

UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 27, 2017

1:00 PM – 2:30 PM (CCR)

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|-------------------------------------|--|-------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | Alex Enyedi, Co-Chair (non-voting) | <input checked="" type="checkbox"/> | Douglas Dawes, VP (voting) |
| <input checked="" type="checkbox"/> | Mark Rizzardi, Co-Chair (tie break vote) | <input checked="" type="checkbox"/> | Craig Wruck, VP (voting) |
| <input checked="" type="checkbox"/> | Joey Mularky, Student (voting) | <input checked="" type="checkbox"/> | Amber Blakeslee, Advisor (non-voting) |
| <input checked="" type="checkbox"/> | Flinn Crosby, Student (voting) | <input checked="" type="checkbox"/> | Kate Stroup, Advisor (non-voting) |
| <input checked="" type="checkbox"/> | Hari Singh, Faculty (voting) | <input checked="" type="checkbox"/> | Holly Martel, Advisor (non-voting) |
| <input checked="" type="checkbox"/> | Erick Eschker, Faculty (voting) | <input checked="" type="checkbox"/> | Frank Whitlatch, Advisor (non-voting) |
| <input checked="" type="checkbox"/> | Jim Woglom, Faculty (voting) | <input type="checkbox"/> | Lisa Castellino, IE |
| <input checked="" type="checkbox"/> | Cyril Oberlander, Dean (voting) | <input checked="" type="checkbox"/> | Jenessa Lund, AS |
| <input checked="" type="checkbox"/> | Kacie Flynn, Staff (voting) | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | Sarah Bacio, Staff (voting) | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | W Wayne Brumfield, VP (voting) | <input type="checkbox"/> | |

Minutes:

- **1:00 – 1:05:** Opening remarks (Alex / Mark)
 - Approval of September 29th meeting minutes (attached)
 - Sarah Bacio, added to the list of those present
 - Approved
- **1:05 – 1:55:** *Information:* Review 1st Quarter Reports and Trends; Review New CSU Budget Oversight Policy (attached) (Amber)
 - Approved 2 weeks ago and added to ICSUAM
 - Based on audit findings of 6 campuses (HSU was not one of them)
 - Requires a documented policy for campus w/at least 2 reviews per year of budget to actual revenue and expenditures. Requires written documentation of identified issues and actions taken to resolve discrepancies
 - In addition, the President's charge to URPC included reviewing quarterly reports. Amber is working on developing the campus draft policy, quarterly formats, and projection requirements.
 - Amber provided quarterly reports at institutional level for URPC review
 - Revenues – 1 handout to show high level overview of revenues we report on to the CO. Fall tuition is higher than anticipated due to slightly improved enrollment. We are in good shape in regards to revenue.
 - Expenditures – 3 handouts showing the Q1 expenditures at an institutional level by object group, by MBU, and a report showing the budget breakdown by division and budget scenario (original, roll forward, etc). Of note in the expenditures, faculty salaries are trending at high level.
- **1:55 – 2:29:** *Action:* Solidify URPC Budget Planning Timeline and Communication/Engagement Plan (Alex / Mark)
 - Review and approve proposed URPC budget planning timeline (attached)
 - The timeline takes the specific charges from the President to the URPC and maps them out across the 18-19 meeting schedule.

- The URPC meeting format will be to share information in the beginning, vote on an action item from prior meeting discussion, and then a discussion to inform next week's action item.
 - Voting will now be formalized on action items.
 - Determine communication/engagement strategy (timeline and schedule/format of meetings to vet options)
 - Fishbowl technique: group activity at several tables around the room, where participants discuss the pros and cons one of the change options. The decision makers/executives walk around the discussion tables and listen, but do not participate in the speaking portion. This activity is intended to offer the opportunity for participants to feel heard by the decision makers, who are silently, but actively, listening. A recorder will be at each table to compile a comprehensive list of ideas and concerns. Suggested that URPC members be trained as facilitators and help moderate the discussions.
 - There is a list of standing meetings to attend. The concept is to focus on a specific number of ideas the group identifies they would like to discuss. URPC members will visit the meetings and facilitate the conversations.
 - A letter from the Cabinet will be sent to URPC along with the Phase II ideas. The letter will share the ideas along with the timeline/plan on open forum and group meetings.
 - Vote: Passed.
- **2:29 – 2:30: Discussion:** Develop recommended guidelines for “roll forward” of unspent balances at the conclusion of each fiscal year (Amber)
 - Only one minute to discuss roll forward concepts and considerations, how to best use the roll forward at the end of the year. Will be discussed at next scheduled URPC meeting.
- **2:20 – 2:30: Action:** Confirm next meeting topics and expectations (Alex / Mark)
 - Out of time