

University Planning and Budget Committee Meeting January 17th, 2023
Microsoft teams - 1:45 pm – 3:00 pm
Minutes

In attendance: Erin-Leigh Beecher, Alicia Bray, Lisa Bucher, Jason Hegenauer, Yvonne Kirby, Kimberly Kostelis, Amy Kullgren, Carlos Liard-Muriente, Kathy Martin-Troy, Mohsen, Tadi, Elisabeta Pana, Yvonne Patterson, Fiona Pearson, Sarah Petras, Kathy Poirier, Laurie Walter,

1. Announcements

- a. General – Drew Harris resigned from this committee. UPBC Chair Alicia Bray is looking to find a replacement. This vacancy is only for the current semester.
 - i. 13 December 2022 minutes - Approved
- b. IPC – We are doing well compared to sister institutions.
- c. Enrollment management – nothing to report, meeting is next week.

2. Brief Reports / Division updates

- a. CBCO – Today is the mid-year spending plan due date which Lisa Bucher is finalizing. She'll be sending reminders about FY24 budget requests - deadline of 1/25.
- b. Provost – There's a new board and system that the Office of Education is utilizing, so there are new forms, etc for new programs. The B.S. in Business was submitted for example in November but we have been asked 4 times for significant changes. How might this affect the proposal for the new school of health? Dr. Kostelis explained that these are typically a 3 year progress. Same thing for the proposed masters degree program in Social Work (estimated, Fall 2025 if all goes well)
- c. OIRA – Yvonne Kirby reported the following:
 - i. System-wide enrollment report – while we are up in head counts at CCSU (+0.4%) our sister Universities are down. Most community colleges are up as well. We are looking at flat enrollments, week to week it fluctuates. PACT funding may be possible for CCSU down the road (currently only at community colleges).
 - ii. Retention Report – if we hold all things equal (our cohorts have changed, all current factors remaining constant), that brings in 0% additional revenue. A full-time student brings in \$10,600 of revenue to the University annually. Yvonne discussed several

scenarios of funding changes if we were to increase enrollments by 1%, etc.. Shared ideas for helping to improve retention (targeted marketing, one at a time, etc). Improving retention by 1% requires retaining an additional 12-13 students.

3. New Business

a. Budget requests overview

i. Calendar – Lots of upcoming milestones/deadlines:

- 1 January 25 -Budget proposals from division heads are due January 25, revisions by February 1st. The files will then be uploaded to UPBC website.
- 2 February 22 - campus community questions deadline
- 3 February 28 – UPBC needs to compile a list of questions for the division heads.
- 4 March 24 - Budget presentation day by division heads (may be a scheduling conflict with division heads and training, we may need to schedule a 2nd date for presentations).
- 5 April 21 – UPBC recommendations due to the President.
- 6 Revisions are due by 4/28.

FY 24 Budget Calendar

Due-By Date (Adjusted for weekends)	The fiscal year runs from July 1 through June 30. Dates below are subject to change as needed.	How Many Days you have?	Management level
Friday, October 7, 2022	Division/School/Department/ Office/ Unit / Center receive budget memo outlining materials to prepare and budget calendar		1/2/3
Thursday, November 10, 2022	Department/ Office/ Unit / Center submit budget plan documents	34	3
Thursday, December 1, 2022	Discussions at the unit, department, school and division level of needs in relation to strategic goals with prioritization of needs within the division	21	2/3
Wednesday, December 21, 2022	Proposals due to the Executive Committee members / Preparation of budget proposals by Executive Committee	20	1/2
Wednesday, January 25, 2023	Executive Committee Budget Proposal due to UPBC Chair – highlighting level of involvement of Division in preparation of the proposal, as well as the inclusion of funding adjustments/requests.	35	1
Wednesday, February 1, 2023	Deadline for budget revision/ changes before posting on UPBC site	7	1
Wednesday, February 1, 2023	Budget Proposal posted on UPBC website	0	1
Wednesday, February 22, 2023	Campus Community Questions/Comments due-by date to UPBC	21	
Tuesday, February 28, 2023	UPBC to submit written questions to Division heads in preparation for the Budget Presentation Day.	6	1
Thursday, March 9, 2023	Recommended deadline for Divisions to submit written answers to questions if they choose	9	
Friday, March 24, 2023	Brief Presentation by Executive Committee to UPBC for formative input	15	1
Friday, April 21, 2023	UPBC Memo/feedback to President, Integrated Planning and Executive Committee	28	1
Friday, April 28, 2023	Revisions to presentation by Executive Committee based on formative input from UPBC	7	1
Friday, May 12, 2023	Presentation by Executive Committee to IPC, with a copy of adjusted presentation being provided to UPBC	14	1
Monday, June 12, 2023	IPC/President recommendations	31	1

- ii. Files – UPBC members may get an email notice when file access is given to new/future UPBC member (see 1a).

4. Adjournment - 2:45pm

Next Meeting February 7th, 2023