UNIVERSITY RESOURCES & PLANNING COMMITTEE

February 17, 2017

2:00 PM – 3:00 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) |
|[x]  Greg Rodriguez, Student (voting) |[x]  Amber Blakeslee, Advisor (non-voting) |
|[ ]  Kevin Martinez, Student (voting) |[x]  Kate Stroup, Advisor (non-voting) |
|[x]  Hari Singh, Faculty (voting) | [x]  | Volga Koval, Advisor (non-voting) |
|[ ]  Erick Eschker, Faculty (voting) |[x]  Frank Whitlatch, Advisor (non-voting) |
|[x]  Jim Woglom, Faculty (voting) |[x]  Holly Martel |
|[x]  Noah Zerbe, Dean (voting) |[x]  Lisa Castellino |
|[x]  Kacie Flynn, Staff (voting) |[ ]   |
|[x]  Gay Hylton, Staff (voting) |[ ]   |
|[x]  Peg Blake, VP (voting) |[ ]   |

# Minutes:

* **2:00 – 2:10** (Information)Update on the integrated assessment, planning, and budgeting process model implementation – Alex/Joyce
	+ Working group being formed based on the RACI model (responsible, accountable, consultants, informed). Asking for a 2 year commitment from members, with the goal of rolling out a pilot program in Fall 2018. Potential members will be identified by Alex and Joyce and letters of invitation will be sent out after supervisor approval is received.
	+ The working group will report back to URPC routinely throughout the anticipated 5 year implementation timeline.
* **2:10 – 2:30** (Discussion and Action) 5% Planning
	+ Coordination and communication regarding Phase 1 changes are in progress. Areas are committed to making the reductions as outlined in Phase 1, ideally with minimal disruption to the campus.
	+ Draft Phase 1 plan details were distributed to committee members.
	+ Draft response letter to the President (Attachment)
		- URPC to review and respond to draft by end of day Tuesday.
		- Intention is to have the final letter sent to the President by the February 24
	+ Communication strategy
		- Discussion regarding holding town hall style meetings to introduce the concepts, updating the URPC website with the Phase 1 documents, FAQs, and updates on progress.
		- Create a dedicated email account to coordinate a consistent message.
* **2:30 - 2:50**: (Discussion) Review and discuss draft Reserve Policy (Attachment)
	+ Out of time – review google doc for next meeting
* **2:50 - 3:00**: (Action) Set agenda for the URPC meeting on March 3
	+ Reserve policy
	+ Launch Phase 1 communication plan
	+ Timeline for Phase 2