

**MINUTES
COMMITTEE ON PLANNING AND BUDGET
Meeting of October 21, 2004**

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

Absent: (with notice) Wentai Liu, Alison Galloway

Guest: Interim CPEVC Peggy Delaney, Assistant Provost Charlotte Moreno, and VC Meredith Michaels

Members' Items/Committee Business

The minutes for October 14, 2004 were approved.

Chair Koch reported on the Executive Advisory Council (EAC) meeting that discussed the installation of a new spam filter by IT. Also discussed was the Capital Campaign, the goal of 50 million and the focus of the campaign being undergraduate and graduate student support. CPB member Onuttom Narayan reported on the Advisory Committee on Facilities (ACF). The site for the Biomedical Sciences Building was discussed and the final decision on the site will be made at the next meeting. ACF also reviewed a 15-year timeline for future building on campus. CPB member Faye Crosby reported on the Graduate Council meeting, which discussed the Education Ed.D. proposal. It clarified that most of the courses will be taught by CSU's. This addresses CPB's question about resource issues with the Ed.D. proposal.

CPB finalized their response to the Psychology External Review. The final revised version of the Music External Review closure letter will be approved via email. The CPB comments on the WASC essays will be completed by Monday, October 25 and will be sent to Chair Galloway and the WASC Steering Committee.

Academic Planning

CPB identified a primary goal of monitoring how the administration will link academic planning and academic goals with the reality of financial constraints. The Academic Advisory Committee (AAC), an administrative committee established by CPEVC Delaney that combines the former Academic Planning Committee and the Academic Support Planning Committee is working on determining divisional enrollment and FTE targets and accountability measures. CPB considered how the CPEVC could foster more collaboration among the deans. CPB noted that it might be best if AAC and CPB used the same metrics to assess academic performance. CPB will establish a sub-committee to discuss several academic planning issues.

Budget Reporting

CPB is working on standardizing the divisional budget and expenditure reporting to avoid inconsistencies among divisions in how and what is reported. CPB reviewed the PBS all-funds budget reports that were submitted two years ago. At that time, CPB appreciated the thorough representation of the division's budget and requested of then CPEVC Simpson that all divisions be required to do such reporting. CPB discussed what parts of this report are useful and essential and which aspects should be consistent among divisions. They also noted that some divisional variation will need to occur. CPB will work further on a template in discussions with the CPEVC and Planning and Budget. CPB also discussed working on a budget-reporting template for University Relations.

Consultation with Interim CPEVC Peggy Delaney

Following up on a consultation with CPB last spring, Vice Chancellor Francisco Hernandez has proposed a half-day retreat by Student Affairs (SA). The retreat focus will be the framework of the SA budget and will assist the committee's effort to understand the many different components of the budget. CPB will discuss the proposed retreat and get back to Interim CPEVC Delaney.

CPB discussed with CPEVC Delaney the permanent budget reductions that were taken last year, FTE allocations, FTE held in reserve at the divisional level, and current recruitments.

LRDP Pre-Consultation for 10/28/04

CPB worked on identifying a list of questions for the LRDP consultation scheduled for October 28, 2004.