

University Budget Advisory Committee

Minutes – 11/8/2021 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)
Student representative member present:	Ellelyshia Ardo (SGA)
Members absent:	Marta Smith (Asst. Controller-Compliance) Patrick Catullo (Director of Athletics)

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

1. The committee reviewed the document, “Two Motions Concerning the Membership of the University Budget Advisory Committee,” which had been circulated prior to the meeting and is appended to these minutes (below).
 - a. Motion one: To change the membership of UBAC. **The committee voted unanimously (10-0) in favor of the motion.**
 - b. Motion two: To make a one-year exception in 2021-2022 to having four University Staff Council representatives on the Budget Advisory Committee. **The committee voted unanimously (10-0) in favor of the motion.**
2. The committee reviewed the document, “UBAC Report on UFC Motion to Recommend Faculty Equity Study,” which Dr. Houghtalin had drafted and circulated prior to today’s meeting, summarizing the committee’s response and recommendations from our discussion on Nov. 1, 2021, regarding the UFC motion in support of a collaboratively designed faculty equity study.
 - a. Dr. Al-Tikriti voiced his concern about the funding of the study, noting that if there is not adequate funding to address any identified inequities, that the study would be an unfunded mandate. The committee expressed general agreement that funding should be secured to adequately address the results of the study.
 - b. As noted in the report, however, despite not yet knowing the scope of the cost or whether the University would be able to act on the results, the committee expressed overall support for the motion, given the importance of equity and inclusion.
 - c. The finalized report will be circulated via email for final approval before sending it to UFC.
3. Discussion transitioned to continued planning and development of the committee’s Fall Report to the UFC.
 - a. The committee discussed the format of the document and determined to report on 5-6 priority items from the full list of 23 recommendations from the 2020-2021 Final

Report, in order to address progress made by the Administration on our recommendations from last year.

- b. The committee will meet again next Monday, Nov. 15, to finalize that document before sending it to the UFC prior to their meeting in December.

The meeting was adjourned at 3:04pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary

Two Motions Concerning the Membership
of the University Budget Advisory Committee (UBAC)

Motion one: To change the membership of UBAC

The Faculty Handbook currently lists the makeup of the Budget Advisory Committee as follows,

2.8.2 Budget Advisory Committee The committee consists of seven voting faculty members: one representative from each college and four appointed from the faculty at-large by the Faculty Organization Committee. In addition, there shall be one non-voting representative from the Department of Athletics, Health & Physical Education if there is not a regular voting member already serving on the committee, four non-voting representatives from the University Staff Council, and one non-voting representative from the Student Government Association; these individuals shall be selected by their respective groups.

The Budget Advisory Committee proposes to change the makeup as follows,

2.8.2 Budget Advisory Committee The committee consists of seven voting faculty members: one representative from each college and four appointed from the faculty at-large by the Faculty Organization Committee. In addition, there shall be one non-voting representative from the Department of Athletics, Health & Physical Education if there is not a regular voting member already serving on the committee, ~~four~~ **three** non-voting representatives from the University Staff Council, and one non-voting representative from the Student Government Association; these individuals shall be selected by their respective groups.

Rationale: Last year the Budget Advisory Committee, seeking greater staff representation on the committee, decided to propose that it have three non-voting representatives from the University Staff Council, rather than one. When it made the proposal, it accidentally asked for an increase of three USC representatives rather than for an increase of two that would bring the USC representation up to a total of three.

Both the Budget Advisory Committee and the University Staff Council were expecting a total of three USC representatives in 2021-2022 and were happy with that increase of staff representation. The USC, in fact, selected only three representatives for 2021-2022. We ask now to correct our mistake and to have officially a total of three USC representatives starting in 2022-2023.

Motion two: To make a one-year exception in 2021-2022 to having four University Staff Council representatives on the Budget Advisory Committee

Given that the Budget Advisory Committee and the University Staff Council both thought that there was an increase to three, not four, USC representatives on the Budget Advisory Committee in 2021-2022, and given that the Budget Advisory Committee has proposed that it officially have a total of three USC representatives starting in 2022-2023, we propose a one-year exception in 2021-2022 to having four USC representatives on the Budget Advisory Committee in favor of having three.

Rationale: The University Staff Council, having thought that there was an increase to three, not four, USC representatives on the Budget Advisory Committee in 2021-2022, selected only three representatives. It makes sense to continue with three so as not to interrupt the work of the committee.