

# University Budget Advisory Committee

Minutes – 2/7/2022 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
USC representative members present:	Arin Doerfler (Sr. Accountant-Fixed Assets) Kim McManus-Carini (Operations and Finance) Marta Smith (Asst. Controller-Compliance)
Student representative member present:	Ellelyshia Ardo (SGA)
Members absent:	Kyle Schultz (Associate, COE) Patrick Catullo (Director of Athletics)
Guests:	Jessica Machado (Office of Disability Resources)

The meeting was called to order at 2:00pm. The meeting was devoted to a presentation from Jessica Machado from the Office of Disability Resources (ODR). Summary of discussion:

1. Ms. Machado began with identifying areas of need, noting in particular the area of testing support as a way to enhance support for our community. Also noted was the need for additional case management support to address significantly increased caseload needs. In the past, ODR did attempt to supply testing support and acquired a part-time position that provided part-time hours (20 per week) for testing accommodations; however, it was difficult to operate without a full-time position. To give context, approximately 12% of total students enrolled at UMW are registered with ODR, currently about 600, with only 3 full-time staff. The questions posed by UBAC were focused mainly on testing support; however, it is worthy to note that it is the belief that this is not the most significant need to address ODR's increased responsibilities. However, faculty expressed that this support would be greatly beneficial to the UMW community.
2. In the past, having only part-time testing support meant that when staff was not available, then faculty had to find their own solutions. Part-time doesn't work well for students or faculty, and we need full-time support with services anyone can access. Faculty have taken on a lot of responsibilities including testing accommodations, which has been a real challenge for some departments, especially in the sciences.
3. The University is in need of a college-wide testing center and staff that is trained and equipped to handle students with range of needs. It does not necessarily have to be ODR that provides this space, but ODR does have the knowledge and understanding to handle testing policies and practices and to fill obligations for students with disabilities correctly and responsibly.
4. ODR has moved to its new and much larger physical location in Seacobeck, with intentionally planned space for testing support. Although the space is there, there is a need for staff to make that happen, especially considering that the coordination of appropriate

testing supports often requires individualized and specialized attention and that providing only part-time support for testing was ineffective.

5. With their current setup, ODR has barely enough staff to continue basic services and is scrambling to put out fires, and they need additional staff support. Ms. Machado has prepared postings for two positions that are needed, which are ready to go but still need funding. Those include: one full-time position that would serve as both office manager and testing admin; and a second position that would serve as case manager and access consultant working with students to offset increasing demands.
6. The meeting transitioned to questions and discussion, addressing at length the need for a robust system for testing support that faculty and students can rely on. Several committee members noted the need for sufficient distraction-reduced spaces, which Ms. Machado confirmed will be better supported through the use of the space designed with this support in mind in the new location; resources to help with distraction-reduced testing include barriers, white-noise machines, noise-cancelling headphones, and ear plugs. Discussion also addressed the possible use of testing space by communities outside of the University; possible additional revenue streams such as the ability to build out more specialized supports, either fee-based or not, which would require more personnel; and the hope that ODR may offer additional faculty support in the form of workshops. ODR stated that the creation of this testing support is not believed to yield significantly increased revenue for the university. A question of providing night support, particularly for adjunct faculty who are impacted by lack of support as well, was presented. ODR shared the belief that there is adequate space available in the evenings due to fewer classes, students, and staff using spaces on campus and that some planning by departments may lead to better support for these faculty, such as leaving specified areas unlocked for adjunct faculty use.

The meeting was adjourned at 2:50pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary