**University Planning and Budget Committee**

Minutes of the Meeting of December 6, 2016

Members Present: R. Benfield, L. Bigelow, J. Hodgson, B. Kruh, M. Leake, F. Malhas, L. Marchese, P. Foster, L. Tordenti, C. Valk, R. Wolff

Absent:, A. Bray, C. Casamento, C. Galligan, Y. Kirby, C. Lovitt, K. Martin, J. Nicoll-Senft, 1 student representatives

Guests: Kimberly Martohue, Controller; Cherilyn Bonin, Grad Intern, The Learning Center

1. Meeting was called to order at 2:00 pm by the Chair.
2. Minutes of the meeting of October 18, 2016 were unanimously approved after making the correction that all dollar amounts in the minutes be listed with the dollar sign.
3. Announcements:
   1. C. Valk noted that student worker wages would be rising as of December 23, 2016. All students below the new minimum wage will have their wages increased to the minimum wage; unlike last time, there will not be an automatic incremental bump to wages already above the new minimum wage.
4. Facilities Planning Committee Report by UPBC liaison C. Valk:
   1. The Barnard Hall project is on track and will include code improvements and renovations. There are currently some budgetary challenges that are being addressed.
   2. The “bubble” will be offline next Summer. The schedule for this construction project was worked out in conjunction with the donor. The Physical Education Department scheduling needs will be given priority.
   3. The Engineering Building project is moving forward.
   4. Concerns have been raised about the locking mechanisms on the doors of the new classrooms in the library. There is concern that they cannot be locked from the inside.
   5. Willard/DiLoreto consolidation: the addition of one more computerized classroom is being considered.
   6. 21st Century Classroom Project, Phase III – the funds are good through June. C. Lovitt is reviewing requests. Approved projects will be completed as soon as possible.
5. Chief Financial Officer Report – none (due to C. Casamento’s absence)
   1. UPBC Chair R. Wolff noted that the Senate would like more information and a higher level of detail; they would like to receive budget proposals two weeks prior to provide a 5-7 day window between when the Senate receives budget requests and when the UPBC must begin working with the information. M. Leake suggested that C. Casamento brief the Senate on how the budget process works. R. Wolff also noted that he has changed his Spring teaching schedule to permit him to attend Senate meetings.
   2. Special Report on Budget Review Process by Controller Kimberly Martohue
      1. The draft calendar was reviewed, however it was noted that it was not yet certain that President Toro would follow this same calendar.
      2. The two worksheets used in the past were reviewed in detail; explanation of “above the line” and “below the line” was given.
      3. It was noted that the $2.7M reduction felt this year would be a permanent reduction.
      4. One-time and Capital requests were explained.
6. New Business – None
7. Division Updates
   1. Academic Affairs – None (due to C. Lovitt’s absence)
      1. Office of Institutional Research and Assessment – None (due to Y. Kirby’s absence)
   2. Student Affairs – Report from L. Tordenti:
      1. L. Tordenti has been visiting residence halls to garner student feedback. Feedback received has been interesting and follows several themes:
         1. Additional library hours are wanted;
         2. Additional dining hours are wanted; complaints received cited no late-hour dining, lack of variety; desire for more themed menus; more flexibility with the flex dollars; more consideration for food allergies/sensitivities;
         3. Students had positive things to say about their majors, advisors, and general level of student services;
         4. Some isolated customer service issues were identified;
         5. Students are very pleased with the physical appearance of the campus (e.g., gardens, hammocks, etc.);
         6. Notably, not a single student raised a concern about safety on campus;
         7. Students are concerned about their peers – e.g., homelessness, food insecurity, etc. It was noted that the permissive visitor policy may be contributing to students “couch surfing” in the residence halls.
         8. Students expressed a desire to have one “wet” hall on campus.
      2. L. Tordenti indicated that she has shared this information with the Student Life Committee.
   3. Institutional Advancement – Report from L. Marchese:
      1. Several meetings are being scheduled to introduce President Toro to on-campus and external groups.
8. Meeting adjourned at 3 p.m.

Respectfully Submitted,

Lisa Marie Bigelow, Secretary