

University Resources Council Minutes (Approved) – December 5<sup>th</sup>, 2023 (6<sup>th</sup> meeting)

Anatal Center

**Members in Attendance (25)**

Andre Achacon; Jesse Dillon; Cyndi Farrington; Diane Hayashino; Ben Huff; Chris Miller; Ju Cheol Moon; Will Murray; Sara Nourazari; Avery Olson; Hema Ramachandra; Charlie Sotto; Rene Trevino; Sam Vickovic; Suzanne Perlitsh Wechsler; Iris Zhang

ASM: Chanel Acker (COTA); Terie Bostic (CLA); Dee Dee Green (COE); Carrie Hernandez (CED)

Kara Perkins (AVP Budget & University Svcs); Claudia Piazza (AVP SS)

Praveen Soni (Chair); Dave Whitney (Vice-Chair), Pitiporn Asvathanagul (Secretary)

**Guests in Attendance (3)**

Scott Apel; Beth Lesen; Shariq Ahmed

1:02PM	<b>Meeting Called to Order</b>	<b>Praveen</b>
3:01PM	<b>1. Approval of the agenda – Meeting of December 5, 2023</b> <ul style="list-style-type: none"> <li>• The December 5, 2023 URC agenda is moved, seconded and approved.</li> </ul>	<b>Approved.</b>
3:02PM	<b>2. Approval of the minutes – Meeting of November 7, 2023</b> <ul style="list-style-type: none"> <li>• The November 7, 2023 minutes is moved, seconded and approved.</li> </ul>	<b>Approved.</b>  <b>Will moved/Jesse seconded.</b>
1:03PM	<b>3. Presentation and review of the changes in the 2023/24 and 2022/23 budgets in the Division of Administration and Finance (DAF), progress and outcomes on current projects/initiatives and upcoming new projects/ initiatives in the Division</b> <ul style="list-style-type: none"> <li>• A total of \$543.6M of CSULB 2023-2024 operating budget is presented. Academic affairs and University wide are the two largest budgets.</li> <li>• DAF budgets for 2023-2024 is ~\$37.2M.</li> <li>• 2023-2024 DAF budget by Groups in Admin &amp; Finance: Beach Building Services (~\$19.8M), Financial Management (~\$6.2M), University Police (~\$4.2M), Budget &amp; Administration (~\$760k), Office of Equity &amp; Compliance (~\$954k), Human Resources (~\$3.6M), and CSULB Research Foundation.</li> <li>• 2023-2024 budget for print shop &amp; operation is ~\$831k, and VP admin &amp; finance budget is ~\$862k.</li> <li>• 2023-2024 DAF prioritized items: <ul style="list-style-type: none"> <li>○ Beach Building Services: Working with ASI and DSA on design and construction of the new USU; Affordable Housing Project partially funded by the state; Still hoping for state funding for academic buildings – PH1</li> <li>○ Financial Management: Lots of trainings year-round to ensure process changes are known by dept/college ASM’s; Working with Enrollment Management and AA to reduce admin barriers for students (Bursar’s office)</li> <li>○ Equity &amp; Compliance: Leader within the system – helping implement Cozen recommendations</li> </ul> </li> </ul>	<b>VP Scott Apel</b>

	<ul style="list-style-type: none"> <li>○ Budget &amp; Admin: Working on Questica and Open Book systems to share budget information across campus/Restarting many parking lot/structure updates around campus</li> <li>○ UPD: CAST program – leader across the system</li> <li>○ Human Resources: Hired a Staff Equity and Inclusion Advocate – working on training all hiring committees and implementing DEIA throughout the divisions/Fully online processes to better meet department needs.</li> <li>● 75-80% of DAF budget is for salary and benefits/insurance. DAF normally has 11% unspent budget and DAF spends before DAF receives money.</li> <li>● Parking has encountered financial difficulties since the pandemic. The pyramid parking got some upgraded.</li> <li>● ~\$60k gains during lost and found item auction.</li> <li>● CSULB has 135 buildings on campus and most of them are 50+ years old and need maintenance. No new funds for new building. The alumni building was funded by donors. Parkside North Housing used CSULB borrowed money, which we need to pay back. LA1 Building receives \$5M fund from donors.</li> <li>● Many of CSULB buildings are historic buildings, which cannot be demolished.</li> <li>● CSULB Equity &amp; Compliance reports great reports.</li> <li>● Budget and Admins tries to develop budget software.</li> <li>● UPD (University Police Department) works with Student Affairs to hire 2 new licensed workers.</li> </ul>	
1:47PM	<p><b>4. Presentation and review of the changes in the 2023/24 and 2022/23 budgets in the Division of Student Affairs, progress and outcomes on current projects/initiatives, and upcoming new projects/initiatives in the Division</b></p> <ul style="list-style-type: none"> <li>● Student affairs also partners with academic affairs for student health &amp; wellness. Student housing, Office of multicultural as well student life and dream success center are also overseen by Student Affairs.</li> <li>● Student Affairs is also state-support, self-support and auxiliary unit.</li> <li>● Student Affairs works on BeachXP, Peer-mentor, BMAC, Student Basic Needs, CAPs.</li> <li>● Student Affairs has a new student family program that will help Outreach &amp; SOAR. Outreach and SOAR now are merged.</li> <li>● Equity &amp; Inclusion, mental health &amp; wellness, and Basic Needs are Student Affairs funding priorities.</li> <li>● Student survey is used for SEF spent. Student voted for Summer Bridge, Men’s Success Initiatives, Latina Connection, Peer mentor Programs, and Beach Buddy Program.</li> <li>● From the last URC presentation, Student Affairs employs on-campus students as much as possible. Currently, there are 450 students hired by Student Affairs.</li> <li>● Job description and responsibilities of DE&amp;I position is on-going for evaluations.</li> <li>● Enrollment service is now merged with Student Affairs.</li> </ul>	VP Beth Lesen
2:22PM	<p><b>5. Presentation and review of the changes in the 2023/24 and 2022/23 budgets in Academic Technology Services, progress and outcomes on current projects/initiatives (Canvas etc.) as well as upcoming new projects/initiatives in ATS</b></p> <ul style="list-style-type: none"> <li>● The 2023-2024 ATS budgets are from Base budget of ~\$3.2M, One-time carry-over of ~\$571k, and One-time funding based annual request of ~\$2M, which</li> </ul>	AVP Shariq Ahmed

	<p>are from general funds, lottery, SEF technology, SEF technology/SEF and QA/AIDI.</p> <ul style="list-style-type: none"> <li>• The total 2023-2024 ATS budget is ~\$5.76M.</li> <li>• The status of published and unpublished Canvas courses is presented from Winter 2023 to Fall 2023 as well as zoom usage (no. of meetings), and Kaltura/Mediaspace Usage (no. of viewed minutes).</li> <li>• ATS also works on Course materials accessibility using Anthology Ally and Readspeaker.</li> <li>• LMS &amp; Instructional Tech Support has high demand before the semester starts with an average of 1000+ in Jan 2023 and Aug 2023.</li> <li>• Qualtrics utilizations increased 40% from 2022 to 2023, and no. of software download increased 11% from 2022-2023.</li> <li>• The Adobe classroom pilot project was launched in spring 2023, which approximate awardees of 40 faculty in 100 courses that benefit ~2,500 students.</li> <li>• ATS outreach events include Fall Week of welcome (4 booths: ATS, Horn Center, ISPACE and SPOT), Tech Day, Convocation media support, Livestream/Recording support etc.</li> <li>• ATS partners with ASI and eSport Student Ambassadors for eSport Cal State Competition. This is supported by \$80k SEF.</li> <li>• ATS also supports closed captioning and whisper room upgraded.</li> <li>• 9 completion of faculty professional development courses were hosted under faculty online readiness program (FORP) in spring 2023 and fall 2023 with 99 attendees.</li> <li>• ATS also works on AI under AI Steering Committee, including 2 subcommittees of Business Operations AI and Academic AI. ATS also offers AI resources through ATS workshops, Turnitin and AI LMS. In spring 2024, AI symposium will be hosted.</li> <li>• ATS also offers classroom support services, equipment checkout, and support 44 events at 27 locations on campus.</li> </ul>	
3:00PM	<p><b>6. State, CSU and CSULB Budget outlook and Update</b></p> <ul style="list-style-type: none"> <li>• No updates</li> </ul>	AVP Kara Perkins
3:03PM	<p><b>7. Adjourn</b></p>	