

# Memorandum

---

**To:** Gary Laver  
**From:** Sean Hurley, Chair, Budget and Long Range Planning Committee  
**Date:** 12/17/2014  
**Re:** Budget and Long Range Planning Quarterly Report

---

The Budget and Long Range Planning Committee (BLRP) met three times this Fall quarter to conduct its business. These dates were October 10<sup>th</sup>, October 31<sup>st</sup>, and November 21<sup>st</sup>. The primary purpose of these meetings was to set the workload and expectations for the rest of the Academic year. The committee has found that based on what it would like to achieve this year, it is going to be necessary to increase the number of meetings to either weekly or every other week to accomplish its goals for the year.

There are several accomplishments that the committee would like to achieve this year. The first accomplishment is to work with the administration to strengthen the current University Strategic Plan. Specifically, the committee has a desire to investigate which Key Performance Indicators (KPI's) should be focused on in the strategic plan that will move the University forward to improving its standing as a premier comprehensive polytechnic university. The committee would like to develop a set of measurable KPI's that have specific dates for being accomplished.

A second accomplishment the committee would like to achieve is to work with the administration to develop a set of specific measurable actions that will move the University forward to further its mission of being a premier polytechnic university. These actions will be coupled with the aforementioned KPI's and have specific timetables for seeing them accomplished.

The third accomplishment defined by the committee was to become better educated regarding the University budget and budgeting process. The committee received a brief introduction by Victor Brancart of OpenGov which is a website that has budgeting information for Cal Poly. It is the desire of the committee to understand the budgeting process so that it can make quarterly reports to the full Academic Senate and work with the Administration to strengthen the budgeting process.

A fourth achievement the committee would like to make is to participate in the master plan process spearheaded by Linda Dalton. We will be asking Linda to come to our meetings quarterly to provide insight on how the process is moving forward and take the opportunity to provide feedback. It is the intention of the committee to either provide a direct report to the Academic Senate or have Linda Dalton come to the Academic to provide a report in the Spring Quarter.

In the last week, the President has suggested a proposal for the University to move to a year-round operation. Speaking for the committee, I would like the committee to take on examining at a high-level the cost and benefits of his proposal and provide feedback to him by the end of the Spring Quarter.