

## AY2023-2024 Budget and Planning Committee Minutes

Thursday, September 21<sup>st</sup>, 2023  
10:00-11:30 AM  
BDC 134A-Conference Room

Present: D. Wu (chair), R. Dugan, C. Eicher, J. Florez, A. Grombly, V. Kirkbride, A. Sawyer, I. Pesco, D. Alamillo (or designee), V. Harper (ex-officio), A. Hegde (ex-officio), N. Hayes (ex-officio)  
Absent: C. Lam

- I. Call to Order
  1. Meeting started at 10:06 a.m.
- II. Approval of Minutes for September 7<sup>th</sup>, 2023
  1. Recommended amendment to minutes – Ilaria was present at the September 7<sup>th</sup> meeting, however she arrived late.
  2. A. Grombly moved to approve amended minutes, R. Dugan seconded, motion approved with amendment.
- III. Announcements
  1. D. Wu spoke with Lori Blodorn, AVP and Chief Human Resources Officer regarding attending an upcoming meeting to discuss and answer questions on the 2023-2024 Referral 11 – Academic Administrators Search & Screening – Handbook Change
    - a. Lori accepted the invitation to speak with BPC on October 5<sup>th</sup>, 2023, and has requested a list of questions from BPC so she can prepare prior to coming to the meeting.
    - b. There will be time set aside during our open forum for questions prior to our next meeting, however additional questions may come up during our discussion with Lori.
  2. Reminder – Budget Open Forum – October 16<sup>th</sup>, 2023, from 11:00 a.m. to 12:00 p.m.
    - a. D. Wu and N. Hayes will review Budget Open Forum slides during October 5<sup>th</sup>, 2023, BPC meeting.
  3. R. Dugan was unable to attend calendar committee meeting, however D. Wu attended and shared that the committee is reviewing the 2-year calendar and is currently working on the summer terms.
- IV. Approval of Agenda
  1. A. Grombly moved to approve, A. Sawyer seconded, motion approved.
- V. New Business
  1. None
- VI. Old Business
  1. 2023-2024 Referral 04 – Time Blocks and Space Utilization
    - a. D. Wu emailed Tommy Holiwell requesting additional data, specifically related to courses that have been scheduled by departments and schools outside of the university schedule.
    - b. Tommy is working on the data and mentioned it may take time to gather. No data has been returned at this time.
    - c. It was noted that some classes/activities may utilize space, which may not be included in the inventory list.

- d. D. Wu suggested we can begin sharing with outside groups if there are no changes to time block work prepared during last year's BPC – i.e. DCLC to begin addressing questions.
  - e. Committee members suggested we wait until Tommy has provided data.
  - f. Committee members would also like to hear feedback from students.
    - i. D. Alamillo reminded the committee that the former ASI President, C. Volmer, performed a survey of students, which she will try to locate so she can share with the committee at an upcoming meeting.
    - ii. D. Wu retrieved a spreadsheet from the student survey with 278 students responding. It was noted that although it appears like a low response rate – 3.5% is a decent response rate for students.
    - iii. Committee members suggested another survey be sent out to students, specifically noting the subject matter of time blocks, in hopes of greater participation. Previous survey only offered a free meal for respondents, with no mention of subject matter of survey.
    - iv. D. Wu will confirm that the student survey will not require IRB approval.
  - g. D. Wu will reach out to Tommy again for a data status update.
  - h. D. Wu will review current student data to present at a future BPC meeting.
  - i. It was noted that we need to focus on the CO space utilization requirements to obtain funding for new buildings in the future.
  - j. Committee members suggested we need to focus on our students and how we can better accommodate them and the ability to offer more classes vs. the need for additional office space.
  - k. It was noted we need to address modality concerns, as in the more we offer online courses, we risk never obtaining new buildings.
2. 2023-24 Referral 10 – Standing Committee Bylaws Change Section IV
- a. Committee members reviewed the recommendations from last year's BPC.
  - b. Committee members stated some committees have different charges that required more continuity than others, which would require more than one year service.
  - c. The following updates were made updates/recommendations were made to the prior year's recommendations:
    - i. Candidate must have served as an elected Academic Senate member for at least one year.
      - a. Recommended change: Candidate must have one year of Academic Senate experience at CSUB.
    - ii. Candidate must provide a statement of interest.
      - a. No changes made to this section.
    - iii. Candidate must not serve more than 2 years as chair in the same standing committee.
      - a. Recommended change: Candidate must not serve more than 4 years consecutively as chair in the same standing committee.
    - iv. Elected chair must complete diversity training.
      - a. Recommended change: Elected chair must complete Diversity, Equity, Inclusion and Accessibility (DEIA) training.
      - b. The following options were suggested for DEIA training:
        - i. Claudia Catota's office to provide training.
        - ii. Review options offered within CSU Learn.

- d. A. Grombly moved to approve, A. Sawyer seconded, motion approved.
- 3. 2023-2024 Referral 11 – Academic Administrators Search & Screening – Handbook Change
  - a. Committee members reviewed original referral from academic senate, which suggested we examine several issues where we need to explore options to add clarity and/or guidance for the handbook.
  - b. A. Hegde noted that the referral was sent out prior to discovering inconsistent language within sections 309.5 and 310.2.
    - i. It noted that the different sections represent different positions that affect specific areas of campus (i.e. school dean) vs. the entire campus (i.e. the library).
    - ii. Both sections relate to university-wide Academic Administrators.
    - iii. Committee members suggest we work on section 309 and then we'll look at section 310.
  - c. Committee members would like to receive clarity on the search firms responsibilities in the search and screening process.
  - d. It was asked if we can review the contract with the university? V. Harper explained since we are a public university and we can request to see the contract with a search firm, however we cannot see intellectual content.
  - e. Committee members asked if we need include specific guidelines on when we use a search firm vs. when we do not. V. Harper mentioned it depends on the candidate pools for the positions.
  - f. Committee member suggested we develop a separate section in the handbook specifically related to searches that utilize search firms.
  - g. It was noted that guidelines or a checklist would be very helpful for all searches.
  - h. V. Harper suggested the Provost meet with search committees initially so all parties understand if there will be any communication with candidates outside of the search committee, which would provide a clear understanding of the basic principles of communication that will be followed by the hiring authority.

VII. Open Forum

- 1. Committee members were provided time to consider what questions to ask Lori Blodorn.
- 2. It was noted, she will be asked to share current HR hiring policies for executive searches, as well as ensure she is aware of the handbook language and if HR is ok with any changes that are recommended.
- 3. No questions were expressed at this time.
- 4. D. Wu will send out a follow-up email requesting questions in preparation for Lori's upcoming visit.

VIII. Adjourn

- 1. Meeting adjourned at 11:25 a.m.