UNIVERSITY RESOURCES & PLANNING COMMITTEE

September 16, 2016

1:00 PM – 2:30 PM (NHE 106)

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|[x]  Alex Enyedi, Co-Chair (non-voting) |[x]  Joyce Lopes, VP (voting) |
|[x]  Mark Rizzardi, Co-Chair (tie break vote) |[x]  Craig Wruck, VP (voting) |
|[ ]  Greg Rodriguez, Student (voting) |[x]  Amber Blakeslee, Advisor (non-voting) |
|[ ]  Vacant, Student (voting) |[x]  Kate Stroup, Advisor (non-voting) |
|[x]  Hari Singh, Faculty (voting) | [x]  | Volga Koval, Advisor (non-voting) |
|[x]  Erick Eschker, Faculty (voting) |[ ]  Frank Whitlatch, Advisor (non-voting) |
|[ ]  Vacant, Faculty (voting) |[x]  Holly Martel |
|[x]  Noah Zerbe, Dean (voting) |[x]  Lisa Castellino |
|[x]  Kacie Flynn, Staff (voting) |[ ]   |
|[ ]  Gay Hylton, Staff (voting) |[ ]   |
|[ ]  Peg Blake, VP (voting) |[ ]   |

# Minutes:

* **1:00 – 1:05:** Recap of August 26 retreat (Alex Enyedi / Mark Rizzardi)
	+ President’s charge is the foundation of the committee’s work
	+ Review of draft memo to university community regarding the budget situation
		- Opens the discussion to the public, offers transparency
		- Add some context to the numbers in the facts
		- Clarify any acronyms (FTES, etc)
		- Specify that HSU is one of the only CSUs below enrollment target for 16-17
		- The possibility of a tuition increase does not look likely
* **1:05 - 1:15:** Time frame for I.E. reports on implementation of integrated planning and budget process (Amber Blakeslee)
	+ FYI: President's charge: *"Continuing implementation of strategic budgeting principles …"*
	+ FYI: President's charge: *"Developing multi-year budget plans (at least for the two subsequent fiscal years)"*
	+ Will report back at every other URPC meeting, starting in mid-October
* **1:15 - 1:45:** (**Action**) Request VPs develop budget plans for the two scenarios: (1) 5% cuts and (2) 5% augmentations.
	+ FYI: President's charge: *"Asking all divisions to develop two budget scenarios and describe the impact of a 5% increase in the budget and a 5% decrease in 2017-18, as a tool for understanding strategic priorities and planning and to prepare for the uncertainties of the next fiscal year."*
	+ How is this communicated:
		- The President will send out the memo to the university in the next week or two
		- URPC will issue a statement to Cabinet, after the President’s letter goes out, documenting the request and establishing the format for the response.
		- Report will be given to the Senate at an upcoming meeting
	+ Determine a time frame so that the plans aid the budgeting process.
		- UBO recommends information be reported back on November 15 to allow time for review and action. Affirmed.
	+ What ancillary information should be included with the plans to aid decision makers?
		- Amber, Volga, and Lisa C. will develop a template and rubric, linking the discussion to the strategic plan with extra weight given to high profile items such as student success, WASC, and graduation initiative. The template will use a 2-3 year timeframe.
		- IE recommends establishing guiding principles. Clear, objective, and meaningful measurement needs to be included with the recommendation.
		- Requesting UBO provide the numerical amount that 5% translates out to for each division
* **1:45 - 2:05:**  (**Action**) Charge appropriate group(s) to develop a Strategic Enrollment Plan that will backfill the recent decline of students AND meet the C.O.'s residential enrollment targets.
	+ FYI: President's charge: *"Begin the planning process for 2017-18 using actual previous-year enrollment, not future-year targets."*
	+ FYI: Slide 3 of Budget Update shown during retreat described how we get $1.8mil from CO for students we don’t have here. We also miss out on $1.7mil on lost potential tuition.
	+ Who is the appropriate group to charge with this?
		- Former enrollment committee has not met since Fall 2015
		- VP Peg emailed and has committed to work with a cross disciplinary group providing a strategic enrollment plan this semester, and asked that other group(s) not be charged to do the same by URPC.
		- Acknowledged the need to take action – enrollment conversation needs to shift from “we need to” to “we are”
		- Provost will follow up on the following emergency enrollment action items
			* Talk with Admissions to examine and refine the impaction strategy, and possibly suspend impaction for Spring 17
			* Establish a conversation with College of the Redwoods and other local community colleges
			* Research opportunities in active applicant pool to increase the yield
* **2:05 - 2:30:** (Discussion and Homework!) *Defining strategic assets.* Led by Volga Koval and Amber Blakeslee
	+ Moving to next meeting, due to time constraints.