

University Planning Group

Thursday, February 21, 2013

LSC Conference Room

Minutes

Present: J. Day, M. Berg, M. Bestul, L. Bowen, J. Carfagno, S. Crahen, A.R. Day, D. Ketterer, J. Krukones, S. Kus, K. Lis Dean, M. Marsilli-Cardozo, R. Mausser, M. McCarthy, P.V. Murphy, A. Nagy, K. Rossi, K. Schuele, J. Smith, M. Valencia, B. Williams, D. Wong.

J. Day called the meeting to order at 8:40 am and welcomed the group. He asked if there were any additions or corrections to the January 31, 2013 minutes. The minutes were approved.

J. Day began discussing Strategic Initiative 5 goal 3, pertaining to the allocation of new and existing resources and the objectives needed to move this goal forward.

The conversation moved to the explanation of the “request for resource” form that will link the goal to the funding needed to execute the goal. D. Wong and M. Bestul explained that the form will be used to establish a timeline for funding, the amount of funding needed, elucidating if it is a one-time request or continuing cost, and other pertinent information. The form will aid in the prioritization of funding the goals. The goal stewards are expected to amass the information under each goal. The form is available to all of the UPG and should be used as a template for requests and saved back on the O-drive. The “other” category is to be used to personalize the form to fit the request. D. Wong must receive the “request for resource” form as the first step in the process of moving the goals toward implementation.

B. Williams suggested the form have a place to reflect if there is a funding source already in place for the goal.

L. Bowen inquired what the form’s life-cycle is. M. Bestul said the submitted forms will be reviewed by the UPG and the University Budget Committee.

R. Mausser indicated that all the forms will be prioritized because there will be some reallocation of resources and it will be determined if the goal will increase net tuition revenue.

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J. Day noted this process will help with planning, and the SG&I funding requests will help earmark funds for projected costs, and help to anticipate funds needed for future projects.

K. Lis-Dean presented an overview of selected action items that have been updated on the O-drive, using the work the goal stewards submitted. She asked the group to review their action items and make any necessary changes. At this time, the goals are not changing. Goal stewards should work with their partners to update the action items and to update the status column accordingly:

- In progress
- On going
- Not started
- Completed

Goal stewards have the ability to modify the forms. The access database will be available to the group on the O-drive if they would like to use the database directly.

J. Day would like to convene a subgroup meeting to do some editorial work on the document since the next UPG meeting is more than a month away.

K. Lis-Dean feels that to achieve a goal, at minimum, the group will have to map out some steps and budget amount. This initial plan can be refined with time.

J. Day noted that this process will aid in identifying issues that have a sense of urgency and help in prioritizing goals.

J. Day thanked the group and adjourned the meeting at 9:30 am.

Respectfully submitted,
Marianne Cicirelli