UNIVERSITY RESOURCES & PLANNING COMMITTEE  
October 18, 2019  
1:00 PM – 2:30 PM (CCR)

2019-20 URPC:

| ☑ | Alex Enyedi, Co-Chair (non-voting) | ☐ | Yadira Cruz, Student (voting)  
| Proxy: Jeremiah Finley |
| ☑ | James Woglom, Co-Chair (tie break vote) | ☐ | Joey Reed, Student (voting) |
| ☑ | Kerri Malloy, Faculty (voting) | ☐ | Amber Blakeslee, Advisor (non-voting) |
| ☑ | Monty Mola, Faculty (voting) | ☑ | Kevin Furtado, Advisor (non-voting) |
| ☑ | Tyler Stumpf, Faculty (voting) | ☑ | Holly Martel, Advisor (non-voting) |
| ☑ | Anthony Baker, Staff (voting) | ☐ | Jamie Rich, Advisor (non-voting) |
| ☐ | Alex Gradine, Staff (voting) | ☐ | Lisa Castellino, Advisor (non-voting) |
| ☑ | Shawna Young, Dean (voting) | ☐ | Jenessa Lund, Advisor (non-voting) |
| ☑ | Douglas Dawes, VP – Proxy: David Montoya (voting) | ☑ | Brigid Wall, Notes (non-voting) |
| ☐ | Jason Meriwether, VP (voting) | ☐ |  |
| ☐ | Frank Whittlatch, VP (voting) | ☐ |  |

Additional Attendees: Elizabeth Whitchurch and Randy Davis

Meeting Minutes:

- Opening Co-Chair Comments
  - The Constitution and Bylaws Committee’s (CBC) interpretation of URPC’s bylaws is anticipated to be provided to Senate for review next week.
- Approval of Meeting Minutes
  - M/S (Tyler/Kerri) to approve the meeting minutes for October 4 and October 11, 2019.
  - Motion carried unanimously
- USFAC Key Policy Review and Discussion – Elizabeth Whitchurch and Randy Davis
  - Draft Policy:
    - https://drive.google.com/open?id=1tLTTEx3XgVPa_X1N2Pbr_czvWPm0ygMUXD7dxmzbqtQ
  - Rate Sheet:
    - https://drive.google.com/open?id=1207ZbKn6Oyxixl4AHRtTCEKGrqlkw4UsqHml0aQMF0
  - Robust discussion of the purpose of the fees as a deterrent for lost keys, the potential impact on the OE of departments, and the expenses associated with assessing/collecting those fees.
    - Some alternatives proposed: 3 strikes policy before a fee is assessed, hardcopy document of key holder’s responsibilities to be signed when receiving keys, progressive discipline, leveraging the key pad capability on existing locks
- HR Update on Processes – David Montoya
- Human Resources is currently working on improving the In Range Progression process, and on improving/digitizing forms, such as the Volunteer form and the Special Consultant form.

- Discuss Progress on Model Development
  - Discussion of IPEDS (Integrated Postsecondary Education Data System) data and how that can be leveraged to evaluate spending per student for peer comparisons. IPEDS looks at a university as a whole and includes activities not included in HSU’s general fund (ex: Extended Ed, IRA Fees) so the comparison is not truly apples to apples but the information could be used to provide context.
  - Discussion of shifting the focus from peer comparisons to a more internal focus – where do we want to be?
  - Discussion of URPC’s immediate priorities and the best way to utilize the meeting time as December’s deadline approaches.
  - Discussed the importance of action oriented meetings in order to meet charge deadlines

- Discuss How to Seek/What Kind of Input for November 5th Campus Meeting
  - A save the date will need to go out soon followed by emails, campus announcements, chalking, and Chatbot.

- Next Steps – Set action items to complete for next week’s meeting
  - Subgroup will continue to work on model development
  - Send out data and trends information
  - Present draft model structure at next meeting
  - Send out save the date via portal