

COMMITTEE ON ACADEMIC PLANNING & RESOURCE ALLOCATION (CAPRA)**Thursday, November 1, 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. [Revised list of campus planning priorities](#) with CAPRA’s input
 - B. Timeline for annual call for FTE requests and integration with academic planning efforts

- II. Consultation with Office of Planning & Budget – *Veronica Mendez & Romi Kaur* **(3:30 – 4:00 pm)**
 - A. Campus level FYE 2018 financial performance including funding sources and projections
 - B. CAPRA’s role in academic budget planning

- III. CAPRA analysis of historical FTE information – *Jessica Trounstone*
 - A. [Draft memo](#) to interim Provost/EVC on recommended percentage of faculty FTE lines to hold in reserve for the following hires: spousal, targets of excellence, and targets of opportunity.
 - B. [Revisions to annual call for FTE requests](#)

Discussion: review draft memo to Interim Provost/EVC on recommended percentage of FTE line reserve and discuss further revisions to CAPRA’s annual call for FTE requests.

- IV. Chair’s Report – *Jessica Trounstone*
 - A. [Division Council meeting October 23](#)

- V. Senate Vice Chair’s Report – *Anne Kelley*
 - A. [PROC meeting October 31](#)

- VI. Campus Budget Work Group update – *Mukesh Singhal*
 - A. Budget Work Group meeting October 24

- VII. Consent Calendar
Action: approval of [October 18, 2018 draft meeting minutes](#)

- VIII. Systemwide Review Items
 - A. [Revised Presidential Policy](#) on Sexual Violence and Sexual Harassment
Changes made in response to comments received in the last iteration are summarized in the systemwide [cover letter](#).

In the last meeting, a lead reviewer was assigned.

Action: CAPRA to discuss lead reviewer’s comments. Committee’s comments are due to the Senate Chair by 5:00 pm on Tuesday, November 20, 2018.

- B. [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.

In a previous meeting, a lead reviewer was assigned.

Action: CAPRA to discuss lead reviewer’s comments. Committee’s comments are due to the Senate Chair by 5:00 pm on Tuesday, November 20, 2018.

- C. [Proposed Revisions to Campus Policy](#) for Awarding Posthumous Baccalaureate Degrees
UGC has proposed revisions to UC Merced’s campus’s policy for awarding posthumous baccalaureate degrees. These revisions were made at the request of Academic Council, who requested all campuses to review their policies in light of a model policy developed by the University Committee on Education Policy.

CAPRA is not a lead reviewer.

Action: CAPRA to decide whether to opine. If opining, a lead reviewer to be assigned. Lead reviewer’s comments will be discussed at the November 15 meeting. CAPRA’s comments, if any, are due to the Senate Chair by 5:00 pm on Tuesday, December 4.

IX. Other Business