will be discussed in Faculty Senate meetings that are related to resources or that have economic implications. Dermendjian noted that this committee has a Joint Meeting with Academic Technology Committee (ATC) twice a year, one in the Fall where ERC hosts and one in the Spring where ATC hosts. The Fall

Joint ERC/ATC meeting will be held on November 13 from 2:00 – 4:00 p.m. in UN 211; Dermendjian invited DeVeaux to attend.

5. Chair's Report

Dermendjian attended the UPBG meeting and he noted some interesting points. Our enrollment as far as headcount is concerned went down by about 1,100 students. However, our FTES just went down for 14. FTES will always be less than headcount because not every undergraduate student takes 15 units and not every graduate student takes 12 units. This shows that students are taking more units and the average unit load (AUL) has increased. As the campus becomes more successful with the Matadors Rising campaign, there will be financial ramifications that will affect the budget negatively. He explained that the university gets money from two sources, State appropriations (which has been cut to about 30%) and tuition. The tuition structure has only two tiers, one set amount for up to six units and another set amount for 6.1 units and up. As our AUL increases, the income revenue from student tuition stays stagnant. So, while we have 1,100 students paying less tuition, our FTES stayed constant. We are offering additional classes, and there are additional expenditures; however, the income portion from tuition is decreasing. The only way the university can survive this is by using the reserves or having a tuition increase, which is very unpopular. The UPBG understands this problem.

He also attended the Faculty Senate meeting and it was very similar to the last Fall semester meeting; it was emotionally charged. There was a motion on the floor made and seconded for a vote of no confidence for the university president. He stated that it might be on the agenda for the next meeting. He also stated that the Chancellor visited CSUN and the Faculty Senate, deans, and department chairs were invited to attend a meeting with him. The Chancellor completely understands where the campus is coming from. The plan is to look at options. Discussion ensued on EO1100 and 1110, non-participation of the faculty, implementation, etc.

6. Executive Secretary's Report

Stephens reported on the following:

- a. Budget
 - i. We are waiting for Cabinet recommendations to finalize the 2018/19 budget.
 - ii. The Interim Provost, deans, MARs and AVPs of Academic Affairs are meeting to plan for budget reductions and create scenarios. Stephens stated that:
 1. Low-hanging fruit only takes us so far. We will need to take strategic reductions and college capacity for reduction varies.
 2. We have initiated staff hiring freeze in Academic Affairs.
 3. We are looking at all funding sources.

4. We are planning for multi-year reductions; the first year will be a portion in base cuts, with balance in one-time cuts, etc.
5. We will continue to look for efficiencies through new software – eProcess+ taking forms online, streamlining storage and retrieval. Questica, the new budget planning software, is also in its early implementation stage.
6. Retaining student employment is still a priority.

Ensuring students have access to courses and supporting student success efforts are obvious priorities.

7. Campus Budget – Colin Donahue

Donahue updated everyone where the campus is on the budget. In his presentation (Attachment A), he stated that the campus specific objectives are balancing the operating budget by identifying \$10.8 M in savings through allocation and/or expense reductions and developing sustainable planning principles that will carry-over into 2019/20. The campus will be investing in primary University priorities by identifying priority areas, determining necessary funding pool size, and discussing potential fund sources. He showed the 2018/19 State Appropriation Increase and its summary of allocation. He noted that for 2017/18 FY adjustments to base for employee compensation came as a one-time adjustment in 2017/18 because of late ratification of certain contracts, but were provided as permanent adjustments in 2018/19. The one-time allocation occurs annually for retirement, then it becomes a permanent adjustment in the next year. In the budget planning snapshot that shows the actual (2017/18) versus projections 2018/19, the projected unresolved balance is -\$10,812,258.

Donahue stated that the following items impact the budget:

- a. Average Unit Load (AUL) vs. Headcount decline
- b. Non-resident enrollment trend, which is decreasing because of some counties' restrictions
- c. Over-enrollment funding formula
- d. Compensation and benefits – retirement rates has increased by 38% and benefits has increased by 40%

He also provided the summary for the campus reserve and carryforward and the non-General Fund resources and commitments by the auxiliaries, enterprise funds, and State Trust Funds.

For next steps, the Cabinet is putting together some recommendations that they want UPBG to take review so they can weigh in on priorities and risks. They will also look at divisional assessments and budget planning. They need to make hard decisions about how to make up for the gap using revenues, reductions, and usage of reserves. They have some tools and the campus will take a dynamic approach to be strategic and to help each other.

8. Enrollment Data and Tools = Janet Oh

Oh gave an update on Fall 2018 enrollment (Attachment B). The campus planned to keep the headcount the same as last year but it went down a little bit from last year by about 100 students. The campus admitted new students with an eye toward keeping the total number flat but the continuing students went down than expected. The reasons were more students graduated than expected and also more continuing students did not return than expected. Retention is where the campus is really hurting. She showed the Average Unit Load (AUL) by student level that includes graduate and undergraduate, with differentiation of freshmen and transfer students. The freshmen numbers are up at 14.3, which is good news as the Matador Rising campaign for 15 units per semester or 30 units per year is working. It shows an upward trajectory for graduates as well.

Oh also showed some data tools in CSUN Counts, [CSUN Counts](#). Some of the tools that are available are Fall and Spring daily registration reports, previous years registrations, weekly projections as census approaches, department level reports, etc.

9. Facilities Update – Ken Rosenthal

Rosenthal provided the Sustainability Plan Annual Update 2018. He also provided a general update on facilities. He highlighted the major capital projects:

- a. Central Plant Heating Hot Water.
- b. Electrical infrastructure replacement.
- c. G6 Parking Structure on the east side of the campus.
- d. Fuel Cell was decommissioned and will be replaced by the cooling tower.
- e. Science Building generator project to use as back up for science labs.
- f. Plummer/Darby Traffic Signal – a much-needed project; now working with the City to start the project within five months.

Facilities Planning is conducting feasibility studies on Redwood Hall for deferred maintenance, Bookstore Annex restaurant and conference center, Education and Bookstein Hall buildings for mechanical and piping replacement. Some future projects are the hotel and the Sierra Hall Renovation/Sierra Annex. The hotel RFP is back on the street to find a new developer. Proposals are due back at the end of this month and the selection will hopefully be by December 1st. The Sierra Hall Renovation has been in the campus capital plan for about 14 years. It is a major renovation for Sierra Hall where we will build a classroom-only replacement building called “Sierra Annex” to house classes while Sierra Hall is being renovated by phases -- mechanical, electrical, energy efficiency, ADA compliance, etc. The “Sierra Annex” will be constructed west of Manzanita.

The minor capital JOC projects are everything below \$709K. There are twelve projects in construction, seven projects in proposal review, twelve projects in design and eight AV projects. Facilities Planning is inundated with projects because of the backlog of requests, market conditions and lead-time for materials, and also a shortage of personnel to manage the projects. They are working on the Project Request Form to be online so people can

track where their projects are in the queue. On the PPM Update, they are short on personnel in the Paint Shop and Mechanical Services causing some services backlog. Jason Wang is working on a pilot project to monitor all freezers on campus in case they are unplugged or have a power outage. There is a small device that attaches to the freezer that will send an email or a text message if power is out. These freezers hold DNA and other experimental science materials that need to be kept in freezing temperatures. Lastly, Rosenthal mentioned about the Laboratory Safety/Training that will be available to ensure all CSU personnel are following consistent safety practices and record keeping. This is result of the Chancellor's Office audit of all campuses.

10. Others

Schutte shared three items that he suggested be included on the agenda for the next meeting:

- a. The committee needs to weigh in on the hotel development format.
- b. Graduation Rate Myth – a paper that he and Stohs wrote that addresses AUL, FTES, etc. is in review. He will send this to Noblejas to upload in myCSUNbox for everyone's review.

He will be representing the ASCSU in Sacramento at the Department of Finance regarding the CSU budgets in general and the \$400 million ask in particular.

11. Adjournment

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

Notes:

The next ERC meeting will be held on November 13, 2018 from 2:00 – 4:00 p.m. in UN 211. This is a joint meeting with the Academic Technology Committee.

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