



Date: 16 March 2011

To: Rachel Fernflores, Chair, Academic Senate

From: Samuel Frame, Chair, Budget and Long Range Planning, Academic Senate

Subject: Budget and Long Range Planning Quarterly Report, Winter 2011

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The Budget and Long Range Planning Committee (BLRP) had one official meeting during the 2011 Winter quarter. The meeting was scheduled by the Academic Senate office. BLRP worked on the following business items.

1. Procedures and guidelines for BLRP
2. Resolution on budget transparency and faculty advisory powers

This report includes the meeting minutes, the current draft of BLRP's developing procedures and guidelines, and comments from BLRP members regarding the developing resolution on budget transparency and faculty advisory powers.

Budget and Long Range Planning Committee  
California Polytechnic State University  
Monday 24 January 2011  
Meeting Minutes

- Attendance: Brancart (proxy for Ramirez), Carson, Crabb (invited guest), Danes, Frame, Ikeda, Kean, Kirk, Machado, Rinzler, Stephens
- Announcements
  - BLRP needs to formally develop committee policy and procedures
  - Brent Goodman has been working on mode/level analysis, and is willing to meet with BLRP members.
- Dr. Charlie Crabb gave a description of his efforts to help “re-engage Academic Affairs” on the use of academic space. This effort is being done, in part, to develop a sustainable process in make space allocation decisions. Dr. Crabb provided historical background, and gave examples of current study efforts which include the latest office “sweep” to understand current usage, the number of offices to FTE’s, lab space utilization, and the desires to reduce trailer space.
- Ikeda and Brancart gave a brief update on the changing budget situation. The administration will provide further information as a becomes available.
- Frame gave an overview of the BRLP policies and procedures which need to be developed. Frame distributed a copy of the Instruction Committee Policies and Procedures as an example, last year’s draft, a draft from 2007, and a proposed format for the developing official policies and procedures. BLRP members are encouraged to consider these documents and make suggestions about the BLRP policies and procedures.
- Frame gave an overview of the charged resolution on budget transparency which is to be a “[R]esolution on what it means to have advisory powers concerning the budget and what is meant by ‘budget transparency’ (what are the expectations of the committee and what would the committee like to bring to discussion about the budget? Relationship to Advancement?)”
  - The committee concluded the meeting with an initial discussion of such definitions
  - Members are asked to contribute to the understanding and defining of this charge
  - Members are asked to consider combining the proposed resolution into the policy and procedures

Next Meeting: March 2011

Procedural Guidelines for the Academic Senate  
Budget and Long Range Planning Committee

**Responsibilities**

The Constitution of the Faculty states, "joint decision making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. [T]he Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, University organization, and facilities use and planning."

The Budget and Long Range Planning Committee (hereafter BLRP) shall make recommendations concerning policy for the allocation of budgeted resources and long range planning decisions. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made. In addition, BLRP shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible. BLRP will develop definitions of budget transparency and faculty consultation regarding budget and long range planning issues.

Business items may be given to BLRP by the Academic Senate, Executive Committee, and/or the Senate Chair. BLRP may send to the Executive Committee a recommendation in the form of a draft resolution in order that it be placed on the Academic Senate's agenda. BLRP's recommendations shall not be considered policy statements until formally approved by the Senate and/or Executive Committee.

**Membership**

Shall include at least one voting General Faculty representative from each college and PCS. Ex officio members shall be from ASI, Academic Affairs, Academic Programs, and/or Administration & Finance.

**Responsibilities of the Chair**

The BLRP Chair (hereafter the Chair) is responsible for scheduling meetings, setting an agenda, and conducting all meetings. After each meeting, the Chair will provide meeting minutes, including votes taken by BLRP on business items. At the end of each quarter, the Chair will submit a report to the Senate Chair including a summary of the BLRP's work and accomplishments. At the end of each academic year, the Chair will conduct an annual review of BLRP's work and accomplishments, and provide an evaluation on how they fit within BLRP's responsibilities.

**Meetings**

BLRP shall meet at least once per quarter. Meetings shall be scheduled during normal work hours. Notification of meetings shall be sent at least five working days before the meeting date. BLRP may establish agreed regular meeting times, and a regular meeting time shall constitute notice. A quorum is required to conduct business. A simple majority of the voting members shall constitute a quorum for a meeting. Members are allowed to vote by proxy. A vote by the majority of the voting members attending a meeting constitutes the recommendation of BLRP. Voting shall

take place by a show of hands unless one attending member requests a secret ballot. Electronic meetings may be conducted as described in AS-721-10.

### **Reporting**

Unless otherwise requested by the voting members of BLRP and/or the Chair *ex ante*, the Chair will develop deliverables (eg minutes, reports, and recommendations) with the implied consent of BLRP voting members. *Ex post*, BLRP may vote to require the Chair to revise any deliverables. BLRP must vote to approve the revisions. Minority opinions also may be filed with the Academic Senate. All meeting minutes, reports, and minority opinions will be made available to the General Faculty by way of the Academic Senate.

Dated: Winter 2011

Budget and Long Range Planning Committee  
California Polytechnic State University  
Member Comments on Budget Transparency and Faculty Advisory Powers

- Monitor issues concerning how the budget is implemented on campus on an ongoing basis in order to identify areas of concern
- The BLRP will meet regularly with the administration to hear reports on current budget matters, as well as pursue other means of gathering information, in order to identify areas of budgetary concern for faculty.
- Given that the Constitution of the faculty gives all legislative and advisory powers to the AS on behalf of the faculty, including consultation on budget policy, the administration has a duty to be completely transparent in all discussions and communications with the BLRP committee concerning budget policy, except where prohibited by law.
- The Constitution of the faculty includes "consultation on budget policy" as one of its advisory powers. If you were to take a strict reading, it would be important to note that consultation is not reporting on decisions already made. In order for consultation to not be meaningless, it would have to take place before a decision is made.
- When/where are the important budgetary decisions made? Who attends those meetings? any faculty?
- BLRP might start a conversation with the administration to first talk about whether "consultation" really does mean a discussion before a decision happens, and, if so, define exactly what that consultation would look like, and, if not, what "consultation" then means.
- I think that making much of the budget information available online was an important step. I think some of us on the committee still have some trouble understanding many of the numbers, though. I don't know that the general faculty know this information is available online. Should its existence be made more widely known? However, would we (committee members) be prepared/knowledgeable enough to answer questions about it?
- I think it would be useful to have a clearer understanding of which parts of the budget are flexible and which parts are not. In this way we (on the committee and among the faculty in general) would know where choices can be made. I don't think that this would necessarily appear in this document however.
- While the Cal Poly budget contains a myriad of details, there should be efforts made to allow individuals on and off campus to at least understand the budget in simple terms. The Budget and Long Range Planning Committee should understand the budget in these terms and be able to explain it to others. For example, I should be able to tell others what Cal Poly's budget is and how it is broken down. As a member of the B&LRP I should also understand the budget at a deeper level as well. I should be able to communicate which funds are fungible and which are not, I should understand the model the Provost uses to disperse funds to the colleges, and I should be able to access the Dashboards and retrieve information I need or want to look at.
- Understand the budget, explain the budget, training

- Feed back from faculty on how to best convey, explain, and justify budget choices
- What kind of information and format would be helpful, calculations, graphs, charts?