**University Planning and Budget Committee**

**Minutes of the Meeting of September 20, 2016**

**Members Present:** R. Benfield, L. Bigelow, A. Bray, C. Casamento, P. Foster, J. Hodgson, C. Lovitt, F. Malhas, L. Marchese, K. Martin, J. Nicoll-Senft, L. Tordenti, C. Valk, R. Wolff

Absent: C. Galligan, Y. Kirby, M. Leake, 3 student representatives

1. Meeting was called to order at 2:02 p.m. by the Chair.
2. Minutes of the meeting of September 6, 2016 were unanimously approved. (Martin/Benfield)
3. Announcements – R. Wolff announced that the Senate received a proposed Resolution at the last Senate meeting and that the Resolution was referred to the UPBC. He asked to add it to the agenda for today's meeting. Hearing no objection, it was added to the agenda.

4. Facilities Planning Committee (FPC) update. C. Valk, UPBC liaison to the FPC, gave the following report: (1) At the last FPC meeting, Richard Bachoo provided an update on campus construction and renovation plans, including providing a one-page document that contains timelines and dollar amounts for ongoing and anticipated/upcoming construction projects. The document is on the FPC's website. (2) Regarding the Willard-DiLoreto renovation, the construction area will be fenced off within the next 2 to 3 weeks, the ATM will be going off-line, and a special entry will be created for the sole tenant remaining during the renovation, the Media Center.

1. New Business
   1. Elements of Distinction

Robert Wolff indicated that a request had gone from Stephen Adair, chair of the NEASC Standard committee working on the Mission Statement, to Carl Lovitt, who then referred it to the UPBC. Stephen's work group noted that the Elements of Distinction, as described on the university website, are woefully out of date. The request is not to revise or develop new elements of distinction, but rather, to suggest what belongs in the description for each. C. Lovitt suggested that since there is an office and a Senate committee for two of the elements – international education and community engagement – maybe the UPBC could simply request that those entities review their respective descriptions and suggest edits. That suggestion was adopted. As regards the other two – workforce development and cross-curricular initiatives – R. Wolff will solicit input from the academic deans and other offices.

* 1. Establishing UPBC goals and initiatives for AY16-17

R. Wolff asked returning committee members for a recap of the process used in past years. Members indicated that traditionally President Miller would come to the next meeting to discuss the committee's charge. He also asked members what they wanted to get done this year. R. Benfield suggested that Interim President Pease be given the courtesy of an invitation to the next meeting. R.Wolff agreed to extend an invitation to her and also asked members to think about goals for the coming year and bring them to the next meeting.

* 1. Senate Resolution read into the record by Senator Blitz at the first Senate meeting of the year.

R. Wolff shared that the Senate Steering Committee has placed a proposed Resolution from Senator Blitz on the agenda for the September 26 Senate meeting. The president of the Senate suggested it would be wise for someone from the UPBC to attend that Senate meeting. The committee discussed the resolution at length as well as the breadth of information and reports currently available. The committee debated whether existing documents, including reports prepared by the Chief Financial Officer and external auditors, could satisfy the Senator’s request. The CFO expressed concern about the resource requirements of generating different reports. While she was not objecting to such a request, she indicated she would first need to assess how much staff time would be necessary and then make a determination as to what extent she could respond. She stated a hope that existing reports could satisfy the request.

The CFO further indicated that the Chief Administrative Officer (Richard Bachoo) gets an annual budget allocation and then he determines, to a large extent, how the funds should be allocated across his division.

J . Nicole-Senft underscored the value of transparency, but also made the observation that the budget process is already quite transparent.

C. Valk defended past UPBC actions, which included timely reports to President Miller, as well as reports published on the UPBC website. He indicated that the UPBC report due to the Senate in May 2016 was admittedly late.

After extensive discussion it was determined that the CFO could produce a list of existing reports, including hyperlinks, and make it available to the UPBC for further review. The CFO anticipated it would take her approximately one week to provide it. She further indicated that the university has many existing reports including, our annual spending plan, midyear report, and year-end report from the past year, all of which are submitted to the Board of Regents.

After further discussion, the committee decided to postpone further discussion and potential action until after Monday's Senate meeting.

1. Budget Update

The CFO indicated that the current shortfall is projected to be $2,766,508. Prior to some mitigation efforts, the deficit was projected at $4.5 million. Mitigation efforts included covering residence hall debt out of a reserve dedicated to debt service, reducing the candidate reimbursement accounts (which had been over-budgeted in the past several years), stripping contingency accounts, and using one-time funding to cover some telecommunication expenses. She further indicated that many of the solutions proposed and accepted were one-time solutions and that several tactics used this year could not be employed on a regular basis.

The CFO indicated that the last contingency plan submitted to the BOR on 6/17/16 showed a greater shortage in in-state and undergraduate students. This mitigated some of the proposed shortfall. She stated that when occupancy is down, its full Fall-to-Spring impact is provided for in the initial budget projection, based on the assumption that if the students are not here in the Fall semester, they will not be here in the Spring semester. Still, she indicated, some things are still in play, such as final part-time and full-time numbers, which would be revealed in the 3rd week census. She indicated that there are several dates on which the numbers would be reworked.

1. Division Updates
   1. Student Affairs:

L. Tordenti reported that the residence hall occupancy target for Fall 2016 was 2,387 students. Currently, there are 2,247 residency hall students, which is down from 2,347 this time last year. She also reported two new hires in the Division of Student Affairs: Dr. Jacqueline Harris, Director of Counseling and Wellness Center, has already started and Ms. Valerie Hamilton-Brodie, Director of Student Disability Services, will start this week.

* 1. Institutional Research & Assessment:

L. Bigelow shared two updates from Y. Kirby: (1) With regard to the Elements of Distinction, the committee is encouraged to consider how they may be measured and assessed, and (2) with regard to the Strategic Plan, some updates will be necessary because some of the tools used to assess some of the objectives are no longer available. Y. Kirby will further update the committee at the next meeting.

* 1. Institutional Advancement: L. Marchese reported that Nick Pettinico has retired and Gina Montano will be assuming many of his responsibilities. She noted that Homecoming is scheduled for October 15, 2016. (L. Tordenti added that Family Day will coincide with Homecoming.)

1. Old Business
   1. R. Wolff reminded the committee of the need to elect a Vice Chair and asked all members to consider that for the next meeting.
2. Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Lisa Marie Bigelow, UPBC Secretary