

**University Budget Advisory Committee Meeting (UBAC)
29 January 2014**

In attendance: Stephen Farnsworth, Joe Romero, Nabil Al-Tikriti (Chair), Rick Pearce, Paul Messplay, Les Johnson, Dan Hubbard, Mukesh Srivastava, Colin Rafferty

The minutes from November 13 and January 15 were approved.

Rick Pearce discussed the budget requests of Administration and Finance, focusing on four areas of request, in order of request priority.

General Maintenance

Pearce recommends adding two full time General Maintenance staff. Currently there are two GMs, which were formed from converted vacancies. The Facilities staff currently receives calls at all times, including nights, weekends, holidays and during weather emergencies. All Facilities Staff are being asked too often to remain on duty during off hours. These positions would reduce that demand significantly. Pearce requested two generalists – employees who can fix most things and know who to call if they cannot. In addition, they would increase the level of preventive maintenance. These hires would run approximately \$55K per person, and are a top priority.

Farnsworth asked how maintenance is dispatched to Stafford and Dahlgren campuses. Pearce replied that nearly all maintenance employees are based on the main campus, but we frequently have to send staff to Stafford and Dahlgren, while contracts are used to handle many other maintenance needs.

IT Business Analyst

This position would pro-actively examine university-wide administrative operations and recommend ways to improve efficiencies and effectiveness through better use of available technology. This would constitute a continuous improvement approach as opposed to the current reactionary approach to IT systems. Cost: \$75K, including benefits.

Systems Analyst

This position would be embedded within one or more large and/or complex departments or divisions and would learn those processes and systems from the inside, applying IT knowledge to improve those systems. The difference from the above Business Analyst is in the depth of understanding of particular functions. This position is focused on specific functions, whereas the Business Analyst is more of a generalist. Cost: \$75K, including benefits.

Annual Technology Equipment Replacement Fund

In order to facilitate regular replacement (5 year cycle) of equipment, Pearce recommends a budget of \$250K/year. Computers cost the school about \$1250 each, so this would amount to roughly 200 new computers per year.

Governor's Biennial Budget

Former Gov. McDonnell has proposed his budget. Gov. McAuliffe will have a proxy proposed amendments to this budget. The final budget will be available in March; please see attachment.

Paul Messplay discussed the governor's proposed operating budget and its highlights. As we learn more on the General Assembly side, that information will come to the committee. Messplay expressed optimism at the budget, simply for seeing growth after many years of cuts. Pearce expressed some concern over the unfunded mandates.

Meeting adjourned at 5:25 pm.

Submitted by Colin Rafferty