MINUTES
COMMITTEE ON PLANNING AND BUDGET ORIENRATION
Meeting of September 23, 2004

Present: Paul Koch, Don Rothman, Margaret Fitzsimmons, Margaret Morse, John Lynch, Onuttom Narayan, Ray Gibbs, Wentai Liu, Alison Galloway, Faye Crosby, Mary-Beth Harhen, Beth Daniels

Absent: (with notice) Dmitriy Keselmen

Guests: VCPB Meredith Michaels and Assistant VC Karen Eckert

Introductions
Committee members introduced themselves, provided departmental affiliation, and listed previous Senate/CPB committee experience.

CPB's Role in Senate and Campus
The committee reviewed the CPB Member Information Sheet for 2004-05, which provided an overview of CPB activities, makeup, and procedures.

Committee assignments were made for external reviews and new program reviews, and representatives were assigned to attend administrative and building committee meetings.

The committee agreed to the conflict of interest policy that CPB members recuse themselves from discussions that involve their department or a department that they are affiliated with below the bar.

Confidentiality, Consultation Procedures, Guest Protocol
Chair Koch reviewed the purposes of CPB's consultation procedure. Added this year is #6 that consultations with Vice Chancellors must be requested through the CPEVC's office. The committee approved the consultation procedure and the confidentiality statement.

There was a discussion of protocol for invited guests. The committee agreed to extend a standing invitation to VC Planning and Budget Meredith Michaels to attend CPB meetings from 9:00 on, reserving the right to meet in executive session upon the request of any member. They also agreed to extend a standing invitation for Assistant Provost Charlotte Moreno to attend with the CPEVC should the CPEVC request it.

Potential Work Plan items for 2004-05
The committee identified issues for the 2004-05 pro-active agenda and will
further discuss and prioritize the work plan at the next meeting.

Budget Process Presentation
VC Meredith Michaels and Assistant VC Karen Eckert provided an overview of the
$413.6M UCSC budget. A resource book containing information on the budget was
distributed to CPB members. The information provided CPB with a framework on
revenue sources and allocation strategies and policies.

VC Michaels listed the five budgetary dates that drive the UCSC campus budget process:
1. November: Regents adopt a budget
2. January: Governor releases the budget
3. March: UCOP begins to get a political viability of the Governor's budget
4. May: Governor's revised budget released
5. July: Approved Budget