

University Planning and Budget Committee
Minutes of the Meeting of September 4, 2018

Members Present: L. Clark, K. Martin, M. Fallon, E. Pana, J. Farhat, S. Cohen, J. Hodgson, C. E. Valk, J. Garnache, S. Gross, C. Soler, L. Washko, L. Bigelow, D. Dauwalder, Y. Kirby, C. Casamento

Absent: K. Hammad, N. Al-Masoud

The meeting was called to order at 1.50 p.m. by C. Valk.

Elections of UPBC officers and UPBC SUOAF and AAUP representatives to IPC: Before the elections were held, it was discussed and agreed on that all members of the committee – including ex-officio members- have voting rights. The charter specifies that ex-officio voting is permitted unless specified otherwise in the charter. C. Valk was elected as chair of the committee, J. Farhat as vice-chair and E. Pana as Secretary. J. Farhat and L. Bigelow were elected as UPBC AAUP and SUOAF representatives to IPC. The election of the UPBC representative to the Facilities committee was postponed until the calendar of the Facilities committee becomes available.

Approval of a set of minutes for the last meetings: A set of minutes for the last UPBC meetings were approved with a majority vote.

Strategic Planning update and next steps: Chair Valk reminded committee members the importance of setting a realistic timeline for work on strategic planning during the NEASC preparation and visit. Y. Kirby discussed the work accomplished by the committee on creating a comparison group of institutions and the need to continue the work on the aspirational group. Chair Valk opened up a discussion about creating subgroups of the committee to work on the CCSU peer and aspirational groups of institution. Several committee members emphasized the importance of taking into account the budget calendar when creating the committee subgroups.

A question arose as to the timing of the FY 2019-2020 budget process. CFO Casamento reminded the committee that the President had communicated her support on July 5 to the Committee to propose changes to the timeframes for the FY 2019-2020 budget and that the President had requested that the UPBC proposed changes be received on or before September 30, 2018 to allow time for ample review by the IPC and dissemination to the campus,

C. Casamento pointed out that as the timeframes are being reviewed, that she recommended that a review of the template worksheets also occur. She proposed that an additional data column be

added to flag requests which are required to improve safety. In addition, she noted that there were additional improvements that occurred over the summer to improve safety.

Chair Valk recapped the immediate items on the committee's agenda: the identification of items we need to use for the peer and aspirational groups, the preparation for NEASC, and the feedback on budget by 09/30. Supporting documents, available at http://web.ccsu.edu/upbc/currentDocs/docs17_18.asp, will be updated with a document form President Toro.

IPC submission portal: L. Bigelow handed out a list of IPC inventory and noted that only three items from the list still need the UPBC feedback. The committee agreed to create a subgroup to facilitate the UPBC access to and review of all IPC items. Members of the subgroup include L. Clark, S. Cohen, J. Farhat, L. Bigelow, and C. Valk. There was an acknowledgement that the IPC website had not been updated since February and that future updates needed to be timelier so that the UPBC would be able to follow the discussion at the IPC.

UPBC meeting time: Chair Valk reiterated that the committee's meeting time is stated in the Charter. A concern was raised that the meeting time was not mentioned on the election ballot. Members of the committee agreed to attempt finding a meeting time that would allow all members to be present present. Absent any alternative, the current meeting time will be maintained.

Brief reports: none.

The meeting was adjourned at 3:05 pm.

Respectfully Submitted,

Elisabeta (Ella) Pana, Secretary