**AY2023-2024 Budget and Planning Committee Draft Agenda**

**Thursday, November 02, 2023 10:00-11:30 AM**

**BDC 134A-Conference Room**

Present: Alamillo, D., Dugan, Eicher, C., R., Florez, J., Grombly, A., Harper, V., Hayes, N., Hegde, A., Lam, C., Pesco, I., Sawyer, A., Wu, D.

Absent: Valarie Kirkbride

**I. Call to order** – 10:06 am

**II. Approval of Minutes** - October 19, 2023 – Some edits made, Grombly moved; Dugan seconded. Motion carried.

**III. Announcements** – Budget Forum, 11/6 from 11am-12 pm. Congratulations to C. Lam for getting elected as ASCSU senator.

**IV. Approval of Agenda** – Dugan moved. Grombly seconded. Motion carried.

**V. New Business**

1. Academic Calendar (AY2024-25, AY2025-26, Su2025)

- Committee met 20th and 21st of October; many moving pieces for the committee; no more reading day since there are no classes on the eve of Thanksgiving

* Summer 1 gap of a few days (after Memorial Day weekend) – needed for grade processing;
* Two summer sessions do not align with the 10-week session due to holidays and exam weeks;
* CO office needs to finalize commencement dates for 2026 – waiting on this;
* Summer 2 (2025) has 4 weeks and 2 days – options: request reduction of grade processing days to 3 instead of 5, in order to get full 5 weeks
* Send to EC as is with caveat that SS2 (2025) needs amendments – Grombly, Florez moved.

2. 2023-2024 Referral 23 New Degree Program Proposal- Bachelor of Music in Music

Education – moved to consider later by Chair Wu; no objections.

3. 2023-2024 Referral 24 New Degree Program Proposal- Doctor of Nursing Practice – moved to consider later by Chair Wu; no objections

4. 2023-2024 Referral 25 Academic Master Plan (AMP) – Moved to consider first; Late add of MA in Mass Communication; BA Latinx should indicate housed in SSE rather than A&H; Written confirmation of approval from Dean Rodriguez; Moved to approve - Florez and Sawyer

**VI. Old Business**

1. 2023-2024 Referral 04 – Time Blocks and Space Utilization

2. 2023-2024 Referral 11 – Academic Administrators Search & Screening -Handbook

Change

**VII. Meeting with Reps from the Office of Human Resources, Lori Blodorn and Michelle Ponci (Time Certain: 11am) – Lori – AVP HR, Michelle Ponci - ;**

* Academic Affairs Deans and AVP search handled by Provost Office; Associate Dean searches handled by HR;
* *Costs and benefits of using a search firm:* Benefits to using a search firm – getting a larger, wider and more national pool, recruitment of diverse applicants, helping with refining the pool; search firm existing contract (master agreement) with system (Storbek Pimenthel) – could be before committee is formed; may cost up-to $80k – independent of the level of administrator being selected; Public Records Accessible for the contract to be requested;
* *Role of search firm:* Should actively think about how search firm integrates with committee; language to allow for appointing officer to be invited to search committee meetings as needed; future appointing officers to have ability to speak to candidates without undermining the search committee’s finalist selection to dialog with finalists and semi-finalists without impacting the search committee’s recommendation.
* *Q to ponder*: do search firms provide fair and consistent information to all candidates – unknown communication between search firms and candidates; members’ experience with search firms – they typically give packaged material/prospectus; possible to get notes from search firm

**VIII. Open Forum**

**IX. Adjourn –** 11:30