

University Planning and Budget Committee

Minutes of the Meeting September 7th, 2021, via MS Teams

Members Present: A. Bray, S. Hazan, J. Hegenauer, A. Kullgren, L. Walter, C. Liard-Muriente, F. Pearson, R. Simmons, J. Snyder, J. Whittemore, L. Bucher, M. Fallon, K. Kostelis, K. Poirier, K. Martin-Troy, S. Petras, Y. Kirby, J. Melnyk

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

Brief introductions were offered with most recent books and/or television shows shared

Election of Officers:

- a. Chairperson – J. Melnyk
- b. Vice-Chairperson – A. Bray
- c. Secretary – J. Whittemore
- d. Committee Representatives
 - i. Facilities – K. Poirier
 - ii. IPC – J. Melnyk (AAUP) and S. Hazan (SUOAF)

Overview of our Committee and Its Functions (see UPBC Charter:

<https://web.ccsu.edu/upbc/charter.asp>:

What do we want to accomplish for AY21-22? There were multiple conversations with topics focused on:

- a. Survival
- b. Potential role in evaluating staffing needs and vacancies for academic and administrative offices
- c. Explore appropriate teaching modalities, online v on-ground and how it impacts the University's budget
 - i. How does this affect enrollment?
 - ii. How does our policy compare to other CSU institutions?
 - iii. Should we explore the appropriateness of the current online offering cap
- d. Consider the need to redirect funds in an ever evolve COVID climate
- e. Educate campus on the budget cycle to allow for more informed and timely decisions
- f. Maintain an awareness and a voice in proposed budget cutting decisions
- g. Gain a full understanding of the university's funding sources

Announcements

- a. General –
- b. IPC – The UPBC memo was accepted the President and the recommendations were accepted. The first IPC meeting of 21-22 will be 9/20
- c. FPC – No report

Brief Reports

- a. CBCO
 - i. The university needs to explore additional revenue sources

- ii. Enrollment is down
 - iii. The distribution from the system office is unknown at this time
- b. Provost
 - i. Course offering modality discussions will continue in an effort to best meet the needs of our students
 - i. Academic Affairs has made a conscious effort to limit introductory course online offerings to encourage residency
 - ii. International students utilizing an F-1 visa cannot enroll in more than 3 credits of online coursework
 - ii. OE/DPS funding holdbacks are in place
 - iii. The hiring freeze will remain
- c. OIRA
 - i. Y. Kirby is available to discuss the details of the enrollment report
 - ii. For state funding purposes, the FTE students are the most important factor
 - iii. FTE is a federal guideline, while part-time and full-time student designations are determined by the institution
 - i. Undergraduate FTE = 15 credits
 - ii. Graduate FTE = 12 credits

Old Business

- a. Proposals of Distinction
 - a. what can CCSU do to distinguish itself on a national/global scale? (similar to the Quinnipiac Poll)
 - b. To elicit proposals, the process needs to be interactive, rather than a simple online submission without follow up
- b. Data Collection and Dissemination of Results for Department Chairpersons – no response yet from the Steering Committee

Action Items – Review and Report Back Questions or Concerns

- a. Review Fiscal Affairs Spending Plan
 (<https://www.ccsu.edu/fiscalaffairs/Spending%20Plan%20Actual%20Expense%20History%20FY%202005%20to%20FY%202021%20Budget.xlsx>)
- b. Review the most recent Enrollment Report from OIRA
- c. Review the report shared with the Senate Steering committee

Meeting adjourned at 3:02 PM