Western Connecticut State University  
University Planning and Budget Committee  
Report to the Senate 2010-2011  

Members: Jim Donegan (Chair), Emilio Collar (Senate President Designee, Fall), Karen Koza (Senate President, Spring), Roy Stewart (Provost), Paul Reis (VPFA), Allen Morton (Dean), Walter Bernstein (VPSA), Ed O’Hara (Library), Damla Isik, Karen Crouse, Brian Stevens, Dan Goble, Wesley Ball, Daniel Barrett, Michael Chappell, Paul Prisco, SGA President, or designee (Vacant)

Budget  

September- President Schmotter discussed the current State environment; we do not yet know what is going to happen to state funding of higher education, but he noted that we could assume state support will not increase, but decrease. He noted that it also depended largely on who is going to be governor. He stated that they were asked to project what the impact of a 15% decrease in state allocation would be; however, he also noted that this was not extraordinary or new and the response to this will be in narrative form. He stressed the fact that it is too early to make predictions.

October- President Schmotter discussed developments for the FY 11 and FY 12 budgets since the September UPBC meeting. The Board of Trustees voted to freeze tuition for FY 12, but reserved the right to revisit the freeze if necessary. Student fees are expected to be frozen with the exception of health care costs. Undergraduate enrollments are close to targeted levels, while part time and graduate enrollments are below expectations. Budget shortfalls caused by lower than expected part time and graduate enrollments can be absorbed by prudent management of O &E. Several groups, including the Office of Policy Management and the Program Review Investigation Committee of the State Legislature, have requested data, such as enrollment by program and expenditures in Waterbury. The System Office is responding to these requests. In addition, the System office has provided the Office of Policy Management with a narrative on the effect of a 15% cut in state appropriations by stating that a cut of this magnitude would dramatically change the type of education that CSUS can offer in the future and that even cuts in the 5% range would make it difficult for CSUS to continue to fulfill its mission.

From October until the presentation of Gov. Malloy’s budget on Feb 16th there was no concrete information added. UPBC was briefed by the administration on the situation faced by WCSU on March 7th and again on March 28th. On April 4th UPBC held a special meeting which the WCSU community was strongly encouraged to attend. The presentation by VPFA Paul Reis was similar to those made to UPBC in March

1. April- Update on the budget – Paul Reis gave a presentation of the FY12 budget.  
   a. Submission of our budget to the Acting Chancellor is on Friday, April 8.  
   b. Our appropriation is projected at $43.3M which includes fringe benefits, a 12% cut in current services and a 1.8% cut versus our FY11 budget. This budget represents a tuition and fee freeze and assumes 3% growth in enrollment.  
   c. FY12 budget has revenue of $116.6M and expenses of $121.5M, with an initial gap of $4.9M, with $3.75M remaining.  
   d. New developments: The submission of the budget was moved to 4/8/11. CSU is pursuing a 2.5% tuition hike, the BOT meets 4/7/11 to vote on this. Revenue and expense items have been “trued up”. Actions in previous UPBC meetings have been placed into the budget.
e. **On-going concerns:** 3% enrollment growth is a stretch. Course schedules to meet the new of seats for all students. Governor’s negotiations on labor concessions. Governor’s proposed tax increases.

f. The original approach will be observed, conserving any gains and revisiting if there is an improvement.

g. We are looking at overall position reductions of 13.2, with 7.5 on the instructional side and 5.79 on the non-instructional side. These reductions will be a combination of retirements, current open lines, delayed or partial year hiring’s, adjunct and UA reductions.

h. **Next Steps** – Further revisions to the fall 2011 schedule, agreeing on staffing plans with Deans and VPs, identifying tenure track conversions and special appointment continuations, and revising the budget if necessary.

i. **Major FY12 budget milestones:**
   - April 8 – WCSU spending plan due at CSUS office
   - April 18 & 19 – Budget Presentation to Chancellor
   - April 21 – WCSU revised spending plan due
   - May 11 – BOT Spending plan hearings
   - July 21 – BOT Meeting – spending plan approval

j. Questions from the audience:
   - Does this budget include Waterbury? Yes, but it is reduced by the same amounts as the overall budget.
   - Who will teach if enrollment grows? We hope to be able to make use of the one-time reserves.
   - What will happen if there are labor reductions/job losses? It depends on the collective bargaining agreement for each union.
   - If there are 30-plus one-year appointment, how many will convert to tenure track? There is no specified number, the deans are currently working on this now.
   - If the tuition does increase by 2.5%, does the financial aid set aside increase? Yes, but not back to the 17%.

May-President Schmotter briefed the Committee on the status of WCSU’s proposed FY12 budget, the possibility of a further reduction of up to 10% of WCSU’s state appropriation for FY12 and the implication of a hiring freeze instituted on April 30, 2011 by OPM on all state agencies under its direct control. VPFA Reis stated that the operating budget summarized to UPBC on April 4, 2011 was submitted, with two important changes, to CSUS on April 8, 2011 and presented to the Chancellor by President Schmotter and Mr. Reis on April 18, 2011. He stated the two significant changes were the addition of several special appointment lines, which increased the number of funded full-time faculty lines to 230, the same as FY11, and an increase to the percentage of tuition set aside for financial aid to 16%, from 15%, in the April 4 budget. Mr. Reis said the budget was based on the current collective bargaining agreements in force, and the University would have to wait and see whether or not the unions gave concessions, the state ordered layoffs, or the state reduced WCSU’s appropriation.

**Strategic Plan**
There was no action taken during the year regarding the Strategic Plan, although it was agreed that the Plan should be used to determine how cuts and realignments should be determined.

**Coordination with Strategic Plan Implementation Teams**
Paul Reis has revived the Facilities Committee, but no member of UPBC has volunteered to serve.
Governance

Curriculum Development: Chair Donegan reported that the recently implemented software that routes proposed curriculum changes was now forwarding all such proposals to him, not just those with significant financial implications, which had been the practice for many years. Permanent resolution of this issue will require approval by the Senate to change the software, since the software now reflects the Faculty Handbook’s formal procedure for curriculum review, but not established practice. UPBC agreed to form an ad-hoc committee consisting of Donegan, Goble, Koza, Stewart, and Katy Wiss to develop a formal proposal to bring to the Senate at a future date. In the meantime, Chair Donegan will request a temporary change to the software that will route requests for new programs and courses to UPBC while forwarding other changes, such as revisions to prerequisites, to CUCAS or the Graduate Council, as appropriate.

UPBC Voting: Provost Stewart raised the question of whether or not it was appropriate for the two vice presidents (Academic Affairs and Finance and Administration) to be voting members of UPBC since they have a later role in approving programs and budgets. Reis agreed and suggested the incoming Provost be consulted. Goble noted that eliminating voting rights for these two members would require a change in UPBC’s by-laws. Chair Donegan agreed to place the issue of voting rights for the Vice Presidents of Academic Affairs and Finance and Administration on the September, 2011 UPBC agenda.

Proposals Approved

1. Proposal for a minor in Caribbean, Latin American & Latino/a Studies (Approved September, 8-0-1).
2. By-law change to effect an even rotation of teaching faculty. This change corrected the 5-0-3 term pattern to a 3-3-2 with provision for one at-large member to be elected each year. The 2012 election is the last to be affected; commencing 2013 all terms will again be for 3 years. Approved September, 9-0, Passed Senate in December and implemented for 2011 elections.
3. Psychology Department’s Psychology with Distinction Option Proposal (Approved Oct. 7-0-1)
4. Proposal to create an accelerated BS program for HPX (26 months), taking advantage of the winter and summer sessions. (Approved December, unanimous)
5. Proposal by HPX to create a departmental exam to “test out” of the 1 credit lecture, especially for nursing and HPX majors. (Approved December, unanimous)

Prepared by J. Donegan 5-17-11

(Portion reflecting May Meeting based on draft minutes)