

University Budget Advisory Committee

Minutes – 9/27/2021 Meeting

At-large faculty members present:	Nabil Al-Tikriti (Professor, CAS) Laura Bylenok (Assistant, CAS) – Secretary 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)
At-large faculty member absent:	Randall Helmstutler (Associate, CAS)
SGA representative member absent:	Student Rep (TBD)

The meeting was called to order at 2:00pm. Summary of discussion:

1. The meeting began with addressing committee membership and the need to confirm our membership numbers with UFC.
 - a. UFC has on record that we were to include a total of four staff reps, representing an increase of three from last year. However, UBAC has on record that we were to include a total of three staff reps, representing an increase of two from last year.
 - b. Discussion followed on how to proceed. Ms. Doerfler noted it would be appropriate to have three staff members, since that would reflect the committee's original intention in changing the makeup of the committee, and there was general agreement on that point. Dr. Houghtalin noted that the original intention was to incorporate a wider range of staff perspectives, and the inclusion of three staff representatives does achieve that range. Dr. Sumner noted that having three rather than four makes staffing and scheduling more manageable, and if the ratio needs to be equalized, we could reduce faculty representation instead.
 - c. After discussion, the committee decided to present two proposals to UFC.
 - i. The committee will propose to update its membership going forward to include a total of three staff representatives.
 - ii. The committee will propose a one-year exception to having four staff representatives this year, so that we can continue our work without delay.
2. Discussion transitioned to planning and development of the committee's fall report.
 - a. The committee will assess whether the administration has addressed the concerns that were outlined in our Final Report from last spring, taking into consideration some items may require more than one year to be put into effect.

- b. The committee will consider whether any items that have not yet been addressed should be included in our spring report again this year with further supporting rationale.
 - c. A draft report will be circulated via email among the committee to develop and work on, which will be finalized and submitted to the CFO, CAO, and the UFC by mid-November.
3. The meeting was adjourned at 3:00pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary