**University Planning and Budget Committee**

**Minutes of the Meeting of October 4, 2016**

**Members Present:** L. Bigelow, A. Bray, C. Casamento, P. Foster, J. Hodgson, Y. Kirby, M. Leake, C. Lovitt, F. Malhas, L. Marchese, K. Martin, L. Tordenti, R. Wolff

**Absent**: R. Benfield, C. Galligan, J. Nicoll-Senft, C. Valk, 3 student representatives

1. Meeting was called to order at 2:02 p.m. by the Chair.

1. Minutes of the meeting of September 20, 2016 were unanimously approved. (Foster/Hodgson)

1. Announcements – R. Wolff announced that following discussion at the last meeting, he emailed several individuals asking for them to update the language and information that can be used to update the descriptions of the Elements of Distinction. The information is expected next week (week of October 10) and will be forwarded on to the NEASC subcommittee working on Standard 1 (Mission.) R. Wolff also announced that he has extended an invitation to Interim President Pease to attend the next (October 18) meeting of the UPBC and she accepted the invitation. He asked that members of the committee give some consideration to the UPBC’s goals and objectives for the year in advance of the anticipated discussion of same with Interim President Pease at the next meeting.

4. Facilities Planning Committee (FPC) update. C. Valk was not present to provide an update. C. Lovitt indicated that the FPC’s October 4 meeting had been cancelled.

1. New Business – None.
2. Budget Update

CFO Casamento reported that Comptroller Lembo has been quoted in the press as raising concerns about the budget, however, stopping short of declaring a deficit. She indicated that the budget cycle is still in progress and that we will learn more in the coming weeks. As of today, no deficit for this fiscal year has been declared. She further indicated that CCSU was still in the process of evaluating current, actual enrollment and that the $2,7M reduction passed on to departments was based on data available on 9/7/16 and that the University is continuing to evaluate decreases in headcount which have an additional negative impact on this year’s operating budget and looking for ways to mitigate the impact of the additional shortfall. Having found a few “gems,” the CFO is hopeful that no further budget cuts will be necessary in the short term absent a state recission.

The CFO provided a high-level overview of how the University’s budget is derived (see attachment.) In reviewing the document with the committee, she explained that the University’s State allocation of the CSU Appropriation is a comprised of three components: (1) a fixed sum of $6.5M given to each of the universities to account for similar fixed expenses; (2) individual line items earmarked by the legislature for specific campuses, and (3) a calculation based on full-time FTE (which does not take Winter or Summer session or part-time students into consideration.) Y. Kirby noted that the calculation of (3) above is consistent with federal guidelines (e.g., FTE is the total number of credits taken by full-time students, divided by 15 credits for an undergraduate and 12 credits for graduate students.) The CFO indicated that all of the cuts to the CSU appropriation from SFY 2009 through SFY 2014 have been implemented in the FTE line, which has an unfavorable impact on CCSU and SCSU. There have been several occasions whereby the CSU CFOs and System Office have evaluated and discussed potential changes to the allocation model, however, the only changes since 2009 occurred for the SFY 2015 with the movement to the 3 year rolling average and the allocation of rescissions are now based on the full value of the model rather than just the FTE component. She further indicated that she is constantly evaluating how we fare using the current “rules of engagement.” She noted that we have benefited from the three-year rolling average in FY 2017 and that while our enrollment numbers are down now, they will not have an impact on the FTE component of our State funding until FY18.

Finally, the CFO discussed how winter and Summer sessions are seen as “profit-centers” by CCSU and assumes that the other universities also use the revenue generated in these sessions to help subsidize the operating costs in the fall and spring. C. Lovitt stated that he wanted to clarify the misinformation on campus related to the “break-even” point of a Summer class. He indicated that it is not a question as to whether or not a particular class breaks even but, instead whether the session (e.g., Summer or Winter) yields the revenue that was projected in the spending plan for the given year (which is a function of historical data.) The annual spending plan includes an extension revenue estimate, which is largely computed based on historical experience coupled with the tuition increases. The projected extension revenue shortfall for SFY 2017 is currently estimated at $250K.

1. Election of a Vice-Chair

R. Wolff reiterated his desire for the committee to elect a vice chair, preferably someone who is available to attend Senate meetings. K. Martin suggested that if that was not possible, the Chair could simply provide UPBC members who are also senators (K. Martin and L. Bigelow) any information that needed to be shared with Senate. While that was accepted, R. Wolff also said he would reach out to R. Benfield to gauge his interest in serving as Vice Chair.

1. Division Updates
   1. Academic Affairs

C. Lovitt announced that the University was in the midst of the NEASC self-study, a process that expects to yield, by October 17th , initial drafts by the various work groups. He shared that he, G. Fitzgerald and Y. Kirby will be attending a NEASC workshop in late October and that CCSU will be presenting on their 5-year interim report, which has been deemed a model, at a NEASC meeting in December.

C. Lovitt reported on plans to establish a ‘student success center’ to be housed in the newly renovated Willard-DiLoreto complex. He indicated that he has identified a position to head the center, which would include the Learning Center, Career Services, an advising unit dedicated to advising undeclared majors, and other offices which would, together, serve as a clearinghouse for student support issues. A ‘signature activity’ of the Center will be coordination of peer mentoring services, a result of groundwork laid by an innovation grant awarded to several faculty members three years ago.

* 1. Institutional Research & Assessment

Y. Kirby announced that her office is in the throes of supporting the NEASC self-study, working on the data first and other NEASC-related forms, and that G. Fitzgerald has hired a University Assistant, who will reside in OIRA, to staff the self-study for the duration of the project.

* 1. Student Affairs

L. Tordenti reported that the University has ‘gone live’ with housing applications for Spring 2017. She also reported that the University has had one isolated “scary clown” incident, but nothing to the extent of similar problems being reported across the country.

* 1. Institutional Advancement

L. Marchese reported that the giving site, “Network for Good” has been launched and that Institutional Advancement was busy preparing for the October 15th Homecoming and various related activities, including class reunions.

1. Old Business – none.
2. Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Lisa Marie Bigelow, UPBC Secretary