

University Planning and Budget Committee

Minutes of the Meeting of March 19, 2019

Members Present: L. Bigelow, J. Farhat, S. Cohen, J. Gamache, L. Washko, C. Casamento, D. Dauwalder, M. Fallon, N. Al-Masoud, K. Hammad, C. Soler, J. Hodgson, K. Martin, S. Petras, J. Melnyk, S. Mendez Mendez, E. Pana

Chair Bigelow called the meeting to order at 1:47 pm.

Approval of the minutes: Minutes of the regular meeting on March 5 and special meeting on March 7 were approved with minor amendments.

Chair Bigelow provided an update on the composition of the workgroups for the Strategic Plan. The objective of the workgroups is to review information and data, gain clarity around the priority and engage in thoughtful conversations to identify strategies and actionable, measurable objectives to track our progress and identify where there is more work to be done. While there are no anticipated changes to the mission statement, there will probably be changes to the vision statement.

Vice-chair Farhat provided an update on the IPC meetings. CFO Casamento informed the committee that ExComm members will benefit from receiving the UPBC budget recommendations ahead of the initial schedule. A discussion of the next step on the budget process ensued.

Facilitates Management: No report

A request was made to have the data on retention and student success be sent to UPBC.

Chair Bigelow open up the discussion on the most recent budget process. Vice-chair Farhat proposed a change to the budget timeline to include a deadline for the submissions sent by units to the next level of review. The members of the committee made sure that the new timeline allows for ample time to receive feedback from the faculty.

Vice-chair Farhat presented an Excel workbook that is designed to consolidate all the budget proposals and streamline the process of review and analysis of these proposals. All committee members agreed that the workbook will not move the committee away from the discussion as a group of the proposals.

CFO Casamento mentioned that the budget requests this year add up to the highest dollar amount in recent history. One downside of imposing a cap on the budget request is stifling creative or entrepreneurial ideas units might want to recommend. Committee members discussed different

ways of streamlining the budget process. CFO Casamento mentioned that there are overlapping review processes after the requests are received from the ExComm members, such as a technical check performed by Facilities and Information Technology to ensure that there aren't request which will have a financial or resource impact on their areas. This check has occurred while UPBC members review the proposals. The formal presentation by ExComm to UPBC also provides an opportunity for gathering significant information for the review of the budget proposals. CFO Casamento noted that as committee members reflect on the budget review process that many individuals involved in the process have recently joined the University and it is their first time submitting budget proposals for consideration.. Several committee members expressed concerns that incomplete information had translated into not recommending or rejecting certain proposals.

The committee engaged on a brief discussion of the timeline for new programs.

The meeting was adjourned at 3:07p.m.

Respectfully submitted,
Ella Pana, Secretary