PRESIDENT'S BUDGET ADVISORY COMMITTEE
February 14, 2019
MINUTES

	Area Budget Reps Present:	**Staff Present:**	**Guests Present:**
Joe Johnson	Radmila Prislin	Crystal Little	Mark Reed
Steve Welter	Tony Chung	Nance Lakdawala	
Brittany Santos-Derieg			
Christy Samarkos			
Donna Conaty			
Cezar Ornatowski			

Voting Members Absent:	**Area Budget Reps Absent**
Marcie Bober-Michele	Leslie Levinson
Tom McCarron	Agnes Wong Nickerson
Adrienne Vargas	
Chris Thomas	

I. Call to order

- Call for amendments to agenda – Director Little asked if there were any amendments to the agenda but there were none.

II. Information Item

- **January 31st Joint PBAC / AR&P / BRAT Meeting (Attachment 1) –** Director Little asked for general feedback on the joint meeting.
- Provost Johnson asked to talk about the Joint CABO/AA/SA meetings first. AVP Rentto said the consultants presented a piece on strategic enrollment management but attendees didn't have an opportunity to talk about what their campuses are doing. Perhaps the lecture could have been sent in advance so everyone could be prepared to discuss it at the meeting.
- Collective bargaining discussions went well. All three groups agreed on areas the agreements could be improved upon.
- Provost Johnson talked about his meeting with EVC Loren Blanchard regarding the governor's budget: The Chancellor's Office is optimistic that we will receive the full $75M for GI2025, and 5% for enrollment growth. We want to start thinking about how we request our portion of those resources.
- AVP Prislin said we are expecting to receive the census information tomorrow.
- Provost Johnson said the Chancellor's Office talked about enrollment management and said we should think about our desired state. What strategies do we need to employ to achieve that desired state? We are good

at the big picture but maybe not so good with the details (e.g., how many labs, majors, etc) and what the strategies are to get there.

- Director Little said she recently attended a budget meeting that was very optimistic. We will receive new figures at the end of this month. AVP Prislin asked if the information could be sent to PBAC and Director Little responded yes.
- The general consensus was the Joint PBAC/AR&P/BRAT meeting was very successful as a first meeting. There is a follow up meeting on Monday, February 18th as well. Some of the points that were discussed here were:
  - AR&P expressed the joint meeting was very positive and a great start.
  - Still a lot of knowledge needs to be gained.
  - A common budget language is important.
  - A concern would be how to bring faculty into the fold – from the ground up.
  - Would be advantageous to determine the needs for the next three years. It is not good to work under a crisis mentality.
  - Transparency is important so everyone understands the budget and process.
  - Important to connect to the strategic plan. What are the priorities? Each college has its own strategic plan but it doesn't necessarily translate to the overall plan.
  - A lot of commonality to questions asked at the meeting. Need to review the suggestions, identify actionable items, determine who can resolve task individuals to do so, and develop a time line. Could have short term and long term solutions and make sure we revisit the long term ones.
  - Need inclusion. Run things by the senate, depts., etc. AR&P or PBAC would determine the priorities.
  - Using a portal would be good.
  - The process is important. When are items rejected? We receive a calendar of meetings but don't know what happens at which meeting.
  - We don't need a GAO office. We just need a fair process.
  - The group translated joint notes into an outline (see attached).
  - Cross-divisional planning, including auxiliaries, is important.
  - Need neutral and trend data.
  - Provide documents thru a dashboard. Need reliable information. How do we put data into the financial system and how does it come out? There is not a consistent way to present the data.
  - Adaptive software is a reliable tool that we have been using for about two years.
  - What level of detail should people be able to view for planning purposes but not invading privacy
  - Historical data is important.
  - Budget book is very high level. We can explore this business need once we define it. Make sure resource managers in all divisions,

departments and colleges understand where to get the information. Everyone should have appropriate access and training.
  - Crystal will bring a proposal to the next meeting about moving forward with dashboard.

- **2019/20 Budget Process** – We are in the middle of this process. Do we need to make any changes now? Should we do multi-year planning? We are figuring out process for 2020-21 budget. We have standing items on PBAC to discuss process, etc. We would like a standard format for proposals.

- **Budget Open Forums** – Financial Operations will send out a notice about the upcoming budget forum.

III. Reports

- No Update

IV. Watch List

- **Master Plan Costs** – no update
- **Graduation Initiative 2025** – no update
- **IT Governance** – no update
- **Infrastructure (electrical/steam)** – no update
- **Mission Valley** – no update

V. 2018/19 Funding Requests

- None

VI. New Business

VII. Reminder

- **Next Meeting Date – March 14, 2019 at 2:00 p.m. in MH-3318**

PBAC
February 14, 2019

Joint Budget Meeting -- Desired Outcomes

Budget Transparency

- Access to Integrated Budget Dashboard (that is up to date and relevant and hover over and get definitions, etc.)
    - Ability to drill down to details
        - Discussion: What level of detail?

- Access Control (provide different levels of access as appropriate based on need/role/area)
    - Discussion: Is there an issue if everyone has access to the full university budget (e.g. cross-departmental/college/division/etc).

- Provide Consistency & Historical Data & Ability to Plan Strategically

- There should be POCs (e.g. Resource Managers, etc.) available for various areas on campus to answer inquiries.

- There should be training available to enable participation.

- Who is responsible to get this done -- Lead: **Crystal Little** / Participants: **Resource Managers** across campus.

- Timeline: Will need to be done in phases.
    - Action Item: **Crystal** to bring proposal to next PBAC Meeting (3/14), including the project timeline/phases and necessary resources to make this happen.
    - Discussion: What is the priority (first outcome)? Data is only as good as the input.

Process Transparency

- Clear understanding of the process.
    - Discussion: How do we make budget decisions, and who gets to make those decisions?

    - Discussion: What are the pathways for which new budget requests are proposed? What are the secondary pathways that should be there but not?

    - Discussion: Does it make sense to have a separate process for capital projects? (yes)

    - Discussion: Should we make the budget requests public? (so everyone know what was requested, what was the process for prioritization, what was moved forward, and what was approved)
        - Sub-Discussion: Should there be one process, or should each unit have unique process?

    - Discussion: Should there be budget request categories? (yes) (so everyone understands the various types of requests, potentially tagging)

- Public calendar of when budget meetings occur, what are the various committees, and purpose of meetings.

- Public calendar of when budget requests should be made to be considered for current/future academic year.

- Common budget request formats.

- Timeline: Will need to be done in phases.
    - Action Item: **Chairs of AR&P** & **VPs** to discuss and come up with a proposal.

Planning Priorities

- Multi-year Budget planning
    - Discussion: Should some funds be set aside for 2-3-x years?

Other Items

- Onboarding of new Resource Managers