

Budget and Planning Committee Minutes

Thursday, September 6, 2018
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

- I. Call to order, 10:04 am**
- II. III.Introductions / Announcements**
- III. Approval of Minutes**

None
- IV. Members in Attendance:** B. Street (chair), A. Schmidt, J. Kegley, C. Lam, D. Boschini, M. Martinez, A. Hedge, A. Grombly, J. McCune, A. Lauer, T. Davis (ex-officio), J. Drnek
- V. Approval of Agenda**
 - Motion: A. Hedge, 2nd: C. Lam, Passed
 - The staff representative has been appointed an interim MPP position through December. Referred to Executive Committee to appoint someone for the Fall so that J. McCune can return to the position in the Spring to avoid conflict of interest.
- VI. Old Business**

None
- VII. New Business**
 - Elect Committee Vice-Chair
 - Nominations: J. Kegley and C. Lam
 - J. Kegley, Vice Chair
 - BPC and Budget Process
 - Discussion of past resolutions, process, and handbook language.
 - Questions raised about involvement of BPC in WASC. Dr. Harper will distribute to Senate and standing committees for review. This year will be a big strategic planning year as well.

- D. Boschini, A. Hedge, and B. Street met with T. Davis about the first steps in the budget process for the year.
- Dr. Zelezny has met with Executive Committee to discuss this as a priority among other issues
- Data request is to support decisions and recommendations of the BPC. Our priorities should be data driven.
- Budget Process Flow: working with BPC, we clarified the flow of shared governance for faculty input.
 - Under the Provost and VP of Academic Affairs, feedback will be gathered from Academic Senate and the four standing committees.
 - In addition, the Provost has the Academic Affairs Council where feedback is gathered for priorities and requests.
 - BAS gathers feedback from the Information Technology Advisory Council from their related committees and groups.
 - Student Affairs gathers feedback from direct reports and ASI, Inc. and UA.
 - Feedback and priorities are forwarded to University Strategic Planning and Budget Advisory Committee.
 - T. Davis will call meetings for budget
 - Provost will call meetings for strategic planning
 - President will determine and/or affirm priorities for the next fiscal year
- Discussion of the strength of recommendations out of BPS and AS.
 - Voice through recommendations, resolutions, and seat on the University Strategic Planning and Budgeting Advisory Committee
 - Discussion of resolution for funding of additional, expansionary hires in faculty for tenure density
 - Who is on the Academic Advisory Council, University Strategic Planning and Budget Advisory Council, and Information Technology Advisory Council?
- Budget Cycle and Draft Budget Process Annual Calendar:

- There are two calendars that demonstrate the flow, but the calendar on the website demonstrates the overlap of the three different budget cycles: CA state, CSUB, and BPC.
 - Specifically, BPC will meet Oct 4 and the budget will be presented in part, but more importantly, the data requested will be presented for BPC to review for next year's priorities. Discussion will likely continue through the month of October.
 - B. Street met with K. Krishnan in IRPA to review timeline and availability of information by the end of September.
 - There are already data sets that have been created, but we need the newer information added to the data sets to evaluate the trends
- What are the existing priorities for BPC?
 - There aren't any specific priorities, but BPC has a charge from AS. The charge is broad, but we only deal with the issues referred to us by the Executive Committee.
 - If there is an issue we would like addressed, it needs to go to the BPC Chair and/or Executive Committee.
 - We try to focus on the Academic side of the house: what is needed to support instruction.
 - Is there a need for a mission statement or do we only rely on the charge?
- How do referrals get funneled through Senate: issues get sent to the Executive Senate and they determine whether it gets passed on and debated.
- Discussion of where Senate's voice is heard and how much of a role they have in setting priorities
 - BPC looks buried, but the reason for that is to work directly with the Provost and VP of Academic Affairs. We do not want to report direct to the President and jump consultation with the Provost. AS

also has the ability to pass resolutions which are forwarded to both the Provost and President

- Historically, BPC has usually only done planning, but in recent years, we have access to the budget material to better participate in this cycle
 - There are 3-4 members on the USP&BAC.
 - Indirectly, BPC does provide recommendations to the USP&BAC
 - Incorporation of BAS ex-officio into BPC for clarity and to address issues in the process
- Fitting other referrals into the calendar
 - The month of October is when we get the budget information
 - USP&BAC is meeting in November, but only for strategic planning. We will need to start crafting narratives on priorities based on this information.
 - February is when we will finalize our priorities
 - In March, BPC will draft a resolution for AS Executive Committee and full Senate for review and approval
 - In May, the resolution is scheduled to be finalized by Senate
 - Provost was unable to give the State of the Budget speech during University Week. D. Boschini will ask about the data on the website.
- Data requests and needs
 - Annual Data Requests to BPC:
 - First eight are data sets from IRPA
 - Last three data sets are from BAS
 - Ask that library and other instruction costs be included and/or delineated in the data
 - Maybe the committee can define what we mean by instruction, IT, etc. What are the academic pieces of the overhead?

- Internships: that's instruction, but it also falls under the umbrella of Student Affairs and the CECE, so there are costs there
 - There are a lot of other important narratives across the campus
 - Discussion of continuing resources for grants
 - Need for a discussion of full cost of instruction and the relationship between that and the Master Plan
 - May need to bring people in to discuss the data, particularly IRPA
 - Faculty flow data: retirements and attrition
 - Where is that information coming from?
 - *Prioritizing Academic Programs and Services*, Dickeson
- Budget Central
 - Available information/data
 - CSUB.edu > Budget Central > Academic Senate Budget Planning Committee
 - The categories there should be populated with new data by October 4th
 - Questica
 - Login only works in Firefox, not Safari
 - There's nothing accessible
 - All AS and BPC members should have access
 - If it says "Access Denied", contact Faust Gorham
 - Questica > Analytics > CSU Custom Reports
 - EP Expense Projection
 - You can drill down within the reports, but it will also extrapolate data from your three year trend
 - FB Fund Balance
 - Beginning balance, activity, and current balance
 - Actual Transactions
 - FS Fund Summaries

- Actuals, budget and variance
 - Actual transactions and budget information
- You can go through and specifically identify your grant funds
- You can pull all the funds used with by your department (DEPT ID)
- Anyone wanting access to Questica can contact ITS for access (Faust?) and for training via Tamarra Sherman
- It may be necessary for someone to come in and provide training for BPC

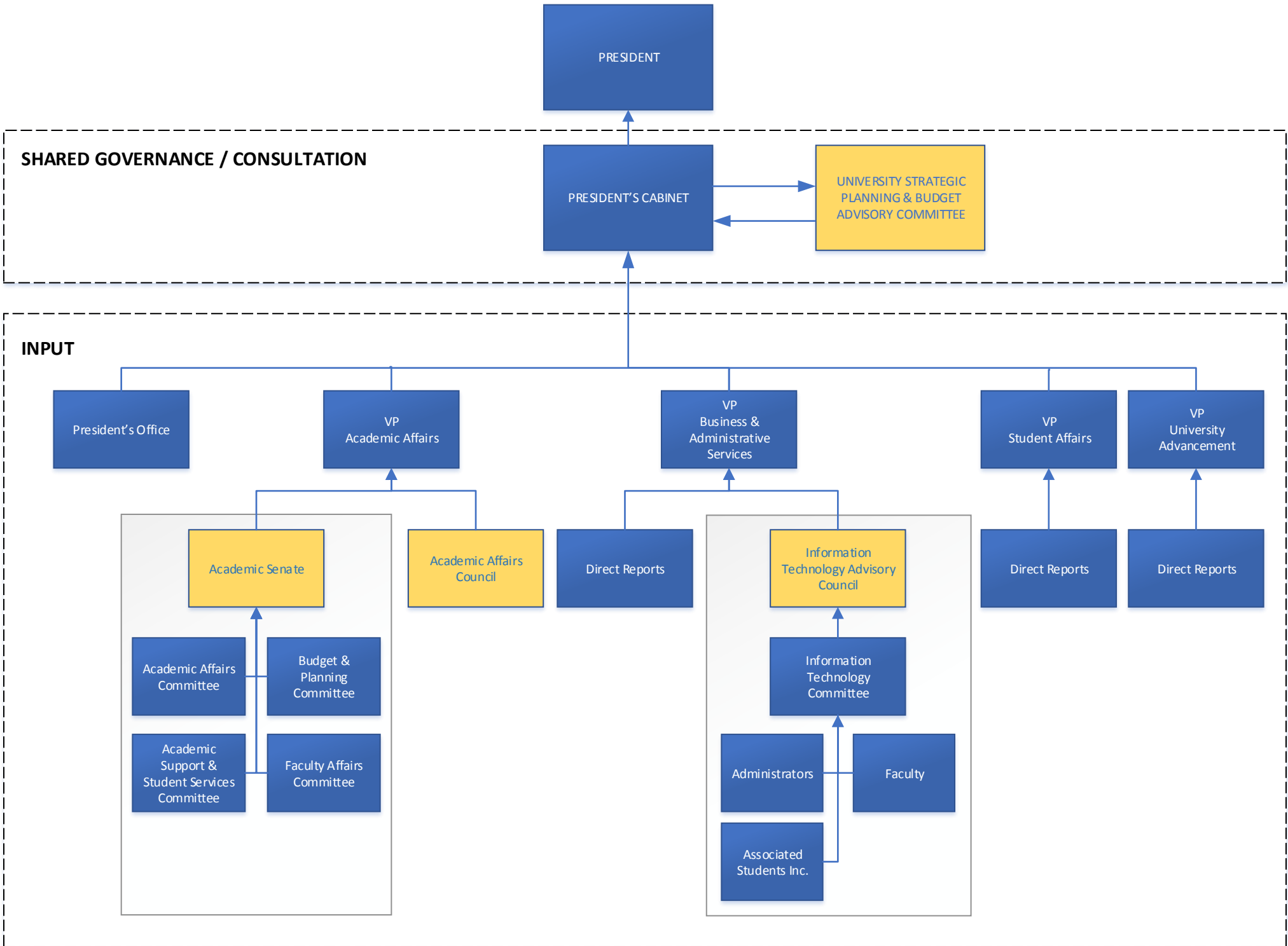
VIII. Adjourn

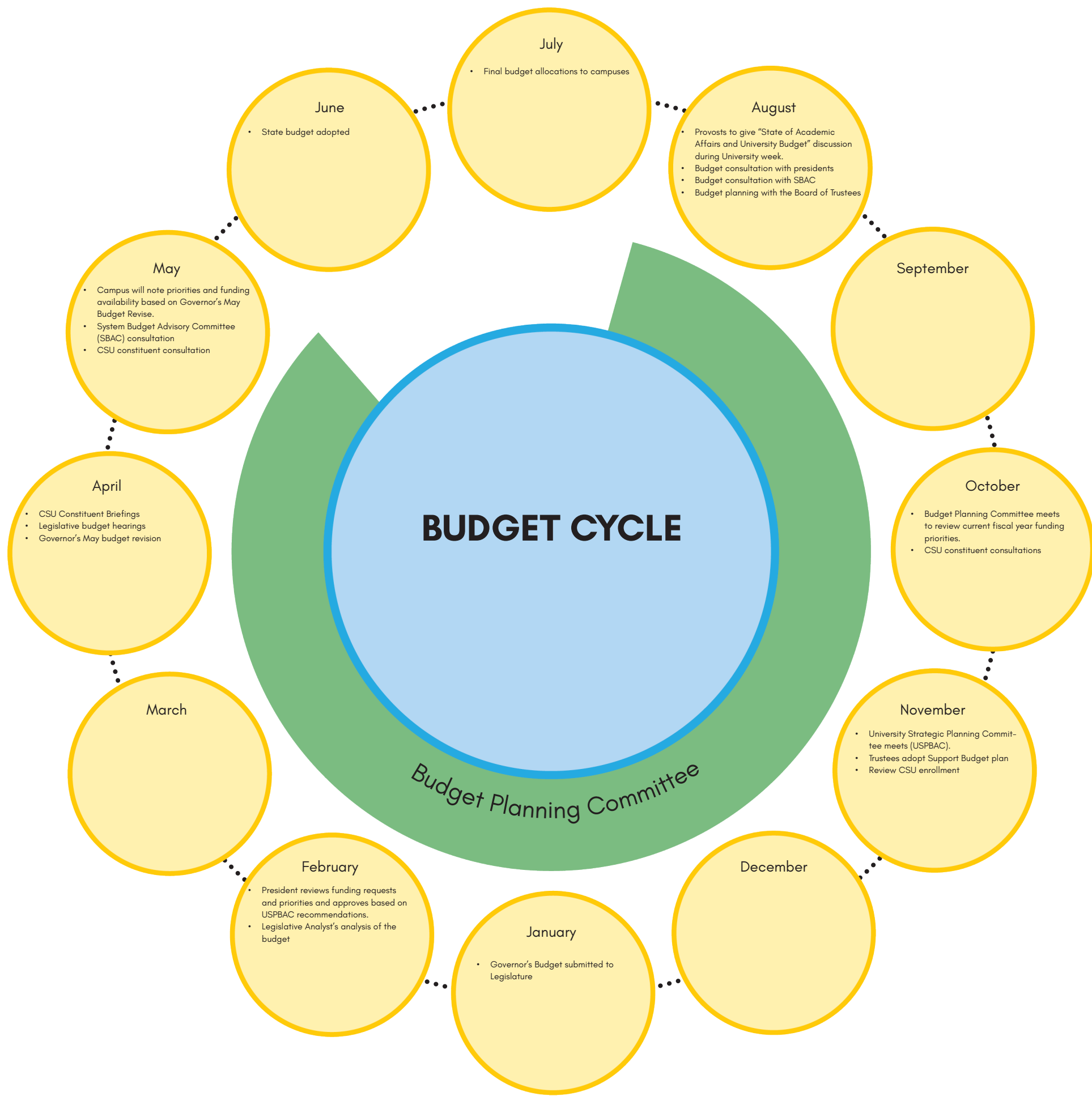
11:29 am

Draft Budget Process Annual Calendar (Academic Year) - BPC

Legend: Underline - BPC Activities; Standard Font - Non-BPC CSUB Activities; *Italics* - Off Campus Activities;

August	- "State of Academic Affairs" presented by Provost; - <i>Budget consultations with Presidents, and SBAC; BOT plans budget</i>
September	- <u>First BPC Meeting</u> ;
October	- <u>Data provided to BPC by various campus divisions</u> ; - <i>CSU Constituent Consultations</i>
November	- <u>BPC analyzes data</u> ; - University Strategic Planning and Budget Advisory Committee (USPBAC) Meeting (Divisions present requests); - <i>Trustees adopts Support Budget Plan; Review CSU Enrollment</i>
December	
January	- <i>Governor's budget submitted to the Legislature</i>
February	- <u>BPC prioritizes Acad Affairs budget components</u> ; - President reviews funding requests and priorities and approves based on USPBAC recommendations - <i>Legislative Analyst's analysis of Governor's budget</i>
March	- <u>BPC presents budget resolution(s) to Senate</u>
April	- <i>CSU Constituent Briefings; Legislative budget hearings; Governor's May budget revisions</i>
May	- <u>Senate finalizes budget resolutions</u> ; - <i>Governor's revised budget impacts Campus funding availability and priorities; System Budget Advisory Committee (SBAC) consultation; CSU Constituent consultation</i>
June	- <i>State budget adopted</i>
July	- Final budget allocation to campuses





Annual Data Requests to BPC

In order to be a more meaningful partner in the campus budget conversations, the Budget and Planning Committee of the Academic Senate would like to request the following data and others as requested, along with three-year trends of each category, by the end of October of each calendar year:

- FTES by campus and school
- Student headcount by campus and school
- FTEF by campus and school (T, TT, L)
- Faculty headcount by campus and school (T, TT, L)
- Number of WTUs by campus and school (T, TT, L)
- SFR (by campus and school)
- Total salaries (with and without benefits) by category: Faculty, Staff, MPP
- Cost of instruction per FTES by campus and school
- Total allocation for Academic Affairs
- Allocation for instruction under Academic Affairs
- Allocations for Information Technology, Business & Administrative Services, Student Affairs, and University Advancement