DFL Forum

Thursday, January 17
Room 290, Hearst Memorial Mining Building
3pm-4pm
Agenda

• TRIP payout update – Jo Mackness, Interim Assistant Vice Chancellor for Human Resources

• Budget process update – Jon Bain Chekal, Executive Director, Financial Planning & Analysis

• CalPlanning enhancements – Alfred Alipio Jocson, Interim Director, Business Intelligence & Finance Systems and Heidi Hallett, Director, Financial Reporting & Analysis

• DFL engagement – Chris Stanich, Associate Vice Chancellor, Financial Planning & Analysis
Jo Mackness, Interim Assistant Vice Chancellor for Human Resources

TRIP payout update
Budget process
The CFO Budget Process Web page is updated regularly as materials become available.

Office of the Chief Financial Officer

FY2019-20 Budget Process

FY2019-20 budget process materials

We'll link to the FY2019-20 budget process materials as they become available.

- FY2019-20 Call Letter
- FY2019-20 Budget Process Deliverables
- FY2019-20 Budget Guidelines & Assumptions

Resources

- DFS monthly close schedule
- CAFI Planning website
- CAFI Planning FAQs
- Budget process FAQs
- DFL weekly email updates
- Intersegment detail reports
- Recharge
- VC Finance Operational Deadlines

Budget Process Timeline

The Office of the Executive Vice Chancellor and Provost, with the support of the Office of the Vice Chancellor of Finance, is currently establishing this year’s budget process work products and deadlines. We will post budget process materials to this page when as they are available.

Please contact your Divisional Finance Leader with questions.

December 11, 2019

Berkeley Office of the Vice Chancellor of Finance
## Budget Cycle | Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>FY2019-20 Proposed</th>
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<tbody>
<tr>
<td>Call Letter</td>
<td>January 23rd</td>
</tr>
<tr>
<td>Form A Released</td>
<td>First Week in February</td>
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<tr>
<td>TAS Allocations</td>
<td>Early February</td>
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<tr>
<td>OGSP Discussions</td>
<td>February 4th to 28th</td>
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<tr>
<td>Multi-year Template &amp; Revenue Template</td>
<td>February 20th</td>
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<td>Budget &amp; Forecast due</td>
<td>March 22nd</td>
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<tr>
<td>Budget Hearings</td>
<td>May 7th to May 24th</td>
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<td>Budget Decision Meetings</td>
<td>June 6th, 11th, 13th</td>
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<td>Final Budget Decisions</td>
<td>June 24th</td>
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Note: Changes due to the finance reform initiative won’t begin until FY 2020-21.
In November, the Finance Committee approved the following decisions related to the FY 2019-20 budget process:

$5 Million Staff Salary Offset in Academic Areas
As was the case for the current year, a $5M offset will be provided for staff salary increases in academic divisions (including Other Academic divisions and Museum and Field stations). The year-over-year increase in staff salaries on campus funds was $11M in FY 2019 (35% of the change occurred in Academic areas and 65% in Campus Support divisions). So the $5M covered 100% of salary increases or 92% of salary and benefits increases this year.

Ten New Faculty Slots
Expanding the number of ladder faculty on campus is essential to Berkeley’s future. We will therefore establish ten new state funded positions in addition to the replacement slots (represented by “n”) for which we traditionally search, and any privately funded slots we can add. For the first time, a financial envelope will be provided to the Budget Committee to help guide its planning.

$3-4 Million Increase in TAS Funding
We have built a detailed temporary instructional support costing model by discipline and type of funding. This model is showing us that spending on TAS title codes is increasing. For FY 2019-20, $3-4 million in supplemental funding will be provided to address particular areas of need.
In November, the Finance Committee approved the following decisions related to the FY 2019-20 budget process:

$20 Million Budget Improvement Targets
As part of multi-year budgeting, FY 2019-20 budget improvement targets totaling $20 million were set during the FY 2018-19 budget cycle. Due to the university’s fragile financial condition and the need to replenish central reserves and invest in strategic priorities, we will move forward with the targets established for next year.

Budget Improvement Targets can be met with revenue, not cost reductions.
As indicated in the table below, the shift toward revenue generation and away from cuts to meet our targets has been significant over the past two years. Looking ahead, we should strive to make revenue generation an even greater share of our resource planning.

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue generation</td>
<td>10%</td>
<td>50%</td>
<td>70%</td>
<td>90%</td>
</tr>
<tr>
<td>Cost savings</td>
<td>90%</td>
<td>50%</td>
<td>30%</td>
<td>10%</td>
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Even in out years, even in periods of growth, the budget process will feature a discussion of how a percentage of funds may be reallocated, as part of a fiscally prudent approach.
CalPlanning enhancements

In past years, HCP plans were cleared every February and replaced with fresh data from HCM. Rather than clearing your plan, we will provide you with new functionality to:

- Allow planners to **compare** fresh data from HCM to the HCP Plan
- **Copy** data from HCM to HCP **one employee at a time**
- **Copy all employee data for an entity** from HCM to HCP

Data in HCM as of the night of Wednesday, January 30 will be made available to compare with/copy to HCP.
### CalPlanning enhancements

**Compare** fresh data from HCM to the HCP Plan

<table>
<thead>
<tr>
<th>HCM Monthly Pay Rate</th>
<th>HCM Distributions</th>
<th>T_HCM Distributions</th>
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<tbody>
<tr>
<td><strong>30)</strong> 1100 Professor-Acad Yr</td>
<td>1_14047 - CPACA HPM Ops</td>
<td>FY19</td>
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<td>Jan</td>
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<tr>
<td>Plan</td>
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<td>16,817</td>
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<td>HCM</td>
<td>17,325</td>
<td>17,325</td>
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<tr>
<td>Plan vs HCM</td>
<td>508</td>
<td>508</td>
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<tr>
<td><strong>53)</strong> 1100 Professor-Acad Yr</td>
<td>1_32555 - CPACA HSB</td>
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<td>Plan vs HCM</td>
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<td>1654 Cont Appt-Temp Aug-AY-1/10</td>
<td>1_32549 - CPACA PublicHlthPracticeLeader</td>
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<td>HCM</td>
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<td>Plan vs HCM</td>
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Berkeley Office of the Vice Chancellor of Finance
CalPlanning enhancements

Copy data from HCM to HCP one employee at a time
CalPlanning enhancements

Copy all employee data for an entity from HCM to HCP
Chris Stanich, Associate Vice Chancellor, Financial Planning & Analysis

DFL Engagement
What we did in October

Convened small groups to engage in creative and constructive conversations around three key areas:

<table>
<thead>
<tr>
<th>Theme</th>
<th>Question</th>
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<tbody>
<tr>
<td>DFL Forums</td>
<td>What would active and engaging DFL forums look and feel like?</td>
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<tr>
<td>Onboarding &amp; Training</td>
<td>What can we create together that will enhance our capacity to onboard and develop our community’s financial knowledge, skills and abilities?</td>
</tr>
<tr>
<td>Communication &amp; Engagement</td>
<td>How can we engage faculty, students and staff in understanding the financial implications of our situation?</td>
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Summary of Feedback

Key Themes

1. There is a **desire** for a greater sense of community, peer-to-peer engagement, and mentorship among DFLs.

2. There is an **interest** in onboarding and continued training, particularly for new folks; but among all DFLs as well.

3. There is an **opportunity** to add value to the forums by increasing DFL leadership.
Ideas for DFL Forums

1. Solicit topics in advance for the ‘**Agenda**’ – what do DFLs want to discuss?

2. Structure forums as ‘**Working Sessions**’ – what do DFLs want to learn?

3. **Empower DFLs to present & share** topics at the forums.

4. Introduce **new DFLs** to the community.

5. **Celebrate achievements** and follow up on results from previous forums/discussions.
Ideas for Onboarding and Training

1. Launch DFL community of practice

2. Establish DFL mentorship program

3. Host brown bag lunch meetings on topics of interest

4. Continue Finance Literacy program
Communication with Faculty, Students, Staff

1. Provide common talking points and slides on financial matters

2. Financial presentations for groups of interest

3. Orientation sessions for new chairs and deans
Moving forward

Further input from you is still needed!

1. Do these enhancements make sense? Would you prioritize one over others?

2. Are there specific implementation ideas that you would recommend?

3. What have we missed?
Thank You