

University Planning and Budget Committee
11/17/2010
meeting agenda
2:10

In Attendance: N. Hoffman, T. Delventhal, K. Martin-Troy, K. Larsen, L. Bigelow, C. Valk, O. Mamed, K. Kobylenski, L. Grasso, Z. Kremans, C. Lovitt, L. Tordenti, L. Wilder

1) Review and approve minutes of last meeting (Martin-Troy, Delventhal; Unanimous: Ya)
<http://www.ccsu.edu/uploaded/websites/UPBC/Minutes10-11/UPBCminutes110310.pdf>

2) Review of items 11/3/10 meeting and announcements

a. Workforce development update by David Fearon – UPBC post updates for four elements to our web site as an information hub?: **The hub has been coming out of OIRA and reported out through the strategic plan report. Kremans and Lovitt agree that it is important to have a report to measure annual placement. Using the resources that we have, such as, CACE (Center of Academic Career Exploration), and departmental efforts. Valk suggests that we are hub to help departments to see what other departments are doing. That we should advise people about to report to OIRA.**

b. UPBC open campus budget meeting report **It went well and there was a good response**

c. UPBC Charter approval by Senate FS 10.11.008B: President Miller Opposed a position for UPBC

d. Master Planning Committee update: **Encouraging some of the UPBC member to apply for the master's planning committee. Representing there department or employment and mention that they are part of the UPBC.**

e. Invitees for future meetings (Kruger invited for December 1)

f. Advising Proposal and Program Review for December 1

3) CIO James Estrada presentation and Q&A

a. Presentation: **PowerPoint presentation**

b. Speaking on the subject of LMS (Blackboard):

c. Q&A **What is the process for proposals in IT? It is not clear for larger projects, but, the ITC request process can be used for software by Academic Departments. CSU and Adobe are in negotiation for licensing on those products. ITC also has a classroom technology process.**

There was a questions about computer classroom and computer lab availability... MWCL Mac lab becomes PC lab soon. Students will have more PCs in the MWCL soon. When the Library renovation is complete a literacy computer lab with 30 machines will be added.

As for classroom computers... not sure about the future. Desktops or smart devices and laptops or iPads. There will be power issues for personal devices.

c. Regarding questions from Crundwell. Will be referred to IR Office as they appear to be questions for modifying the strategic plan. IR Office will be holding the questions until next update of strategic plan

4) Questions to committee (see attached document)

5) UPBC Projects/Involvement Through End of Academic Year

- a. Committee members discuss initiatives for UPBC to engage in for rest of year
 - b. Ideas for campus revenue generation heading into the next two years
 - i. Campus entrepreneurial activities (more summer course offerings)
- 6) Continuing Education & Community Engagement Director proposed visit December 1 a.
Prepare advance questions for Director Colleen Kruger

7) Budget update – Larry Wilder

a. General Budget

Nothing detailed to report from Reil Budget shared with incoming administration. Community College Board will be approving a 2.5% increase. No change from CSU on this.

b. Discuss Budget calendar

i. Discussion about budget presentation materials: **Reports are available. Shared in various routes. If you need clarification ask your department head. They have detailed information. For the February UPBC review, presentation detail is required. We need to have this to determine need and to provide transparency.**

Question: Could we change the process to "what do you need to keep doing what you're doing"? Not at this stage with our current budget process. Need to keep asking for what we would like as well as what we must have. The State taking reserves back on June 30 2010 created new budgetary wrinkle. We'll need to see what the future brings.

1. Executive Summary

2. Above and below the line cuts (spreadsheet)

3. Baseline and where the division is in spending down FY11

c. Loss of revenue – Achieve departure from campus and plans for that space: **Achieve Financial leaving CCSU will have a small impact on budget. Other banks are submitting requests to come in and provide banking services.**

Division updates: **Review new block schedule and if that impacts UPBC Meeting time... share at next meeting.**

8)

a. Academic Affairs, Student Affairs, Institutional Advancement, OIRA

9) Adjournment: ?