

DRAFT

<p>PLANNING, RESOURCE AND BUDGET COMMITTEE</p> <p>Minutes</p> <p>September 4, 2015</p> <p>1:00 PM – 2:30 PM</p> <p>CP-1060-05</p>
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Attendance

	Attendee		Attendee		Attendee
√	Michael Badal		Berenecea Johnson Eanes	√	Bill Meyer
√	Erica Bowers		Mildred García	√	Dave Mickey
√	Jon Brusckhe		Lori Gentles	√	Irena Praitis
	Ann Camp representing President Mildred García	√	Christa Johnson	√	Robert Mead
	José Cruz	√	Danny C. Kim	√	Greg Saks
√	Amir Dabirian		Stacy Mallicoat	√	Gabe Sedenio
√	Paul De Land	√	David McKenzie	√	Michael Shafae
√	Mike DeMars	√	Robert Mead	√	Sora Tanjasiri

Guests: Graylee, Hidalgo, Kass, Kopecky, Lynch for Eanes, McMahan for Cruz, Turnbow for Camp, Villarreal, Wong

I. Call to Order

- Chair Bowers called the meeting to order at 1:01 pm.

II. Announcements

- Hidalgo reminded everyone to change their passwords (every quarter)
- Bowers acknowledged VP Dabirian's YouTube welcome message
- Meyer announced the upcoming 2015-2016 Theater & Dance season starting off with "Dancing at Lughnasa" followed by "Carrie, The Musical"

III. Member Introductions

- Chair Bowers welcomed members and guests to the first PRBC meeting of the 2015-2016 Academic Year
- Introductions of PRBC Committee members and guests

IV. Approval of Minutes

4.1 Minutes May 8, 2015 (Draft)

- M/S/P Tanjasiri, De Land

V. New Business

5.1 AY 15/16 schedule

Fall Meeting Dates	Spring Meeting Dates
September 4, 2015	January 29, 2016
September 18, 2015	February 5, 2016
October 9, 2015	February 19, 2016
October 30, 2015	March 4, 2016
November 6, 2015	March 18, 2016
November 20, 2015*	March 25, 2016*
December 4, 2015	April 8, 2016
December 11, 2015*	April 15, 2016*
	April 22, 2016
	April 29, 2016*
	May 6, 2016
	May 13, 2016*

*=if needed

- Chair Bowers reviewed the PRBC agenda topics from powerpoint document sent via email on September 1, 2015
- Chair Bowers reviewed the AY 15/16 meeting schedule and requested feedback

5.2 Planning, Resource & Budget Committee Overview -

5.2.1 [AS Senate Bylaws](#)

Planning, Resource, and Budget Committee: Functions
 (It is a long document. We are on page 16 and 17)

- Chair Bowers reviewed the Planning, Resource, and Budget Committee section of the Academic Senate Bylaws, UPS 100.001 (reference pages 16-17). Topics covered: Member terms, Composition, and Functions. Document sent via August 28th email.

5.2.2 [Planning and Budgeting Process UPS 100.201](#)

- Chair Bowers reviewed UPS 100.201 - Planning and Budgeting Process, UPS 100.201. Topics covered: Responsibilities and Guidelines for Fall 2015, Spring and Summer 2016.
- Chair Bowers mentioned Academic Senate Exec Committee reviewing UPS – Committee constitution and roles including members, advisors/ex-officio. Constitution of PRBC meets UPS requirements. Document included in August 28th email.

5.2.3 Budget 101: (VP Kim will present). In addition, the committee has a Titanium Community page where PRBC materials are archived. There is a folder with helpful budget documents if you would like to research further.

[CSUF Finance and Admin Page](#)

- Chair Bowers advised members and guests of three Budget 101 reference documents posted to the PRBC site in TITANium and included in the August 28th email from Sheretha Benjamin:
 - California's State Budget: An 8-Step Guide
 - CSU Budget Process
 - Simplified General Budget Timetable
- VP Kim added the Budget website is also another source for relevant budget information. Budget Planning and Administration website: <http://finance.fullerton.edu/budget/>
- VP Kim introduced Guest Graylee, Interim Assistant Vice President of Planning and Analysis to members and guests. Guest Graylee provided a high level budget overview from the "CSU Business Process" powerpoint presentation. Topics covered included:
 - State of California Budget Timelines
 - Budget Cycle & Timelines
 - California State Budget Sources of General Fund Revenue
 - State General Fund Expenditure Budget
 - Higher Education General Fund Budget
 - Campus Share of CSU Budget
 - CSU Funding Methodology
 - Basis for Budgeting-Classification
 - Funding Methodology-Marginal Cost
- VP Kim and Guest Graylee addressed questions from members and guests

5.3 Summary of 2014-15 PRBC actions and PRBC Recommendations (Immediate, Past Chair, Bob Mead will present)

- Past Chair Mead offered a powerpoint presentation "Planning, Resource, and Budget Committee (PRBC) AY 14-15" (presented at the Academic Senate meeting on May 7, 2015). The PRBC Recommendations for FY 2015-16 memo was included in the August 28th email. Presentation covered Committee activities addressed over the past year such as: Program approvals, UPS reviews, Funding Equity Resolution, campus initiatives, baseline and one-time funding for FY 14-15 and 15-16. Emphasis was placed on the following: Advocacy, Categorization of Budget Needs, Must Meet Obligations, Other Important Needs such as LOF, deferred maintenance, structural deficits, contingent faculty professional experience, College Park West, HIP (operationalize Strategic Plan), and future actions.

5.5 Setting an agenda for 2015-16

- Chair Bowers requested agenda items for AY 2015-16 for consideration. Members suggested the following topics:
 - Continuing discussion of performance based funding
 - Philanthropic plan presentation
 - Academic master plan/density
 - Staffing ration issues
 - Deferred maintenance issues
 - Contingent faculty program
 - Irvine campus

- High impact practice pilot in spring presentation
- Progress on student success initiative (SSI)
- Research enterprise
- Space update-College Park West

VI. Adjournment

- M/S/P Dabirian, De Land at 2:31 pm

Future items:

- Elect Vice Chair – discuss at the October 9th meeting
- Budget Update and situation for 2015-16 AY, VP Kim, Sept 18, 2015
- Request from Academic Senate Chair, Bonney, to review UPS 410.200 (tentative Sept 18, 2015)

PLANNING, RESOURCE & BUDGET

Set **FRIDAY 1:00-2:30 PM** 10 faculty, each College +Library

Name	Email	Department/College	Title	Office	Phone	10/3yr terms
Stacy Mallicoat	smallicoat	Polits, Admin & Justice	SOC SCI	UH-520	2132	2016
Jon Brusckke	jbrusckke	Human Comm Studies	COMM	CP-420-07	3272	2016
Paul Deland	deland	Mathematics	NSM	MH-154B	3631	2016
Bob Mead*	rmead	Economics	MCBE	SGMH-3398	4479	2016
Dave Mickey	dmickey	Theatre and Dance	ARTS	CPAC-139	3628	2017
Sora Tanjasiri	stanjasiri	Health Science	HHD	KHS-121B	4592	2017
Irena Praitis	ipraitis	Freshman Programs-AA	HUM	LH-216	4184	2018
Michael Shafae	mshafae	Computer Science	ECS	CS-540	3291	2018
Erica Bowers, Chair	ebowers	Reading	EDUC	CP-570-30	4530	2018
Mike DeMars*	mdemars	Library	LIBRARY	PLS-273	4768	2018
Mildred Garcia	mgarcia	President	ADMIN	CP-1000	3456	Non-voting
Designee: Ann Camp	acamp	Chief of Staff	ADMIN		8678	Non-voting
Jose Cruz	jcruz	Provost/VPAA	ADMIN	CP-1060	2615	Ex-O Voting
Berenecea Johnson Eanes*	bjeanes	VP Student Affairs	ADMIN			Ex-O Voting
Danny C. Kim	dkim	VP-Admin & Finance/CFO	ADMIN	LH-802	2115	Ex-O Voting
Greg Saks	gsaks	VP-UA	ADMIN	CP-850	7030	Ex-O Voting
Amir Dabirian*	adabirian	VP - IT	ADMIN	LH-700A	5000	Ex-O Voting
Lori Gentles	lgentles	VP-HR	ADMIN	CP-770	2425	Ex-O Voting
David McKenzie	dmckenzie	Asst Dean for HSS	STAFF	H-114	2969	Voting
Christa Johnson	chrijohnson	NSM	STAFF	MH-166D	4893	Voting
Michael Badal	aspresident@fullerton.edu		Student			2016
Gabe Seden	asboard-cbe@fullerton.edu		Student			2016
Bill Meyer	wmeyer	Theatre and Dance	ARTS	CPAC-249	3179	Ex Liaison

Respectfully submitted: May Wong