University Planning and Budget Committee

Minutes of the Meeting of September 3, 2019


Guests: M. Fallon, F. Latour

Given that there was no returning Chair (resignation) nor returning Vice-chair (currently Acting Dean for the School of Business), Faculty Senate Secretary F. Latour called the meeting to order. Senate Faculty President M. Jackson had prepared an agenda.

First order of business was to elect officers for the year. F. Latour called for nominations for Chair. J. Melnyk self-nominated. There were no other nominations. Motion was made by F. He to close nominations, seconded by S. Hazan. Following a statement by J. Melnyk, there was a call for a vote and J. Melnyk was elected. F. Latour turned over the meeting to the new Chair to continue the elections.

J. Melnyk called for nominations for Vice Chair. L. Washko self-nominated. As there were no other nominations, a motion to close the nominations was made by J. Melnyk and seconded by F. He. A call for a vote was made and L. Washko was elected.

J. Melnyk called for nominations for Secretary. J. Hodgson self-nominated. As there were no other nominations, a motion to close the nominations was made by J. Melnyk and seconded by S. Hazan. A call for a vote was made and J. Hodgson was elected.

Next item was to elect two representatives to the IPC, one to represent AAUP and one to represent SUOAF. Nominations were opened. M. McCarthy nominated E. Pana, and J. Melnyk self-nominated. Both would represent AAUP. S. Hazan self-nominated to represent SUOAF. No more nominations were made so a motion to close the nominations was made by J. Melnyk and seconded by S. Petras. As J. Melnyk was a candidate for the AAUP position, F. Latour took over running the AAUP election. Nominating statements were made by the two candidates. A call for a vote was made and J. Melnyk was elected by secret ballot, tallied by F. Latour, by a count of 7 to 5. A call for a vote to elect the SUOAF representative (motion made by J. Melnyk and seconded by S. Petras) was made. S. Hazan was elected.

F. Latour announced that the two vacancies on the committee were to be filled by the Faculty Senate in October and returned the meeting to Chair J. Melnyk.

The minutes for the May 21, 2019 meeting were approved with one typing amendment. Motion by J. Melnyk, seconded by H. Fan was carried.

New business: C. Casamento brought the group up to date on the status of the Strategic Planning Initiative and shared the revised timeline. She answered questions raised on the timeline changes (e.g. effect of the Christmas holiday and final exams on the time for UPBC reviews) and the financial modeling that was used.
Reports:

CFO C. Casamento presented changes to the proposed FY21 budget templates and the addition of a Budget Expansion form to facilitate proposal submittals and budget requests that had been worked on over the summer by herself, M. Jackson, and J. Farhat. The new form is intended to facilitate the collection of the information needed to facilitate review and recommendation and reduce the amount of time spent trying to understand the proposals.

Due to reduced enrollment and occupancy, the University will be proceeding with implementing a reduction plan.

AVP Y. Kirby gave current student population counts, noting that CCSU was currently down 5.4% from last year’s total, and it was the first year that CCSU showed the largest drop of any Connecticut state institution. If the numbers were less at the formal census date the CCSU population could be the lowest in 20 years. There was discussion regarding retention numbers that had decreased. C. Casamento noted that such a decline in enrollment would have a negative impact on budget numbers.

Facilities Planning Representative: It was noted that a new representative would need to be elected at the next meeting.

The meeting was adjourned at approximately 3:25 pm.

Respectfully Submitted, J. Hodgson, Secretary