**University Planning and Budget Committee**

**Minutes of the Meeting August 11th, 2020 via Webex**

Members Present: J. Melnyk, S. Cohen, J. Hodgson, P. LeMaire, K. Poirier, M. Fallon, E. Pana, J. Gamache, Y. Kirby, L. Washko, M. McCarthy, S. Petras, N. Al-Masoud, C. Casamento, D. Dauwalder

Chair J. Melnyk called the meeting to order at 1:49 pm.

Minutes: It was agreed that the minutes from July 28th would be revised and re-distributed for review and later approval.

Announcements: Chair J. Melnyk reported that as current chair he will send out invitations for tentative meeting dates for the fall semester and an agenda for the first meeting which will include election of officers for the fall semester.

Division updates

From the CFO: C. Casamento said she, Chair Melnyk, and L. Bucher met to consider possible changes to the next budget review due to the COVID-19 environment. They felt there was a need to focus the requests and proposals and to use time efficiently given the uncertainty of funding. Some thoughts were to look at the goals and objectives for year one of the Strategic Plan or to ask for critical items only or to concentrate on pivotal items for the future of CCSU. Another question was whether the size of a request should be considered in relation to the size of the overall division budget. Additionally, should the timeline be changed in terms of time allotted for review.

A question was raised as to whether a probable amount of total money available could be shared so that divisions could understand the imposed limitation.

It was noted that as this committee represents the diversity of the divisions we need to consider our constituents and get everyone involved and working together.

From the Provost Office:

M. Fallon reported that a new Program Guide for developing CCSU programs has been drafted. It does not make any changes to the process but rather is intended to define the process. She has posted the draft on the UPBC website and asks for review by the committee.

From OIRA:

Y. Kirby stated that total enrollment is currently down 5.6% from last year.

The meeting was adjourned at 2:40 pm.

The date of the next meeting is to be determined. Chair J. Melnyk will send out the WebEx invitation.

Submitted, J Hodgson, Recording Secretary