**University Planning and Budget Committee**

Minutes of the Meeting of October 18, 2016

Members Present: R. Benfield, L. Bigelow, C. Casamento, P. Foster, J. Hodgson, Y. Kirby, M. Leake, C. Lovitt, F. Malhas, K. Martin, J. Nicoll-Senft, L. Tordenti, R. Wolff, C. Valk

Absent: A. Bray, C. Galligan, L. Marchese, 3 student representatives

Guests: Interim President Dr. Susan Pease; Dr. Stephen Cohen, President, Faculty Senate

1. Meeting was called to order at 2:03 p.m. by the Chair.

1. Minutes of the meeting of October 4, 2016 were unanimously approved. (Benfield/Foster)

1. Discussion with Interim President Susan Pease

Dr. Pease noted that although she’s only been on the job for a few weeks, she is most concerned about enrollment and the recent rescission. The decrease in enrollment – which has negatively impacted tuition and residence hall occupancy – is having a negative impact on the University budget. She reported that the Executive Committee will be having an enrollment summit in the coming weeks during which they will consider how to bolster enrollment in order to get the budget back on track. R. Wolff offered the help of the UPBC in any way needed.

Several committee members raised the issue of where to find data that could help department chairs understand state demographics and anticipated shifts in workforce demands. Y. Kirby pointed members to several enrollment reports on the OIRA website and [www.edeps.org](http://www.edeps.org), a website which contains U.S. Department of Labor and degree completion data. The site also provides information on what jobs are in demand, pay grades, educational requirements for the jobs, etc. The data is based on CIP and SOC codes and data about Connecticut in particular can be obtained from that site.

S. Cohen asked how granular any available data on recruitment and retention are; specifically, he asked whether the data reveals whether we are better or worse at retaining students based on their SAT scores, major, etc. Y. Kirby responded by indicating that CCSU is most lacking in its retention of male, African-American, and Hispanic students, regardless of major or SAT score. She cautioned against examining retention based on majors, particularly if the number of majors is small to begin with.

L. Tordenti noted that we have not put as much money into marketing as some of the other institutions in the system, In addition, Southern has invested in an enrollment manager 3 years ago and are starting to see the benefits of this investment. Western’s initiative to give in-state tuition to students from 7 counties in New York generated some discussion with the committee noting that CCSU would need to watch to see what impact that action may have on CCSU enrollment. The discussion concluded with agreement that the UPBC could be helpful in identifying and sharing with the Senate a manageable set of important numbers and documents that would help promote financial literacy about the University budget among faculty.

At the conclusion of the discussion, Interim Pease observed that she thought the UPBC had a good grasp of what the University is trying to achieve in terms of enrollment management.

1. Announcements – R. Wolff made two announcements:
   1. the location of the November 1 UPBC meeting will be held in Marcus White Living Room;
   2. he has collected various data for the NEASC team.

5. Facilities Planning Committee (FPC) update. C. Valk noted that there was no new information available.

1. Budget Update

CFO Casamento noted that on October 13, 2016 the Office of Fiscal Analysis identified an approximate shortfall of $77.9 M, after the favorable adjustment associated with a settlement. The full report is located at [www.cga.ct.gov/ofa](http://www.cga.ct.gov/ofa) Note: This shortfall represents approximately .4% of the State’s overall general fund appropriation. If the projected shortfall were proportionately distributed, the impact to the University would be approximately $350K. CFO Casamento hypothesized that we should not assume that any reduction would be apportioned proportionately, as some agencies/programs can only be cut so far such as Department of Social Services funding associated with the Medicaid program. She also noted that as a rule of thumb, every 1% cut is equivalent to approximately $800K of CCSU’s budget.

The CFO also noted that she will continue to add reports to her website, including APA, NCAA, and PricewaterhouseCoopers audits, going back at least 5 years. New reports will be posted as they become available. She is also working on obtaining approval from the System Office to post the latest 2020 audit. In addition, now that her new administrative assistant, Kamilah Hastings has joined the team, she expects to continue to add to information available on the website.

1. New Business – none
2. Old Business
   1. Election of a Vice-Chair: R. Benfield was nominated, accepted, and unanimously approved to serve as Vice Chair of UPBC.

1. Division Updates
   1. Academic Affairs

C. Lovitt indicated that he had presented a slate of faculty and staff positions to be filled to Interim President Pease. He indicated that he was fairly conservative in allocating tenure-track positions, requesting tenure-track hires only in fields with strong and steady enrollment, and that the University was continuing President Miller’s strategy of using emergency hires to fill some positions where tenure-track hires could not be approved. C. Lovitt noted that the recent $1.642M rescission was being met by 6-7 faculty and 3 staff positions remaining vacant, combined with salary savings. This plan is consistent with what was presented to the UPBC in Spring 2016.

R. Benfield asked about the possibility of continuing to use salary savings as a means of mitigating cuts. C. Lovitt indicated that the salary savings account generally replenishes itself as individuals leave the institution. C. Casamento indicated that she can bring aggregated data (without names) to the UPBC after she receives reduction plans from all of the divisions.

C. Lovitt noted that the recent rescission did not get passed on to department/unit budgets because most unit’s budges are already so small. He noted that he did withhold some $300K in case “another shoe drops.” He noted that the part-time lecturer budget has historically been underfunded (underfunded $451K this year), and that the academic deans have had to make very strategic decisions to mitigate this problem.

* 1. Institutional Research & Assessment

Y. Kirby announced Richard Kirby (no relation) had been hired as the University Assistant who will staff the self-study for the duration of the project.

* 1. Student Affairs

L. Tordenti reported that the University’s Family Day combined with Homecoming held last weekend was a success. She indicated that Student Affairs had yielded a cost savings by combining this event with Homecoming.

Dr. Tordenti also noted that the SGA is very engaged and that they will be hosting Secretary of State Denise Merrill on October 19. She indicated that the various but not all student political groups will be engaged in that event.

1. Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Lisa Marie Bigelow, UPBC Secretary