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| --- | --- |
|[x]  Alex Enyedi, Co-Chair (non-voting) |[x]  Douglas Dawes, VP (voting) |
|[x]  Mark Rizzardi, Co-Chair (tie break vote) |[x]  Craig Wruck, VP (voting) |
|[x]  Joey Mularky, Student (voting) |[x]  Amber Blakeslee, Advisor (non-voting) |
|[ ]  Vacant, Student (voting) |[x]  Kate Stroup, Advisor (non-voting) |
|[x]  Hari Singh, Faculty (voting) | [ ]  | Vacant, Advisor (non-voting) |
|[x]  Erick Eschker, Faculty (voting) |[x]  Frank Whitlatch, Advisor (non-voting) |
|[x]  Jim Woglom, Faculty (voting) |[x]  Holly Martel |
|[x]  Cyril Oberlander, Dean (voting) |[x]  Lisa Castellino |
|[x]  Kacie Flynn, Staff (voting) |[ ]   |
|[x]  Sarah Bacio, Staff (voting) |[ ]   |
|[x]  W Wayne Brumfield , VP (voting) |[ ]   |

# **Minutes**

## Location: UC Banquet Room

**8:00 – 8:30 Continental breakfast**

**8:30 – 8:45 Introductions, Role of the URPC**

* The URPC is a standing committee of the University Senate and is defined by the Senate Bylaws and Rules of Procedure. Section 11.3 of the HSU Faculty Handbook Appendix F, Part 2 outlines the membership, terms, and duties of the URPC.
* **Co-chairs:** A faculty senator and the Provost and Vice President of Academic Affairs.
* **Membership:**
	+ Three (3) Faculty members
	+ One (1) Academic Dean, appointed by the President
	+ Three Vice Presidents (Administrative Affairs, Student Affairs, University Advancement)
	+ Two (2) Staff delegates
	+ Two (2) Student delegates
* **Advisors (non-voting):**
	+ University Budget Director
	+ Budget Analyst from each Division
* **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

**8:45 – 9:15 President’s Charge to the URPC** (Presentation by Amber Blakeslee)

* **Continuing implementation of strategic budgeting principles and defining strategic assets;**
	+ 2016-17 progress: URPC drafted strategic asset guidelines
	+ 2017-18 action items: finalize strategic asset guidelines; continue to implement strategic budgeting concepts in budget plans
* **Recommending a balanced budget for 2018-19 that eliminates the University’s structural deficit and which includes University-wide engagement in the process**
	+ 2016-17 progress: implemented Phase 1 reductions of $1.5 million, working on Phase 2
	+ 2017-18 action items: recommend a balanced budget for 2018-19; develop a communication/engagement strategy for how the URPC involves the University community in the budget planning/reduction process
* **Initiate the planning process with actual enrollment, not future-year targets;**
	+ 2016-17 progress: URPC utilized actual enrollment from prior year as a starting point, then reduced the budget target further based on lower anticipated enrollment
	+ 2017-18 action items: continue with conservative budgeted enrollment target approach
* **Continue to develop multi-year budget plans (at least for the two subsequent years);**
	+ 2016-17 progress: budget recommendation reflected a two-year budget within a five-year horizon
	+ 2017-18 action items: continue to formalize approach to multi-year budget planning; continue to support implementation of the integrated assessment, planning and budget process
* **Develop recommended guidelines for “roll forward” of unspent balances at the conclusion of a fiscal year**
	+ 2016-17 progress: URPC finalized the Operating Fund Reserve Policy – the roll forward guidelines will help support the implementation of the Reserve Policy
	+ 2017-18 action items: Recommend guidelines for how unspent funds are “rolled forward” at the end of a fiscal year
* **Review quarterly budget reports/projections for the current fiscal year**
	+ 2017-18 action items: review the reports each quarter to better understand the University’s budget

**9:15 – 10:00 Budget, Revenue, and Spending Overview** (Presentation by Amber Blakeslee)

* **Budget Planning Timelines**
	+ Information was shared regarding the state, CSU, and HSU budget cycles and how the dates intersect for campus planning and budget implementation.
	+ The Integrated Assessment, Planning, and Budgeting work group will be bringing recommendations to URPC to consult and review.
* **Approved 2017-18 Budget**
	+ UBO is releasing OpenBook online dashboards with 5 years of history: https://hsuopenbook.questica.com/#
	+ The 2017-18 Operating Fund Revenue Budget is $132.6m, representing about 2/3 of the total sources of revenue on campus
	+ $4.8m increase in revenue, $4.1m of which is a state appropriation increase ($3.9m in new general fund allocation, $939k for retirement funding.) The majority of the new allocation will cover mandatory costs such as benefit rate increases and negotiated general salary increases (GSIs).
	+ Expenditure growth of $5.95m, $5.1 of which is related to salary and benefit increases.
* **Revenue and Expenditure Trends**
	+ Review of slides regarding operating fund uses, expenditure comparison by category, and personnel expenditure trends.
	+ Review of handout showing base funding investments made over an 8 year period.
* **Planning Considerations**
	+ Limited increases from the state / the economy
	+ Base budget deficit: $1.6 million
	+ Existing deficits: academic colleges had $2.4 million shortfall in 16-17, Athletics $900k
	+ Enrollment, retention, and graduation rates (GI 2025)
	+ Unfunded mandates / cost increases not fully funded
		- Accessible Technology Initiative (ATI), Title IX
		- GSIs, retirement rate increases (Most recent CalPERS projection anticipates employer contribution rates will grow to 38.4% by 2023-24 (currently at 28.4%) – resulting in 2013-14 percentage benefits rate over 46%)
	+ Balancing the need to build reserves with deficit reality
	+ Spending per FTES levels higher than peers
	+ Reduction in state general fund contribution, from 4-5% down to 3%
* Investing in Priorities
	+ Operating fund reserve policy and existing levels reviewed.
		- Operating reserve is currently at $6.3m and 47% of goal
		- Maintenance reserve is at $2m and 45% of goal
		- Capital reserve is at .5m and 5.5% of goal

**10:00 – 10:15 Break**

**10:15 – 11:00 Enrollment and Student Trends, Graduation Initiative 2025** (Presentation by Lisa Castellino)

* Numbers are still unstable for reporting, as we have not passed fall census.
* Strategic enrollment management
	+ Part 1 recruitment:
		- Apps dropped for FTF in fall 2016 and 2017
		- Yield rate (applicants admitted that then enroll) started dropping in 2012 and onward. There was a slight rise again for Fall 2017
	+ Part II enrollment and demographics
		- Our student population is evolving, with first time undergraduates 50% first generation, 50%+ Pell eligible, and 50%+ from diverse backgrounds/traditionally underserved populations
		- Transfer/freshmen populations are becoming similar in size, which presents unique challenges for academic areas as we are serving and educating two very different demographics
	+ Part III Retention and Progression
		- What students want: ability to register for classes they want, faculty and staff who understand them, a safe and welcoming environment (on and off campus), employment opportunities while in college
		- Why they chose to stay: staff and faculty care and encourage, are knowledgeable, provide hands on learning, beautiful area/environment.
		- Challenges: 61% overwhelmed, 48.6% report lack of sleep, 12.4% feel like they didn’t belong at HSU, 38% worry about getting enough to eat, 25.4% worry about how they will afford school next year
	+ Why they leave: overarching answer “It wasn’t like I thought it would be.” Express issues with advising, affordability, and sense of not belonging. For every ten students, three leave after their first year.

**11:00 – 11:15 Strategic Budgeting** (Out of time)

**11:15 – 11:45 Breakout Session/Group Discussion – Prioritizing URPC Work for the AY 2017-18** (Out of time)

**11:45 – 12:00 Wrap Up and Next Steps**

* Next meeting: September 15
	+ Focus on President’s charge to develop a communication/engagement strategy for how the URPC involves the University community in the budget planning/reduction process
	+ Phase II