

University Planning and Budget Committee

Minutes of the Meeting February 2nd, 2021 via MS Teams

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

Guest: J. Tully, VP Student Affairs

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

Minutes: D. Harris made a motion, seconded by K. Poirier, to approve the minutes from the January 19th meeting. CFO Casamento suggested some clarifying wording changes. The minutes were approved with the suggested changes.

Announcements:

Chair J. Melnyk stated that the IPC was scheduled to meet the following week. He reminded everyone that President Toro would be a guest at the February 16th meeting.

K. Poirier stated that she would forward the minutes of the latest FPC meeting.

Brief Reports/ Divisional Updates:

CFO C. Casamento stated that the projected expense report submitted to the BOR on February 1st showed an estimated \$10.4 million deficit. However, the new expected federal money grant she announced at the last meeting would cover that amount if it could be used to balance the budget to offset the decrease due to the lost revenue. She reiterated amounts shared previously: a decrease of expenses by \$13.8 million by a series of reductions, \$10.2 million in corona virus related expenses, approximately \$2 million pulled from reserves.

Assuming the estimated residential occupancy of 700 is correct, which is less than previous years, there will be a need to entice students to be residential for next semester because we cannot expect receipt of more federal money to make up the difference.

When asked what the occupancy number needed to be next semester to balance the budget, the CFO could only reply that there were too many complications for her to give an exact answer. For example, there was the effect of the dining program. The usual cost is between \$9-9.5 million but this semester some locations had to be closed due to the decrease in available money. In the past, approximately 1/3 of the university's money came from the state. The governor's budget is due to be announced on February 10th which will affect any thinking about future budgets.

Provost Dauwalder had no specific report to share.

OIRA: Y. Kirby said there will be a difference in the registration numbers issued by her office and the ones being published by the administration office due the use of different dates being included.

Old Business:

Chair Melnyk asked if there were any thoughts on the use of numbers like the example created by the Provost for Program Costing Analysis, such as perhaps being used to design faculty lines.

A question was raised as to how departments who have a small number of major students but provide many general education courses or departments that provided graduates useful to the state but cost a lot of money such as nursing would be handled. Chair Melnyk said he hopes the information the committee has requested from the departments would address those issues. Another question was how retention and graduation rates played a part. Several attendees stated that cost was only one piece of the puzzle. The Provost agreed that such an analysis needs to be part of a bigger review of programs.

New Business:

Chair Melnyk reported that eight responses to our request to department chairs about Program Efficacy had been received so far. They were in different formats and Chair Melnyk asked for the committee members for ideas about the best way to summarize the information that will be received. Two ideas might be a spreadsheet or a word map/content analysis to look for common threads or themes or patterns.

When asked how the collected data might be used, two ideas were expressed: have marketing use the information for advertising, or have the Deans use the material to promote programs.

Chair Melnyk asked the committee members to look at the submissions from the department chairs and think further about how the information could be summarized and utilized.

The administration executives were excused from the meeting and a discussion ensued on the history and future of the role of administration executives in the UPBC Committee given that the committee is under the jurisdiction of the Faculty Senate. This discussion to be continued.

The meeting was adjourned at 3:02 pm.

The date of the next meeting will be February 16th, 2021, via MS Teams.

Submitted, J Hodgson, Recording Secretary