Meeting called to order 1:15pm

Recorder: V. Figueroa


1. Approval of meeting minutes May 13, 2020
   a. Moved: Brandon Harris
   b. Second: Chris Stindt, Betsy Morgan
   c. Approved: 16

2. Chancellor’s Update – J. Gow
   a. Welcome
   b. Thank you: Leadership Team
   c. Educate/Inform: No congregating/social distancing, masks, testing, contact tracing, relaying communication & messaging to students, staff, faculty.

3. Provost’s Update – B. Morgan
   a. COVID related instructional costs: CATL providing faculty Flex online training
   b. Course instruction differentiation: online, on campus, hybrid
   c. COVID Module sent to all student, staff, faculty to complete

4. CFO’s Update – B. Hetzel
   a. State Budget Update: FY20 & FY21 (attachment)
      i. One-time budget reductions, lapse funding measures – FY20 held position hires, limited travel, restricted purchasing, continuing these practices to manage FY21 budget and furloughs.
b. CARES Act Funding: managing funds to support students, provide additional supplies, materials and training.

c. COVID-19 Testing Plan (attachment): identifying resources, funding, modeling for testing and contact tracing plan.

d. Enrollment Indicators: S. Grunwald shared Admissions enrollment numbers.

e. Capital Budget Update: Pedestrian Mall, Wittich Hall, Green Island Tennis Facilities, Fieldhouse

5. Adjournment: Enilda ending six years serving on JPB Committee
   Motion: Mark Sandheinrich
   Second: Enilda Delgado
   Approved: all in favor / no objections

Respectfully submitted: V. Figueroa

Absent: graduate student representative tbd

Meeting called to order by Faculty Convener Abler at 1:15pm.

1. Chancellor’s Update
   - Thanked Residence Life
   - Thanked Academic Affairs
   - La Crosse now the leader on the New York Times list of COVID-19 new cases locations
   - Took question on when a decision will be made for the class plan after September 27th: Unknown at this time, watching the trend in numbers.

2. Introduction of Committee Members was completed in alphabetical order for the most part.

3. Election of Chair
   - Mike Abler nominated, declined
   - Becki Elkins nominated
   - John Kovari nominated, declined
   - Kelly Nowicki nominated, declined

   Unanimous vote to approve Becki Elkins as Chair

4. Election of Executive Committee -
   - faculty: John Kovari nominated
   - academic staff: Troy Richter and AJ Clauss nominated
   - university staff: Kathy Thoen nominated
   - student: Cate Wiza nominated
   - academic dean: Karl Kunkel nominated

   Single vote held to approve the four non-contested individuals, passed.
   Vote by hands held for academic staff representative, first for Richter and then for Clauss. Per Abler’s count: Clauss 13, Richter 9. Clauss will represent academic staff.

5. Approval of Meeting Minutes from July 22nd, 2020
   Wycoff-Horn motion to approve, Allen seconded, motion passed.

6. Approval of additional Fall 2020 and Spring 2021 Meeting Dates (all @ 1:15p Weds)
   - FALL: 9/30, 10/14 (Budget 101), 10/28, 11/11, 12/2, 12/16
   - SPRING: 1/27, 2/10, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5
   Nowicki motion to approve, Thoen seconded, motion passed.
7. Provost’s Update
   - Thanked Faculty, Instructors, and CATL for the online transition of classes
   - Shared students concern with inconsistent WiFi connections
   - Shared concerns with teaching to students in quarantine along with other students in class
   - Also mentioned plans beyond September 27th are undetermined at this point
   - Thansks to Academic Advising Center for reaching out over summer to adjust student schedules, and also for reaching out to those that have cancelled their residence life contract this fall to assist with on-line class schedules (current res life contract opt-out at 317 students)
   - Question on spring break or change to spring semester schedule: A recommendation may be made to Faculty Senate to eliminate Spring Break and start the semester a week later.
   - Question on if those that broke res life contract also are withdrawing: Solverson answered that returning student numbers are good but new student numbers are at a loss, 68 for new and 46 for transfers, but unsure of the status of the 317 contract cancellations. Per Brundage most are going to on-line classes or moving off campus.

8. CFO’s Update
   - Also shared that new and transfer enrollment is down some, but that overall enrollment is only down less than 1% after 5 days of classes in 2020 versus 2019.
   - Shared FY21 State cut information. UWL share about $3 million. Plus loss expected due to lower enrollment. Three Bridge Strategy to offset losses:
     - Hold vacant positions (to save about $1.2 million)
     - No Travel (to save about $1.5 million)
     - Reduction in Supply and Expense accounts (to save about $1.5 million)
   - If registration numbers hold no additional furloughs are expected (16 furloughs over summer)
   - UWL currently managing eight pools of CARES act funding, details to be shared at a future meeting
   - Also mentioned inconsistency of WiFi connections, working with Cisco around the clock
   - Zoom rolled out to campus
   - January 2021 2% pay plan is currently moving forward per recent UW System CFO meeting
   - Question on Cowley phase 2: Architect selection interviews have been completed and an announcement is pending
   - Question on the account balances not reflecting the S&E cuts: Stanley answered that the red book information was delayed by System and the transfers will be reflected soon on accounts
   - Question on if enrollment losses are lower than expected how will the funds flow back: we have to get through 10th day and fall semester and see spring enrollment, but if there is money to give back will do so at some point
   - Question on travel policy: Essential travel is allowed including Admissions & Athletics recruiting and Research activity. Other travel is not encouraged such as conferences.

9. New Business - Calendar of Regular Business (document)
   - No comments to make additions
   - Suggestion to move capital planning update sooner from February to October for 2021-22.

10. Adjournment
    Motion, seconded, passed. Adjourned at 2:17pm. Next meeting September 30th.
Minutes
UWL Joint Planning and Budget Committee
1:15 PM, September 30, 2020
https://uw lax.webex.com/meet/belkins
Recorder: Kelly


Absent: Allen, graduate student representative tbd

Meeting called to order by JPB Chair Elkins at 1:15pm.

1. M/S/P Approval of Meeting Minutes from September 16, 2020

2. Announcements/Updates
   - No graduate student representative has been selected yet, but it is expected someone will be selected soon.
   - The Budget 101 meeting is planned for late October.
   - The JPB Executive Committee has met.
     - What decision-making metrics are guiding our development and implementation of plans for the 2020-21 academic year?
     - Continued discussion and deliberation of long-term enrollment management planning
     - Continued discussion and deliberation of GQ&A budget issues
     - What is the appropriate role of reserves at the institution?
       - How much do we have in reserve?
       - How much should we have in reserve?
       - What parameters guide our decisions about if, when, and how to use reserve funds, particularly considering the pandemic’s effects on institutional finances?
       - What System policies/practices govern reserves?
     - What is the current status and future of strategic planning at UWL?
   - A point was made that the committee hopes to make the JPB Committee less reactive to decisions and instead more involved in the formation of decisions.

3. Chancellor’s Update
   - Shared updates on Eagle Safer Return
     - Last week over 1,500 tests were given to students who had stayed on campus. The test yielded a low positive rate.
     - This week 300 test/day were given to students returning to live on campus. The positive rates have also been low, and the campus still has quarantine space available for students who may need it.
     - In-person classes will begin again on Monday, October 5.
     - Student enrollment on campus has dropped 1.59% from last fall, but still below the 2% drop that financial plans have been based on.
     - The campus financial plan has been based on an anticipated $4.2 Million dollar cut. Thus far, the actual cut has been $3.5 Million. The campus will watch to see if additional budget changes are made by the State after the elections.
     - CARES Act funding dealt with short-term needs. The campus will need funds for future Covid-19 testing. Cheaper and faster result testing is likely to come.
4. Provost’s Update
   - Duties and membership of the Enrollment Management Council was presented. The committee has a diverse group of members who typically meet about twice per year. The committee met on September 30 and recommended the following proposed targets for next year:
     - 2,150 first-year students target for fall 2021 (2,114 actual new first-years students for fall 2020)
     - 350 new transfer students for fall 2021 (334 actual transfers for fall 2020- Natalie Solverson later gave a number of 337)
     - 100 spring transfer students for spring 2021 (111 actual spring transfers students for spring 2020)
   - A proposal has been made to remove spring break 2021. The first week of the spring semester would move from January 25 to February 1, and the semester would end as originally planned. The goals of this change would be to delay the start of the semester to avoid a bit more of the high flu season and to also avoid possible travel over a spring break. The Faculty Senate will discuss this proposal at their next meeting.

8. CFO’s Update
   - Natalie Solverson first gave some initial enrollment information
     - 10th day numbers were 10,468 undergraduates (down just under 1% from last year’s fall numbers) and 979 graduate students (goal had been 1,000)
     - Undergraduates returned at a retention rate of 85.5%
     - A record 2,056 degrees were awarded during the last academic year.
     - March 2020 applications were down 5% (A smaller fall class had been expected and this timed with the pandemic)
     - The campus had a goal of 2175 new first-year students in the fall, and we had 2,114 on the 10th day of classes.
     - We had 337 transfer students this fall with a goal of 375.
     - 92% of the students who cancelled their housing contracts this fall have stayed enrolled in classes.
   - Bob Hetzel continued with the updates.
     - 10th day numbers reflected 537 students who had left. Based on circumstances related to the pandemic and the two-week move from all in-person classes, an extension was given for a full tuition refund. An additional 54 students have left leaving 10,414 students currently enrolled.
     - Thus far the campus has seen a drop of roughly $1.5 Million in tuition revenue and $2 Million in a one-time State give back.
     - The campus received approximately $9.16 Million in CARES Act funding. Dollars were separated into 8 separate accounts. Current standings of all accounts were briefly presented. The below are brief summaries of some of the ideas laid out in more detail in a table presented to the JPB. The tables are continuing to change as expenses are registered.
       2. Cares Act -Institutional Aid Funding (items such as costs for textbook returns, housing and dining refunds, athletic and international costs, parking, and others) $3,394,821 funding with $113,327 remaining as a balance.
       3. Cares Act- Higher Education Institution Financial Assistance (Online equipment, faculty training, PPE supplies, Plexiglass installations, Zoom licenses, Hand Sanitizers, Contact tracing staff and more) $1,361,840 funding with $303,510 balance. These funds need to be spent by December 30, 2020.
4. DOA Tracker Funds (for some technology, PPE supplies, cleaning supplies and other) Funding tbd with expenses thus far of $24,840.73.
5. UWS Online Learning Initiative (lab grants and other) $141,000 funding with a balance of $12,199.
6. CARES Act Strengthening Institutions Program (Contact tracers and testing for spring and other expenses) $337,494 funding with balance of $49,400.
7. UWS Staff and PPE Testing Support - $238,887 funding with a $34,620 balance.
8. DOA CARES Act Funding -PCR Testing Support - $328,125 funding with a $15,900 balance,

Questions/Answers
1. We do not yet have information from exit interview for students who have left the university.
2. Concerns were raised for how the university deals with behavior of students living off campus. There are limits to how the university can respond.
3. Supplies that were donated to Gundersen for testing from the Biology and Microbiology department will be refunded through the CARES funds and not by Gundersen.
4. The campus does not yet have estimates on money lost on events that were cancelled, such as the State track meet and various summer camps.

9. New Business -
   • No new business

10. Adjournment

Absent: Hetzel, Wycoff-Horn

Meeting called to order by JPB Chair Elkins at 1:15pm.

1. Approval of Meeting Minutes from September 30, 2020
   - The minutes were amended to reflect Vanroosenbeek and Figueroa were in attendance. The minutes then were approved as amended.

2. Announcements/Updates
   - A new member was introduced – Ting Wang, the graduate representative.
   - Budget 101 will be held on November 11.
   - Robert’s Rules cheat sheet distributed with the agenda.
   - JPB Executive Committee – agenda items for this academic year
     - What decision-making metrics are guiding our development and implementation of plans for the 2020-21 academic year?
     - Continued deliberation of long-term enrollment management planning
     - Continued discussion and deliberation of GQ&A budget issues
     - What is the appropriate role of reserves at the institution?
     - What is the current status and future of strategic planning at UWL?

3. JPB Duties and Responsibilities – Discussion
   a. From the JPB Bylaws…
      The Joint Planning and Budget (JP&B) Committee is an advisory committee that represents the university community in regards to planning and budget decisions. The mission and strategic plan of the university should drive both planning and budget. The committee will make recommendations to the Chancellor regarding budget planning and proposals and reporting actions to the governance groups and the campus community. JP&B shall provide guidance regarding planning and budgeting processes including, but not be limited to, involvement in campus mission and strategic planning, new programs and units, new initiatives, shifts in resources from one division or unit to another, input on budget reductions, and/or the allocation of new resources. JP&B may solicit, study, and review all available and pertinent information relating to the university budget and budget issues.
   
   b. To be an effective JPB and in preparation for Budget 101…
      i. What do you want/need to know about institutional budgeting and planning?
      ii. What would help you feel more comfortable engaging with these issues?

   • Elkins divided JPB into 4 breakout groups for 15 minutes, and then reconvened larger group for additional discussion. The following questions/feedback were shared by committee members:
     - Cheat sheet about university finances would be helpful for committee members
     - Participation sometimes hampered by intimidation of speaking in front of so many people, especially on topics as complex as budgeting
     - Discussion encouraged to tease out proper role for JPB as an advisory body – should JPB members take more structured, formal action on the committee’s preferred alternatives?
4. Chancellor’s Update
   - Chancellor Gow shared update on Covid-19 situation impacting campus.
   - Recent university testing results encouraging with some days no positive cases reported at UWL, despite positive cases reported elsewhere in La Crosse County.
   - Future fiscal situation still somewhat unclear, and not much information from state or federal government given about potential future university assistance, although federal government stimulus talks continue. UW cuts envisioned for next state budget (FY21-23), which will be approved by end of June 2021.
     ▪ Gov. Thompson (UW System President) suggests no concrete estimates on fiscal relief will be known until after election.

5. Provost’s Update
   - Provost Betsy Morgan reported that a full J-Term course load will be offered despite some college shortages.
   - Fall commencement officially cancelled. Potential for combining fall with spring 2021 still being discussed.
   - Update on spring term – spring break cancelled and semester starts one week later. Spring offerings most likely will mirror format of fall (combination of f2f, hybrid, and online courses).

6. CFO’s Update – Dr. Hetzel unable to attend

7. New Business
   a) Enrollment update – Director Solverson, Institutional Research, Assessment and Planning
      ▪ 1% decrease in enrollments across UW since 2019, although some universities experienced gains (e.g. UW-Madison, UW-GB, UW-Parkside, UW-Steven’s Point)
        ▪ Soquist suggested schools with increasing enrollments revised (down) their admission standards, which impacted UWL enrollment (especially from Dane County)
      ▪ UWL enrollment peak in 2014, and roughly level since (down 1.1% since 2019)
      ▪ Fiscal impact of 100 less students = $1.54 million less UWL revenue
      ▪ Reason for UWL enrollment decrease not entirely Covid-19-related. Long-term enrollment Task Force (LTETF) forecast 1% enrollment decrease for 2020 before pandemic hit. Still, refund dates extended, and post-Day 1 enrollments declining, whereas they usually increase.
      ▪ College enrollments vary by college, range of 25% increase for CBA and 15% decrease for CSH.
      ▪ Non-resident FTE enrollment down substantially (-22.4%) since 2016, compared with only -6% change in Resident FTE.
      ▪ Navigate updates (on enrollments) upcoming
   b) Open discussion of reserve funds – https://www.wpr.org/uw-system-tuition-balances-down-nearly-60-percent-2013-levels
      ▪ This will be merged with Budget 101

8. Adjournment