University Planning and Budget Committee Meeting of September 6th, 2022
1:45 pm – 3:00 pm, Microsoft Teams Online


1. Welcome new members
2. Overview of function of committee
   a. Charter is to field financial questions from the university community and maintain awareness of financial status for the institution
   b. Review financial requests from each division and make recommendations
3. Announcements
   a. General
      • Discrepancy between Faculty Senate regulations and UPBC bylaws. A. Bray is working with F. Latour to determine most appropriate bylaws to follow
   b. IPC
      • Recent conversations focused on budget concerns due to enrollment decline (less than 2%)
      • $850k loss from -1.5% enrollment
   c. FPC
      • N/A
4. Brief Reports / Division updates
   a. CBCO
      • FY ’22 closing the books, ending positively in the budget thanks to additional state funds, which we anticipate again for ’23
      • Working on Biannual budget now, hoping to close the budget gap with hiring freezes, reductions, etc.
      • Looking at roughly $500k deficient from enrollment dip for Fall 2022
      • For Spring, the university is anticipating a retention drop of roughly 8%
      • Budget based on enrollment and state support
      • Enrollment drop was primarily in PT undergrad and Graduate students
      • State has started to include PT students in funding formulas
      • Budget plan was for 2,000 housing and that number appears to be on track
   b. Provost
      • President Toro and Provost Kostelis will be working with the Deans and Departments to discuss collaboration projects
      • Academic Affairs budget is in flux and allocations are pending
      • Software changes
      • Career Development is now under Academic Affairs
      • AVP Steve Minkler will have a role with new programs and has been invited to attend UPBC
c. **OIRA**
   - One week prior to census - 1st to 2nd year retention rate is preliminarily up 4.1% over last year (up from 1.1% in July)
   - System office reports use a different date range than university reports, hence results will be different until after the 3rd week freeze
   - OIRA has a 5-year report due to NECHE this year

5. **New Business**
   a. Election of officers (Chairperson, Vice-Chairperson, Secretary, and SUOAF/AAUP Representatives to the IPC and FPC)
      - Chairperson – A. Bray
      - Vice Chair – K. Martin-Troy
      - Secretary – J. Whittemore
      - IPC Reps - J. Whittemore, A. Bray
      - FPC Rep – K Poirier
   b. What do we want to accomplish for AY 22-23?
      - Retention focused
      - Provost Kostelis will meet with President Toro to determine our charge for the academic year
      - A Bray will follow up with F. Latour to determine how our charge will be decided
      - Will we have a role in the OIRA 5-Year report? Possibly Standard #2, Planning and Evaluation
      - How can we maintain our relevance and voice in university decisions?
      - We are not necessarily a decision-making committee, our role is to recommend
   c. Meeting location – we will maintain our meetings virtually on Teams

6. **Adjournment**

Next Meeting September 20, 2022