

**COMMITTEE ON ACADEMIC PLANNING & RESOURCE ALLOCATION (CAPRA)****Thursday, October 4, 2018****3:00 – 4:30 pm****KL 360****Documents available at: UCM Box [“CAPRA AY 18-19”](#)**

- I. Consultation with Interim Provost/EVC **(3:00 – 3:30 pm)**
  - A. Continued discussion of CAPRA’s priorities for AY 18-19
  - B. Results of CAPRA data analysis of historical FTE information – *Jessica Trounstone*
    - i. Collaboration with D&E and FWAF
  
- II. Consultation with Director of Space Planning & Analysis – *Maggie Saunders* **(3:30 – 4:00 pm)**
  - A. Clarify questions about 2020 and backfill [space plan](#)
  
- III. Chair’s Report – *Jessica Trounstone*
  - A. [UCPB meeting October 2](#)
  
- IV. CAPRA Representation at LASC meeting
  - A. CAPRA’s representative to LASC will be absent from the November 8 LASC meeting (3:30 – 5:00 pm). An alternate from CAPRA is requested.  
**Action:** CAPRA to identify an alternate to represent the committee at the November 8 LASC meeting.
  
- V. Senate Vice Chair’s Report – *Anne Kelley*
  - A. [PROC meeting October 3](#)
  
- VI. Consent Calendar  
**Action:** approval of [September 6](#) and [September 20](#), 2018 draft minutes
  
- VII. Systemwide Review Item
  - A. Proposed Presidential policy [Principles of Accountability with Respect to Financial Transactions](#)  
The Policy is a codification of an [existing UCOP financial policy](#) that is currently posted on the Office of the Chief Financial Officer website.

**CAPRA is a lead reviewer.**

The key issues are:

- Existing finance policy was rewritten to follow the 2013 Committee on Sponsoring Organizations of the Treadway Commission (“COSO”) Integrated Control-Integrated Framework;

- Policy provides an overview of financial accountability, financial management, data integrity, and compliance associated with financial transactions throughout the University. Campuses in turn should develop policies and procedures to ensure these financial transaction accountability principles are met;
- There is a chart of functions and responsibilities for key areas and roles within the campus, and
- There are financial principles that all employees with financial transaction authority redelegated to them should adhere.

**Action:** CAPRA to identify a lead reviewer. Lead reviewer's comments will be discussed at the October 18 CAPRA meeting. CAPRA's comments are due to the Senate Chair by 5:00 pm on Tuesday, November 20, 2018.

#### VIII. Research Computing Space

At the September 6 meeting, CAPRA members discussed the August 27, 2018 [letter](#) submitted to CAPRA and the administration by a group of faculty regarding the use of an unused server room in SSM. CAPRA members agreed that the committee should follow up with AVC for IT Ann Kovalchick to inquire about a status update on the utilization of this space. A [memo](#) has been drafted for committee members to review.

**Action:** CAPRA members to review and approve the draft memo to AVC Kovalchick. Analyst will transmit the final version.

#### IX. Other Business