

University Planning and Budget Committee
Minutes of the Meeting of February 5, 2019

Members Present: J. Farhat, S. Cohen, J. Gamache, L. Washko, C. Casamento, Y. Kirby, E. Pana, C. E. Valk, K. Hammad, N. Al-Masoud, C. Soler, J. Hodgson, K. Martin, S. Petras, J. Melnyk, M. Fallon (on behalf of Provost Dauwalder)

Guest: M. Jasek

Absent: L. Bigelow, S. Mendez-Mendez

Vice-Chair Farhat called the meeting to order at 1:47 p.m. He welcomed new committee member J. Melnyk and introduced M. Jasek, the new Vice President for Student Affairs.

Approval of the minutes: The minutes for the 01/22 meeting were approved with minor changes.

IPC report: The most recent IPC meeting focused on the Strategic Planning process and the allocation of space for student use. A question was raised about IPC meetings being open to public or not.

FY20 budget process: The FY20 traditional budget requests and IBM documents are available online. The Academic Affairs, Student Affairs and Enrollment Management submissions will be added to the existing requests.

An email on behalf of UPBC will be sent by Chair Bigelow to the campus community with a request for feedback on budget submissions. An extension of the deadline for campus feedback from January 12 to January 15 was fully endorsed by all members of the committee.

CFO Casamento briefly discussed the next steps in the budget process. There has been a change in the time slots for the February 22nd meeting. The UPBC recommendations are due to President Toro on or before March 15. A discussion about the workload to meet this deadline ensued. The committee agreed to add an extra meeting to the schedule of the voting members.

CFO Casamento mentioned that once UPBC transmits its recommendation to President Toro, that Excomm members have a five day period to make changes to their initial request. The modified request along with the UPBC recommendations will be considered by the IPC and President when making decisions. Any Excomm proposal which is revised will be posted to the UPBC website. The CFO has committed to providing a summary of the Executive submissions to provide context to the magnitude of the total request.

In preparation for UPBC's role in the budget process, CFO Casamento recommended the committee members to consult the UPBC minutes of last year's meetings reflecting deliberations on budget submissions, reflect on the year-over-year changes in scale, priority of requests and the resultant UPBC recommendation and IPC approval. Members of the committee should pay attention to additional costs specific to requests and to the extent that there are specific questions related to a request, the Excomm members should be made aware so that they can address the issue at their presentation at the February 22nd. According to the instructions sent to units, the items on each submission should be listed based on their priority. In addition, permanent adjustments such as the operating costs associated with W&D and Huang Recreation Center that were approved in FY 2019 will be annualized into the base budget and will not need to be considered by the UPBC. CFO Casamento clarified that last year one-time requests and capital equipment requests were either funded using operating capital or operating funds (due to significant vacancies) , and the source of funding was different, depending on whether bill was expected to be received before or after June 30. The presentation to IPC by ExComm members is scheduled for March 29. As previously noted, any revisions to Excomm requests will be sent to UPBC.

Strategic Planning Process: The committee moved to discuss the participation in the February 6 open forums. Members of UPBC will serve as facilitators. The notes will be aggregated and synthesized by the Dr. Mathew Ceppi and will be made available on the Strategic Planning Website. A committee member requested that the handwritten notes which will be taken at each table during the 3 open forum sessions be forwarded to the UPBC. CFO Casamento agreed to look into the request and provide a response.

IPC item: Writing Program proposal: S. Cohen argued that the review of the Writing Program proposal reveals a significant flaw in the IPC process. Anecdotal and assessment evidence indicates a significant written skills deficit at CCSU. A proposal, advanced by the English department six years ago, outlined a solution which required both internal resources and external funding. Despite being well received by the campus, the proposal was never funded. The IPC review of the current Writing Program proposal started with a request for feedback from Facilities and IT. After an initial review, the first part of the Writing Program was approved and a recommendation for clarifications on the remaining items was made. However, all attempts to have further discussions with the dean or the provost were unsuccessful. S. Cohen argued that no proposal submitted by a unit should be delayed for this reason. Vice-Chair Farhat agreed to take to IPC the request made by UPBC for clarification on the time frame of the Writing Program proposal. Members of the UPBC committee ask the IPC to provide an estimate on the date for the final decision. S. Cohen asked the committee to reflect on the structural problem revealed by the failure of the IPC process on the Writing Program. Several members of the committee argued that IPC should consider using a similar time frame for all proposals submitted for review.

ORIA Director: Y. Kirby provided an update on the preliminary early enrollment. CCSU's decline of 3.8% in full time FTE compares unfavorably with Western's decline of only 1% and Eastern's and Southern's increases of 0.7% and 0.8% respectively.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,
Ella Pana, Secretary