

University Resources and Planning Committee Meeting Notes
March 23, 2012

Attendees:

<input checked="" type="checkbox"/>	Saeed Mortazavi	<input checked="" type="checkbox"/>	Burt Nordstrom	<input checked="" type="checkbox"/>	David Rowe
<input checked="" type="checkbox"/>	Robert Snyder	<input checked="" type="checkbox"/>	Frank Whitlatch	<input checked="" type="checkbox"/>	Carol Terry
<input type="checkbox"/>	Vacant Faculty, CAHSS	<input checked="" type="checkbox"/>	Gina Pierce	<input checked="" type="checkbox"/>	Amber Blakeslee
<input checked="" type="checkbox"/>	Bruce O’Gara, CNRS	<input checked="" type="checkbox"/>	Gay Hylton	<input checked="" type="checkbox"/>	Volga Koval
<input type="checkbox"/>	Vacant Faculty, CPS	<input checked="" type="checkbox"/>	Paul Yzaguirre	<input checked="" type="checkbox"/>	Randi Darnall Burke
<input checked="" type="checkbox"/>	John Lee	<input type="checkbox"/>	Brandon Durr	<input checked="" type="checkbox"/>	Eric Van Duzer
<input checked="" type="checkbox"/>	Peg Blake	<input checked="" type="checkbox"/>	Guy Aronoff	<input type="checkbox"/>	

Agenda:

1. Procedural items
 - a. Updates to the roster
 - b. Bi-monthly meetings scheduled from 2-3 in CCR
 - c. New Website: www.humboldt.edu/budget/urpc
 - d. New List Serve: urpc@humboldt.edu

2. Discuss the process for developing the annual budget
 - a. FY12 UBC Budget Process handout

An important aspect of the URPC committee is the development of the annual budget. URPC members appeared to have varying opinions regarding how the budget should be developed. One approach would be for the budget to be developed using the original UBC budget planning model, first receiving input for funding needs from the department, then deans/directors consolidating and prioritizing the department funding initiatives, then forwarding those prioritized initiatives to the divisional leaders, and finally the divisional leaders consolidating funding initiatives, and presenting divisionally prioritized budget requests to the budget committee.

Another approach mentioned involved the URPC reviewing revenue projections and developing a budget plan for the campus as a whole.

The current approach starts at the division level with the vice presidents reviewing revenue projections and prioritizing and funding university-wide initiatives, focused on the major campus priorities, and presenting their budget plan to the budget committee for review and feedback.

URPC feedback included:

- Developing a budget from the bottom up facilitates more involvement in the process. For example, the deans would consult with their department chairs and then make recommendations to the Provost.
- If each division presents their own plan then each division may look at what is best for themselves and not the wellbeing of the university as a whole.
- It is hard to move forward as a campus without cross-divisional collaboration.
- The committee’s voice should come into the budget process before the plan is in place. This committee should help develop the budget plan rather than review the plan after the fact.

There are also varying opinions regarding the roll of the University Senate in the process.

Comments included:

University Resources and Planning Committee Meeting Notes
March 23, 2012

- Changes to the URPC committee charge should go back to the University Senate for approval.
- Documentation of the committee's interpretation of the URPC charge is meant as internal clarification and does not need sign off from the University Senate.
- Once the URPC has developed the annual budget plan, the plan should go through the University Senate for approval.
- Once the URPC has developed the annual budget plan, the plan should go straight to the President since the URPC is the deliberative body of the Senate on budget issues.

A follow up discussion of the URPC's charge will take place at the next meeting on April 6, which should help clarify the committee's charge, and therefore help clarify the budget development process as well.

3. Discuss the timeline for the developing the annual budget
 - a. FY12 UBC Timeline handout
 - The committee will meet bi-monthly.
 - Key events to consider when preparing the budget timeline include Fall census, the November 6, 2012 election and the January 2013 Governor's budget. Also, clear direction from the Chancellor's Office regarding the impacts of the November 6, 2012 election results in terms of enrollment, tuition increases and potential reductions will likely not be received until Mid-December.
 - In the event that the Governor's May-Revised budget includes significant budget changes to CSU, the committee may need to meet even though it will be after the academic year has ended. If the May- Revise is positive, the budget proposal will continue as planned and the committee will receive an update, but will not reconvene. If the changes are significant, the committee may need to meet to discuss how to proceed. In the event that meetings are needed, advance notification and documentation will be provided.
 - An orientation meeting to educate URPC members on campus priorities prior to budget development was recommended.

A draft timeline will be prepared and circulated to URPC members for review.

The next meeting is scheduled for April 6th, from 2-3, in Corbett Conference Room.