

CAL POLY HUMBOLDT
University Resources & Planning Committee
November 17, 2023
1:00 pm – 2:30 pm

In-person meeting location: CCR OR join Zoom meeting:

<https://humboldtstate.zoom.us/j/87549469529?pwd=WUdpcGtRSWJpdUZ6Q2lVU2kxN0JhUT09>

URPC Meeting Agenda

1. Welcome and review and approval of the minutes from 11/3/2023
2. Informational item: Bunsis Report
3. Share [Activity / Note](#) Document for next two agenda items
4. Divisional Reports:
 - From the bylaws: *The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives*
 - Annual Report Process
 - Structure (Carla)
 - Timing (Fall - report on last year; Winter/Spring - thinking about next year)
5. Cost Savings and Revenue Generation Strategies
 - a. Review [Guiding Principles](#) established by URPC in 2019
 - b. Formalize practical considerations for budget reduction (loss of institutional knowledge, unfilled workforce gaps, decline in morale) & identify important components for success (training, workflow mapping, software implementation)
 - c. Apply these frameworks to evaluate possible budget reduction approaches
6. Back Burner: Response to forum questions draft [here](#) and share out strategy (GOAL = to draft campuswide response by November break)

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URPC Charge

- University Resource Allocation Model (Completed by December 2024 but ready for a July 1, 2025 implementation).
- To partner on efforts to identify strategies to support the campus in identifying short and long-term strategies for cost savings, cost avoidance and alternative revenue strategies. An immediate focus is on the exploration to implement an Early Exit Program (EEP).
- To partner on multi-year planning.
- To continue efforts in educating the campus community on state, CSU and campus fiscal matters through platforms such as the success forum series.

Senate Bylaws related to URPC

- The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.
- The Committee shall act as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.
- The Committee shall question, review, and evaluate resource allocations based on current fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource HSU Faculty Handbook Appendix F, Part 2 University Senate Bylaws and Rules of Procedure Updated: 1/2020 allocations (both budgeted and un-budgeted).
- The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations and allocations to special funds, and advise administrators on the use of those funds. It is not the role of this committee to interfere with internal division processes, but rather to review and evaluate the consistency of resource allocations with agreed upon budget priorities and the University's vision and strategic plan. The function shall not be construed as to in any way imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.
- The Committee shall receive quarterly budget reports to review how budgeted and unbudgeted funds are spent relative to agreed budget categories and priorities, and make relevant recommendations
- The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives
- The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding

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present and future resource decisions including consultation on the development of proposals for non-traditional funding.

Tentative Schedule for URPC and Planning Group for 2023-2024

Fall 2023

URPC Corbett Conference Room & Zoom	URPC Planning Group SH 216 & Zoom
August 25 (week 1)	September 1 (week 2)
September 8 (week 3)	September 15 (week 4)
September 22 (week 5)	September 29 (week 6)
October 6 (week 7)	October 13 (week 8)
October 20 (week 9)	October 27 (week 10)
November 3 (week 11)	Veteran's Day (week 12)
November 17 (week 13)	December 1 (week 14)
December 8 (week 15)	<i>Finals Week December 11-15</i>

Spring 2024

URPC	URPC Planning Group
January 19 (week 1)	January 26 (week 2)
February 2 (week 3)	February 9 (week 4)
February 16 (week 5)	February 23 (week 6)
March 1 (week 7)	March 8 (week 8)
March 22 (week 9)	March 29 (week 10)
April 5 (week 11)	April 12 (week 12)
April 19 (week 13)	April 26 (week 14)
May 3 (week 15)	<i>Finals Week May 8-12</i>