

[URPC Timeline Document](#)

[University Senate Bylaws Pertaining to the URPC](#)

Duties as Outlined in the Bylaws	Work to Date	Remaining/Further Work Deemed Necessary to Fulfill the Duties Outlined in the Bylaws
<p>i. 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.</p>	<ul style="list-style-type: none"> ● 2/11/22-Finalize Roll Forward Guidelines ● 2/11/22-Enrollment Growth Funding Model ● 1/21/22- Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. Review Survey Results ○ b. Review Draft Revisions to Roll Forward Guidelines ● 12/3/21- USFAC Space Allocation Approval ● 12/3/21- University Wide Roll Forward Guidelines <ul style="list-style-type: none"> ○ a. CSU Survey Results ○ b. Options ● 12/3/21- Enrollment Growth Funding Model ● 10/29/21-Process Improvement Planning (Jim Graham) ● 10/15/21-Review of the President's Charge ● 10/1/21-Jim Graham budget modeling presentation ● 9/17/21-Financial model (Jim Graham) 	
<p>ii. The Committee shall act</p>	<ul style="list-style-type: none"> ● 2/11/22-Finalize Roll 	

as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.

- Forward Guidelines
- 2/11/22-Enrollment Growth Funding Model
- 2/11/22-Polytech Revised Financial Plan Update
- 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan
- 1/21/22- Preliminary Enrollment Projections
- 1/21/22- Governor's Budget Proposal
- 1/21/22- Roll Forward Guidelines
 - a. Review Survey Results
 - b. Review Draft Revisions to Roll Forward Guidelines
- 12/3/21- Homework: Operating Fund Q1 Reports (Jim?)
- 12/3/21- USFAC Space Allocation Approval
- 12/3/21- University Wide Roll Forward Guidelines
 - a. CSU Survey Results
 - b. Options
- 12/3/21- Enrollment Growth Funding Model
- 12/3/21- Review Enrollment Data and Metrics
- 10/29/21-Report from Budget, Finance and Reporting

	<p>Polytechnic Working Group</p> <ul style="list-style-type: none"> ● 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group ● 10/15/21-Update on Year Three Reduction Plan for OAA ● 9/17/21-Enrollment and growth ● 9/17/21-CSU budget request ● 9/17/21-Year end overview and reserves update ● 9/17/21-Polytechnic implementation subgroup (Amber and Simone) ● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony) ● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing) 	
<p>iii. 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 allocations (both budgeted and unbudgeted funds including enrollment growth funds) with that vision and plan.</p>	<ul style="list-style-type: none"> ● Polytechnic Implementation Budget Working Group meetings ● 2/11/22-Polytech Revised Financial Plan Update ● 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) ● 12/3/21- USFAC Space Allocation Approval ● 12/3/21- University 	

	<p>Wide Roll Forward Guidelines</p> <ul style="list-style-type: none"> ○ a. CSU Survey Results ○ b. Options ● 12/3/21- Enrollment Growth Funding Model ● 10/29/21-OpenBook Demo ● 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group ● 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group ● 10/15/21-Update on Year Three Reduction Plan for OAA ● 9/17/21-Year end overview and reserves update ● 9/17/21-Polytechnic implementation subgroup (Amber and Simone) ● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony) ● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing) 	
<p>iv. The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations and allocations to special funds, and</p>	<ul style="list-style-type: none"> ● 2/11/22-Finalize Roll Forward Guidelines ● 2/11/22-Enrollment Growth Funding Model ● 2/11/22-Polytech Revised Financial Plan Update ● 1/21/22- Polytech 	

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 anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.

Budget Working Group Update and Updated Financial Plan

- Polytechnic Implementation Budget Working Group meetings
- 1/21/22- Roll Forward Guidelines
 - a. Review Survey Results
 - b. Review Draft Revisions to Roll Forward Guidelines
- 12/3/21- Homework: Operating Fund Q1 Reports (Jim?)
- 12/3/21- USFAC Space Allocation Approval
- 12/3/21- University Wide Roll Forward Guidelines
 - a. CSU Survey Results
 - b. Options
- 12/3/21- Enrollment Growth Funding Model
- 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group
- 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group
- 10/15/21-Update on Year Three Reduction Plan for OAA
- 9/17/21-Polytechnic implementation subgroup (Amber and

	<p>Simone)</p> <ul style="list-style-type: none"> ● 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony) ● 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing) 	
<p>v. 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.</p>	<ul style="list-style-type: none"> ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) 	
<p>vi. 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.</p>	<ul style="list-style-type: none"> ● 1/21/22- Preliminary Enrollment Projections ● 1/21/22- Governor's Budget Proposal ● 12/3/21- Homework: Operating Fund Q1 Reports (Jim?) ● 12/3/21- USFAC Space Allocation Approval ● 12/3/21- Review Enrollment Data and Metrics ● 10/29/21-OpenBook Demo ● 10/15/21-Update on Year Three Reduction Plan for OAA ● 9/17/21-Enrollment and growth ● 9/17/21-Year end overview and reserves update 	
<p>vii. The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous</p>	<ul style="list-style-type: none"> ● Polytechnic Implementation Budget Working Group meetings ● 2/11/22-Finalize Roll 	

expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.

- Forward Guidelines
- 2/11/22-Enrollment Growth Funding Model
- 2/11/22-Polytech Revised Financial Plan Update
- 1/21/22- Polytech Budget Working Group Update and Updated Financial Plan
- 1/21/22- Roll Forward Guidelines
 - Review Survey Results
 - Review Draft Revisions to Roll Forward Guidelines
- 12/3/21- USFAC Space Allocation Approval
- 12/3/21- University Wide Roll Forward Guidelines
 - a. CSU Survey Results
 - b. Options
- 12/3/21- Enrollment Growth Funding Model
- 10/29/21-Report from Budget, Finance and Reporting Polytechnic Working Group
- 10/15/21-Report from Budget, Finance and Reporting Polytechnic Working Group
- 10/1/21-Enrollment Growth Discussion (VP Meriwether and Peter Martinez)
- 9/17/21-Enrollment and growth

	<ul style="list-style-type: none"> • 9/3/21-Academic Affairs year resource allocation model (Jenn/Anthony) • 9/3/21-New Polytechnic allocation synopsis (One time/line items, ongoing) 	
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University Senate Bylaws Pertaining to the URPC

11.3 University Resources and Planning Committee (URPC)

11.31 Co-chairs: of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate for a 2-year term at the time of election of Senate officers, and the Provost and Vice President of Academic Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.32 Membership:

The membership of the URPC shall be as follows:

- Three (3) Faculty members, appointed by the Appointments and Elections Committee, with preference given to faculty delegates currently serving on the University Senate
- One (1) Academic Dean, appointed by the President
- Vice President of Enrollment Management and Student Affairs (or designee)
- Vice President of Administrative Affairs (or designee)
- Administrative leader for University Advancement (or designee)
- Two (2) Staff delegates, appointed by the Appointments and Elections Committee, with preference given to staff delegates currently on the University Senate
- Two (2) Student delegates, appointed by the Associated Students.

Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

11.33 Terms: Faculty and staff members shall be appointed for staggered, two year terms. Students will be appointed for one-year terms.

11.34 Duties:

- i. 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.
- ii. 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.
- iii. 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 allocations (both budgeted and un-budgeted funds including enrollment growth funds) with that vision and plan.
- iv. 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 anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.
- v. 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.
- vi. 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.
- vii. 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 present and future resource decisions including consultation on the development of proposals for non-traditional funding.

11.35 Referral and work

- i. Issues for consideration may be referred to the Committee by the Senate, the Senate Executive Committee, the President and the committee members.
- ii. If concerns arise concerning fiscal and budgetary policies, such questions,

disagreements or problems shall be referred to the Committee for analysis and recommendation.

11.36 Reports

- i. The Co-Chairs of the Committee shall concurrently send to the Senate Chair all written communications regarding policies or reports sent to or received from administrative officers.
- ii. One of the Co-Chairs will regularly report to the Senate on the work of the Committee.
- iii. All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.