

University Planning and Budget Committee

Minutes of the Meeting May 19th, 2020 via Webex

Members Present: J. Melnyk, S. Cohen, J. Hodgson, S. Petras, P. LeMaire, K. Poirier, M. Fallon, C. Casamento, E. Pana, S. Hazan, M. McCarthy, N. Al-Masoud, L. Washko, J. Gamache, J. Snyder, Y. Kirby

Guest: L. Bucher

Chair J. Melnyk called the meeting to order at 1:46 pm.

Minutes: Approval of minutes was tabled until the next meeting as copies had not been distributed.

Announcements: The chair J. Melnyk reported that he and S. Hazan were working on reducing the committee's list of important activities for the Strategic Plan to the top 10. A few concerns were offered by the committee relating to the timing of knowing what the number of students would be and the COVID-19 situation and the effect on the activities. He and S. Hazan agreed to complete their consolidation and distribute the list to the members by the following afternoon. The committee is to respond by Friday morning so that the list can be presented at the IPC meeting on Friday afternoon.

Budget Calendar: Chair J. Melnyk had distributed the proposed calendar for the next budget preparation. He pointed out that it was similar to the previous cycle's calendar. There was only one concern raised relating to the first activity and whether there was sufficient time or instruction to the Deans and Department chairs for informing downward in the schools and departments of the decisions that had been made. It was pointed out that the learning of such decisions when the proposed budget was posted was too late to raise any questions.

Budget Process: Chair J. Melnyk asked L. Bucher if there was anything in the process that she wished to have changed. Her reply was that all had gone well the previous cycle, and the three pages of justification questions and the creation of the binders had aided her and her staff as well as the committee. All present agreed that the process followed for the all-day meeting with the division heads had gone very well and thanked Chair J. Melnyk for keeping everyone on track and within time constraints.

Division updates:

From the CFO:

C. Casamento gave a brief update on the Financial Affairs work on Budget Preparation and COVID-19 activities.

From the Provost Office:

M. Fallon reported that the cost of the Quali software budget item had been acquired.

Following the approval of a motion presented by J. Melnyk and seconded by N. Al-Masoud the meeting was adjourned at 2:45 pm.

The next meeting is on June 2nd, if necessary. Chair J. Melnyk will send out the Webex invitation.

Submitted, J Hodgson, Recording Secretary