UNIVERSITY RESOURCES & PLANNING COMMITTEE

February 17, 2017

2:00 PM – 3:00 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) |
|  | Kevin Martinez, 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) |
|  | Jim Woglom, Faculty (voting) |  | Holly Martel |
|  | Noah Zerbe, Dean (voting) |  | Lisa Castellino |
|  | Kacie Flynn, Staff (voting) |  |  |
|  | Gay Hylton, Staff (voting) |  |  |
|  | 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