

UNIVERSITY RESOURCES & PLANNING COMMITTEE

November 17, 2023

1:00 PM – 2:30 PM

Meeting Location: CCR

2023-24 URPC:

<input type="checkbox"/>	Jenn Capps, Co-Chair (non-voting)	<input checked="" type="checkbox"/>	Samuel Parker, Student (voting)
<input checked="" type="checkbox"/>	Jaime Lancaster, Co-Chair (tie break vote)	<input type="checkbox"/>	Vincent Zavala, Student (voting)
<input checked="" type="checkbox"/>	Amy Sprowles, Faculty (voting)	<input checked="" type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	Dave Jannetta, Faculty (voting)	<input checked="" type="checkbox"/>	Melanie Bettenhausen, Advisor (non-voting)
<input checked="" type="checkbox"/>	Ramesh Adhikari, Faculty (voting)	<input checked="" type="checkbox"/>	Anthony Baker Ortiz, Advisor (non-voting)
<input type="checkbox"/>	Vacant, Staff (voting)	<input checked="" type="checkbox"/>	Kendra Higgins, Advisor (non-voting)
<input type="checkbox"/>	Vacant, Staff (voting)	<input type="checkbox"/>	Michael Le, Advisor (non-voting)
<input checked="" type="checkbox"/>	Jeffrey Crane, Dean (voting) Proxy: Megan Siems	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input checked="" type="checkbox"/>	Carla Ho'a, VP (voting)	<input checked="" type="checkbox"/>	Patrick Orona, Notes (non-voting)
<input checked="" type="checkbox"/>	Chrissy Holliday, VP (voting) Proxy: Melanie Bettenhausen	<input checked="" type="checkbox"/>	Nate Cacciari Roy, Support (non-voting)
<input checked="" type="checkbox"/>	Frank Whitlatch, VP (voting) Proxy: Kevin Furtado	<input type="checkbox"/>	

Additional attendees: Sarah McCue-Green and Andres Olmos

Meeting Minutes:

1. Welcome and review and approval of the minutes from 11/3/2023
 - a. Minutes from 10/20/2023 and 11/3/2023 M/S (Dave/Ramesh) – Approved without alterations
2. Informational item: Bunsis Report
 - a. CFA worked with Dr. Howard Bunsis to prepare a Financial Analysis of the CSU System. The analysis has been recently released and concludes there is sufficient funding available to support the increased wages that CFA is advocating for during collective bargaining negotiations. Dr. Bunsis' recommended funding source for the increased position costs include the use of reserves and investment earnings. Both funding sources are one-time which will lead to a structural deficit and funding has restrictions associated with their use. For example, Housing fees may only be used to support the Housing program.
3. Share [Activity / Note](#) Document for next two agenda items
4. Divisional Reports:
 - a. 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*
 - b. Annual Report Process

- i. Structure (Carla)
 - 1. VP Ho'a shared report structure used at previous institutions:
 - a. In person presentation provided to URPC:
 - i. Priorities in the next year/five years
 - ii. Challenges/Opportunities
 - iii. Resources needed – financial/non-financial
 - ii. Timing (Fall - report on last year; Winter/Spring - thinking about next year)
 - iii. Committee discussion on formalizing structure, timing, and feedback loop.
5. Cost Savings and Revenue Generation Strategies
 - a. [Fiscal Year 2024-25 Budget Planning Scenarios – Parameters/Potential Gaps](#) was shared with the committee.

- i. Baseline Scenario estimates a budget planning deficit of just over \$7 million based on the following parameters:

Parameter	Baseline Scenario
Enrollment – first-time undergraduate and transfers	3% increase
Enrollment – continuing undergraduate	2.2% increase
First Year Retention	76.5% retention
<i>Total Enrollment</i>	<i>2.6%</i>
State Funding Claw Back (enrollment recalibration)	3% reduction over five years
Compensation Increase*	5% increase

- b. Review [Guiding Principles](#) established by URPC in 2019
 - i. Committee will review and revise the Guiding Principles during the next meeting.
- c. 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)
- d. Apply these frameworks to evaluate possible budget reduction approaches
 - i. Review and robust discussion of the draft list of budget saving strategies to be considered by the committee.
- 6. Back Burner: Response to forum questions draft here and share out strategy (GOAL = to draft campuswide response by November break)