

**University Planning and Budget Committee Meeting of December 5th, 2023
1:45 pm – 3:00 pm, Henry Barnard Hall Room 313**

A Bray, K Kostelis, L Bucher, J Farhat, A Kullgren, A Cheema, J
Jarrett, Y Kirby, Y Patterson, S Seamans, J Whittemore

Minutes

1. Announcements
 - a. General
 - i. Approval of past meeting minutes
 - “Applications for New College Dean will begin review in middle of January”
 - Approved with minor change
 - b. IPC
 - i. Enrollment trends were discussed
 - ii. Explored new enrollment events/strategies
 - c. FPC
 - i. N/A
2. Brief Reports / Division updates
 - a. CBCO
 - i. Tuition/fees request going to Finance Committee tomorrow, full board on 12/14
 - ii. Anticipated tuition/fee raise across the board is 5%
 - b. Provost
 - i. 3 current dean searches, 3+2 Special Ed, MS Elementary Ed program return, etc. all will be presented to board for approval 12/14
 - ii. Learning Center changes – exploring a company that combines in-person/on-line opportunities with more options for students seeking assistance ([KNACK Tutoring](#)) – able to tutor for every course as there is a larger pool of students to pull from – the university offers 200+ hours per week in tutoring for students – learning center only has 1 full-time staff currently – new staff member starting before the end of the calendar year
 - c. OIRA
 - i. Friday’s Enrollment Report
 - Attention to several columns in main report
 - 2.6% Fall 23 increase needs to be recognized against the Spring ‘23 numbers, which were lower initially in comparison
 - Weekly Spring ‘24 target to reach goal
 - Over/Under towards the target
 - Anything below 2.6% increase indicates we are not keeping pace
 - High school student, dual enrollment will start showing up in part-time, non-matric data starting this week (this is several weeks earlier than usual) – this new timeline is the goal moving forward

3. Old business
 - a. Update - By-laws review of proposed changes
 - i. A Bray contacted Faculty Senate to meet with the steering committee before the end of the Fall semester
 - ii. Steering Committee has been made aware of the request
 - b. Continued discussion about strategic hiring, refilling needed positions, salaries
4. New Business -open for discussion
 - a. None suggested
5. Adjournment

Next Meeting December 19th, 2023 – Microsoft Teams