

University Budget Advisory Committee

Minutes – 8/30/2021 Meeting

At-large faculty members present:	Nabil Al-Tikriti (Professor, CAS) Laura Bylenok (Assistant, CAS) – Secretary Randall Helmstutler (Associate, CAS) Suzanne Sumner (Professor, CAS)
College representative members present:	Chris Garcia (Associate, COB) Liane Houghtalin (Professor, CAS) – Chair Kyle Schultz (Associate, COE)
USC representative members present:	Arin Doerfler (Sr. Accountant-Fixed Assets) Kim McManus-Carini (Operations and Finance Coordinator) Marta Smith (Asst. Controller-Compliance)
Athletics representative member present:	Patrick Catullo (Director of Athletics)
SGA representative member absent:	Student Rep (TBD)

Summary of discussion:

1. The meeting was called to order at 2:04pm. Dr. Houghtalin informed the committee that we will record this and future meetings for members who are unable to attend some or all of a meeting. Recordings will not be public or shared with anyone outside of the committee; they are for the purpose of sharing as needed with committee members only.
2. All committee members introduced themselves to the group. The committee discussed its make-up of At-large faculty representatives, College representatives, USC representatives, an Athletics representative, and an SGA representative.
 - a. We have updated our committee roster to reflect that we do not have any ex officio members; rather, we have non-voting members in several categories: USC, Athletics, and SGA representatives.
 - b. We don't yet have an SGA representative. Dr. Houghtalin has reached out to the SGA to select a student rep.
 - c. Ms. Smith asked about the history of committee membership and why the committee had one staff member last year and now there are three. Drs. Houghtalin and Al-Tikriti gave the context that last year the committee decided we needed more staff representation, and in accordance with the motion from Oct. 29, 2020, we added two additional staff members this year for a total of three USC representatives on the committee.
 - d. Because this is a faculty committee under UFC, only faculty members (At-large and College representatives) currently have voting rights. However, Dr. Houghtalin emphasized that the committee will proceed with a consensus system in which everyone is expected to voice a position and silence is not taken for consent. The committee will only go forward with recommendations if there is a majority among

all members (voting and non-voting members). The committee will continue to investigate options for granting voting rights to non-faculty members.

- e. Dr. Bylenok suggested that meeting attendance on minutes should be listed according to area of representation rather than by voting status.
3. Dr. Houghtalin suggested that in the future the committee may want to pick a meeting time before we solicit new members, so that everyone is in agreement and aware of the schedule before onboarding.
4. A primary order of business for this meeting is to determine and prioritize the list of guests that we would like to invite to speak this year. Dr. Houghtalin presented the list of guests from last year and noted we will need to reduce the number of presentations in order to avoid a delay in our final report, which is due in mid-March. There will be some guests that we would like to receive presentations from every year (core presentations) and there are others that we could receive every other year (informational presentations).
 - a. After discussion, the committee determined core presentations that we will request this year should include:
 - i. Administration & Finance (Paul Messplay)
 - ii. Provost (Tim O'Donnell)
 - iii. UMW Foundation (Jeff Rountree)
 - iv. Admissions (Melissa Yakabouski)
 - v. Student Affairs (Juliette Landphair)
 - vi. Marketing (Lisa Bowling, Mark Thaden, Malcolm Holmes, and/or Catherine Seller)
 - vii. Athletics (Patrick Catullo)
 - viii. Chief Information Officer (Hall Cheshire)
 - b. Informational presentations that may wait until another year should include:
 - i. Plant Operations & Contract Services
 - ii. Library
 - iii. Procurement
 - iv. CAS, COE, and COB Deans
 - v. Continuing & Professional Studies
 - c. UFC, Faculty Senate, and AAUP Reps (Andrew Dolby and Marcel Rotter) should be CC'ed and invited to all presentations so they may attend if desired for institutional reasons.
5. Dr. Houghtalin suggested that when we invite individuals for presentations, we should consider whether there are specific questions the committee would like to ask ahead of time, so that we may send those questions before they come.

6. Dr. Houghtalin advised that the committee needs to analyze this year's budget and assess what among our recommendations from last year's Final Report has been implemented.
 - a. We will need to plan a meeting dedicated to discuss and complete this assessment. Dr. Sumner suggested that prior to doing so, we may ask Mr. Messplay during his presentation to us about what has been so far implemented.
 - b. Dr. Sumner suggested that we should continue to advocate for a faculty representative on the UMW Foundation board.
 - c. If there are recommendations that have not been taken up, the committee will need to advocate again as needed. We want to monitor for our past and current priorities.
 - d. In conjunction with this assessment, the committee will summarize our priorities on future budgets in a report due in mid-November.
7. Dr. Houghtalin noted that due to the presentation schedule and need for an annual review and report in the fall, we will have a more intensive meeting schedule in the fall semester. In the spring, we may plan for a less intensive schedule, and once we have completed our final report in mid-March, committee business for the year will be substantively concluded.
8. The meeting was adjourned at 3:00pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary