TO: Faculty Senate

FROM: Robert S. Wolff, UPBC Chair (2017-2018)

DATE: July 5, 2018

The following memo summarizes the work of the University Planning & Budget Committee during the 2017-2018 academic year. Robert Wolff (History), Chad Valk (Information Technology), and Lisa Bigelow (Institutional Advancement) served respectively as chair, vice chair, and secretary. The committee’s [agenda and minutes](http://web.ccsu.edu/UPBC/meetings/meetings17-18.asp) are available online. The UPBC met on a bi-weekly basis during the fall and spring semesters, with additional meetings scheduled during the budget review process.

The major accomplishments of the committee are as follows:

* Revision of the UPBC Charter (i.e., bylaws) to expand committee membership in recognition of its expanded responsibilities. See the [Faculty Senate Minutes for March 19, 2018](http://web.ccsu.edu/facultysenate/minutes1718mar19.asp), to learn more.
* Review of an extensive, detailed Integrated Budgeting Pilot that encompassed the following departments: [Information Technology](http://web.ccsu.edu/UPBC/currentDocs/files/17-18/CCSU%20Budget%20Model_Information%20Technology%202018.zip); [Athletics](http://www.ccsu.edu/fiscalaffairs/FINAL_CCSU_Budget_Model_Athletics_Revised%20Pilot%20-%20with%20summary2.xlsx); [Biology](http://www.ccsu.edu/fiscalaffairs/FINAL_CCSU_Budget_Model_BIOL01_BIOL02_Updated%2012-8-17%20with%20MGMT%20FB.xlsx); [Design](http://www.ccsu.edu/fiscalaffairs/FINAL_CCSU_Budget_Model_Design.xlsx); [Educational Leadership, Design and Technology](http://www.ccsu.edu/fiscalaffairs/FINAL_%20CCSU_Budget_Model_EDLD01.xlsx); and, [Finance](http://www.ccsu.edu/fiscalaffairs/FINAL_CCSU_Budget_Model_FINC01_v3_12012017%20-%20Editable.xlsx).
* Completion of the [annual review of budget proposals](http://web.ccsu.edu/UPBC/currentDocs/docs17_18.asp) in February and March. The voting members of the committee met seven times within six weeks in order to complete their review in a timely fashion. See the UPBC’s [initial recommendations](http://web.ccsu.edu/UPBC/currentDocs/files/17-18/UPBCReport2017-2018_Final.pdf) to the President, as well as supplemental recommendations attached.
* Support for the President’s [Integrated Planning Council](http://www.ccsu.edu/ipc/) (IPC), primarily in review of concept and program proposal papers submitted for review.