Committee on Academic Planning & Budget
Sharmila Majumdar, PhD, Chair

MINUTES
Tuesday, October 28, 2014

PRESENT: Sharmila Majumdar (Chair), Chad Christine (Vice Chair), Michelle Arkin, Marcelle Cedars, Teresa Costantinidis, Oi Saeng Hong, Sally Marshall, Norm Oppenheimer, Russ Pieper, Catherine Waters

ABSENT: Jennifer Arnett, Joe Bengfort, Barbara Drew, Patrick Finley, Stefan Habelitz, Ruth Greenblatt, Sneha Oberoi, John Plotts, Lori Yamauchi

GUESTS: Olivia Herbert, Executive Director of Development; Jim Kiriakis, Director Office of Innovation Technology & Alliances; Kent Iwamiya, Associate Director Office of Innovation Technology & Alliances; and Irene Shin, Associate Director Office Innovation and Technology & Alliances.

The Committee on Academic Planning and Budget (APB) was called to order by Chair Sharmila Majumdar on October 28, 2014 at 1:05 p.m. in room MH-1407. A quorum was present.

Approval of the September Minutes
Committee members reviewed and approved of the September minutes.

Chair’s Report
Chair Majumdar reported on the following items:
• **HR Consultant Report:** In early October, the HR department released a summary of recommendations provided by Chazey Partners, a consultant group that was hired to do an analysis of the HR processes and procedures. The recommendations can be found here: [https://hr.ucsf.edu/hr.php?B=1840&AT=&org=we](https://hr.ucsf.edu/hr.php). The new Chancellor’s Fund should not be spent on these types of issues. Instead, the fund should be spent on things that will improve faculty life. Committee members then proposed potential ideas for how the funds could be spent. These included:
  o Founding a New Faculty Club
Committee members asked Senate Analyst Artemio Cardenas to do more research on APB’s prior role. Chair Majumdar also asked that a summary of the process be submitted to Division Chair Chehab.

Subcommittees
Chair Majumdar informed the group that the committee will not be meeting in November or December. Instead, next couple of months will be allocated for the subcommittees to meet and work on assigned issues. She then asked the group to think of agenda items for the subcommittees to address over the year. Committee members agreed on the following topic list:

- **Administrative Initiatives**
  - HR Consultant Report Recommendations
  - Cost of Health Benefits
  - Coverage Analysis
- **Campus Finances**
  - 10-Year Financial Plan
  - Capital Plan
- **Campus Planning**
  - Long-range Development Plan
  - Use of Space and the Financing of Mission Bay campus blocks 33, 34, 35
- **Development Office**
  - Follow Up with Development Office Officials
- **IT Subcommittee**
  - IT Security Reforms

UCPB Report
UC Planning and Budget representative Russ Pieper reported on the October meeting. The following items were discussed by the group:

- **2015-2016 UC Budget**
  - UC leadership continues to negotiate with the State for more funding. The goal is to come to an agreement that will establish a stable funding stream. Although the Governor had agreed to provide the university with funding increases through the near future, on the condition that there be no tuition increases, the reliability of these funds remain in doubt.

- **Total Remuneration Study**
  - UC’s overall compensation package is no longer competitive with peer institutions. In the past, the health and retirement benefits offered had exceeded all competitors. Now, with the recent UCRP and Health Care reforms, the benefits lag other institutions. The Senate has decided to work with the administration on increasing faculty salaries.

- **University-Industry Relations**
  - President Napolitano is encouraging more commercialization efforts. The founding of UC Ventures and the Innovation Council are examples of this work.

- **Cost of Instruction**
  - The State requested that UC and CSU produce reports on the cost of instruction. The Institutional Research department is working on different methodologies to best present meet this request.

Industry Grants and Contracts
Director Jim Kiriakis, Associate Director Kent Iwamiya, and Associate Director Irene Shin attended the committee meeting to address faculty concerns with delays in contract analysis. Committee members noted several examples of how delays in analysis have prevented faculty from performing studies in time
and prevented faculty from receiving necessary salary support. In some cases, industry partners have abandoned working with UCSF and some contracts are being lost due to processes delays. Committee members asked for more information on what is causing the delays and what they can do to help remedy the situation.

Director Kiriakis informed the group that the main driver of the delays is the university need has significantly outgrown the capacity of the department to provide the necessary services. Currently, the grants and contracts unit is staffed at 50% the level of peer institutions. Even given these restrictions in funding and resources, the unit has worked hard to reduce turnaround times. In addition, the EVCP has been made aware of the problem and resources are slowly being allocated to remedy the situation. Committee members acknowledged that changes are being made, but informed the staff that the real issue is requiring all contracts to undergo contract analysis. In some cases, the analysis is not needed and the submissions are being backed up unnecessarily. Associate Director Irene Shin informed the group that she agrees and efforts are being made to change the policy.

Committee members asked what the APB can do now to help the situation. Director Kiriakis informed the committee that APB needs to put more pressure on the administration. To aid in this effort, his office can provide data on the delays. Associate Vice Chancellor Teresa Costantinidis informed the group that money was provided by the campus to help resolve delays in coverage analysis. The question is how and when the funds were spent. Director Kiriakis recommended that the committee contact Jennifer Grandis, the new Associate Vice Chancellor for Clinical and Translational Research, in January for more information. Chair Majumdar charged the Administrative Initiatives subcommittee to work on this issue. She asked faculty who are interested in this subject to contact member Marcelle Cedars to join the group.

**Development Office Presentation**
Oliva Herbert, Executive Director of Development, meet with the committee to discuss future fundraising plans and faculty engagement. She started the discussion by informing the group that Development Office is still in the very early stages of considering a major campaign. In the immediate future, the Development Office plans to focus their efforts on big ideas that can get donors excited. In order to do this, the office would like to increase their efforts in reaching out to faculty and engaging them in the fundraising process. Director Herbert asked the faculty what best practices should be considered to better reach out to faculty. Members informed her that most faculty are unaware of the development resources at UCSF and that they would appreciate understanding more before they can recommend how the department can reach out to them. Committee members asked Director Herbert to meet with their subcommittee to discuss more.

**Old Business**
None

**New Business**
None

Chair Teitel adjourned the meeting at 3:07 p.m.