

Committee on Academic Planning and Resource Allocation (CAPRA)
Minutes of Meeting
November 1, 2018

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 3:00 pm on November 1, 2018 in Room 360 of the Kolligian Library, Chair Jessica Trounstine presiding.

I. Consultation with Interim Provost/EVC

CAPRA members and Interim Provost/EVC Camfield continued the conversation from previous meetings regarding a list of campus planning activities that need to be integrated. Interim Provost/EVC Camfield stated that he submitted the list to a joint council of Deans and Vice Chancellors, who are also reviewing the list at his request. He asserted that he would like CAPRA's assistance on identifying sequencing and interdependencies among the activities on the list.

The committee then held a discussion on what data points would be needed to analyze how the campus can achieve R1 status while remaining committed to student success, e.g. amount of grant dollars and years to degree completion. Interim Provost/EVC Camfield also suggested that he and the committee consider the intersection between these two campus priorities. Committee members suggested obtaining data from comparison institutions, but the interim Provost/EVC pointed out the pitfalls of certain types of information offered by data analytics companies around higher education. He suggested that the campus should consider whether it wants to invest its time in making publicly available data useable or purchasing data from a company. It was suggested that IRDS staff be invited to a future CAPRA meeting for a consultation about data, and that School Executive Committees be solicited on what types of data would be useful to them.

Action: IRDS to be invited to a future CAPRA meeting.

Camfield asserted that strategic plans should be drafted by departments and subsequently rolled up into School strategic plans; this is more efficient than a campus wide strategic plan. He continued by stating that the campus should ensure that the incentives are appropriate and it is important that we have a budget model with incentives.

CAPRA then asked the interim Provost/EVC about a suggested timeline for the distribution of CAPRA's annual call for FTE requests, i.e. its criteria for the evaluation of FTE requests. The CAPRA chair reiterated the committee's desire to begin the FTE request process earlier so as not to disadvantage disciplines that conduct early recruitment. The CAPRA chair recommended submitting the call to the interim Provost/EVC by December 7, 2018 with a submission deadline back to CAPRA and the interim Provost/EVC by February 15, 2019. Interim Provost/EVC Camfield agreed on that timeline.

The CAPRA chair asked the interim Provost/EVC for an idea of how many lines he anticipates allocating so that CAPRA can take that into consideration when revising the call for FTE

requests. Interim Provost/EVC Camfield responded that he needs to obtain clarity from the academic planning work group before he arrives at a decision.

Action: CAPRA's criteria for the evaluation of FTE requests will be added to the next agenda for a final revision before distribution in December.

II. Consultation with Planning & Budget office

Executive Director of Financial Planning & Analysis Romi Kaur attended the meeting to provide members with an update on the 2018 year end financial review.

She explained that for the last year and a half the budget office focused on the base budget, specifically, helping each unit understand their budgets, assisting with expenditures and FTEs, and helping them to identify funding sources. She stated that this has also helped the budget office improve their accuracy, instill confidence in current allocations, and helped with forecasting and long range planning.

Executive Director Kaur then highlighted specific sections of the power point presentation she brought to the meeting with regard to funding sources for 2018. CAPRA members were particularly interested in the amount associated with indirect cost recovery, as Executive Director Kaur explained that the net amount of recovery is lower after SPO is funded. The effective rate (from the F&A cost of 55%) is about 25%.

Executive Director Kaur then announced that the campus has received some debt forgiveness, but moving forward, the campus will incur new debt. A CAPRA member expressed concern about the high increase of debt from year 2020 to year 2021. Executive Director Kaur replied that such debt was already anticipated and has been built into the 2020 plan via additional student enrollment, support from the state, and revenue from auxiliaries including housing, dining, and the book store. Kaur went on to announce that the budget office is updating its long range budget model to make more accurate projections. Updates on this effort will be forthcoming.

With regard to CAPRA's role in academic budget planning, the Senate Chair, who was in attendance at today's meeting, stated that CAPRA should advise academic and administrative leadership how it wants to engage in the planning and what types of data it would need. Executive Director Kaur suggested that AVC Michael Riley be invited to a future CAPRA meeting to provide more information on academic budget planning.

Action: AVC Riley will be invited to a future CAPRA meeting.

A CAPRA member inquired about items she did not see included in the budget documents presented today: the 17 backfill space projects and any increase in the Library's budget. Executive Director Kaur responded that she is working with Director of Space Planning & Analysis Maggie Saunders on the backfill projects; Director Saunders is putting together the cost estimates for the projects. The Senate Chair stated that he has met with the University

Librarian about library funding, and pointed out that the Budget Work Group will also address the library's funding situation.

III. CAPRA Recommendation on FTE reserve

Prior to this meeting, CAPRA members made additional revisions to their recommendation to the interim Provost/EVC on the percentage of faculty FTE lines he should hold in reserve for the purposes of spousal/partner hires, target of opportunity hires, and target of excellence hires. After a brief discussion in today's meeting, additional minor modifications were made to the memo.

Action: CAPRA members to make final revisions to the recommendation memo via email. A final version will be transmitted to the interim Provost/EVC before the next CAPRA meeting.

IV. Chair's Report

The CAPRA chair reported to members discussions on the systemwide review of self-supporting programs (revenue-generating success, impact on campus budgets, and workload demands on faculty). There are no significant updates from Division Council.

V. Senate Vice Chair's Report

The Senate Vice chair updated members on the previous PROC meeting, where a major item of discussion was a re-examining of how the campus reviews non-academic units.

VI. Budget Work Group Updates

The CAPRA representative on the Budget Work Group updated committee members on the October 24 Work Group meeting. The main topics of discussion included the library funding model, summer session, extension, salary recovery process, and revenue generating program.

VII. Consent Calendar

Action: due to time constraints, this item was tabled until the next CAPRA meeting.

VIII. Systemwide Review Items

- Proposed Presidential policy Principles of Accountability with Respect to Financial Transactions.

The lead reviewer on the committee recommended that CAPRA decline to opine, however, she drafted a memo to the Senate Chair with suggestions about the policy with regard to campus implementation. CAPRA members agreed with the memo.

Action: The Senate Chair will be informed that CAPRA declines to opine on the systemwide policy. The memo with recommendations on campus implementation will be transmitted to the Senate Chair.

- Revised Presidential Policy on Sexual Violence and Sexual Harassment

Action: The Senate Chair will be informed that CAPRA declines to comment.

IX. Campus Review Item

- Revised Policy on Awarding Posthumous Baccalaureate Degrees

Action: The Senate Chair will be informed that CAPRA declines to comment

There being no further business, the meeting adjourned at 4:30 pm.

Attest: Jessica Trounstine, CAPRA chair