

University Planning and Budget Committee
Minutes of the Meeting of May 9, 2017

Members Present: L. Bigelow, R. Benfield, A. Bray, C. Casamento, J. Hodgson, T. Jarmoszko, Y. Kirby, K. Martin, J. Nicoll-Senft, L. Tordenti, C. Valk, R. Wolff

Members Absent: C. Galligan, B. Kruh, M. Leake, F. Malhas, L. Marchese, S. Pease,

1. Minutes: The minutes of the meetings of February 21, 2017 and May 2, 2017 were approved.
2. Announcements: None.
3. New Business:
 - a. The committee discussed President Toro's response to the UPBC FY18 budget recommendations transmitted to the committee by e-mail, just prior to the start of the meeting (the e-mail and its attachment are appended to these minutes.)
 - b. C. Casamento provided a nuanced explanation of the assumptions that had been made and how those assumptions are being impacted by current budgetary events. She explained that the University was working with a budget reduction that related to the Governor's budget and how the 4.4% system-wide reduction translated to a 3.8% reduction (\$1.6M) for CCSU. She indicated that no one projected the sharp decline in tax revenue that the State is now reporting and noted that there is also a placeholder being used for the SEBAC givebacks the State is trying to obtain, the outcome of which is unknown.

The CFO said that when she and President Toro reviewed the UPBC feedback, a lot of the recommendations resonated with them. Most importantly, President Toro agreed that there should not be an across-the-board cut. The CFO then walked the committee through the attachment to Dr. Toro's e-mail, "*Approved Reductions in 4 28 17 Spending Plan*," which showed cuts by division (with the total percentage cut noted at the bottom equal to the reduction that Division's budget would receive.) She noted that had the cuts been apportioned equally, the cut to Academic Affairs would have been almost 60%.

Administrative Affairs' fixed account received a larger cut because utility costs have decreased and lighting investments have further reduced ongoing operating expenses. In prior years, the accumulated savings was used to support many worthwhile initiatives across campus. The budget cut for next year will inhibit the ability of this division to engage in similar programmatic support moving forward.

She noted that the total cuts listed in the document (\$3.253 million) exceeded the approximate \$1.6 million cut that was required to reach the 3.8% reduction because President Toro sought to yield funds that would allow enhancements in other areas (e.g., the new Admissions packet, campus tours, upcoming minimum wage increases, etc.) The divisional cuts are being released now so that divisions and departments can plan accordingly; the level of budgetary enhancements that some areas will receive is being withheld until there is greater certainty about the overall budget.

She further noted that the first set of decisions that related to roughly \$1M in academic equipment were announced to the deans today so that they could make purchases now since most of these purchases will be supported with FY17 funds. Approximately \$297K has also been earmarked to cover lighting upgrades which will occur in May (and be paid for by June 30.) In addition, the third priority was the purchase of computers for use in student labs (approx.. \$400K); this was announced now to allow for the time needed to purchase and install these computers during low-use time occurring over the summer.

In the coming week, the CFO and President will review Academic Affairs' regular and one-time-only proposals, and the equipment requests from non-academic areas. The rest of the one-time-only requests

represent a small amount of money and those which can be approved will be announced when available. The approved list will categorize the requests to identify which items were repeatedly on the list of one-time requests.

The State's budget calendar calls for a budget on/by June 6, but whether that happens remains to be seen. The CFO noted that had we made and released these budgetary decisions three weeks ago, much would have needed to be changed given the fluidity of the State budget. She noted, however, Dr. Toro is committed to the framework within which these decisions were made. Finally, she noted that the University does anticipate they will be taking some money from the reserves next year.

4. Old Business

a. Strategic Planning Proposal for the UPBC

- i. The committee further discussed and improved this document, which R. Wolff will now submit to President Toro.

5. Reports and Updates – Owing to time, there were no divisional reports/updates.

a. Academic Affairs – no report

b. Chief Financial Officer – no report

c. Student Affairs – no report

d. Institutional Advancement – no report

e. Facilities Planning Committee – no report

6. Next meeting: TBD, however the Chair anticipates there may be a need to call the committee together over the Summer to address time-sensitive matters.

7. Adjournment: The meeting adjourned at 4:04 p.m.

Respectfully Submitted,

Lisa Marie Bigelow, Secretary