Minutes CACBSP: January 12, 2017 Chancellor’s Conference Room

Meeting commenced at 1:00pm.

Attending: Cathy Miller (Chair), Sarah Lippert (Committee Secretary), Frank Miskevich (substituting W17 for Mehrdad Simkani pending FC approval), Matt Wolverton, Cathy Larson, Connie Creech, Matt Wyneken, Jennifer Alvey (substituting W17 for Adam Lutzker pending FC approval), Provost Knerr (ex-officio)

- Review and approval of draft minutes from Oct. 13th, Nov. 22nd, Dec. 8th and 15th
- Miller will send approved minutes to Tess Barker to post on the Chancellor’s website (as per Barker’s request in September and discussion about the Chancellor’s expectations for transparency)
- From last time—we want to put together a frequently asked questions document to share with faculty; we still plan to share with the faculty the powerpoint that Mike Hague’s team presented to CACBSP.
- Update from FC rep: FC needs to receive agenda and minutes. Miller will send agendas to FC and Lippert will send minutes after approved.
- Upcoming confirmed meetings (all at 1-2:30): January 12, 26; February 9, 23; March 9, 23
- Unconfirmed dates (normal time): Discussion of whether the meetings in April and May should fall on 2nd and 4th Thursdays or every other Thursday. Not yet determined because we need more info on Chancellor’s availability.

Handouts (add to minutes):
- University Budget Committee-Kick-off Meeting from January 10th
- Draft Minutes for Oct. 13th, Nov. 22nd, Dec. 8th and Dec. 15th
- Approved Minutes for Nov. 10th
- CACBSP Budget Town Hall Meetings Requests for Presentations

Recap of meeting from Tuesday as Budget Committee:
- All of the major units will be making town hall presentations about their budgets. The more CACBSP committee members who can attend the better.
- All CACBSP members are also members of the Budget Committee, which will meet Thursday Feb. 16th (1-2), Monday March 6th (1-2) and Friday March 17th (2-3).
- Prior to the town hall meetings, the Budget Committee members will receive the presentation materials and detailed budget requests for review and discussion at the Budget Committee meetings.
- This committee makes recommendations for the margin of the budget that has yet to be determined, as well as making recommendations for new fees and fee increase requests.

Discussion of Town Hall Meetings and Unit Requests for Marginal Budget Use:
- Comment: In the past we have discussed carry-forward and it has not been clear how the base and marginal budgets are or are not being addressed by this committee.
- When the schools/college ask for their own expansions of base budgeting, we will ignore these kinds of requests, because we are only considering school/college requests for how the marginal funds should be used. This funding may benefit their
school/college, but the purpose of the funds should support campus goals, such as those articulated in the prior strategic plan.

- This committee will vote on the goals that we will use to consider the unit marginal budget requests—since our strategic plan has expired, we will need to clearly and transparently identify which criteria we are using, and they should likely be things associated with the Chancellor’s prior goals, such as recruitment and retention, etc.
- A new presentation request guideline was drafted by the Committee Chair in consultation with other types of information requests that the deans already receive. The guideline will be used to help deans prepare information for their presentations. This year’s application is a ‘working’ process because it is new. The Committee Chair requested discussion, revision, and consultation of the document. Following these steps a motion was made to approve the document and send it to the deans. The motion was seconded and passed without dissent through voice vote.

Discussion of the presentation guidelines and town hall process:

- Question: Can units deviate from the presentation request guideline in terms of having their own order of items? Answer: Yes.
- Categories (see handout) that we are requesting: Mission statement, base budget info (excellence in teaching initiatives, research, operating costs, revenue and student activities, enrolment and revenue targets, carryforward amounts, current budget requests, cost containment initiatives).
- Comment: Concern that some units may not want to share all of the information that we are requesting, but there is confidence that the school/college leadership will endeavor to provide as much of the information as possible starting this year.
- Question? If Gerry Glasco, who handles carryforwards, already asks for the information in a different form, can’t they reuse the info but just adjust to the new guidelines? Answer: yes.
- Comment: This committee reviews fees (both new and existing since some are applying for renewal). For fees being renewed there needs to be accountability on whether the funds were used as expected. For new fees there needs to be accountability and explanation regarding how existing fees are being used and the need for more requests. The purpose of the fees should be something that can be communicated whether as thesis, lab, or credit-hour/prefix fees, because all would have been justified with specific uses when they originated. Programs should be able to identify/document what those original purposes were in case such info is needed.
- Comment: It makes sense to view all of these decisions through the mission of the university, but what is less clear is whether fee requests should also be evaluated through the strategic plan.
- Question: Should we add a question to bullet 3 part 5 that a justification should include comments on why any existing fees are inadequate, and how they are being used by the program? Answer: it should be self-evident that they need to do this. If they don’t provide it then we can ask for it and perhaps revise the outline in the summer. The presentation guidelines are a working document that will be adjusted through this next round of requests and feedback through the Provost with the Council of Deans.
- Question: Do we need to add a line about how all requests need to reflect the current mission?
Action items: Miller will make changes as approved by the committee members in the motion that passed to use the document and disseminate it to the deans. Miller and the Provost will consult on disseminating it to the deans.

Priorities for the Winter 2017 Semester:
- CACBSP could put a short proposal together to make sure that like Graduate Programs (which have a 2 and 6-year review) the undergraduate programs are receiving and utilizing their funding (such as for tuition revenue programs), this would be for new programs within specific spans of time. Review of if and how tuition revenue funds are fulfilling their intended purpose, including accountability for the programs, should occur at each review stage.
- CAS faculty would like to have more understanding of the unit and campus budgets.
- Brief discussion regarding how this committee can provide leadership for the campus on standards of transparency across the university, and how it should strive to meet the standards that have been set through the university’s leadership. CACBSP should model and call for budget transparency and faculty access to budget information across the university, including for college/schools/departments/programs. An example of another public Michigan university that practices such transparency was noted. The committee can also assist with making such budget information available to faculty (not posted publicly online). Understanding of how schools/college/departments/programs are funded (and therefore providing accountability) will help faculty to have confidence in the campus-wide budget. Current leadership of the committee is working towards budget logic and transparency for the campus, which the committee supports.
- The committee wants to have an updated departmental allocation chart that has been produced and disseminated to the committee in the past (shows the total allocation for each budget in each unit).
- Comment: It has been the unknown in our budgeting in the past 5-10 years that has led to unnecessary challenges or problems.

Next Meeting:

Meeting concluded at 2:30pm.

Minutes drafted by CACBSP Secretary Sarah Lippert

Minutes approved January 26, 2017