

HUMBOLDT STATE UNIVERSITY

Vice President for Administration and Finance

- M E M O R A N D U M -

DATE: August 29, 2019

TO: Dr. Alex Enyedi, Provost and Vice President for Academic Affairs
Dr. James Woglom, Professor of Art
Co-Chairs of the 2019-20 University Resources and Planning Committee (URPC)

Cc: Members of the 2019-20 University Resources and Planning Committee

FROM: Douglas V. Dawes, Vice President for Administration and Finance

SUBJECT: *Charge to the 2019-20 University Resources and Planning Committee*

Dear Alex, Jim, and the members of the University Resources and Planning Committee:

On behalf of the President, this is the formal charge to the University Resources and Planning Committee to help focus the work for the 2019-20 academic year. In addition to continuing the committee's efforts as outlined in the URPC bylaws, please prioritize the following work into the committee activities for the coming year:

- Lead the campus effort to develop a balanced three-year budget through 2021-22 which will include \$5.4 million in reductions and submit the URPC's recommended three-year budget plan to the President for consideration by December 2019. It is acknowledged this will be challenging work and I am confident this committee is best situated to lead this critical effort. Please ensure broad campus communication and participation are included in the development of this plan.
- In partnership with the Integrated Assessment, Planning and Budget (IAPB) group, please develop and formalize the process for areas receiving resource allocations to complete and share assessment results with the URPC.
- Finalize the strategic asset guidelines previously drafted by the committee and submit to me for approval prior to the end of the academic year (*continuation from URPC's 2018-19 charge*).
- Continue to enhance communication strategies with the campus community to improve transparency, awareness, and understanding of the budget (*continuation from the URPC's 2018-19 charge*).

Thank you for your service on this important committee and for the continuing efforts to ensure HSU has the resources necessary to sustain and thrive for years to come.

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