**Integrated Planning Council Notes of Tuesday, March 27, 2018**

**Present:** Z. Toro, C. Casamento, R. Bachoo, R. Wolff, S. Cohen, C. Galligan, R. Rodriguez, P. Troiano, L. Bigelow, S. Matterazzo

**New Program Proposal: B.S. in Cybersecurity**

R. Wolff introduced the program, and C. Casamento reviewed the proposed expenditures. Z. Toro noted that for the program to be sustainable, there would need to be an additional 70 students enrolled, and internal transfers should not be included in the projected number. A market analysis is also needed in order to determine whether or not adding 70 or so students will make the program viable. After further discussion, IPC members decided to vote on the proposal based on the information submitted.

Motion made by Z. Toro to approve the B.S. in Cybersecurity program. (Vote: 9-0-0; Unanimous)

**Action Item:**

* Z. Toro will inform Dr. Kurkovsky that the proposal has been approved, and will sign the appropriate documents so that they can be sent to the System Office.

R. Wolff indicated that he would like to develop some type of guideline for faculty so that when they propose a program they know what they are supposed to do in terms of a budget. Z. Toro noted that when there is a significant change between the concept paper cost and the proposal cost, it will need to come back to the IPC for review. L. Bigelow suggested creating a simple spreadsheet for faculty use that would also include behind the scenes calculations that would provide the information needed for both the BOR and IPC. Z. Toro liked this suggestion, and noted that this project should be started. She feels it is appropriate to ask for some preliminary budget information at the concept paper level, however it is imperative for those developing the proposals to work with both R. Bachoo and C. Casamento as soon as they get approval of the concept paper and begin developing the proposal. When the proposal is finished and submitted to the Faculty Senate for curriculum approval, the proposal should also come through the IPC because the information regarding the budget and cost of facilities should be ready as well. This will shorten the approval timeframe. R. Wolff agreed that it makes more sense to run the processes simultaneously, which would streamline the process by at least a month. It was determined that R. Wolff, C. Casamento and D. Dauwalder would work on developing form instructions and guidelines to assist those submitting proposals in the future.

**UPBC Budget Proposal Recommendations**

R. Wolff reviewed the general budget proposal recommendations from the UPBC:

* Enhance the level of transparency in the budget process by starting the process earlier.
* Make sure all requirements are met before submitting a budget proposal for consideration. Identify more clearly what is within the bounds of reason budget-wise.
* Appoint a task force to look at how we manage events across campus (three offices currently handle space arrangements). Dr. Toro indicated that this will be done.
* The budget process is open-ended at UPBC. When annual reports are done, address budgetary performance and ensure the money that was funded was used for the intended purpose over the intended timeline.
* Develop a better understanding of which units can sustain budget cuts and which cannot as part of the reduction plan process.

Members of the Executive Committee were then given the opportunity to respond to the recommendations from the UPBC regarding their specific budget requests.

D. Dauwalder clarified the role of the requested Planner Analyst position. He noted that he supports the UPBC’s recommendation of leaving the two big ticket items off the Capital Equipment list.

R. Bachoo noted that he has no issues with the recommendations as stated for Administrative Affairs.

A discussion ensued regarding the $2 million capital equipment request from IT for new computers. Z. Toro expressed concern that this would not be a sustainable trend going forward. R. Bachoo noted that the refreshing of older computers is important for cybersecurity issues. C. Casamento noted that some of the money would be going toward computers for the existing labs. However, she is struggling with the cost per item, and feels a strategy may need to be developed for rolling this out. R. Bachoo noted that technology changes every 18 months, and he feels faculty should also be involved in these conversations.

Z. Toro noted that a meeting will be scheduled to discuss the budget recommendations for Student Affairs, Institutional Advancement and the President’s Office