

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 09/14/2021 APPROVED BY COMMITTEE 10/12/2021
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, Gregory Knotts, ,
Alexandra Monchick, Diane Stephens (non-voting), Katherine Stevenson, Elizabeth Sussman,
Holli Tonyan, Yarma Velazquez-Vargas

Guests:

Ravinder Bhogal (recording), Adam Swenson

Call to Order

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

1. Welcome and Introduction

Stevenson informed the members that ERC meetings are recorded for minute-creation and note-taking purposes and recordings are destroyed after that process is done. Introduction of all members followed.

2. Approval of the Agenda

The agenda was approved, with no objections.

3. Approval of the ERC Meeting Minutes of May 11, 2021

May 11, 2021 – Approval of May 11, 2021 minutes were postponed to the next ERC meeting as they were not placed in myCSUNbox prior to the meeting.

In President Beck’s Listening Tour, she asked members to describe their individual journeys. The members were asked if their names should be eliminated or included in the minutes (current version of the minutes includes individual names which aren’t normally included). Response was to record only action items and decisions, not discussion. It was pointed out that discussions are normally recorded and members were asked for their input. Response was that practice is for standing committee to summarize discussion to help remember what is discussed each month. Individuals shouldn’t be referenced in minutes unless something unusual about the conversation (i.e. acknowledging someone’s accomplishment); therefore, ERC should follow tradition and eliminate all names from its minutes.

It was decided that in the process of approving minutes, members can ask their discussion be removed and with postponement of minutes approval until next meeting to remove names from discussion. Additionally, members were reminded that if not present at a meeting, that individual should abstain from approving minutes.

4. Senate Executive Committee Liaison

Adam Swenson spoke to members to explain why he is here as the liaison with the Senate Executive Committee.

Recited Educational Resources Committee Charge:

“This committee shall make general policy recommendations in order to guide the allocation of all University resources which impact educational programs. In carrying out its charge, the committee may review and advise on current and proposed allocation of faculty positions; the allocation of and the projected needs for space; support equipment and operating expense budgets; the allocation of resources for technology; the assignment and projected needs of support staff; the recommendations of other faculty governance committees which have significant educational resource implications; and, at the request of the appropriate University committee or an Associate Dean, independently evaluate proposals for new programs with regard to their impact on the available educational resources of the University.”

There was discussion about revising charges and Swenson was asked for any guidance or boundaries, to which Swenson responded to push all boundaries as far as you can but to make sure to have discussions if you do move forward. Swenson stated that the Charge is a bylaws issue and any changes to the bylaws are voted on by the whole faculty and need to be signed off by the university President. Therefore, ERC should make sure we're all on the same page.

Stevenson read the proposed revised Committee Charge:

“This committee shall serve as the primary faculty advisory body to the Faculty Senate and University Division Heads on matters associated with university resources, budget resources, including but not limited to general fund budget, instructional resources, academic support budget, the student support budget, the institutional support budget, and all university resources which impact educational programs. In order to carry out its Charge, the committee shall be consulted by the Faculty Senate and the university divisions to review, evaluate, and set priorities where appropriate for the use of funds and make general policy recommendations in order to proactively guide the allocation of fiscal and business matters, review and evaluation shall be done in a frame of educational equity and student success.”

This charge was from looking at charges of similar committees from other campuses, which should be put into the folder for next month's meeting and to be sent to Swenson.

5. Chair's Report

It was decided last year that the Chair or a designee of ERC will serve as a member and attend the University Planning and Budget Group (UPBG) meetings. Stevenson attended the meeting on September 3, 2021, and stated a lot of interesting information was shared at the last UPBG meeting and encouraged other members to attend.

Stevenson shared the 2020/21 and 2021/22 Operating Budget Preliminary Overview from the UPBG meeting. Discussion on the following took place:

- Budget shortfall and re-appropriated funds from State
- Enrollment numbers, non-resident enrollment (impact on budget)
- Sources and Uses of University General Fund Operating Budget
- GI 2025 – has rigorous reporting requirements, related to student success (Student Basic Needs Investment)
- HEERF (Higher Education Emergency Relief Funds) – reimbursements of actual expenditures, can't be carried forward
- Base funds (permanent) vs one-time dollars

Stevenson suggested that ERC ask for an augmentation of the 'uses' side to indicate the 'sources' used to fund that use. Members asked if they should focus on how money is being spent, whether it is being allocated how it is supposed to be, and whether to audit budget. Discussion included the importance to participate in allocation, be at the table to advocate for where the money is intended to be spent, have input to present priorities to be funded, and advocate for student and faculty needs. It was brought up that ERC is a recommending body, not a decision-making body, to provide recommendations not audit administration and have the right to clarification. ERC should advise on how to use resources within academic uses so it makes sense to know where that money is coming from and what restrictions those allocations have. Intent should not be for ERC to audit budget.

Member wanted to gain better understanding on how to be involved - want to have input, identify what line items can have a voice in. On the Sources side of the budget, what are the restrictions and timing for the different funds, when are the key moments to provide feedback to effect decisions, etc.? Discussion ensued.

When writing Charge, identify areas to have input, do not need to ask about Sources, focus on areas where can have impact.

Last year, ERC participated in discussion on HEERF money. Stevenson noted that the early version of HEERF II and the final draft of HEERF II, there were things that showed up that this Committee recommended – such as support for outstanding student balances, debt forgiveness, student employment, professional development for staff, CSUN Research Stimulus Program, Winter Math Boot Camp, Faculty training. This Committee's impact was significant. When we can identify a fund where we can have an impact in this time window and are willing to jump in and be proactive participants, ERC

can affect the decision-making process. This changed the relationship with administration; they are much more interested in working with us.

Stevenson stated ERC can create a subgroup that looks at HEERF III based on the work on HEERF I and II.

Stevenson mentioned ERC should make sure that the HSCI Center has the impact it's supposed to. Also, Mackenzie Smith gave \$40M, and ERC would like to understand the purpose of the gift. Additionally, the New University Planning Roadmap and that members should keep an eye on what the priorities should be for CSUN, making sure they are student learning and faculty research.

The Division Expenditure Budget is the bulk of what we concern ourselves with as the ERC. Mentioned Strategic Budgeting project being tested in Academic Affairs; this will evolve over the semester and will be discussed by Stephens in a future meeting.

6. Executive Secretary's Report

Stephens mentioned the two major donations as largest in history of campus. HSCI for STEM - \$25 million gift from Apple, coupled with \$25 million line item from Legislature, and a construction project estimated at \$50 million is now technically fully funded.

Related to the Strategic Budgeting Project, the Provost charged a small group to do the technical budget work on this as a thought experiment from an administrative perspective. Callie Juarez is leading the effort which has not yet been shared with deans and provost. It is likely we can bring the concepts on this to ERC in November.

Using \$4 million in HEERF funding to upgrade technology infrastructure in lecture rooms, including the 18 hybrid flexible or "HyFlex" classrooms being piloted this Fall – support in person and distant course sections, flexible attendance, pre-set functions, along with infrastructure upgrades in 166 other classrooms. Outcomes of the "HyFlex" pilot will be assessed from student and faculty perspectives and from a technology perspective, to help determine if this can work as a baseline for open lecture rooms and for the Sierra Annex building construction.

There was general discussion of the recent large gifts and members should advocate for them to be spent on educational resources tent and do that via the President Roadmap.

There was a proposal to organize three subcommittees:

- Lists of things where money should be spent on educational resources (with respect to HSI)
- Keep eye on Strategic Budget Initiative
- President's Roadmap

7. Orientation to Academic Budget

Stephens provided a budget presentation that is given annually to orient new department chairs to CSU, CSUN, college and department budgeting. Stevenson and Knotts participated in New Chairs' Orientation this year and requested that we share this presentation with the Committee. Stephens also reminded the Committee that they can contact Linda Noblejas-Sapuay if interested in a copy of the book: How University Budgets Work. The slide deck for the presentation to new chairs is included in the ERC myCSUNbox folder for today's meeting.

8. Discussion

Having an ERC seat on the UPBG last year gives opportunity to raise things on behalf of ERC to UPBG. Stephens mentioned informal/formal opportunities during academic year to meet with different leaders and advocate for their issues. Creating subcommittees are way to inform leadership of their ideas, gives ERC a voice (as an example, ERC's suggestions were listened to when it came to HEERF).

There was a question on the stage of the new ERC committee charge. Stevenson said it is approved in the minutes, which go directly to the Senate Executive Committee who will review and send on to Faculty Senate for review. Swenson is aware, and it is in process. Will be voted on as a faculty governance issue.

9. Adjournment

The meeting was adjourned at 4:02 p.m.

Notes:

The next ERC meeting will be held on October 12, 2021 from 2:00 – 4:00 p.m. via Zoom.