

**MINUTES**  
**COMMITTEE ON PLANNING AND BUDGET**  
**Meeting of September 26, 2013**

**Present:** Dan Friedman (Chair), Zsuzsanna Abrams, Don Brenneis, Sue Carter, E.G. Crichton, Susan Harding, Joe Konopelski, Suresh Lodha, Eric Porter, Abel Rodriguez, Susan Schwartz, Guillermo Rogel, (SUA), Mary-Beth Harhen (ASO), Matthew Mednick (ASO).

**Absent:** Matthew Williams (SUA)

**Guests:** EVC Galloway, VCPB Delaney, AVC Karen Eckert

**Welcome, Introductions, Conducting Committee Business**

After introductions, Chair Friedman gave the committee an orientation on conducting CPB business, member responsibilities, and confidentiality. Chair Friedman also laid out the policy on recusals, and the expectation that when the committee is discussing an issue that pertains to one's department, or in which there is a clear conflict of interest, a member should leave the room and not participate in the discussion.

The committee also discussed the role of members serving as representatives on campus committees or task forces, the procedures for authorship on behalf of the CPB, as well as review of minutes and official correspondence, to be revisited in a future meeting.

CPB approved the confidentiality agreement and consultation procedures for distribution to Deans, Departments, Principal Officers, and the administration.

**Part I of Budget Training**

Presentation by Karen Eckert, AVC for Budget and Resource Management

AVC Eckert's presentation was primarily focused on basic concepts, definitions and a review of the campus/state budget cycles. Items covered a range of subjects including: TA support, standard campus reports, budget principles, carryforward, divisional allocations, budgeted FTE and hollowed FTE, and the approval of annual ongoing over-enrollment allocations for the divisions.

It appears that the UCOP plans to provide the full rebenching funds plus the funds not provided last year (2012-13) in our 2013-14 allocation. This is good news for our campus, especially in light of mandatory cost increases.

**Consultation with EVC Galloway**

EVC Galloway provided updates on the many leadership level positions which are either recruiting or soon to be recruited. She also explained that the campus leadership team has been reorganized in order to optimize project management.

The committee discussed the 2013-14 allocation letter at length, and Chair Konopelski and VCPB Delaney touched on particulars of the interplay between the Long Range Enrollment Plan (LREP) and the campus budget.

When asked about Graduate Growth planning, EVC Galloway indicated that VPDGS Miller would have both a revised masters funding incentive plan and graduate growth planning document available for review in the short term future. She indicated that consultation and review by CPB of both documents were expected.

EVC Galloway went on to discuss the strategic planning effort, particularly the positive response rate from faculty asked to participate. The kickoff of this process will be October 14 and 15. Faculty, alumni, students, and staff will be asked to participate in a very inclusive process of providing input. In winter quarter the Task Force we make sense of it. Staff in EVC office will support that process.

#### **Committee Assignments/External Reviews**

The committee discussed expectations for the member participation in the various stages of the departmental and unit external review processes. Members were referred to the documentation in the external review subject folder as well as materials on the external review portal which will be provided once materials are available.

Members were asked to review the draft external review, sub-committee, and campus committee assignments for the year and provide any feedback or conflicts by the next meeting. Some specific committees were discussed in terms of content and their critical importance to CPB. In some cases these committees are CPB's only way of remaining in the loop on impactful campus issues and in particular, capital planning outlays.

#### **Committee Foci for 2013-14**

Carryover issues from last year: summer session, major impaction, revenue generation, professional programs incentive program, grad growth, retention (see report), international student support, partner hire policies.

New issues raised for consideration: sabbaticals – departments don't accrue leave funds to cover sabbatical (exaggerated problem in small departments), Silicon Valley planning, LREP planning, alternative funding model to across the board cuts.