

## University Planning and Budget Committee

### Minutes of the Meeting May 4<sup>th</sup>, 2021, via MS Teams

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

Guest: J. Tully

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

Approval of minutes from March 16<sup>th</sup>, April 6<sup>th</sup> and April 20<sup>th</sup> meetings was postponed.

Announcements:

Chair Melnyk stated that he had presented the Annual Report for the Committee to the Faculty Senate but they thought it was too brief. He said he asked for clarity as to their expectations so that it could be revised over the summer break.

The next meeting of the IPC will be May 11<sup>th</sup>.

K Poirier stated that the next FPC meeting is May 9<sup>th</sup>.

Brief Reports:

CFO: C. Casamento said that the FY22 spending plan is due to be submitted to the BOR by May 11<sup>th</sup> with approval due in June. It has been approved that "long time" University Assistants will not have to go through the hiring freeze process. L. Bucher will be attending the next UPBC meeting in light of C. Casamento's resignation as CFO.

Provost: D. Dauwalder said he anticipates additional money requests for FY22 that would need to be reviewed and wondered if a date would be set when it would be too late for any additional requests.

OIRA: Y. Kirby reported that enrollment figures for the Fall semester are still down from previous numbers. Enrollment reports are generated every Friday.

New Business:

Regarding the distribution of CARES money: Chair Melnyk said he had reduced the submitted ideas to one line in a spreadsheet. There will be a one-time amount of \$635,000 so the ideas have to be for temporary activities. Approximately one half of the money will be under J. Tully's area with many resources being considered. For example, the quarantine and isolation requirements have certain fixed costs, such as a nurse. The expectation for wellness issues, e.g. mental and emotional, is high. The question was raised if some measure of success could be required.

After discussion a motion was made by D. Harris and seconded by R. Simmons that the UPBC supports the proposals submitted by the CARES Task Force except to move \$25,000 from line item number 5 to the Part-time FAFSA position with the Financial Literacy Office. The motion was approved. Chair Melnyk will send an email to President Toro and the IPC to report this.

Re any proposal ideas for distinguishing CCSU: Chair Melnyk reported that he has had various discussions resulting in the question of whether this request should go out to the entire CCSU community and not just to the UPBC. He has cleared this with President Toro. A question was raised as to where money to fund such a proposal would come from. This would need to be addressed.

The executive members were excused from attending the rest of the meeting while the committee discussed a process for reviewing the submitted budget requests. Chair Melnyk has posted the requests to Teams so that all committee members can see them.

The meeting was adjourned at 3:05 pm.

The date of the next meeting will be May 18<sup>th</sup>, 2021, via MS Teams.

Submitted, J Hodgson, Recording Secretary