University Planning and Budget Committee
Minutes of the Meeting of January 03, 2020


Chair J. Melnyk called the meeting to order.

Approval of the minutes for the December 3 meeting was tabled.

Old Business:

Review of the Revised Strategic Plan:

The following question areas had been identified.

1. Cost savings related to management of resources: Y. Kirby distributed copies of part of a spreadsheet she had created listing courses during the Fall 2019 semester comparing actual enrollment numbers to stated caps of enrollment for each course. After raising questions about the data and factors that could affect enrollments and the setting of enrollment caps, the committee agreed this type of data could be a starting point for discussions with academic leaders for introducing efficiencies related to scheduling course sections.

2. Retention rate: C. Casamento distributed copies of financial modeling she had prepared to demonstrate possible revenue increases associated with successful implementation of initiatives to retain more students and answered questions raised by committee members.

3. International student enrollment: C. Casamento distributed copies of financial modeling she had prepared to demonstrate possible revenue and cost increases associated with successful implementation of an International Recruiting strategy and answered questions raised by committee members.

4. Role of UPBC/Budgets related to the moving forward of Strategic Plan Initiatives: The Committee identified questions for Chair Melnyk to raise at the next Strategic Planning Committee meeting. These questions included a request for the Strategic Planning Committee to provide their process on annual reporting of the strategic plan goals and objectives.

Feedback from the Open Forum Comments: Chair Melnyk shared that changes had been made to add Environmental Sustainability and Safety, and to enhance the Marketing section. The committee asked Chair Melnyk to report that the UPBC recommended an action item be added with the following language, “Explore enhancing the CCSU website that allows for a visually appealing, user-friendly, accurate, and consistent experience across desktop and mobile versions that also is ADA compliant.”

Language suggestion for rewording Goal 5: The committee agreed that the word “assuring” should be added and the removal of the adjective “financial” from in front of “Sustainability” was appropriate.

Given that the Action Plan is expected to be a fluid document with changes being identified during its implementation, the committee was concerned about proposed methods for monitoring and assessing financial progress and progress on the identified action items. Timing and format for progress reporting need to be identified, especially as some of the metrics currently defined will be delayed and difficult to address.
Chair Melnyk asked for any additional comments be submitted to him prior to the next meeting of the Strategic Planning Committee.

New Business:

M. Fallon reviewed the proposal for an Auxiliary Site for BS Management Courses at Tunxis CC submitted to the portal. Questions were raised about the financial aid agreement and associated requirements, assessing GPA, section status, faculty agreement to teach, and whether there would be any loss to CCSU related to other courses required for the degree.

Strategy for budget submission review for FY 21:

Chair Melnyk distributed a list of potential meeting dates for reviewing budget submissions and reviewed the currently defined schedule.

C. Casamento shared President Toro’s philosophy regarding reduction plans if it is determined later in the budget year that reductions will be required. The committee concurred with her suggestion to delay requirement of such plans during this budget preparation period.

Adjournment:

The next meeting is scheduled for January 7, in the 1849 Room of the Student Center.

The meeting was adjourned at 3:45 pm.

Submitted, J Hodgson, Recording Secretary