

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 09-08-2020 APPROVED BY COMMITTEE 10-13-2020
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, Kim Henige, Vickie Jensen, Renee Moreno, Linda Noblejas-Sapuay (recording), Diane Stephens (non-voting), Kate Stevenson, Elizabeth Sussman, Yarma Velazquez-Vargas

Members Absent:

Greg Knotts

Guest:

Adam Swenson

1. Call to Order

The virtual meeting was called to order at 2:00 p.m.

2. Welcome and Introductions

Dermendjian welcomed everyone to the first meeting for the Fall semester. He also welcomed Adam Swenson as the Senate Liaison for the Committee. Introductions of all members followed.

Dermendjian informed the members that ERC conducts their meetings paperless and all materials are uploaded to myCSUNbox prior to the meeting for everyone to access and review. He also noted that the meeting is recorded for minutes-taking purposes only and the recordings are discarded after the minutes have been approved each month. There were no objections to the recording.

3. Senate Liaison's Report – Adam Swenson

Swenson thanked everyone for the invitation to attend the first meeting. He looks forward to reviewing the minutes as well as being the liaison for the committee with the Senate. He read the charge of ERC to the committee members. He stated that though the committee has considered itself a “think tank” group and not a policy making committee, he encouraged members to recommend policies that he can bring forth to Faculty Senate for consideration.

4. Approval of the Agenda

The agenda was approved.

5. Approval of the ERC Meeting Minutes of May 12, 2020

The minutes of the ERC meeting of May 12, 2020 were approved, as amended.

6. ERC Chair's Report

Dermendjian reported that he attended the UPBG meeting on August 28th. He provided a summary of the meeting. He said the information is available at the University Planning and Budget page, [UPBG Budget Presentation - August 28 2020](#). He stated that the university is faced with a \$33M budget deficit. Our campus' operating budget priorities for 2020/21 are as follows:

- a. address that deficit through a mix of expense reductions and various campus reserves;
- b. plan and prepare for likely state appropriation cuts in 2021/22 and 2022/23;
- c. recognize the stresses placed on students by the COVID-19 crisis, prioritize academic delivery and student success when making difficult but necessary budget trade-offs; and
- d. utilize CARES Act institutional funding as a primary source to cover unexpected expenses due to COVID-19 response and the remote instruction model.

Dermendjian noted that the \$16M state allocation cut, \$9.4M revenue losses and new mandatory costs and the \$7.6M expired one-time funding from enrollment and reserves are the components of the projected budget deficit of \$33M. The campus has lost revenues from parking, housing, etc. and will continue to do so this academic year. Our enrollment is close to last year but our international student enrollment and fees have decreased. The university is proposing a budget balancing plan that includes reduction in operating expenditures, reduction in labor expense due to the hiring chill, the Early Exit Program, and using one-time campus reserves of \$20M. He stated that he invited Vice President Colin Donahue to attend our meeting in October and Provost Mary Beth Walker to attend in November so they can present their points of view and address what we as a committee can do to help with this plan.

Dermendjian also shared the Questica page, [Openbook in Questica](#). This site shows the breakdown of the University General Fund Budget by divisions, colleges, and departments. Discussion ensued on why freshmen enrollment is down and transfer student enrollment is up, resident enrollment increase and non-resident enrollment decrease, CARES Act funding allocation, etc.

Stephens shared that the first two items in enrollment can be addressed in CSUN Counts, [CSUN Counts Dashboards](#). She also responded to the CARES Act funding allocation. She stated that half of the \$44M of the CARES Act funding have been distributed to students as student aid grants and the other half for institutional use that covered student housing and meal plan refunds and revenue loss recovery, parking services refunds,

instructional and administrative technology (laptops, hotspots, etc. on loan for students and faculty, software and hardware for faculty to use for virtual instruction), PPE and other sanitization supplies and equipment, student support and counseling, emergency pay for essential staff that is bargained by their respective unions, etc.

7. Executive Secretary's Report

Stephens reported on the following:

- a. Budget - The decisions on budget communicated to UPBG on August 28th have profound impacts for budget planning in the Academic Affairs Division. Provost Walker has announced an effective 7.5% budget reduction for units in the Division after taking into account base budget reduction and one-time reserve offsets. This is the first year of a multi-year planning effort because of the fiscal impacts of the pandemic. This is also the first time that the university General Fund budget reduction is separated into two targets, with both an operating budget and labor reduction targets. It shows that the campus is really working to make sure to address the reductions in a prudent way. Academic Resources is working hard to effectively model budgets given the significant amount of unknown factors affecting the fiscal health of the State and, therefore, the institution.
- b. Facilities – All facilities projects have been put on hold except for the Sierra Annex Classroom Building. They are in the final stages of the review process for the design-bid proposals. They have three final firms who have submitted designs for review. It is anticipated that the confidential internal bid review will conclude in the next several weeks and that will be followed by Cabinet and Chancellor's Office review and approval processes. Once the review process concludes, the project will be awarded to the successful architect firm and construction firm team; construction will get started and will take about two years to complete.
- c. Pandemic Response – Academic Resources and Planning has been busy over the late Spring and Summer with logistics related to the pandemic response and budget impacts. Specifically, we have been working on the on-campus section lists from the Schedule of Classes (SOC) to help ensure all the behind-the-scenes work such as building unlocks, custodial support, PPE deliveries, coordination with laboratory techs and instructional faculty, and much more can take place. The office worked with schedule coordinators, deans, department chairs and many others to ensure the Schedule of Classes is coded properly so that room grids are as accurate as possible. We are also handling reporting on numbers of Academic Affairs faculty, staff, and students on campus, gathering all of the requests for approval of faculty, staff, and student positions because of the hiring "chill," processing hundreds of faculty stipend requests for Summer, handling COVID office coordination in Academic Affairs Administration, helping to process required forms for on-campus instructional and research faculty, and much more.

Discussion ensued on the hotel and the conference center construction projects, student capacity in classrooms when instruction returns to face-to-face, classrooms that are being updated with lecture capture, hybrid capability, etc.

8. Goals for 2020-2021

Dermendjian stated that at the meeting in the Spring, the committee had noted some issues that need to be watched and they are:

- a. Enrollment
- b. Budget
- c. Faculty Hiring/Tenure Density (will be frozen due to hiring chill)
- d. New Scheduling Software Implementation (postponed)
- e. Covid-19 Impacts to Instruction

He opened the discussion to see what the committee thinks is best for this year's goals or any additional issues that the committee should focus on to help with administration in their decision making. The discussion followed on taking an active role as a committee to prepare for the future of education, changing demographics, decrease of governmental grants, centralized governance and decision making process, data transparency, participation of the faculty in the process instead of just getting a report, impacts and opportunities of faculty gaining skills with online teaching, tracking and gathering data on impacts of online education, identifying and executing best practices in assessing students' learning, best practices in investment, faculty development and assessment of training by faculty, outcomes, etc. It was suggested that there might be a need for a subgroup that looks at data that the group finds important. A Google Drive or myCSUNbox folder can be created and members can upload concepts, ideas, suggestions that can be shared before the meeting and that can be summarized and presented as an agenda item for discussion in the next meeting or the following meeting. Dermendjian stated that he will follow up with Oh on the assessment for online instruction.

9. Adjournment

The meeting was adjourned at 3:18 p.m.

Notes:

The next ERC meeting will be held on October 13, 2020, from 2:00 – 4:00 p.m. via Zoom.

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