

**University Planning and Budget Committee**  
**Minutes of the Meeting of October 2, 2018**

Members Present: L. Clark, K. Martin, M. Fallon, E. Pana, J. Farhat, S. Cohen, J. Hodgson, C. E. Valk, J. Gamache, C. Soler, L. Washko, L. Bigelow, D. Dauwalder, C. Casamento, J. Effend

Absent: N. Al-Masoud, K. Hammad, Y. Kirby

Chair Bigelow called the meeting to order at 1:47 p.m.

Approval of the minutes: The minutes for the 09/04 and 09/18 meetings were approved.

Correction to 2017-2018 minutes: A motion was made to correct all but two minutes of the 2017-2018 UPBC meetings to reflect the approval of the minutes. Motion passed.

Announcements/Updates: Chair Bigelow briefed the committee members on the location for future meetings and the options for resolving the scheduling conflicts for the committee members unable to attend the UPBC meetings this semester.

New Business: C. E. Valk was elected as UPBC representative on the Facilities Committee.

The first part of the discussion on creating UPBC subcommittees focused on the role played by IPC (Integrated Planning Council) on the budget review. C. Casamento recapped the budget review process indicating that the UPBC continues to be responsible for the pilot integrated budget model (IBM) proposals, along with the traditional budgets. The UPBC will continue to make a recommendation on these proposals consistent with historical procedures, however, the change which occurred for the FY 2019 budget process was that the UPBC recommendation goes to the IPC instead of just to the President. Further, instead of having the Executive Committee Member meet only with the President and the CFO to review their proposals, the Executive Committee Members with material proposals now occur with the IPC. These changes were implemented to increase transparency, discussion and decision making related to the UPBC recommendations. The final decisions on all material budget requests are reflected by the UPBC and IPC minutes and/or website.

The second part of the discussion focused on the IBM Year 2 Pilot given that the UPBC recommended, and the IPC and President supported the continuation of the IBM Pilot with modification to the pilot departments. It was agreed that a subcommittee of the UPBC was needed to review the templates to see if changes were needed for year 2 of the pilot.

Provost Dauwalder highlighted that the next step of the zero-based budget pilot in the School of Business should involve all departments, units, and the dean. A discussion on the level of detail required for the next step of the integrated based model ensued. C. Casamento provided details on the differences between operating and non-operating (entrepreneurial) accounts and emphasized the availability of data at index level. Committee members agreed that the UPBC review should be comprehensive and include all operating and non-operating accounts indexes except for those indexes which are tied to specific grants. There was also discussion as to the best process to integrate the traditional operating budgets submitted by the Executive Committee Members with the IBM Proposals. During year one of the pilot a lot of effort was expended trying to eliminate duplication. It was agreed that the subcommittee would review and recommend a resolution to this issue.

The discussion on how requests should be handled by units involved in the IBM pilot highlighted the efficacy of the model on providing a better understanding of the needs as submitted by each unit/department and the approval process by supervisors. C. Casamento indicated that the second year of the pilot will allow us to understand whether or not a full-implementation would include all of the Departments, or if we would develop a methodology to review Divisions/Schools on a rotating basis given the significant amount of data and effort required by all involved. S.Cohen noted that the IBM implementation should be a transparent and collaborative process decided at department/division/unit level. A motion to create an IBM subcommittee passed.

Changes in budget calendar: Committee members discussed possible changes to the budget calendar. Head of each unit should share the budget process with others in the school/college.

Strategic Planning Steering Committee: A request was made to have the UPBC representatives on IPC ask for clarifications on the relationship between UPBC strategic planning obligations and the Strategic Planning Steering Committee and report back to UPBC as soon as possible.

Pending IPC proposals: Representatives from the units making the proposal will visit the UPBC to address any question on the proposal.

The meeting was adjourned at 3:01 pm.

Respectfully submitted,

Elisabeta (Ella) Pana, Secretary