Strategic Resource Planning Committee

Madera Hall 2381
Monday, September 9, 2019
1:30 – 3:00 pm
Agenda

1. Welcome and Introductions
2. FY 2019-20 SRPC Committee Composition
3. Integrated Planning Process - Budget Development + Strategic Initiative Proposals
4. Strategic Initiative Proposal Kick-Off
5. SRPC Planning Calendar
6. Next Steps
Strategic Resource Planning Committee (SRPC)

The Strategic Resource Planning Committee plays a vital role ensuring that CSUCI is well-positioned to continue our mission of service to our students and community. The committee serves in an advisory capacity to the President on matters pertaining to the development of the University budget, alignment of fiscal resources to strategic priorities, and fiscal sustainability. The committee also serves as a conduit to enhance campus-wide understanding of the campus budget and engage stakeholders in the budget development process.

The Strategic Resource Planning Committee is a subcommittee of the President’s Planning and Policy Council (PPPC) that has oversight of CSUCI’s strategic planning efforts. As such, these related roles strengthen the relationship between campus planning and fiscal resource allocation.
2019/20 SRPC Committee Composition

Cabinet Members:
Elizabeth Say, Interim Provost (co-chair)
Ysabel Trinidad, Vice President for Business and Financial Affairs (co-chair)
Genevieve Evans Taylor, Chief of Staff
Richard Yao, Vice President for Student Affairs
Nichole Ipach, Vice President for University Advancement

Faculty Representation:
Gregory Wood, Associate Professor – Physics and Academic Senate Chair
Senate Budget Committee Chair (TBD)
Alona Kryshchenko, Assist Prof – Mathematics and Faculty-at-Large

Staff Representation:
Rosario Cuevas, Operations Support Analyst and Staff Council Chair
Blake Buller, Assistant Articulation Officer and Staff-at-Large

Student Representation:  
Sara Ruiz, Student Government President
Marco Cuevas, Student-at-Large

Committee Support:
Barbara Rex, AVP of Budget, Planning, & Analysis
Judy Frazier, Interim Manager, Budget & Planning
Elaine Crandall, AVP of Business Transformation and Support
Teresa Montoya, Administrative Assistant
Integrating the Planning Process

FY 2018-19 Strategic Initiative Proposal Review
FY 2019-20 Budget Development
FY 2019-20 Strategic Initiative Proposal Review
FY 2020-21 Budget Development
FY 2020-21 Strategic Initiative Proposal Review

Scope of SRPC in 2019-20
Integrated Planning Process
Strategic Initiative Proposal Kick-Off
GRADUATION INITIATIVE 2025

- Initiatives
- Goals
- Objectives
- Actions
- Workplans and Projects
Content and System Owners vs. Process Owners

**Cabinet (Business and Content Owner)**
Approves proposals, team members, measures, reports, and internal process

**SRPC (SI Proposal System Design and Review/Recommendations Owner)**
Designs and approves materials, process and schedule for SI review
Reviews proposals and makes recommendations to the President
Reviews Mid-Year and Year-End progress reports

**Barbara Rex (Process Owner)**
Publishes Budget Instructions to include Strategic Initiative Funding
Receives Strategic Initiative Proposals
Provides periodic financial status reports for Strategic Initiatives that receive funding

**Elaine Crandall (Process Owner)**
Schedules, tracks, and prepares SI Proposals. Coordinates presentations for SRPC
Solicits, receives and prepares performance reporting for SRPC
Facilitates approved process changes
Meeting Objectives for CY2019

1. Discuss draft schedule for FY2019-20 Proposals

2. Discuss draft schedule for FY2018-19 Year-end progress report

3. Lessons Learned: confirm or improve proposal templates
   a) Finalized and used for the first time
   b) Collaborative and arduous process to develop these templates
   c) Consultation with faculty, SIIT, and SRPC
# FY20 Strategic Initiative Proposals

## Academic Affairs
- **Santa Rosa Island Research Station Registration Administration Management**
  - Proposal Champions: Russell Bradley
- **Expanding Opportunity, Inclusiveness, and Diversity in Student Research**
  - Proposal Champions: Sean Kelly & Luis Sanchez
- **CSUCI-STEM Corps Program**
  - Proposal Champions: Pilar Pacheco & Jules Balén
- **Ekhobot: Improving Retention with Artificial Intelligence**
  - Proposal Champions: Jill Leafstedt, Amanda Quintero, Tara Hughes

## Student Affairs
- **Students of Color Mentoring Program**
  - Proposal Champions: Charles Osiris
- **Living Learning Communities (LLCs) Coordinator**
  - Proposal Champions: Cindy Derrico
- **CAPS Case Manager**
  - Proposal Champions: Toni DeBoni

## University Advancement
- **Annual Giving**
  - Proposal Champions: Richard LeRoy
- **Expand Awareness**
  - Proposal Champions: Nancy C. Gill
- **Pre-Professional Advisor**
  - Proposal Champions: Amanda Carpenter & Ernesto Guerrero
- **Career Readiness- Dolphin Mentorship Program**
  - Proposal Champions: Amanda Carpenter

## Business & Financial Affairs
- **DUO 2-Factor Authentication (2FA) for Students**
  - Proposal Champions: Jim August & Neal Fisch
- **Green Revolving Fund (GRF)**
  - Proposal Champions: Tom Hunt
# CY2019 SRPC Strategic Initiative Draft Agenda

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>September 9*</td>
<td>FY19-20 and FY20-21 Strategic Initiative Cycles</td>
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<tr>
<td>October 2*</td>
<td>FY20 Strategic Initiative Proposal Review (#1 of 3)</td>
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<tr>
<td>October 16*</td>
<td>FY20 Strategic Initiative Proposal Review (#2 of 3)</td>
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<tr>
<td>November 7*</td>
<td>FY20 Strategic Initiative Proposal Review (#3 of 3)</td>
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<tr>
<td>November 15*</td>
<td>FY20 Strategic Initiative Proposal Review (#4 of 4)</td>
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<tr>
<td></td>
<td>Review FY18-19 Project Outcomes</td>
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<tr>
<td>November TBD</td>
<td>President Announces FY20 Strategic Initiative Funding Allocation</td>
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*Final Year Strategic Initiative Proposals follow separate timeline from Annual Budget Development Planning Cycle*
Lessons Learned

Review Templates

a) Application
b) Budget detail
c) Rubric
d) Reporting
Meeting Objectives – CY2020

1. Discuss draft schedule for FY2020-21 Proposals
   a) Compressed Schedule

2. Discuss schedule for FY2019-20 Progress Reports
   a) Progress reports will still be off
   b) Will align in the FY2020-21 Cycle

3. Status of SIIT

4. Review new flow
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>February 13</td>
<td>FY21 Strategic Initiative Proposal Review (#1 of 3)</td>
</tr>
<tr>
<td>March 19</td>
<td>FY21 Strategic Initiative Proposal Review (#2 of 3)</td>
</tr>
<tr>
<td>April 23</td>
<td>FY21 Strategic Initiative Proposal Review (#3 of 3)</td>
</tr>
<tr>
<td>May 7</td>
<td>FY21 Strategic Initiative Final scoring and Recommendations. FY19-20 Mid-year Progress Reports</td>
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<tr>
<td>JUNE TBD</td>
<td>President Announces FY2021 Strategic Initiative Funding Allocation</td>
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(Note: FY21 Strategic Initiatives due by end of January)
Status of Strategic Initiatives Implementation Team

• The SIIT did sunset on September 5, 2019

• Some members may be available if it is helpful for anyone who might wish to have a second review of proposals before submission

• Please advise Genevieve Evans Taylor or Brian Sevier if this support is desired
SIIT / SRPC Accomplishments

• Finalization and publication of project application package
  - Form, budget detail, rubric, final report
• Collection of non-funded projects
• Mapping all funded and non-funded projects to Strategic Initiatives
• Created Web Site
Proposed Flow for Proposals

**STRATEGIC INITIATIVE PROPOSAL PHASE**

- **START**
  - PREPARE SI PROPOSALS
- **CHAMPION**
  - REVIEW
  - APPROVE
  - NO: SEND TO BUDGET OFFICE
  - YES: PRESENT TO SRPC
- **BUDGET OFFICE**
  - COLLECT AND REVIEW PROPOSALS
  - FORWARD TO SI OFFICE
  - PROVIDES BUDGET CODE
- **SI OFFICE**
  - PREP FOR SRPC LOGS IN
  - REVIEW AND SCORE PROPOSALS
  - MAKE RECOMMENDATIONS TO PRESIDENT
  - NOTIFIES SRPC OF FINAL AWARDS
- **SRPC**
  - NOTIFIES CHAMPIONS
  - UPDATE LOG POSTS TO THE WEB
  - POSTS TO THE WEB
- **PRESIDENT**
  - NOTIFIES SRPC OF FINAL AWARDS
  - NOTIFIES CHAMPIONS
  - UPDATE LOG POSTS TO THE WEB
  - POSTS TO THE WEB
  - PROVIDES BUDGET CODE
  - ENDS PROPOSAL PHASE

**Process Details:**

1. **Start:** The process begins with the preparation of SI proposals by the CHAMPION.
2. **Review:** The proposals are reviewed by the CHAMPION to determine if they need an additional approval.
3. **Approval Decision:**
   - **Approve:** If the proposals are approved, they are sent to the BUDGET OFFICE for further collection and review.
   - **Disapprove:** If the proposals are not approved, they are sent to the BUDGET OFFICE for budget considerations.
4. **Budget Office Actions:**
   - **Collect and Review:** The proposals are collected and reviewed by the BUDGET OFFICE.
   - **Forward to SI Office:** The reviewed proposals are forwarded to the SI OFFICE.
   - **Provides Budget Code:** The BUDGET OFFICE provides budget codes for the proposals.
5. **SI Office Actions:**
   - **Prep for SRPC:** The SI OFFICE prepares the proposals for submission to SRPC.
   - **Review and Score:** The proposals are reviewed and scored by the SI OFFICE.
   - **Make Recommendations:** Recommendations are made to the PRESIDENT.
   - **Notify SRPC of Final Awards:** The SI OFFICE notifies SRPC of the final awards.
   - **Notify Champions:** The SI OFFICE notifies the CHAMPIONS.
6. **Present to SRPC:** The proposals are presented to SRPC for review.
7. **End of Proposal Phase:** The process ends with the notification of final awards to SRPC, CHAMPIONS, and the SI OFFICE.

**Flowchart Diagram:**

The flowchart visually represents the steps and decision points in the process, including decision-making nodes and process flow arrows.
Proposed Flow for Outcome Reviews

**STRATEGIC INITIATIVE IMPLEMENTATION AND REPORTING PHASE**

08/27/19

- **CHAMPION**
  - START CHAMPION KICKS OFF WITH LEAD
  - LEAD KICKS OFF TEAM
  - IMPLEMENTS AND TRACKS PROJECT
  - PREPARES BUDGET AND STATUS REPORTS
  - REVIEWS REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE BUDGET REPORT
    - YES
      - SEND TO SRPC EMAIL
      - REVIEWS REPORTS
      - APPROVE?
        - NO
          - CONSOLIDATE STATUS REPORT AND PREP FOR SRPC
        - YES
          - STOP POSTS REPORTS TO THE WEB

- **LEAD/TEAM**
  - LEAD KICKS OFF TEAM
  - IMPLEMENTS AND TRACKS PROJECT
  - PREPARES BUDGET AND STATUS REPORTS
  - REVIEWS REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE STATUS REPORT AND PREP FOR SRPC
    - YES
      - SEND TO SRPC EMAIL
  - REVIEW REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE STATUS REPORT AND PREP FOR SRPC
    - YES
      - STOP POSTS REPORTS TO THE WEB

- **VP/PROVOST**
  - LEAD KICKS OFF TEAM
  - IMPLEMENTS AND TRACKS PROJECT
  - PREPARES BUDGET AND STATUS REPORTS
  - REVIEWS REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE BUDGET REPORT
    - YES
      - SEND TO SRPC EMAIL
  - REVIEW REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE STATUS REPORT AND PREP FOR SRPC
    - YES
      - STOP POSTS REPORTS TO THE WEB

- **SI OFFICE**
  - SENDS NOTIFICATION TO PREPARE MIDYEAR/ANNUAL BUDGET AND STATUS REPORT
  - CONSOLIDATE STATUS REPORT AND PREP FOR SRPC
  - SRPC REVIEWS
  - STOP POSTS REPORTS TO THE WEB

- **SRPC**
  - REVIEWS REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE BUDGET REPORT
    - YES
      - SEND TO SRPC EMAIL
  - REVIEW REPORTS
  - APPROVE?
    - NO
      - CONSOLIDATE STATUS REPORT AND PREP FOR SRPC
    - YES
      - STOP POSTS REPORTS TO THE WEB
Strategic Initiative Proposal - Reflections & Next Steps

- SRPC Members - Begin review of FY20 Strategic Initiative Proposals

- Amend FY21 Strategic Initiative forms per today’s feedback (staff)
# DRAFT CAMPUS PLANNING SCHEDULE

**(FY20 STRATEGIC INITIATIVE PROPOSALS® and FY21 BUDGET DEVELOPMENT PLANNING)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
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<tbody>
<tr>
<td>September 9*</td>
<td>SRPC Meeting - FY20 Strategic Initiative Proposal Overview and Planning</td>
<td>FY20 Strategic Initiative Proposal Review Process Begins</td>
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<tr>
<td>September 24</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Launch of FY21 Planning process which now incorporates FY21 Strategic Initiative Proposals; Current year budget updates; Reserve allocation discussion</td>
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<tr>
<td>October 2*</td>
<td>SRPC Meeting - FY20 Strategic Initiative Proposal Review</td>
<td>FY20 SI Proposal presentations begin</td>
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<tr>
<td>October 16*</td>
<td>SRPC Meeting - FY20 Strategic Initiative Proposal Review</td>
<td>Continuation of FY20 SI Proposal presentations</td>
</tr>
<tr>
<td>October 21</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Final FY21 Budget Instructions including SI Proposals; Discussion on revenue and cost drivers, trend analysis</td>
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<tr>
<td>Oct 21 - Jan 31</td>
<td>Division/Unit Budget and SI Proposal Development for FY21</td>
<td>Divisions/Units prepare FY21 budget requests and strategic initiative proposals based on unit-divisional goals and objectives and linked to the University's Strategic Plan Goals</td>
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<tr>
<td>November 7*</td>
<td>SRPC Meeting - FY20 Strategic Initiative Proposal Review</td>
<td>Continuation of FY20 SI Proposal Presentations</td>
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<tr>
<td>November 15*</td>
<td>SRPC Meeting - FY20 Strategic Initiative Proposal Review</td>
<td>Finalize FY20 funding recommendation to the President</td>
</tr>
<tr>
<td>November TBD</td>
<td>President Announces FY20 Strategic Initiative Funding Allocation</td>
<td>Discussion on revenue and cost drivers, trend analysis, fees, cost allocations</td>
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<tr>
<td>November 21</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
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<tr>
<td>Late Nov/Early Dec</td>
<td>Fall Campus Budget Forum</td>
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<tr>
<td>December 13</td>
<td>FY21 Fee Changes /New Fee Proposals Due</td>
<td>Fee Increase Requests due to Budget &amp; Planning; Will be vetted by Cabinet with final decisions to be made in mid-January; If approved, include in budget submission</td>
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*Final Year Strategic Initiative Proposals follow separate timeline from Annual Budget Development Planning Cycle*
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>January</td>
<td>Governor Submits Budget to Legislature</td>
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<tr>
<td>January 16</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Update on Governor’s budget; Begin review of FY21 Budget Proposals (includes SI Proposals)</td>
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<tr>
<td>February 13</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Update on Chancellor’s Preliminary Budget; Continuation of FY21 Budget Proposal Review (includes SI Proposals)</td>
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<tr>
<td>March TBD</td>
<td>Campus Budget Presentation</td>
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<tr>
<td>March 19</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Continuation of FY21 Budget Proposal Review (includes SI Proposals)</td>
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<tr>
<td>April 1</td>
<td>FY20 Strategic Initiatives Mid-point Progress Reports Due</td>
<td>Mid-point Progress Reports for FY20 Strategic Initiatives Due; Final Progress Reports for FY19 Strategic Initiatives Due</td>
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<tr>
<td>April 23</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Continuation of FY21 Budget Proposal Review (includes SI Proposals)</td>
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<tr>
<td>May 7</td>
<td>SRPC Meeting - FY21 Budget Planning</td>
<td>Final FY21 Budget Recommendation to President (includes SI Proposals)</td>
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<tr>
<td>May TBD</td>
<td>Campus Budget Presentation</td>
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<tr>
<td>May</td>
<td>Governor’s May Revise</td>
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<tr>
<td>May 15 - June 5</td>
<td>Hyperion B&amp;P open for all units for FY21 budget input</td>
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<tr>
<td>June</td>
<td>President Approves FY21 Budget (includes Strategic Initiative Proposals)</td>
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Next Steps

• Begin Review of FY20 Strategic Initiative Proposals

• New Member Orientation

• Other
  - Meeting Notices/Reminders
  - Proxies
  - Budget and SI Proposal Submittals
Discussions / Comments / Questions