**University Planning and Budget Committee**

**Minutes of the Meeting of February 6, 2018**

**Members Present**: N. Al-Masoud, R. Benfield, L. Bigelow, C. Casamento, S. Gross, J. Hodgson, M Jackson, Y. Kirby, J. Nicoll-Senft, B. Sommers, C. Valk, R. Wolff

**Absent**: C. Galligan, K. Martin, P. Troiano

1. Meeting was called to order at 2:02 p.m. by R. Wolff
2. Minutes of the meetings of December 12 were approved (Benfield/Valk). It was noted that there were no minutes taken at the meeting of January 23 because it was not a business meeting but, rather, an informational meeting on the Integrated Budget Model pilot.
3. Announcements:
	1. Upcoming Budget Proposal Presentations by members of the Executive Committee

	R Wolff reminded the committee of the February 23, 2018 budget presentations by Executive Committee members. The presentations will begin at 8:30 a.m. in the SEST Dean’s conference room in Copernicus Hall and are expected to last most of the day. Due to a conflict with the airport interviews related to the CLASS Dean search, R. Wolff will extend an invitation to A. Suski (Chair of the CLASS Dean Search) to attend the UPBC meeting on February 20 to present the Human Resources budget request.

R. Wolff noted that the budget proposal documents from most but not all members of the Executive Committee are available on the UPBC website. He then walked the committee through a few of the documents to review the format the committee could expect to see. He encouraged all committee members to thoroughly review all of the submissions before the presentations on February 23. If a UPBC member desires a hard copy of the submittals, please transmit a request to Kamilah Hasting by the close of business on Friday.

The CFO noted that the proposals submitted to date collectively amounted to $4.8M in base budget increase requests and $6.6M in capital requests and one-time; she noted these figures did not include the Academic Affairs request which has not yet been submitted, as well as the integrated budget model requests. She further noted that she will prepare and post a summary document showing the “big picture.” The CFO also called attention to some updated historical data available on the Fiscal Affairs website.

Finally, R. Wolff noted that anyone who wanted to submit advance questions to be posed to ExComm members prior to the February 23 presentations should send their questions to him before the end of the day on February 14.

1. Updates

	1. Chief Financial Officer

	C. Casamento noted that the Governor’s Budget address is scheduled for 12-1 p.m. on February 7th and that this kicks off the beginning of a very long conversations with many iterations prior to a budget passing in May. In addition, the CFO noted that unlike past practice, the Governor did released the accompany budget documents on 2/5/18, two days prior to his address the day before. She noted that at first glance, $6.5M in funding is proposed to be restored to the community colleges offset by the annualization of the hold back and the Governor’s proposed budget for the CSU’s has a modest increase, however, she cautioned that some of the SEBAC savings that will be achieved this year (e.g., no salary increases, furlough days) will not extend to next year.

	The CFO noted that the University’s budget is presently balanced, that the occupancy is currently 22 more than projected at our mid-year estimate, and once the final 3 week numbers are available the fiscal team will rerun the estimates.
	2. Provost – no report
	3. OIRA

	Y. Kirby noted that the census date is this evening and that NEASC plans are moving forward. The NEASC Chair will be on campus February 21 to attend to administrative matters related to the September visit. She reminded everyone of the February 22 Open Forum. She indicated that the University’s submission was not quite in the desired 30% Description / 60% Appraisal / 10% Projection format, but efforts were being made to reach those targets.
	4. Student Affairs – no report
	5. Institutional Advancement

		1. The Foundation has awarded over $2M in scholarships to over 1,000 students so far this academic year.
		2. The Ana Grace Project will host Chelsea Clinton on campus in April.
		3. The Women of Influence Gala is being held on February 24 and tickets are still available.
	6. Facilities Planning Committee update – the FPC has not met.

1. The meeting adjourned at 2:46 p.m.

Respectfully submitted,

Lisa Marie Bigelow

Lisa Marie Bigelow, Secretary