**Integrated Planning Council Notes of April 3, 2019**

**Present:** Z. Toro, L. Bigalow, C. Casamento, C. Galligan, D. Dauwalder, S. Cintorino, M. Jackson, M. Jasek, J. Farhat, K. Kollar

**Final Decision on Space for Student Groups**

S. Cintorino provided the Council with a handout which included the proposed layout for the new student spaces in Memorial and DiLoreto 309, as well as construction costs and other minor expenses. The handout also included samples of furniture options, including moveable pods that could serve multiple purposes within the spaces.

The Memorial Hall space will be split into two sections – one with a common area and living room, and one used for dividing into small groups. DiLoreto 309 would also be available for small group activities. All spaces could be reserved as needed by the students.

A brief discussion occurred regarding the proposed spaces. Z. Toro asked if it were possible to include storage space for the students. S. Cintorino stated that, for safety reasons, lockers would not be possible; however open cabinets could be used. Students could check belongings into and out of these cabinets, which would need to be overseen by a staff member.

M. Jasek noted that a staff member would need to be present while the rooms are open and accessible to the student body, both to ensure the proper use of the spaces as well as the safety of the students. Staff will likely include student workers.

C. Casamento noted that there will be operational costs associated with these rooms, especially if they are staffed. The group agreed that this would need to be taken into consideration when determining the hours of operation. S. Cintorino stated that the cost of construction has been covered by facilities. C. Casamento stated that auxiliary funding could be used for the other expenses in Memorial Hall, and DiLoreto will be funded through bonds for capital equipment.

Z. Toro put the final plans to a vote, and all members unanimously agreed with the above suggestions.

**Submissions Under Review**There were no new submissions for review by the IPC.

D. Dauwalder stated that a decision needs to be made regarding which submissions require approval from the IPC, and he provided a handout which included some proposed guidelines. The guidelines included three types of program modifications: 1) Expense Neutral; 2) Budget Neutral; and 3) Expense Heavy. Council members reviewed the handout and provided the following feedback:

* All submissions will continue to go through the portal for tracking purposes, regardless of their approval requirements.
* Members agreed that Expense Neutral modifications did not need IPC approval.
* Z. Toro stated that there should be an expense limit for the Budget Neutral modifications, and she asked D. Dauwalder if he would be prepared to assume the risk for these modifications. D. Dauwalder agreed that he would be responsible for determining whether a modification will be considered Budget Neutral, and he suggested a $15,000 cap for expenses. Members agreed.
* D. Dauwalder will report Budget Neutral modifications at the IPC meetings, however they will not be approved by the Council.

J. Farhat asked Z. Toro for permission for the UPBC to review the submission review process and provide some recommendations for how to improve it. Z. Toro agreed, and J. Farhat stated that the UPBC will work with D. Dauwalder on a proposal.

**Review of CCSU Budget Process**

Z. Toro expressed her concerns regarding the recent memo that was sent by the UPBC regarding the budget process. A discussion ensued, and Council members agreed that changes in the UPBC over the past year may have contributed to the outcome of the recent budget meeting.

Z. Toro concluded the discussion by stating that the process must be revised in order to be more effective. One option would be for her to be the sole presenter to the UPBC, *after* she and ExComm have made all final budget recommendations.

**Items not Discussed:**

* A New Model for the Office of Diversity and Equity
* Strategic Planning Process – Progress Report

Next Meeting: May 2, 2019