

UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 2, 2020
1:00 PM – 2:30 PM

2020-21 URPC:

<input checked="" type="checkbox"/>	Jenn Capps, Co-Chair (non-voting)	<input checked="" type="checkbox"/>	Jeremiah Finley, Student (voting)
<input checked="" type="checkbox"/>	James Woglom, Co-Chair (tie break vote)	<input type="checkbox"/>	Vacant, Student (voting)
<input checked="" type="checkbox"/>	Stephanie Burkhalter, Faculty (voting)	<input checked="" type="checkbox"/>	Amber Blakeslee, Advisor (non-voting)
<input checked="" type="checkbox"/>	Monty Mola, Faculty (voting)	<input checked="" type="checkbox"/>	Kevin Furtado, Advisor (non-voting)
<input checked="" type="checkbox"/>	Jill Anderson, Faculty (voting)	<input checked="" type="checkbox"/>	Holly Martel, Advisor (non-voting)
<input checked="" type="checkbox"/>	Anthony Baker, Staff (voting)	<input type="checkbox"/>	Jamie Rich, Advisor (non-voting)
<input type="checkbox"/>	Arlene Wynn, Staff (voting)	<input checked="" type="checkbox"/>	Jenessa Lund, Advisor (non-voting)
<input checked="" type="checkbox"/>	Shawna Young, Dean (voting)	<input checked="" type="checkbox"/>	Michael Le, Advisor (non-voting)
<input type="checkbox"/>	Sherie Gordon, VP (voting)	<input checked="" type="checkbox"/>	Brigid Wall, Notes (non-voting)
<input checked="" type="checkbox"/>	Jason Meriwether, VP (voting) Designee – Kevin Furtado	<input type="checkbox"/>	Patrick Orona, Notes (non-voting)
<input type="checkbox"/>	Frank Whitlatch, VP (voting)	<input type="checkbox"/>	

Additional Attendees: Michael Fisher and Liz Whitchurch

Meeting Minutes:

1. Co-chair's Comments
2. Approval of the Agenda and 9/18 Meeting Minutes
 - a. Agenda M/S (Anthony/Jill) - Approved
 - b. Minutes M/S (Monty/Anthony) - Approved
3. Outline of CARES Funding Distribution
 - a. Review of the update shared with Senate by VP Gordon on 9/29/2020:
 - i. CARES Funding (Direct Student Aid):
 1. HSU was awarded \$5,151,499 in CARES funding for direct student aid. We have awarded 6,056 students which totals \$4,775,967. The award amounts range from \$300 to \$2,000. Currently, the Office of Financial Aid is processing about 50 requests per week.

Note: An additional \$250,000 from CARES-institutional funding, has been allocated for direct student aid which has not been spent to-date. It will not be spent until the remaining \$375,000 is awarded to students.
 - ii. CARES Funding (Institutional & MSI Funding)
 1. In addition to the CARES funding for direct student aid, HSU received \$5.9 million for COVID related expenses (CARES Funding - institutional portion - \$5,151,499, CARES MSI Funding - \$733,295). This funding was allocated to divisions as outlined in the July Humboldt Now article [HSU Plans for \\$5.9 Million in Federal CARES and MSI Funds](#). As of September 29, spending to date is as follows:
 - CARES Institutional Funding \$5,151,499 - \$390,405 spent, \$131,124 encumbered
 - CARES MSI Funding \$733,295 - \$137,639 spent, \$53,792 encumberedMore in depth spending information will be available late October following the completion of the first federal reporting requirement due October 30, 2020.

Note: We are in the process of revising spending timelines for CARES funding given new information we received regarding spending deadlines and the urgency to spend. Updated timelines and information will be shared in the coming days.

- b. The President’s Advisory Team distributed the CARES Institutional & MSI Funding to Divisions. Divisions have been working with MBUs to come up with comprehensive spending plans and posting the budget information into the system.
- c. Updates:
 - i. Spend down requirements have been clarified – CARES Direct Student Aid and Institutional Funding must be spent by May 3rd. Expediting the divisional and university wide review/redeployment timelines.
 - 1. Process documents are being updated and will be shared with the campus soon.
 - ii. Federal quarterly reporting structures and requirements are now finalized. We are working on compiling the information this month. The quarterly reports shared with URPC will include this CARES spending information.
 - iii. Changes to FEMA’s reimbursement policy as of September 15th will require costs to be shifted to CARES as most costs are no longer eligible for FEMA reimbursement.
- 4. USFAC Restructuring and Reporting Mechanism
 - a. A draft resolution was discussed that would formally establish USFAC as a standing subcommittee of the URCP. Proposed changes to existing structure include: a faculty co-chair, a representative from CNRS, regular reporting expectations, and clarification of processes.
 - i. Further discussion of current processes and the importance of transparency and shared governance in decision making.
- 5. Charge for the Model Working Group
 - a. A working group was established to develop a new university budget model. Anthony Baker will chair and the group will include Monty Mola (faculty representative), Shawna Young (representative dean), Holly Martel, Amber Blakeslee, and a student representative.
 - i. Working group to explore and share with URPC:
 - 1. What is our budget model now
 - 2. Why are we exploring a different model
 - 3. Setting and managing expectations
 - 4. Present options of different models to be consider and ultimately share those models at a forum with the campus community
 - b. Discussion of working group updates becoming standing agenda item with regular report outs.
- 6. Overview of the Current Operating Model/Brainstorming “What We Want”
 - a. Current Model:
 - i. At the university level, we use an incremental budget model (+- adjustments) and based on historical allocations. Adjustments can include: SUG adjustments, salary and benefit increases, new allocations/new money. URPC makes recommendations on these adjustments and strategies used
 - ii. At the division and MBU level models vary and incorporate aspects of other models beyond historical/incremental approach.
 - b. Brainstorming “What We Want”
 - i. Position management must be a core component of model: approximately 80% of campus budget is related to personnel, closer to 90% of budget in Academic Affairs
 - ii. Flexibility to invest in a time of growth and divest in decline while leveraging the same model framework
- 7. Fall Forum Development
 - a. Forum focus will be gathering campus feedback on emerging model