

January 20, 2017

Vice Chancellors  
Vice Provosts  
Deans  
University Librarian  
Directors of Athletics, Cal Performances, Berkeley Art Museum/Pacific Film Archive  
Associate Chancellors

RE: FY 2017-18 Budget Process

Dear Colleagues:

As you know from our conversations in recent meetings, our budget target for FY 2017-18 will be quite challenging for all of us. To help me understand the landscape more fully, and in advance of a formal budget call letter, I have decided to hold a series of group meetings with subsets of you over the course of the next several weeks. The purpose of these meetings is both to help me learn from you about the implications of the budget target, and for you to learn from one another in smaller groups about your divisional strategies. These meetings are part of an iterative approach for this year's budget process, which I will describe more when we meet.

I would like each of you to prepare a one-page strategy document to submit to me before your meeting, and to share with other meeting participants. Rosemarie Rae's office will soon be sending you a template to complete. I envision each meeting lasting approximately 60 to 90 minutes and structured to include an overview of the iterative budget process, a discussion of individual strategic plans, including revenue plans; and a review and discussion about budget targets.

I realize that calendars are tight, but I know we would all agree on the importance of having robust and repeated discussions about our budget trade-offs, so I ask you in advance to be as flexible as possible when my office contacts you for scheduling.

I'm happy to answer any questions or speak to any concerns you might have. Both Rosemarie Rae and Phyllis Hoffman will be joining me for these meetings, so feel free to contact either of them as well.

Sincerely,



Carol T. Christ  
Executive Vice Chancellor and Provost

cc: Nicholas B. Dirks, Chancellor  
Phyllis Hoffman, Associate Executive Vice Chancellor and Chief of Staff  
Rosemarie Rae, Associate Vice Chancellor, Finance and Chief Financial Officer