

UNIVERSITY RESOURCES & PLANNING COMMITTEE

October 30, 2020

1:00 PM – 2:30 PM

2020-21 URPC:

<input checked="" type="checkbox"/>	Jenn Capps, Co-Chair (non-voting) Proxy - Simone Aloisio	<input 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 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"/>	

Meeting Minutes:

1. Co-chair's Comments - Professor Jim
 - a. A draft meeting agenda will be sent out for additions/input
 - b. Resolution was passed on Tuesday – will work on the new faculty members
2. Reviewing the Minutes/Agenda
 - a. Minutes from 10/16: M/S (Arlene/Kevin) - Approved
3. Reserves Policy and Feedback
 - a. Updates to bring [HSU University Operating Policy](#) in alignment with the [CSU Designated Balances and Reserve Policy](#)
 - i. Operating Reserve Target: minimum of three months (25%) and a maximum of six months (50%) of Base Budget Expenditures
 - b. Discussion regarding the addition of an "Equipment Reserve" as an identified reserve area addressed by the policy.
 - i. Motion: The URPC demonstrates the intention to include an Equipment Reserve Bucket in its Operating Fund Reserve Policy.
 1. Vote: Unanimous to include - The URPC will include an Equipment Reserve Bucket in its Operating Fund Reserve Policy
 - c. Action Item: Provide comments on the proposed draft by Thursday, 11/5. Comments will be incorporated and a document will be brought to next meeting for a vote.
4. Discussion of Budget Models
 - a. Report on the working group was provided and documents outlining the types of models and budget model review process were shared with the committee.
 - i. Types of Models:
 1. Incremental
 2. Zero-Based
 3. Activity-Based
 4. Responsibility Center Management

5. Centralized

6. Performance Based

5. Communication Plan on Divisional Budget Reduction Updates

- a. Last spring URPC developed a formal template and requested a report from each VP on reduction in their respective areas. Discussion on updates, usefulness of the template, and the frequency of the divisional progress reports needed.
- b. Robust discussion on the need for broad communication of divisional reduction plans to the campus community.
- c. Action Item: The changes discussed in today's meeting have been incorporated into the template. Please review and provide feedback.