

# UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 16, 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 checked="" type="checkbox"/>	Arlene Wynn, Staff (voting)	<input 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 checked="" 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"/>	

### Meeting Minutes:

1. Co-chair's Comments
2. Approval of the 10/2 Meeting Minutes
  - a. Minutes M/S (Kevin/Stephanie) - Approved
3. USFAC Update
  - a. [Resolution to Restructure the University Space and Facilities Advisory Committee \(USFAC\) to a Subcommittee of the University Resource Planning Committee \(URPC\)](#) had the first reading at University Senate on Tuesday. Next meeting will be considered second reading of the resolution.
    - i. Additional updates to the appendix may be needed - some committees listed have been sunsetted. Discussion on the sunseting process and how to proceed.
4. Samoa Property
  - a. The Samoa Property has been an under-utilized space that is currently being used for storage with a small portion being rented to CalOES. Campus is going to strategically prioritize this space and engage with the campus and community stakeholders on how to best to utilize it. This will be a USFAC agenda item and will provide updates as part of their reports to URPC.
    - i. If there are individuals that you should be involved, please reach out to Provost Capps.
5. Reduction Planning Strategies - Provost Capps, Holly, Amber
  - a. Discussion of shared governance and communication strategies that have been leveraged in previous reduction cycles:
    - i. What worked well and what we want to bring forward to this new cycle:
      1. Guiding Principles developed by URPC
      2. Reporting Worksheet developed by URPC last year – Divisions were asked to outline proposed action, implementation plans, identify stakeholders and how they were engaged in the decision-making process, projected consequences, and how to minimize impact to students.
    - ii. What do we need to improve upon:

1. Information has been historically shared with Senate but that information needs to filter back to the departments/department chair
2. Process improvement/efficiency/policy and accountability opportunities:
  - a. The importance of improving stakeholder engagement when processes are being changed
  - b. Understanding the impact on other areas and enrollment when reductions are made
  - c. Cross divisional conversation/communication
  - d. Professionalism in communication especially when engaging with students
  - e. Recognizing the importance of relationships in decision making
6. Budget Model Update
  - a. Review of the URPC expectation from the President
  - b. Working group has asked for clarification on what we are trying to achieve and not achieve - is the outcome to be informational or actionable?
  - c. Discussion of the results from campus input during the last budget forum that indicate committee has some work engaging with the campus on this topic.
7. Reserve - Update to align with system v. broader rework
  - a. [CSU Designated Balances and Reserves Policy](#) - System policy was updated last year
    - i. Designated Reserves for Economic Uncertainty: A minimum of 3 months, and a maximum of six months of the annual operating budget in each of the CSU funds for which the reserve is established
  - b. [HSU University Operating Fund Reserve Policy](#)
  - c. Discussion of the campus narrative regarding reserves, the timing of their use, and how best to align the narrative to be balanced with our current reality.
8. Next Steps