

University Budget Advisory Committee Minutes (UBAC)

4 September 2013

In attendance: Nabil Al-Tikiriti (Chair), Stephen Farnsworth (CAS), Dan Hubbard (At-large), Patricia Reynolds (COE), Mukesh Srinastava (COB), Jonathan Levin, Torre Meringolo, Paul Messplay, John Morello, Rick Pearce

- I) Nabil called the meeting to order at 4:07, asking members present to introduce themselves. He then presented the agenda for the day, outlining the need for guidance regarding the charge of the committee.
 - a. John Morello indicated that the UBAC charge originated word for word from the Faculty Handbook [see appendix], and that UBAC would receive input and present guidance to the Faculty Governance Structures as requested.
 - b. Potential changes to the current UBAC charge as outlined in the handbook were discussed. UBAC decided to table any potential changes until further notice, pending full attendance and further impetus for change. This will be reviewed if necessary.
- II) UBAC membership was clarified.
 - a. Dana Hall will be invited to attend meetings as a representative for the Athletic Dept.
 - b. SAC Representative Les Johnson will also be invited to attend meetings.
 - c. Torre Meringolo and Jeff Rountree will be cc'd in all messages due to their inclusion in the UBAC charge, but will only be expected to attend relevant presentations.
 - d. Paul Messplay and John Morello will attend as necessary, on behalf of and often together with, Jonathan Levin and Rick Pearce, whose positions are named in the UBAC charge.
- III) UBAC then discussed the calendar for the year, with tentative dates and topics decided on. Nabil and Paul will follow up with scheduling appointments:
 - Budgetary Process (Paul Messplay)
 - Sept. 18: No Meeting (Governor's meeting)
 - Sept 25: Admissions and Enrollment Management (Carol Descak, plus both deputies in charge of Undergraduate and Graduate Admissions, and Torre Meringolo. To be confirmed) **[confirmation pending, tentatively on Stafford Campus]**
 - Oct. 2: University Relations, Branding, Marketing (Torre Meringolo, with Carol Descak and deputies also invited)
 - Oct. 9: No Meeting (Mid-Terms)
 - Oct. 16: UMW Foundation (Jeff Rountree, Greg Banner) **[to be rescheduled]**
 - Oct. 23: Administration and Finance (Rick Pearce) **[confirmed]**
 - Oct. 30: Student Life, Athletics, Housing (Doug Searcy) **[confirmed]**
 - Nov. 6: Global Outreach, International Studies (Jonathan Levin, Jose Sainz)
 - Nov. 13: Semester Report Meeting

These dates were proposed during the meeting, but are subject to change according to scheduling limitations.

- IV) Next Meeting: 11 September 2013, covering the budgetary process, led by Paul Messplay.

[Patricia Reynolds, for Colin Rafferty]

Appendix: UBAC Charge:

2.6.2 University Budget Advisory Committee The committee consists of seven faculty members, one from the College of Arts and Sciences, one from the College of Business, one from the College of Education, as determined by each college, and four at-large appointed by the University Faculty Organization Committee. Members serve three-year staggered terms, beginning with the fall semester following their appointment. The committee's duties are to:

- .1 Work in an advisory fashion with the Provost and Chief Academic Officer (CAO), the Vice President for Administration and Finance (CFO), the Vice President for Advancement and University Relations, and the Chief Executive Officer and President of the UMW Foundation on short- and long-term University budget priorities, broadly conceived, including planning, the operating budget and capital improvements, fundraising, and development. The recommendations for priorities will be communicated to the President via the CFO or the CAO;
- .2 Indicate the committee's priorities for the present budgeting year through an annual review process and summarize their priorities on future budgets to the CFO, CAO, and the UFC in a report due no later than mid-November;
- .3 Communicate the committee's recommendations to the UFC in a report no later than mid-March and the results of the President's decisions to the UFC in a report as soon as possible;
- .4 In times of financial exigency, the Budget Advisory Committee assists the President, Provost, and Vice Presidents in developing principles and setting priorities for budget