**University Planning and Budget Committee**

**Minutes of the Meeting September15th, 2020 via Webex**

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

Guest: L. Bucher

Minutes: D. Harris moved to approve the minutes of the September 1st meeting, seconded by J. Snyder. B. Barr asked that the spelling of his name be corrected. Voted to approve as corrected.

Announcements:

IPC: J. Melnyk stated that the meeting was held on September 14th. The Expansion Request Form discussed at the last UPBC meeting was reviewed. The group requested that question #2 be reworded to clarify it. C. Casamento agreed to do so and satisfactorily answered questions on two other items. The IPC than approved the changes to the form. It was shared at the meeting that an announcement had been made at the Senate Faculty meeting that President Toro is creating Work Groups to make plans for the 2021 Spring semester regarding several possible scenarios relating to course presentation. President Toro will be seeking names for participants. Chair Melnyk will keep in touch with F. Latour, President of the Senate Faculty, about what names have been submitted and what reporting plans will be implemented. He hopes to have more information for the next UPBC meeting.

FPC: Chair Melnyk noted that the new UPBC representative to the FPC, K. Poirier, has contacted them about meeting dates. S. Cohen requested that Chair Melnyk ask how decisions have been made recently if the committee has not been meeting. Chair Melnyk will do so.

Division updates

From the CFO: C. Casamento said she and L. Bucher are working on a new spending plan as much information has changed since the original one was approved by the BOR. They are awaiting the final enrollment numbers due this week to include that expected revenue. There are some positive related items such as some money to come from the state to cover COVID-19 expenses and money from delayed hiring situations, but she expects about a $11 million shortfall that would have to come from reserves.

Chair J. Melnyk had forwarded the most recent version of the proposed budget calendar to the UPBC members prior to the meeting. Regarding the rumor that has been circulating about Spring Break being eliminated, he said that the calendar would still stay as proposed.

From the Provost’s office: M. Fallon reported that as of September 1st, the goal for the completion of the new Engineering building by April 2021 is still accurate. The plan for it to be fully operational by Fall 2021 works for the changes proposed for the Engineering programs in order to attract additional students.

The Provost stated that he is working on creating the Spring schedule of courses and eliminating the registration problems that had occurred related to the Fall HyFlex courses.

The question was raised as to how decisions were made regarding which classes would be HyFlex. The Provost responded that different Deans used different methods, but key concerns were which classes would have resident students enrolled and which low level courses would benefit from new students having in-person interaction with faculty. A follow-up question was proposed as to whether the percentage of students wanting on-ground seats was known or could be determined, especially as the university invested quite a bit of money to acquire the software and equipment to provide the HyFlex model so it is assumed the intention is to continue to offer such a modality for presenting courses.

M. Fallon replied that she had looked at information in Banner regarding registration, class capacity and the resulting use of “seats” in rooms set up for HyFlex. Her calculation, which is highly impacted by the size of rooms and the type of course being offered, was that approximately 43% of the seats were used. The Provost stated that he used a different approach to address the same question but was awaiting the three-week enrollment numbers before sharing his calculations. UPBC members shared some thoughts on how pertinent data could be collected on preference and attendance for the on-ground HyFlex seats.

From OIRA: As Y. Kirby was not present Chair Melnyk stated that at the IPC meeting it was shared that NECHE has asked for a report on the financial impact of COVID-19.

A question was raised as to whether CCSU did or is in the process of creating a report for NECHE comparing the efficacy results of completing the Spring 2020 courses fully online to the results from the previous Spring offerings. Chair Melnyk said he would follow-up.

Other:

Chair Melnyk researched the issue of potential conflict between the UPBC and IPC by-laws concerning the UPBC representatives to the IPC and whether the UPBC chair had to be one of the representatives. There is a conflict. It was suggested that adding the inclusion of a designee to the UPBC by-laws might be acceptable to the IPC as long as it was specified that the use of the designee would not be on a rotating basis, but rather would be for extenuating circumstances. Chair Melnyk will follow-up, expressing his thought that the UPBC chair would most likely want to be the representative to the IPC, as implied in the IPC by-laws.

S. Cohen wished to compliment M. Fallon for her work on the Program Guide that the UPBC was asked to review. Chair Melnyk reminded the UPBC members to review the document and submit comments. The document can be found under TEAMS/General webpage and will be on the agenda for the next UPBC meeting.

The meeting was adjourned at 3:02 pm.

The date of the next meeting is October 6th, 2020 via Webex. Chair J. Melnyk has sent out the recurring WebEx invitation.

Submitted, J Hodgson, Recording Secretary