DATE: May 28, 2018
FROM: Emily Acevedo, Chairperson, Fiscal Policy Committee
TO: Veena Prahbu, Academic Senate Chair
CC: Annsha Harrison, Laila Asgari, R. Roquemore, J. Lazo-Uy
SUBJECT: Annual Senate Committee Report

**Policies/Items completed during 2017-18**

- Over the past two years, FiPC members have worked to increase transparency over the budget process. On October 12, 2017, FiPC submitted a recommendation to Senate Executive Committee requesting that FiPC members from A&L, B&E, CCOE, ECST, HHS, and NSS also serve as liaisons to their respective College Resource Allocation Committee (RAAC). This decision was unanimously supported by the Executive Committee, and later supported by Provost Mahoney and all the College Deans. This will facilitate the flow of information between FiPC and College RAACs that will improve data collection and reduce redundant budget recommendations. FiPC members also discussed approval of FiPC representation on College Resource Allocation Academic Affairs (RAAC) and submitted a proposal to revised language in the Faculty Handbook, which was approved in Senate on May 8, 2018.

- FiPC members followed up on the need to direct more resources to ORSCA to improve the IRB processes. FiPC invited Jeffrey Underwood, Associate Vice President for Research, to a time certain on October 12, 2017 to discuss how to support faculty research on campus. He made changes to the ORSCA office, including hiring another staff person to assist with the intake of applications. Additionally, he is working to fully digitalize the IRB application process. In the past, roughly 80% of applications were incomplete when submitted. This new online system (IRB.NET) will eliminate the bottlenecks since it will prevent submission of an application if information is incomplete or missing. Additionally, this new system will enable the tracking process as Principal Investigator (PI) or Co-PI.

- In 2016-17, FiPC members identified a strong need to educate FiPC members about university budget processes and constraints. On September 28, 2017, FiPC invited former chair, Dr. Kathleen Sullivan, to a time certain to discuss what FiPC committee members did the previous academic year. She emphasized the importance of understanding the budgeting process and recommended becoming familiar with the institution’s organization chart. FiPC members support continuing this tradition and inviting the immediate past-FiPC chair as early as possible in the next academic year.

- FiPC members invited Lisa Chavez, Vice President for Administration and Chief Financial Officer, to a time certain on November 9, 2018 to speak about facilities and the situation of homeless people on campus, particularly in university buildings. Lisa Chavez is working with public safety to ensure that homeless individuals do not pose a safety risk. She said her staff are properly trained; all building doors are checked to ensure that they are locked after hours, however, she will reinvestigate the cost for keyless entries to campus buildings. The topic of campus-wide elevator issues was also discussed. The campus contracted with an outside third-party consultant to inspect and thoroughly assess the conditions of our elevators. Cal State LA elected to terminate its current service contract and is working with a new vendor and working to mitigate issues. She also
authorized work to modernize several elevators and make improvements to existing ones.

- Lisa Chavez also discussed indirect cost recovery (IDC) and how a majority of IDC goes towards supporting operational costs of University Auxiliary Services (UAS) and leasing the space UAS occupies in the Golden Eagle Building. She showed that over the past three years, the effective IDC is approximately 10%, which is less than many other CSU campuses.

- FiPC members invited Provost Lynn Mahoney to a time certain on April 12, 2018 to discuss the 2018-19 budget priorities, faculty hiring and retention, and student success. Provost Mahoney signaled a commitment to a robust search for tenure-track faculty in 2018-2019. She has invested more in CETL to train and retain our lecturers. She also mentioned that faculty orientation was reconceived, and as a result of this new orientation, two-thirds of new faculty recognize CETL as a place to improve pedagogy and as a faculty center. CETL implemented Quality Matters and is launching an online E-training for faculty in Fall 2018. Additionally, Cal State LA will be moving away from Moodle to Canvas, but Moodle will remain available for the 2018-19 academic year.

Ongoing Policies/Items

- The campus is being used by a record number of students, faculty, and staff every day. While efforts to maximize and improve the quality of all spaces are noted, there is an ongoing need for upgrade and maintenance. FiPC recommended in its 2018-19 Budgetary Priorities that classroom renovations should be prioritized, as well as address and improve classroom shortages. The committee also recommended the following actions: Prioritize smart key card access to buildings, including surveillance cameras particularly for areas containing instructional technology and/or equipment. Hire more staff to clean, repair, and maintain buildings, including cleaning bathrooms, stairwells, locker rooms and showers more frequently and more effectively. FiPC noted that elevators in most buildings on campus need to be kept operating and repaired in a timely manner. Need better night lighting installed in a number of places, including locker room showers in the Physical Education building.

- FiPC members sought to build on the efforts of the previous year to gauge student concerns by working with ASI representatives on a short student survey to assess student services and areas for improvement. Unfortunately, the ASI representative had to step down and the survey was never administered. However, ASI representatives shared with FiPC members the survey results of an open deliberation they conducted in Spring 2018 that identified several key concerns, including college affordability (financial aid, higher education finance, cost of living); mental wellness and health; the graduation 2025 Initiative and Tuition increases; Sexual harassment and Assault on campuses; and the 1st Generation college experience. FiPC members stress that attention be paid to supporting all aspects of student well-being, which also includes mental health, housing and food insecurity, and financial support. FiPC recommended in its 2018-19 Budgetary Priorities that more mental and health wellness be provided, including availability of after-hour access to students to access psychological services and counseling. Food Service hours should be improved and expanded to accommodate evening students, provide access to healthier food choices, as well as more affordable choices. FiPC recommends more fiscal support for advisement at the department level.

- In 2016-17, FiPC members recognized the need to maintain committee institutional memory that can be shared each year. This year, FiPC has sustained its efforts through the use of google.docs that will hopefully enable future FiPC members to engage in early discussion of goals for FiPC for the next academic year. In Fall 2018, FiPC will begin storing meeting documents on Sharepoint through the University rather than google docs.
**Future Policies/Items and Recommendations**

- FiPC members would like to follow up with ASI and administer student survey that was not completed in 2017-18 to ensure that student needs and priorities are accurately reflected.
- Invite Nancy Wada-McKee, Vice President for Student Life, for a time-certain to discuss First Generation Workshops for parents and the use of student success fees (SSFs).
- Invite UAS Executive Director for a time certain to discuss IDC. What is UAS’s vision and how does it plan to work with ORSCA? What, if anything, will change under new leadership?
- FiPC recognizes improvements already completed, such as the use of technology for advisement, but the university needs to invest in further improvements that address the needs of faculty, staff and students, including software needs for faculty. As Cal State LA considers more online courses, including online degree programs, FiPC would like to consider inviting ITS for a time certain to see what technological resources are needed and how technology infrastructure for instruction can be improved.
- Additionally, FiPC would like to see how line item budgeting [that was implemented using Hyperion] is working, and how forecasting and resource allocation is planned at the college levels. FiPC members are also concerned that Resource Managers have the software tools needed that can determine how and where money is spent; such as identifying fixed costs for payroll and other operational needs as well as forecasting salaries and other expenses.
- FiPC would like to invite Catherine Haras from CETL for a time certain to determine what kind of resources would be useful to promote online learning, including student training for online classes. Additionally, FiPC members would like to explore other CSU practices to see how technology could be used to help students understand how online learning differs with in-class instruction.

**Feedback and Recommendations**

- Provide more thorough training at the beginning of the academic year to clarify specifically what is and is not part of “fiscal policy,” in order to avoid long discussions or recommendations that are not part of the committee’s purview.