The Committee on Academic Planning and Budget (APB) was called to order by Chair Chesla on November 20, 2008 at 1:30 p.m. in room S 118.

The minutes of October 23, 2008 were approved.

Chair's Report
Chair Chesla reported that she had met with Division Chair David Gardner regarding the various analyses being conducted by the Huron Group. The Huron Group will be making quarterly reports to the Committee regarding the areas pertaining to budget planning.

Report from the University Committee on Planning & Budget (UCPB)
N. Oppenheimer, the new Vice Chair of UCPB, summarized current activities of UCPB. Agendas and minutes are posted to the UCPB Web page. UCPB recently discussed budget planning processes as the University progresses forward, and several formulae on which to conduct business.

Review and Comment: Proposed Business Plan for the University's Education Abroad Program
At the request of Division Chair Gardner, the Committee reviewed the systemwide Proposed Business Plan for the University's Education Abroad Program, or EAP (Attachment 1). The Committee discussed several points of the proposal, including the following:

- Revision of the program to increase fiscal soundness.
- Unfortunate timing of such a significant remodeling of this program in the current volatile economic market.
- The concern of choosing in-country Directors rather than UC faculty and the related issues of UC control of quality of the curriculum. It was noted that this was considered carefully during the revision process.
- New and necessary coordination with other programs.
The Committee had no substantive comments or revisions from a budget or planning perspective.

**Recommendations of Academic Senate Task Force on Sustainability**

N. Oppenheimer, member of the task force, presented the summary and recommendations of the Senate Task Force on Sustainability (Attachment 2-Communication, Attachment 3-Slides).

Committee discussion regarding this topic included the following points:

- Switching to a stance of “encouragement” and “rewards” for participation in educational modules and best sustainable practices, rather than taking a position of “mandates.”
- The difficulty in limiting business travel when national and international reputations are necessary for academic advancement. Possible alternatives need to be provided.
- Opportunity for academic activity in sustainability: funding research to determine impact and alternatives for health sciences practices (blister packs, operating theater equipment etc.)
- Tying sustainability goals to Quality Improvement projects.
- Again, the importance of a technical infrastructure to support videoconferencing between campuses.
- Include sustainability representative on various committees as in the same model of including diversity representatives—someone to ask about the green component of new initiatives or programs.

The Committee is encouraged to send additional comments to Norm Oppenheimer or the analyst for the task force Heather Alden (heather.alden@ucsf.edu).

**Budget Status and Overview, Part I**

Eric Vermillion, Associate Vice Chancellor Finance, disturbed binders of budget information and gave an orientation of the UCSF budget process. E. Vermillion specifically addressed the methodology of Indirect Cost Recovery. Part II will have a thicker set of reference material and will cover the greater picture of the federal, state and the University budget system.

E. Vermillion noted that much of this information, and a host of useful other financial planning and budget information, is available online at [http://budget.ucsf.edu](http://budget.ucsf.edu). The UCSF Updated Budget Review (contained in this binder) and the Final 2008-2009 Budget Update are now posted on the website.

E. Vermillion will continue in Part II at the December meeting.

**Old Business**

None.

**New Business**

None.

Chair Chesla adjourned the meeting at 3:30 p.m.