

**Committee on Academic Planning and Resource Allocation (CAPRA)**  
**Minutes of Meeting**  
**April 12, 2021**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 1:30 pm on April 12, 2021, via Zoom. Chair Patricia LiWang presiding.

I. Consultation with EVC/Provost Camfield and APAPB & Interim CFO Schnier

EVC/Provost Camfield and APAPB Schnier consulted with CAPRA on the current campus budget call process. EVC/Provost Camfield explained that the process is intended to move away from the ad hoc process of filling staff positions and is a dry run for how a future campus budget call will work. At the recent Joint Council meeting, representatives from Schools and Divisions were asked for the following: present slides that outlined key challenges and impact on campus for FY22; provide a list of contract positions that will expire prior to FY22; provide a prioritized list of new hires, backfills, contracts, stipends (including STAR awards) and reclassifications; and provide (assuming no additional funds were received) a detailed list of salary/reduction measures and redistributions within School/Division.

In the future, the timeline for the campus budget call will be:

- In December, a budget call would be announced for upcoming FY (funding beyond driver-based incremental funding)
  - CFO and EVC/Provost release budget call template to all Schools/Divisions
  - Faculty finalize curriculum for upcoming FY
- In January, the state provides budget projections
  - preliminary budget expectations for upcoming FY provided to Joint Council
  - remind Joint Council of upcoming budget call deadline of April 1
- In February, the driver-based budgets are developed for all Schools/Divisions and reviewed by CFO in consultation with campus leadership (i.e., EVC/Provost). The CFO prepares, shares and solicits input on preliminary Divisional budgets.
- In March, the EVC/Provost and CFO finalize and provide Instructional budgets to schools/divisions in Academic Affairs. The CFO announces preliminary estimated budget balance at Joint Council to inform budget call process.
- In April, budget call submissions are due. Division budget call presentations are given at Joint Council. All Academic Affairs rolls up to EVC/Provost. Joint Council conducts the first round of prioritizations for budget allocations informed by the Strategic Plan.

By the fall, the enrollment census will be complete and budget implications are determined. Campus leadership could go back and reprioritize and make decisions on budget reductions. EVC/Provost Camfield reiterated that this will be a transparent process and Schools/Divisions can see all the budget requests.

A CAPRA member raised a concern about the process for faculty hiring. EVC/Provost Camfield responded that he is not immediately reauthorizing vacant faculty FTE lines, but he will not take the line away. APAPB Schnier added that the FTE lines associated with particular departments will remain there until such time as funding is available and then the departments can fill the vacant faculty lines.

EVC/Provost Camfield explained that once the budget call is completed in the spring, Schools and Divisions will take possession of their budgets and will be able to manage them at the local level. With regard to staff positions, EVC/Provost Camfield wants Schools and Divisions to think of the process as budget management rather than FTE-driven. If Schools/Divisions want to repackage the funds they were given and create new staff FTE lines, they will have the authority to do so. The future budget call will be contextualized as dollar amounts rather than an FTE-based arrangement. However, faculty hiring still needs to be contextualized as FTE-driven because it involves salary scales and other factors such as the rate of advancement for faculty members or whether they separate from the campus if denied tenure. The FTE-based model will still be used for faculty hiring.

A CAPRA member asked for clarification on the role of Joint Council and their authority to prioritize budget requests when they send their funding recommendations to the EVC/Provost. EVC/Provost Camfield replied that he welcomes CAPRA's input on how this process should be conducted. Joint Council could provide their prioritizations but could later hold qualitative discussions and re-prioritize if needed.

EVC/Provost Camfield stated that the campus is transitioning from crisis budget management to a long-term budget process. He asked how CAPRA wants to be involved in future campus budget calls. Does CAPRA want to review all budget call materials, deliberate, and then transmit its recommendations through the committee chair? Or does CAPRA want to choose a representative to participate in meetings of the committee/council that is charged with making budget recommendations to the EVC/Provost? CAPRA members agreed to continue this discussion at the next meeting.

**Action:** This discussion will be continued at the next meeting. APAPB Schnier will provide CAPRA with information on the budget call consultation process at other campuses.

## II. Chair's Report – *Patti LiWang*

### A. April 6 UCPB meeting

- UCPB members discussed the need to decouple the reopening of research from in-person instruction. Faculty should be allowed to work in their labs and offices, especially given the low to zero transmission rates occurring in faculty labs.
- A significant amount of UC employees' data was compromised during the recent Accellion cyber attack on the UC network. Employees are encouraged to check their credit.

- UCPB members discussed the new investment option for the UC Retirement Savings Program fund menu: the UC Global Equity ex Fossil Fuel Fund. This fund is designed to invest in domestic and international companies that do not own fossil fuel reserves.
- The UC pension is doing well.

III. Consent Calendar

- Today's agenda
- Draft March 29 meeting minutes

**Action:** The Consent Calendar was approved as presented.

IV. Evaluation of Proposals for Academic Programs/Schools/ORUs

In previous meetings, CAPRA members discussed the formulation of a ranking system and criteria for its future evaluation of proposals for new academic programs, Schools, and ORUs similar to that of federal funding agencies.

A CAPRA member mentioned that the NSF utilizes the following ranking categories when evaluating proposals: excellent, very good, good, fair, and poor. Each proposal is assigned two reviewers. The reviewers present their rankings to the whole group. The committee's recommendation is then transmitted to the deciding entity. Another CAPRA member suggested that the committee create its own rankings that better reflect the local context situation, e.g. stating that a proposal is meritorious and giving it a conditional endorsement, which means the committee supports the proposal insofar as it does not preclude other proposals from being funded.

CAPRA members discussed the section of the Senate's ORU policy that mentions a call for proposals for new ORUs. CAPRA members agreed that this would be useful, as they would like to review such proposals all at once. This method of review would ensure that CAPRA does not pre-commit all available funding for only the first few ORU proposals they receive.

A CAPRA member suggested a 3-point scale rather than a 5-point scale and also recommended that CAPRA could ask proposers to revise-and-resubmit, similar to the way peer-reviewed publications are handled. Another CAPRA member suggested naming the ranking categories "aligns with campus priorities" and "does not align with campus priorities" and giving conditional endorsements to meritorious proposals in the absence of information on the campus funding situation.

**Action:** CAPRA will finish this discussion at the next meeting. The committee will create its own categories of rankings coupled with a plan for a call for proposals for new Centers, ORUs, and academic programs.

V. Campus Review Items

- Proposal for a Minor in Materials Science and Engineering

CAPRA identified two lead reviewers. Committee member Kurtz will recuse from voting on the Minor proposal and from assisting to draft the committee’s memo to the Senate Chair as she participated in the formulation of the proposal.

**Action:** The lead reviewers’ comments will be discussed at the April 26 CAPRA meeting. CAPRA’s comments are due to the Senate Chair by 5:00 pm on Friday, April 30.

B. Draft Strategic Plan (2021-2031)

CAPRA identified two lead reviewers.

**Action:** The lead reviewers’ comments will be discussed at the April 26 CAPRA meeting. CAPRA’s comments are due to the Senate Chair by 5:00 pm on Monday, May 3.

VI. Systemwide Review Item

A. Proposed Presidential Policy: UC Health Participation in Activities under the End of Life Option Act

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

VII. Proposed Revisions to UCM Senate Bylaws

The Committee on Rules and Elections (CRE) has incorporated Senate committees’ requests for proposed revisions submitted in fall 2020 and AY 19-20. Senate committees are invited to review again.

CAPRA members reviewed the proposed revisions they made in AY 19-20 and fall 2020. They noted that CRE incorporated all proposed revisions. CAPRA members had no additional comments.

**Action:** The Senate Chair will be informed that CAPRA has no comments.

VIII. Executive Session – voting members only

No minutes were recorded.

There being no further business, the meeting was adjourned at 3:00 pm.

Attest: Patti LiWang, CAPRA chair