UNIVERSITY RESOURCES & PLANNING COMMITTEE

September 16, 2016

1:00 PM – 2:30 PM (NHE 106)

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