



Cal Poly Humboldt.

Office of the President

DATE: September 12, 2025

TO: Members of the University Resources and Planning Committee
Provost Jenn Capps, Co-Chair, University Resources and Planning Committee
Professor Jamie Lancaster, Co-Chair, University Resources and Planning Committee

FROM: Michael E. Spagna, Interim President, Cal Poly Humboldt

SUBJECT: University Resources and Planning Committee Charge for Academic Year 2025-2026

Please accept this memorandum as both my formal charge and my sincere expression of gratitude to the members of the 2025–2026 University Resources and Planning Committee. I am deeply appreciative of the time, expertise, and commitment you dedicate in service to Cal Poly Humboldt. It is my hope that this charge not only affirms the important role you play but also offers encouragement as you begin your work. I trust it will help guide your efforts in planning and developing forthcoming budget recommendations.

1. Educate the campus community on state, system, and campus fiscal matters through platforms such as the successful budget forum series.
2. Recommend and maintain budgeting principles and priorities.
3. Recommend a balanced and strategically-aligned operating budget for Presidential consideration by the end of the academic year.
4. Partner on multi-year scenario planning.
5. Collaborate on initiatives to help the campus identify both short and long-term strategies for cost savings, cost avoidance and alternative revenue generation.
6. Review and recommend changes to budgetary policies and guidelines (i.e. reserves, roll forward guidelines, etc.) for strategic relevance and alignment with Chancellor's Office policy.

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