**Integrated Planning Council**

**May 2, 2019**

**Meeting Notes**

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

**Submissions Under Review**

J. Farhat asked the Council for clarification regarding whether a concept paper for an official certificate program would need to go through the IPC for approval if there are no budget requests. Z. Toro stated that as long as it goes through the portal it should not have to be approved by the IPC. D. Dauwalder will review these submissions and move them forward if they are budget-neutral.

**Review of CCSU Budget Process**

J. Farhat provided a handout and a brief description of the timeline framework developed by the UPBC for the budget process. The timeline includes budget actions for units to complete throughout the year, as well as deadlines for proposals and important discussions. Members reviewed the handout, and a discussion occurred.

Z. Toro asked C. Casamento if the timeline will work with the recent changes in System Office requirements. C. Casamento confirmed that the timeline should work with the new changes. C. Casamento then requested access to the budget and planning portal websites in order to help streamline the process and make changes and updates when necessary. C. Galligan agreed.

A few members then expressed concern with the suggestion for a “brief” presentation to the UPBC, stating that many of these budget requests are complex and require much detail and expertise that cannot be supported within the current Excel spreadsheet format.

Members agreed that a narrative should also be included with the spreadsheet, in order to provide detailed explanation for the most pertinent matters. C. Galligan also suggested spreading out the presentations over two days, in order to give all units ample time to present. Members agreed.

J. Farhat also asked the Council to provide the UPBC with guidance regarding what kinds of advice they would like to receive. Members agreed they would like to see the requests ranked and prioritized, rather than receiving a simple yes or no response. Z. Toro added that she does not want to put too many parameters around the process; however the suggestions should be linked to strategic priorities.

Members then agreed they would draft a process and review it before the summer retreat. The memo will include all pertinent information regarding the process, which will also be posted on the budget and planning website. Expectations of the UPBC will be made clear, and process updates will be provided annually. In addition, all deadlines within the prescribed timeline will be final.

When put to a vote, Members unanimously agreed to adopt the proposed timeline.

**A New Model for the Office of Diversity and Equity**

Z. Toro stated that consultants are currently reviewing a new model for the Office of Diversity and Equity, and ExComm, Council and faculty members will be invited to meet with them. She then asked Members to encourage faculty to participate in this process.

Z. Toro then announced that both Sarah and the two UA’s are leaving the office, and a search is currently underway for Sarah’s position. Z. Toro then suggested replacing the two UA positions with a full-time position equivalent to Sarah’s, due to the level of work that is required within the office. Z. Toro added that she will discuss this with Rusty upon her arrival July 1st and asked the Council for feedback. Members agreed with the suggestion, stating that this would help to eliminate the use of external investigators, as well as support the Title IX investigations that are coming over from Student Affairs.

**Student Leadership Development Program**

Z. Toro reported that faculty member Drew Harris has proposed a new Student Leadership Development Program, which includes a one-year pilot and the cost to maintain the program. She stated that she was surprised at the cost of the pilot - $100k, as well as the cost of maintaining the program – approximately $500k per year. Z. Toro noted that she will need to look further into the model, however it appears it would impact approximately 200 students per year.

Council members had a brief discussion. Many agreed that, despite the cost of the program this model could bring a lot of community leaders to campus, which would serve many more than just the 200 student participants. Z. Toro will share the work plan with the Council, and she stated that this proposal would need some work before it could be submitted to the portal.

\*Council members will discuss the Strategic Planning Process Progress Report at the next scheduled meeting.