University Planning and Budget Committee Meeting of October 5th, 2021
1:45 pm – 3:00 pm, Microsoft Teams Online
Minutes


Chair Melnyk called the meeting to order at 1:45 pm

1. Announcements
   a. General -
   b. IPC - First meeting is 10/18
   c. FPC- (first meeting is 10/20) – Can we request an outline from Sal of the “master plan”?

2. FY23 Budget Process Feedback
   a. Files are available on Teams
      i. Next week the call will go out for budget requests
      ii. Per Dr. Toro, “Extraordinary budget requests only related to enrollment and retention”
         1. For our purposes, hiring/employment must be part of the decision as it impacts enrollment
      iii. Budget Expansion Option Request Form
         1. Suggestion to move 6/7 earlier due to their importance
         2. Same for question 9 regarding interdependencies

3. Brief Reports / Division updates
   a. CBCO
      i. Spending plan has been updated and posted to the website with FY ‘21 final numbers and FY ‘22 anticipated numbers

   b. Provost
      i. $2 mil holdback
      ii. $1 million from Academic Affairs
         1. (46% from Provost’s budget, 18% from Academic Departments, 17% from Academic Support Services)

   c. OIRA
      i. Improved Fall to Spring retention could release some of the holdback money
      ii. Final Fall enrollment data for the state institutions will be released in November, waiting on Charter Oak
4. New Business
   a. Questions regarding BOR and future budgetary decisions
      i. Do we have a sense of upcoming retirements and how will it impact staffing budgets?
         1. HR shared a list of everyone eligible to retire this year
            a. 347 ppl, including early retirements
            b. 214 are normal retirement age
         2. As of 10/5, President Toro has received 45 retirement letters and we know of 7-10 more that will be forthcoming
         3. Anticipating 60 retirements
         4. HR is requesting 2 months’ notice for retirement; system office needs the paperwork by June 1st for SEBAC purposes
      ii. Faculty/SUOAF Lines
          1. We are currently in a hiring freeze – in reality, we can still hire, but there are additional review steps in place
          2. Each unit must evaluate the position to justify replacement
          3. Division point person will share request with L Bucher who confers with President Toro
          4. 46 positions were lost in FY ‘21 as part of the $13.1 million in reductions
      iii. UPBC has input on new positions
   b. Software funding sources
      i. ITC policy has been to automatically renew existing software licenses, with funding requests necessary for new subscriptions
      ii. ITC is exploring usage statistics on current software to determine if there is any place for savings/non-renewals – tracking data is not in place on faculty/staff computers, only student computers
      iii. Where can funding be sourced?
         1. There has not been any new money for several years and there no funding source has been identified
         2. Departments need to request new software purchases as part of their budgets

5. Adjournment
   a. Meeting adjourned at 2:39 pm

Next Meeting October 19, 2021 via MS Teams