



Strategic Resource Planning Committee

Meeting Minutes

8:30 a.m. – 10:00 a.m.

Friday, October 2, 2015

Madera Hall 2381

Members Present: Ysabel Trinidad, Gayle Hutchinson, Genevieve Evans-Taylor, Dr. Gregory Sawyer, Jeanne Grier, Nichole Ipach, Missy Jarnagin, Chanda Cunningham-Spence, Marie Francois

Members Absent: Michael Berman

Members of the Public Present: Stephanie Bracamontes, Molly Oberst

Call to Order

The meeting was called to order by Ysabel Trinidad at 8:32 a.m.

1. Committee Agenda Previews: protocol (Co-chairs)

Ms. Trinidad explained that the Agenda for each Committee meeting will be posted on the website, along with questions for the members. The questions should be substantive in nature, with the goal of improving processes and communication across the campus. The Committee is in its' early stages, but by the spring semester will need to move quickly and will require more technical and numbers driven activities. Each division brings a perspective, but the President will be looking at the institution as a whole.

Dr. Hutchinson added that it is important for this Committee to communicate earlier and with more transparency. Decisions will need to be made quickly at divisional and institutional levels in the spring, in order to present the best possible recommendations to the President.

2. 2016/17 Budget Development Process (Ysabel Trinidad)

A. Goals/Guidelines, Instructions, Divisional Activities

Dr. Hutchinson stated that the goal is to create a balanced and sustainable budget for the institution, given all the demands placed on the institution. More attention will be paid to strengthening the link between the budget development process and strategic planning. We need to improve on metrics associated with aligning budget requests to strategic priority. Once we make decisions, we will need to show how those decisions align with the long term plan. Every leader will have the responsibility to manage expectation and not create more confusion.

Ms. Trinidad stated the need to have a multi-year planning view. We are on a growth trajectory, and each divisional area owns their own internal processes that they manage, but with that comes accountability. We are going to incorporate the new accountability requirements, and will summarize them in an addendum to the instructions. Ms. Trinidad encouraged communication at each division's regular weekly meeting, and stated that it was critical to manage expectations and help others understand the constraints.

Both expressed the need to have consistency of information disseminated and an agreement on the timing of the release of the information in order to manage expectations.

B. CSU and CI Enrollment Planning

Enrollment planning –

CSU, 1 and 3% enrollment growth projections, fully funded last year.

CI, 1, 3 and 8% enrollment growth projections, 1 is State version, 3 is CSU version, using 8 as an outlier, 8 is our planning target.

Goal – Strengthen the relationship between planning and budgeting. Encourage participation at the divisional level.

Dr. Grier asked, “What is the state of the state? Where are we starting from, and at what point can people get a bigger picture of what is going on?” Ms. Trinidad responded that in the next meetings we could devote a session to explain where we have done reallocations, showing that things change over time and that the focus is to make sure we are taking care of institutional needs. She explained that her division doesn’t keep a static budget, and goes through a reallocation process each year. The division looks at operations from the ground up, an example was extending the work time for facilities services until classes are finished at night. This operational improvement avoids overtime costs for facilities being called late at night. Dr. Sawyer provided an example of CI having an excellent reputation for disability accommodations.

Members of the Committee suggested presenting programs to this group, such as the water usage example. The presentation would be posted online ahead of the meeting, and the presenter would be invited to the Committee meeting to answer questions. The proposal would highlight 1-3 programs with substantive issues, and let individuals talk about divisional programs. Open forums are important and can impact other parts of the University.

Dr. Grier brought up the concept of caring capacity for an environment, and what the environment can support. There is a fear of this growth, and our responsibility is to ensure we are maximizing the resources we have and being entrepreneurial about how we satisfy those needs.

3. Institutional Metrics and Reporting (Hutchinson)

A. Accountability and Mandates

On August 24, EVC Lauren Blanchard sent a memo asking us to be accountable for student success initiatives and 16 performance indicators. We received a copy of the CI Student Success and Completion Initiative Metrics with six initiatives. The campus added a seventh metric, Initiative 7: Infrastructure and Capacity Building, since it is a newer campus with more infrastructure to build in order to achieve capacity.

B. Integration with campus planning

Dr. Hutchinson stated that she will make the Student Success annual report available to the Committee after the President approves it. Information was pulled from each division, and compiled into a 4 page report, with appendices showing datasets for each metric. She will send the report to the Committee members, and post in on-line. She suggested that each division post a link to the report on their division’s home page. The report can help frame conversations regarding strategic priorities. The more awareness, the more informed our conversations will be. Dr. Sawyer said that as we mature as an institution, we will look at programs and how they serve students. We need to look at the big picture, and student success is just one part of the picture. There are multiple concentric circles, and the University is in the center.

4. University Planning Activities for the Spring (Jarnagin)

Ms. Jarnagin stated that the budget instructions will be sent out by Oct 16, about two weeks earlier than last year. Finalized templates and forms will be sent with the budget instructions, and are due February 5, 2016. Town Hall and budget requests will happen in the spring, with approval of the budget by June. Budget documents will be posted on line, and a link to the budget documents will be sent. Ms. Jarnagin requested that Committee members contact her if they have suggestions. Meetings with Academic Affairs will begin in two weeks, to help faculty and staff understand the budget cycle and the big picture.

Ms. Trinidad closed the meeting by inviting feedback, and extended her appreciation to those who attended. The next meeting will take place on Oct. 23, 2015. The meeting was adjourned at 9:58 a.m.