

University Planning and Budget Committee Meeting February 7th, 2023

Microsoft teams - 1:45 pm – 3:00 pm

Minutes

A Bray, K Kostelis, K Poirier, M Tadi, Y Kirby, A Kullgren, L Bucher, E Pana, S Petras, K Martin-Troy, E Beecher, C Liard-Muriente, J Hegenauer, F Pearson, J Whittemore, L Walter

1. Announcements

a. General –

- i. Approval of 17 January 2023 minutes - approved
- ii. Budget request biners - delivered and received by everyone
- iii. Web-site – budget request link needs to be updated still; request has been made to IT
- iv. Open UPBC seats – 2 current open seats and requests to interested parties went out last week at Faculty Senate

b. IPC – next meeting 22 February 2023

c. FPC

- i. Next meeting 2/22, please forward any requests to K. Poirier
- ii. Community Clinic is coming along slowly
- iii. Welte Music lab; sound and acoustics, being addressed
- iv. Charter Oak will be 185 downtown and Charter Oak building will become CCSU's Recruitment and Admissions building
- v. Library – over cost, hoping to reallocate money
- vi. Memorial Hall HVAC and Mechanical renovations over the summer, but the building will still be available for events
- vii. Copernicus – addressing laboratory updates and seeking input from faculty and staff

d. Enrollment management – Civitas registration tool, 2023 goals, 1350 goal, 2100 housing, 81.5% retention, moving from 20 to 25% grad population

2. Brief Reports / Division updates

a. CBCO

- i. Budget Proposal Binders
 1. Explore permanent and paired one-time requests
 2. Capital equipment are prioritized by need and safety
 3. Focus needs to be on Recruitment and Retention, Strategic Goals and Safety
- ii. Governor's Proposed budget comes out tomorrow, 2/8
 1. Initial budget is worst case scenario and leaves room for improvement
- iii. Request for Proposal Process
 1. Labor trade RFP is going out to bid for facilities trades

2. Goal is multiple vendors to allow for quickest and most cost-effective response (Southern currently employs this model)
- b. Provost
- i. Report on filling faculty lines/requests
 1. The requests are to refill existing positions for retired and planned retirements
 2. They are not new positions and therefore UPBC does not get involved
 3. With many anticipated positions, the deans submitted their requests with an executive summary to address prioritized positions
 4. Feedback was then provided to the deans based on meetings with L Bucher and President Toro
 - ii. BS in General Business
 1. Continues to work with the BOR and Academic Council to make appropriate changes
 2. An initial intent form will be needed by the BOR, but a request has been made to delay the need for such a form until the Fall semester
 3. A market analysis was already created by Hanover
- c. OIRA
- i. Census reports will come out mid-day Thursday and the system numbers should be out similarly
 - ii. NECHE
 1. Work group Drafts are being edited to trim to 2-3 pages
 2. Most of the focus is on areas of concern and educational effectiveness
 3. Two opens forums on the horizon
 4. Drafts will be posted to the website with an anonymous forum to allow for comments – focus on omissions, inaccuracies, and areas of confusion
 - iii. Enrollment numbers
 1. Is there any specific tracking on “no school” students?
 2. Students could be non-matriculated, high school dual enrollment
 3. Part-time numbers are strong, but our funding is based on FTE
3. Old Business
- a. Budget requests overview
 - i. Calendar
 1. Budget calendar remains in affect
 2. March 24th Ex-Com briefing will be in-person
4. New Business
- a. Mission of UPBC

- i. Concerns were raised in Faculty Senate about our role and focus on our mission

5. Adjournment

Next Meeting February 21st, 2023

		2015	2016	2017	2018	2019	2020
FTFT Cohort	N	1351	1258	1421	1447	1359	1175
Retention 1st-2nd Year	N	1049	961	1050	1043	1060	849
	%	77.6%	76.4%	73.9%	72.1%	78.0%	72.3%

		2015	2016	2017	2018	2019	2020
Cohort of Declared Majors	N	1070	1022	1115	1146	1073	937
Retention 1st-2nd Year	N	838	787	841	837	842	685
	%	78.3%	77.0%	75.4%	73.0%	78.5%	73.1%
Cohort of Undecided	N	281	236	306	301	286	238
Retention 1st-2nd Year	N	211	174	209	206	218	164
	%	75.1%	73.7%	68.3%	68.4%	76.2%	68.9%
Differential: Declared - Undecided	%	3.2%	3.3%	7.1%	4.6%	2.2%	4.2%

First-year Retention Rate

	2015	2016	2017	2018	2019	2020
CLASS	75%	68%	65%	52%	75%	50%
SOB	81%	82%	70%	64%	64%	72%
SEST	63%	76%	72%	89%	90%	72%
No School	n/a	n/a	68%	69%	79%	69%

Cohort Size

	2015	2016	2017	2018	2019	2020
CLASS	144	120	49	21	24	16
SOB	91	79	64	53	67	60
SEST	46	37	39	27	20	29
No School	n/a	n/a	154	200	175	133

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

