**Integrated Planning Council**

**October 16, 2020**

**Meeting Notes**

**Present:** Z. Toro, C. Casamento, G. Claffey, S. Cintorino, S. Hazan, C. Magnan, M. Jasek, A. Suski-Lenczewski, Y. Kirby, K. Peckham, F. Latour, J. Melnyk, D. Dauwalder, J. Tully, J. Jarrett, S. Collins, S. Watton, K. Kollar

**FY 21 Update**Z. Toro provided a summary of the recent BOR meeting. During a presentation by the Board, the CFO of the System Office stated that the four universities made a total of $3.3 million in budgets cuts this year. However, CCSU alone made $11.2 million in cuts, which does not agree with the figure that was shared at the BOR meeting. The Board was also concerned with the amount of funds that the universities and colleges would be taking from reserves ($69 million total). Z. Toro then noted that if CCSU receives reimbursement from OPM for COVID-19 expenses, the University will only take $8 million from reserves.

Z. Toro then shared some news with the Council regarding a recently approved BOR resolution, which calls for several actions, including reviewing the expenses regarding university operations. This includes academic and student program review, review of administrative structures, analysis of staffing levels, as well as the expansion of the shared services model at the System Office. In addition, an amendment to this resolution calls for another $2.6 million budget cut for CCSU, specifying which budget lines will be reduced. These budget lines include graduate assistantships, part-time faculty, and university assistants, as well as a cut of $1.7 million from operating expenses. The cuts will be implemented immediately. Z. Toro noted that in light of this news, we will need to develop a plan in order to withstand these reductions.

Z. Toro then asked the group for recommendations regarding implementation of these budget cuts, and the following comments were made:

* Z. Toro noted that, while the budget cuts must be made immediately, no lay-offs will be made until next semester. J. Tully added that eliminating adjuncts may affect the Spring semester schedule. D. Dauwalder is working on an analysis of the schedule.
* F. Latour asked if all adjunct cuts need to be made in the Spring, and if so, what percentage of the Spring schedule is currently covered by adjuncts. D. Dauwalder replied that cuts can also be made in winter and summer. He added that there are approximately 112 3-credit courses in the Spring schedule being taught by part-time lecturers, which is roughly 5-6 percent of the schedule.
* S. Watton commented that the budget cuts seem to include only academics and asked if budget cuts would be made to Athletics. A lot of money is spent on Athletics for little return. C. Casamento replied that the cuts were mandated across the University – not just to academics. S. Hazan added that, in the past cuts have been made to Athletics, and it is important to keep in mind that CCSU has about 400 student athletes, most of which pay tuition. Z. Toro agreed and noted that Athletics was cut significantly in the past under her administration. In addition, student athletes are now required to live in the dorms, which brings in significant revenue.
* Z. Toro reported that in 2019 CCSU made $20 million (net) from student housing and the meal plan. Housing is a revenue stream that we use to balance the budget. This year, the housing and meal plan projection is less than $7 million.
* F. Latour noted that decisions about cuts should be made by the President of the University rather than the Board, and it would be interesting to see what the state legislature thinks of these mandates.
* J. Melnyk suggested finding funding elsewhere in order to cover the cuts that were mandated. Z. Toro replied that the Board was very prescriptive in the way they wrote this amendment; however, if possible, she will try to discuss the ramifications of these cuts with the chair of the Finance Committee.
* J. Melnyk noted that the UPBC will meet on Tuesday, and Z. Toro asked that the UPBC provide feedback on the amendment.

**FY 22 Budget Process**

C. Casamento reported that the IPC and UPBC met to discuss the FY 22 budget process, and during that meeting it was clear that there would be no additional funds for FY2022. As such, units will need to reallocate funds. The IPC and UPBC are going to further discuss a process for recommending any reallocation of funds.

In light of the most recent $2.6 million in mandated cuts, Z. Toro asked if it would make sense to pause and rethink what should be done for next year. J. Melnyk replied that the budget process needs to be thoughtful, however based on the current climate there may be additional requirements/clarifications needed for budget submission.

Z. Toro asked the UPBC to review the main BOR resolution and determine ways in which compliance with the resolution will link to the budgetary process for next year. F. Latour invited J. Melnyk and other IPC members to the Faculty Senate meeting on Monday to discuss the resolution as well.

**Planning for Spring 2021**

S. Cintorino provided a summary of the planning process for Spring 2021.

* Work groups provided recommendations for review by the Executive Committee.
* A safety analysis was completed.
* The team is looking at testing for the Spring semester.
* The University will expand course options and add classrooms and labs.
* A new cleaning plan will be developed to provide classroom cleaning between classes due to Spring 2021 schedule adjustments.
* Safety protocols from Fall will continue, including distribution of safety brochures and masks. Tents and staff will be stationed outside buildings to begin the Spring semester.
* The team is looking into improvement of mail delivery and pick-up.
* Winter/Spring marketing and communications plans are being developed.
* Hours of operation will be expanded for various services.

Z. Toro added that there will be costs associated with the implementation of these recommendations, and in light of the new financial situation, these recommendations will need further consideration.