**University Planning and Budget Committee**

**Minutes of the Meeting September 1st, 2020 via Webex**

Members Present: J. Melnyk, S. Cohen, J. Hodgson, K. Poirier, M. Fallon, E. Pana, J. Gamache, Y. Kirby, L. Washko, S. Petras, A.F. Pearson, B. Barr, D. Harris, J. Snyder, L. Walter, S. Hazan, C. Casamento, D. Dauwalder

Guest: L. Bucher

Chair J. Melnyk called the meeting to order at 1:48 pm.

Election of officers and representatives to other committees:

Chair: J. Melnyk nominated himself to continue as chair. S. Petras moved to close the nominations, seconded by J. Hodgson. D. Harris moved to vote by voice as there was only one candidate, seconded by B. Barr. J. Melnyk was elected by voice.

Vice Chair: J. Snyder nominated himself. J. Melnyk moved to close the nominations, seconded by B. Barr. D. Harris moved to vote by voice. J. Snyder was elected by voice.

Secretary: L. Washko nominated J. Hodgson, who accepted the nomination. J. Melnyk moved to close the nominations, seconded by B. Barr. D. Harris moved to vote by voice. J. Hodgson was elected by voice.

AAUP representative to the Integrated Planning Council (IPC) which meets once each month: J. Melnyk nominated himself to continue in the position. D. Harris moved to close the nominations, seconded by L. Washko. J. Melnyk moved to vote by voice. J. Melnyk was elected by voice.

SUOAF representative to the IPC: J. Melnyk nominated S. Hazan to continue in the position with his permission as he was delayed arriving at the meeting. J. Melnyk moved to close the nominations, seconded by D. Harris. J. Melnyk moved to vote by voice, seconded by B. Barr. S. Hazan was elected by voice.

Facilities Planning Committee (FPC) representative: S. Petras nominated herself to continue in the position. K. Poirier nominated herself. S. Petras withdrew her nomination. J. Melnyk moved to close the nominations, seconded by B. Barr. J. Melnyk moved to vote by voice, seconded by B. Barr. K. Poirier was elected by voice.

Minutes: J. Melnyk moved to approve the revised minutes of the July 28th meeting, seconded by B. Barr. Voted to approve. B. Barr moved to approve the minutes of the August 11th meeting, seconded by K. Poirier. Voted to approve.

Announcements: S. Cohen suggested that the committee request the FPC meeting dates to be set so that our representative could plan to attend the meetings and report to the UPBC. Chair Melnyk so noted it to occur.

Division updates

From the CFO: C. Casamento said she, Chair Melnyk, and L. Bucher met to continue to discuss possible changes to the Budget process for AY20-21. She presented a draft Expansion Option Request Form. Thoughts: should there be a dollar threshold, or at least ask for the relative percent of the division budget? Should there be a comparison to current spending on the program? Should it ask for the connection to the Strategic Plan? Should there be a description, not just a yes/no regarding health and safety issues? Should it request further information about interrelationship(s) to other programs, department, divisions? Discussion ensued on each question and proposed change.

J. Melnyk described the proposed changes to the Budget Calendar. Questions were offered about clarification of some listed activities.

From OIRA:

Y. Kirby will share enrollment data as the numbers are available.

The meeting was adjourned at 3:07 pm.

The date of the next meeting is September 15th, 2020 via Webex. Chair J. Melnyk will send out the WebEx invitation.

 Submitted, J Hodgson, Recording Secretary