

University Budget Advisory Committee

Minutes – 11/15/2021 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)
Student representative member present:	Ellelyshia Ardo (SGA)
Members absent:	Patrick Catullo (Director of Athletics)

The meeting was devoted to reviewing and finalizing the draft Fall Report that Dr. Houghtalin compiled and circulated prior to the meeting.

1. The report includes updates regarding five of the highest priority recommendations from last year's Final Report:
 - a. Hire or designate a web specialist, or offer a stipend for website maintenance, to ensure all university and departmental webpages present current content, functional links, uniformity of appearance and layout, accessibility, and a professional and contemporary aesthetic.
 - b. Prioritize staffing needs in the following areas, listed in order of priority: Information Technology, Athletics (sports information, assistant coaches, grounds, athletic trainers), the Library, and Mental Health and Disability Resources.
 - c. Continue to improve campus residence halls to enhance the perceived desirability of living on campus, thus increasing revenue.
 - d. Improve the accessibility, safety, and sustainability of campus buildings (academic, administrative, athletic venues, resident halls) and facilities (sidewalks, parking lots, etc.).
 - e. Restore faculty supplemental funding, including faculty development funds, travel funds, and faculty research funds through grants and sabbaticals.
2. For each of the above items, the committee will report on progress made by the Administration in 2021-2022, either through actions already taken or through the University's 2022-24 State Budget Requests, which are pending approval by the Secretary of Education.
3. **The committee voted unanimously (11-0) to accept the Fall Report for submission to the UFC**, pending proofing and final approval via email. Dr. Houghtalin will circulate the final document for approval and then submit it to the UFC.

4. In order to keep a record of actions taken on any of the 23 budget recommendations from our 2020-2021 Final Report, Dr. Houghtalin created a collaborative document for the committee to use to track progress, going forward.
5. Before the close of the meeting, Dr. Houghtalin proposed that the committee may consider the possibility of a predetermined meeting day and time for future UBAC committees, in order to help facilitate the scheduling of such a large committee. If this were to be done, it would mean that UFOC would need to know this before receiving nominations for next year, so that potential nominees would be aware of the schedule ahead of time.
6. Upcoming meetings:
 - Nov. 22: Juliette Landphair
 - Nov. 29: Malcolm Holmes

The meeting was adjourned at 3:05pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary