

## University Planning and Budget Committee

### Minutes of the Meeting December 15<sup>th</sup>, 2020 via MS Teams

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

Chair Melnyk called the meeting to order at 12:47 pm.

Minutes: Due to suggested changes to the minutes for the December 1<sup>st</sup> meeting, Chair Melnyk will distribute the revised minutes for approval by email.

Announcements: Chair J. Melnyk stated that the IPC had met that morning and expressed concern that the university is running out of possible deductions to balance the budget, given the missing housing income. They listed five priority items to advance the university in the current environment: efficacy, flexibility, personalizing, grants, and partnerships. Chair Melnyk said he asked President Toro to provide the exact wording for us and she agreed to do so. It was asked if any actions had been identified. The Provost clarified the discussion. It was theorized that this was the beginning of a larger discussion. It was suggested that we would want to ensure that the Strategic Plan is included in the discussion.

K. Poirier confirmed that she had sent the link where the FPC minutes would be posted and that she had distributed the October minutes to all UPBC members. She asked for someone to cover a meeting the next day for her and S. Hazan volunteered.

Brief Reports/ Divisional Updates:

CFO C. Casamento stated that the current figures showed approximately \$7-9 million deficit on housing. The next estimated numbers on spending are due to the BOR the last week of January when there are preliminary Spring numbers.

It was suggested that an addition be made to the December 1<sup>st</sup> minutes that a process needs to be created to be implemented if there is a significant change in the university finances next year.

Provost Dauwalder shared that he was working on looking at percent of current enrollment for course sections to be taught by part-timers starting at 100% and working down, given the money restrictions. M. Fallon added that 299 of approximately 450 part-timers had already been approved and HR was starting to create contracts.

Y. Kirby said she no updates for OIR.

Chair Melnyk has drafted an email to department chairs regarding their providing information relating to review of their programs. He asked for responses from the members.

The meeting was adjourned at 3:14 pm.

The date of the next meeting will be January 19<sup>th</sup>, 2021, via MS Teams.

Submitted, J Hodgson, Recording Secretary