**Integrated Planning Council Notes of July 11, 2018**

**Present:** Z. Toro, L. Bigelow, S. Cintorino, C. Casamento, R. Wolff, S. Cohen, C. Galligan, M. Jackson, R. Rodriguez, D. Dauwalder, P. Troiano, S. Matterazzo

**English Department Writing Proposal**

Z. Toro noted that the IPC voted unanimously at the last meeting to continue to fund developmental and remedial items in the event PA 12-40 funding is discontinued. The second part of the proposal relates to requests for items that are needed in order to move the program forward. The third part relates to a list of things the English Department would like to discuss with an administrative partner that could be implemented at some point in the future.

C. Casamento distributed a template document that she and D. Dauwalder developed, which breaks down the proposal and provides an analysis related to each request (Exhibit I). It was noted that item #2 on the document represents the commitment made by the IPC at the last meeting to fund developmental and remedial items. Items 3-7 represent money that is currently being spent, and an analysis of whether a permanent adjustment may be appropriate. S. Cohen clarified that funding for these items currently comes from developmental education, however additional funding has been provided from the Dean’s budget and other areas as needed.

After discussion, it was determined that D. Dauwalder, S. Cohen and R. Wolff would discuss the remaining items in the proposal, and communicate the results of this conversation to the UPBC when the group next convenes in September. Z. Toro indicated that the UPBC should be afforded the opportunity to consider the proposed items and make recommendations before a decision is made by the IPC.

S. Cohen expressed frustration that it has taken six months for the proposal to get to the IPC for discussion. Z. Toro asked the group what can be done to reduce the process time. R. Wolff noted that this is the first proposal submitted to the portal to come from a department. C. Casamento suggested implementing some type of sequencing so that if multiple proposals are submitted to the portal on the same day, one may need to come before the other if it is an item that may have an immediate impact on students if moved upon. R. Wolff noted that the submissions page could also be changed to highlight that the process may be slower for those proposals submitted during the budget cycle. Z. Toro suggested assigning priority based on how well the proposal aligns with the university’s interim strategic plan, and how it will help us to achieve the outlined goals. C. Casamento noted it will also be important to keep in mind the timeline associated with the budget cycle. It will be better if decisions are in place by the time we implement the fiscal year budget.

The IPC voted unanimously to follow the process outlined by R. Wolff with respect to parts two and three of the English Department Writing Proposal.

**Willard-DiLoreto Plans**

S. Cintorino distributed the updated plans (Exhibit II), and provided an overview of changes that have been made since the last IPC meeting. He will be meeting with D. Dauwalder and others in August to finalize the layout. CCSU is currently on track to take ownership of the building in October. Z. Toro noted that there was ultimately not enough available space to move Admissions to this building. However, S. Cintorino will be working on a re-design of Charter Oak that will hopefully meet our needs. C. Casamento questioned how often the showers are utilized, and whether it is worth dedicating space for this purpose. S. Cintorino responded that he would look into this.

**Submissions Under Review**

Athletics Training Proposal: D. Dauwalder distributed a memo relating to this proposal, and S. Cintorino distributed a floorplan that he developed as part of this discussion. Z. Toro indicated that now that the analysis has been complete, the report to the UPBC should include this information along with the estimated renovation and equipment costs. In terms of timing, C. Galligan asked if it would be possible for the materials to be reviewed by the UPBC earlier than September. L. Bigelow and M. Jackson indicated their support for this project, provided that the total cost for construction and equipment does not exceed $100,000. They did not anticipate that other members of the UPBC would have an issue with what is outlined. S. Cintorino indicated that he would provide C. Casamento with the renovation and equipment cost estimates. She will then resubmit the document to the UPBC so that they have all the financial information in one document. D. Dauwalder will look into the proposed enrollment number for this program.

Supply Chain Management: C. Casamento met with Paul Resetarits, and modifications were made to the document, which has not yet gone to UPBC. After discussion, it was determined that S. Cintorino would review the proposal and send any changes to C. Casamento, who would then forward it along to the UPBC for consideration.

Once the UPBC has reviewed the two proposals above, they will send a recommendation to this committee, and the proposals will be added to the September IPC agenda for discussion.