

# University Budget Advisory Committee

Minutes – 2/14/2022 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  
Kyle Schultz (Associate, COE)

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: Patrick Catullo (Director of Athletics)

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

1. Today's meeting was devoted to reviewing and discussing the possible points of advocacy the committee will choose to include in its final report, compiling and selecting from the reports that the committee received this year from stakeholders from across the campus regarding their operations and needs, including Administration and Finance, the Office of the Provost, Admissions, Information Technology, Student Affairs, Marketing, UMW Foundation, Athletics, the Office of Disabilities Resources, and the Library.
2. After determining the list of what to include, the committee agreed that each member should work individually this week to rank the list and report those rankings to Dr. Houghtalin in preparation for compiling a draft report for review and editing during our next meeting. In addition, each committee member will be responsible for drafting a rationale for one or two of the advocacy points to be included, assignments for which will be circulated via email.
3. The committee will meet again on Monday, Feb 21, to continue working on the report in preparation for sending it to the Administration in early March.

The meeting was adjourned at 3:05pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary