

**University Planning and Budget Committee Meeting of September 6<sup>th</sup>, 2022**  
**1:45 pm – 3:00 pm, Microsoft Teams Online**

**A. Bray, Y. Patterson, J. Whittemore, L. Whittemore, C. Liard-Muriente, M. Tadi,  
L. Bucher, E. Pana, Y. Kirby, L. Walter, D. Harris, K. Martin-Troy, J. Hegenauer, K. Poirier,  
F. Pearson, S. Petras, K. Kostelis, S. Minkler**

1. Welcome new members
2. Overview of function of committee
  - a. Charter is to field financial questions from the university community and maintain awareness of financial status for the institution
  - b. Review financial requests from each division and make recommendations
3. Announcements
  - a. General
    - Discrepancy between Faculty Senate regulations and UPBC bylaws. A. Bray is working with F. Latour to determine most appropriate bylaws to follow
  - b. IPC
    - Recent conversations focused on budget concerns due to enrollment decline (less than 2%)
    - \$850k loss from -1.5% enrollment
  - c. FPC
    - N/A
4. Brief Reports / Division updates
  - a. CBCO
    - FY '22 closing the books, ending positively in the budget thanks to additional state funds, which we anticipate again for '23
    - Working on Biannual budget now, hoping to close the budget gap with hiring freezes, reductions, etc.
    - Looking at roughly \$500k deficient from enrollment dip for Fall 2022
    - For Spring, the university is anticipating a retention drop of roughly 8%
    - Budget based on enrollment and state support
    - Enrollment drop was primarily in PT undergrad and Graduate students
    - State has started to include PT students in funding formulas
    - Budget plan was for 2,000 housing and that number appears to be on track
  - b. Provost
    - President Toro and Provost Kostelis will be working with the Deans and Departments to discuss collaboration projects
    - Academic Affairs budget is in flux and allocations are pending
      - Software changes
      - Career Development is now under Academic Affairs
    - AVP Steve Minkler will have a role with new programs and has been invited to attend UPBC

- c. OIRA
  - One week prior to census - 1<sup>st</sup> to 2<sup>nd</sup> year retention rate is preliminarily up 4.1% over last year (up from 1.1% in July)
  - System office reports use a different date range than university reports, hence results will be different until after the 3<sup>rd</sup> week freeze
  - OIRA has a 5-year report due to NECHE this year

5. New Business

- a. Election of officers (Chairperson, Vice-Chairperson, Secretary, and SUOAF/AAUP Representatives to the IPC and FPC)
  - Chairperson – A. Bray
  - Vice Chair – K. Martin-Troy
  - Secretary – J. Whittemore
  - IPC Reps - J. Whittemore, A. Bray
  - FPC Rep – K Poirier
- b. What do we want to accomplish for AY 22-23?
  - Retention focused
  - Provost Kostelis will meet with President Toro to determine our charge for the academic year
  - A Bray will follow up with F. Latour to determine how our charge will be decided
  - Will we have a role in the OIRA 5-Year report? Possibly Standard #2, Planning and Evaluation
  - How can we maintain our relevance and voice in university decisions?
  - We are not necessarily a decision-making committee, our role is to recommend
- c. Meeting location – we will maintain our meetings virtually on Teams

6. Adjournment

Next Meeting September 20, 2022