

## University Planning and Budget Committee

### Minutes of the Meeting June 2<sup>nd</sup>, 2020 via Webex

Members Present: J. Melnyk, S. Cohen, J. Hodgson, S. Petras, P. LeMaire, K. Poirier, M. Fallon, E. Pana, S. Hazan, J. Gamache, Y. Kirby, D. Dauwalder

Chair J. Melnyk called the meeting to order at 1:49 pm.

Minutes: Approval of minutes was tabled until the next meeting as copies had not been distributed.

Announcements: The chair J. Melnyk reported that the top five activities for the first year of the Strategic Plan (beyond those required elements) had been decided by the IPC: hiring an Assistant Counselor, hiring Professional Advisors, hiring an Assistance Director for Marketing, advertising budget, and website enhancement.

Eight other activities were sent to the IPC who were to select their top five choices, voting results to be compiled by C. Casamento: Quali software, Assistant Director of Graduate Recruitment and Admissions, Administrative Operations Assistant (HR), Maria's Place, Drop-in childcare center, NeoGov software, Coordinator of the LGBT Center, and Esports.

Division updates:

From the Provost Office:

Fourteen hires have been approved for which searches had already started. The Working Groups for the Fall semester are looking at what classes can be accommodated on campus, what ones might stay on-line, and what could be conducted as hybrids.

From OIRA:

Y. Kirby talked about some software that Georgia State has called Chatbot where students and others can call to ask questions and get automated answers or be referred to other contacts. There are sets of questions with preprogrammed answers which are updated as time passes. History of the use of the software has shown that most questions come late at night when there is no one available to take the call so the automated responses are important. President Toro is asking the University Foundation to provide funding to cover the ~\$100,000 cost for CCSU to acquire the software. Currently the Student Center staff is answering the university telephone and referring callers to other contacts for answers.

Y. Kirby also asked for ideas about how to address the issue of equitable access to education at CCSU for the future: Her current issue definition includes student 1) access to computers, 2) access to the Internet, and 3) access to specific class times. There are also IT issues such as bandwidth with more classes on-line at the same time, and whether there could be mobile "hotspots" or other means for sharing classroom time on-line, etc.

The next meeting is June 16<sup>th</sup>, if necessary. Chair J. Melnyk will send out the WebEx invitation.

Submitted, J Hodgson, Recording Secretary