

**University Budget Advisory Committee Meeting
April 2, 2014 Minutes**

In attendance: Nabil Al-Tikriti (chair), Paul Messplay, Les Johnson, Dana Hall, Mukesh Srivastava, Patricia Reynolds, Joe Romero, Steve Farnsworth (acting secretary).

Meeting called to order at 4:08 p.m.

Farnsworth will take minutes.

Romero suggested that the committee should use secret ballots. The committee tabled the idea, leaving the issue for next year's membership to decide how they wished to proceed.

DISCUSSION OF REQUESTS FOR ADDITIONAL FUNDING

The committee considered two new items for budget prioritization: a \$10,765 request for a graduate assistant for the new Masters of Science in Geospatial Analysis program and a related \$2,000 operating budget for the new program. By a 5-0 margin, members voted to rank both items "1" (high priority) on its 1-5 scale.

Al-Tikriti left for another meeting at 4:30 p.m.

The committee voted 4-0 to support the request for \$19,000 in additional funding for the Eagle Sport club budget. The request was ranked as a "2" (medium-high priority) on the 1-5 prioritization scale. The committee declared that a request for \$5,000 in additional funding for regional and national competitions was a "5" (low priority), confirming a preliminary decision made last month. Requests relating to the Eagle Sport club 2015-16 budget were rejected as not applicable in this assessment of 2014-15 budget priorities.

Reynolds requested that Campus Recreation establish guidelines for club participation levels before funding increases are considered for future years.

The committee recommended, on a 4-0 vote, that the additional budget authority for the proposed creation of an assistant director for outreach and prevention at CAPS be reduced from \$102,000 to \$85,000 and be a "1" (high priority item). Romero suggested the reduction, saying that the original estimated cost in salary and benefits to fill the position was too high.

With those ratings and amendments, the committee voted 4-0 to approve all the prioritization levels established by the committee over the past two meetings. (The rankings for all proposed expenditures are contained in a separate spreadsheet being distributed with these minutes.)

DISCUSSION OF REQUESTS FOR CHANGES IN PROCESS AND POLICY

Reynolds and Srivastava suggested that next year's report provide more financial context for the new money requests. Farnsworth suggested an additional column on the spreadsheets that would provide current year expenses for programs requesting additional funding.

By a 4-0 vote, the committee approved of Process Recommendation 1 (text below).

PROCESS 1: The committee recommends that budget presentation include a broader presentation of ongoing outlays at the beginning of the process, with increased detail relative to the current process. Such additional presentation would allow the committee to comment on budgetary processes beyond the current commentary on incremental new funding proposals placed before the committee. The committee requests that next year's spreadsheets contain an additional column listing current year expenses in requested categories to put those proposals into context.

By a 4-0 vote, the committee approved of Process Recommendation 2 (text below).

PROCESS 2: The committee recommends that budget presentation provide a clearer picture of budgetary outlays broken down by college (COE, COB, CAS) and non-academic unit. This currently happens to some extent in the fall semester presentations, but the committee requests greater clarity concerning collegiate units.

By a 4-0 vote, the committee approved of Process Recommendation 3 (text below).

PROCESS 3: The committee recommends that budget directors submit no new funding requests of less than \$1,000, as such amounts should be found within current budgets.

By a 4-0 vote, the committee approved of Policy Recommendation 4 (text below).

POLICY 4: The committee requests that the university establish a four-year rotation replacement cycle for campus computers for faculty and staff.

Srivastava left the meeting at 5:10 p.m. to get to the Stafford campus for his upcoming class. The committee no longer had a quorum to decide pending proposals.

While awaiting the restoration of a quorum, the committee began discussing Gov. McDonnell's executive order to limit the hours worked by some contingent faculty. Messplay said the new governor has not reversed the executive order put in place by his predecessor so the university was bound to follow the still-in-place restrictions. Farnsworth suggested that the committee support a collaborative effort by university presidents around the state to get that executive order rescinded.

Al-Tikriti returned to the meeting at 5:15 p.m., restoring a quorum.

By a 4-0 vote, the committee approved of Policy Recommendation 2 (text below).

POLICY 2: The committee recommends that President Hurley work with other university presidents to encourage Governor McAuliffe to reverse Governor McDonnell's executive order concerning 10 credit/semester limitations on contingent faculty (tied to 29 hours/week labor estimate), as well as comparable hourly limitations on staff. Limiting

such hours creates real financial hardships for contingent faculty and staffing difficulties for certain departments (particularly MFL).

By a 4-0 vote, the committee approved of Process Recommendation 4 (text below).

PROCESS 4: The committee recommends that budget directors bundle inter-related new funding requests next to each other, rather than spread throughout a variety of requests. If portions of a group of requests differ in their priority, break them up within a single entry on the spreadsheet.

By a 4-0 vote, the committee approved of Policy Recommendation 1 (text below).

POLICY 1: The committee recommends that the administration commit to a reliable annual COLA [Cost of Living Adjustment] amount, in addition to and outside of additional raises intended to solve issues of salary compression or staff salary competitiveness in the marketplace. The justification for this recommendation is that annual inflation rates of 2-3% mean that the current reality of 3% raises every 3-4 years (adjusted for merit ratings) means a real loss in staff purchasing power of 1-2% per annum (a pattern in evidence for the past 25 years). This commitment should be rated a top priority for the institution's long term staff retention and its financial security.

By a 4-0 vote, the committee approved of Policy Recommendation 3 (text below).

POLICY 3: The committee recommends that the UMW Foundation consider prioritizing the provision of some low cost housing options for contingent employees, graduate assistants, language coordinators and assistant coaches employed throughout the institution. This has not been prioritized at all up to now, and has compounded the financial difficulties of such staff members, without providing sufficient compensatory return to the institution to justify such inaction.

The committee also considered an Undergraduate Research Proposal submitted by a faculty member not on the committee: "As the university claims to prioritize undergraduate research, the committee recommends that future budget requests include certain initiatives to improve, expand, or otherwise benefit the level, quality, and amount of undergraduate research carried out at UMW."

Several committee members said they were uncertain whether there have been problems with undergraduate research funding, as many students have been able to obtain requested research funding for independent studies and honors projects. Al-Tikriti said he would solicit further information and report back to the committee about whether the topic warrants further committee discussion.

Reynolds agreed to organize the first meeting of the committee next fall. Officers for the committee will be elected at that time.

A complete list of the approved policy and process recommendations is appended to these minutes.

Meeting adjourned at 5:50 p.m.

RECOMMENDED CHANGES IN BUDGETARY EVALUATION PROCESS:

- 1) The committee recommends that budget presentation include a broader presentation of ongoing outlays at the beginning of the process, with increased detail relative to the current process. Such additional presentation would allow the committee to comment on budgetary processes beyond the current commentary on incremental new funding proposals placed before the committee. The committee requests that next year's spreadsheets contain an additional column listing current year expenses in requested categories to put those proposals into context.
- 2) The committee recommends that budget presentation provide a clearer picture of budgetary outlays broken down by college (COE, COB, CAS) and non-academic unit. This currently happens to some extent in the fall semester presentations, but the committee requests greater clarity concerning collegiate units.
- 3) The committee recommends that budget directors submit no new funding request less than \$1,000, as such amounts should be found within current budgets.
- 4) The committee recommends that budget directors bundle inter-related new funding requests next to each other, rather than spread throughout a variety of requests. If portions of a group of requests differ in their priority, break them up within a single entry on the spreadsheet.

RECOMMENDED CHANGES IN POLICY:

- 1) The committee recommends that the administration commit to a reliable annual COLA [Cost of Living Adjustment] amount, in addition to and outside of additional raises intended to solve issues of salary compression or staff salary competitiveness in the marketplace. The justification for this recommendation is that annual inflation rates of 2-3% mean that the current reality of 3% raises every 3-4 years (adjusted for merit ratings) means a real loss in staff purchasing power of 1-2% per annum (a pattern in evidence for the past 25 years). This commitment should be rated a top priority for the institution's long term staff retention and its financial security.
- 2) The committee recommends that President Hurley work with other university presidents to encourage Governor McAuliffe to reverse Governor McDonnell's executive order concerning 10 credit/semester limitations on contingent faculty (tied to 29 hours/week labor estimate), as well as comparable hourly limitations on staff. Limiting such hours creates real financial hardships for contingent faculty and staffing difficulties for certain departments (particularly MFL).
- 3) The committee recommends that the UMW Foundation consider prioritizing providing some low cost housing options for contingent employees, graduate assistants, language coordinators and assistant coaches employed throughout the institution. This has not been prioritized at all up to now, and has compounded the financial difficulties of such staff members, without providing sufficient compensatory return to the institution to justify such inaction.
- 4) The committee requests that the university establish a four-year rotation replacement cycle for campus computers for faculty and staff.