

URC Meeting Minutes-June 1, 2015

University Resources Commission (URC)-Review and recommendations

Charge: Divisions will present their respective budget presentations to the URC and President; Will work with the President to establish funding recommendations based on the university's strategic plan.

- I. Finish reviewing requests
- II. Questions/Responses with PEC to finalize recommendations
- III. Adjourn

Minutes: Meeting commenced at 9:06 a.m.

Attendees: Committee members –Dr. Cynthia Teniente-Matson, Jennifer Skiver, Dr. Lorrie Webb, Stefanie Wittenbach, Dr. Holly Verhasselt, Eugene Ramirez, Sherita Love, Jo Anna Benavides-Franke, Luis Rodriguez, Dr. Dennis Elam, Dr. Elizabeth Murakami, Dr. Ed Westermann, Allison Garcia

Presenters: Dr. Brent Snow, Dr. Melissa Mahan, Dr. Eric Lopez, Dr. William Bush, Dr. Tracy Hurley

Absent: Andres Holliday

College of Arts & Sciences review request

- Psych assessment instruments request #29 need more information
 - 200 hundred students will be impacted from the research
- Psychological testing
 - This is a hard copy protocol
 - Onetime expense
 - Experimental
 - IER-empirical research
 - Full mobile unit

Student Affairs review request

- Registrar request # 5 need more information
 - To administer make up test
 - Job scheduling
 - Input & output

- Why was this not in the base with Kingsville?
 - Take from base.
- Financial Aid Director request #6
 - Additional responsibility the impact of breaking away from Kingsville
 - Part of the audit finding
 - Responsible
- Student workers Career Services #7
 - To answer phones
 - Help out student with questions
 - Is this eligible under USF?
 - Maybe a onetime funding?
- Enrollment Training Specialist request #8
 - Benefits not needed
 - Downward expansion will cover some of this expense
- 2 new student worker positions request #9
 - This will come out of service fees
 - Students will travel to conferences
 - Will writes contract
 - Mange calendar
 - Manage Fall Fest
- Promotional material for student conduct request #10
 - New salary needed, this position will branch on its own
 - Attend national conferences
 - Educate students
 - Conduct issues
 - Plagiarism
 - Assist with rules on campus
 - International previously absorbed the expense
- Promote students request #11
 - Ambassador students-19 hours+
 - Promote student worker 1 to student worker 2
 - Dr. Matson will use them for other activities
 - High profile events

- NAFSA online immigration manual request #12
 - Not approved
- To support year 2 OrgSync contract request #13
 - Not approved
- Interdisciplinary Magazine/Production & Vendor Cost request #14
 - What research has been done on this?
- SA recurring requests SA15-SA17 were not discussed by the URC due to their low priority ranking by the division.

College Of Education

- Assist Prof. of C&I request #5
 - Must have
- Counseling request # 9
 - Not approved
- EPCC Admin II request #32
 - Not approved
- Business operations (EdU) request #18
 - Not approved
- Course Fees to support TK20 (EdU) request #35
 - Approved as one-time funding item
 - Subsequent funding should be provided through the creation of a program fee in the next cycle.

Academic Affairs

- AVPPA request #23
 - Approved
 - Working closely with Deans and faculty
 - Reports to Provost

College of Business

- Hyflex request #15
 - One time funding

- Popular
- MBA
- Not a duplicate with MP4 conversion
- AACSB consultant; Accred. Request #4
 - One time funding
 - \$3,000 paid every year
 - Primary consultant
 - Application fee \$20,000
 - Team will come and visit

Student Affairs

- Document imaging request #5
 - Will be used university wide
 - Updates daily
 - \$14,000 yearly cost
- Form Fusion
 - Will interact with banner
- Job scheduling
 - System wide
- Work Flow
 - Will be used university wide
 - Will be used by Business Affairs
 - Will be used by Financial Aid
 - Keep up with verification
 - Contract administration

Received input from others

- SA and IT met to discuss document imaging & other necessary software
- Salary increase for Financial Aid Director request #6
 - Must have
 - Need accountability
- Enrollment Training Specialist request #8
 - Will do a significant amount of training
 - Banner training
 - Look up DARS
 - Help build our policies & procedures
 - Consistent training
 - Will be act as back up, during peak time
 - Can be crossed trained

- Staff Professional Development request #1(SI)
 - Focus on in house training
- If needed 2% pull back on graduate
 - 1.65 500,000
 - 1.3 500,000
 - MBA growing
 - Summer school increases

Recommendations:

Must have	No	Questions	One-Time
SA4	SA12	SA5	AA35 (COE) will need to create program fee for future funding
SA7	SA13	SA6	AA15(COB) need date
SA9 USF	AA9(COE)	SA8	AA4
SA10	AA32	SA14	AA29(COAS)at \$1600
SA11	AA18		SA1 imaging vendor
AA5 (COE)	SA8		SA2 if needed to cover costs of deaf interpreters
AA23	SA14		
SA5	SA15		
SA6	SA16		
	SA17		

Actions:

Possible meeting

Announcement on the downward expansion

Dr. Matson and Jennifer will meet to discuss student success and innovation

Meeting adjourned 11:06 a.m.