

University Budget Advisory Committee

Minutes – 4/18/2022 Meeting

At-large members present:	Nabil Al-Tikriti (Professor, CAS) Laura Bylenok (Assistant, CAS) – Secretary Suzanne Sumner (Professor, CAS)
College representative members present:	Liane Houghtalin (Professor, CAS) – Chair Kyle Schultz (Associate, COE)
USC representative members present:	Kim McManus-Carini (Operations and Finance)
Student representative member present:	Ellelyshia Ardo (SGA)
Athletics representative present:	Patrick Catullo (Director of Athletics)
Members absent:	Randall Helmstutler (Associate, CAS) Chris Garcia (Associate, COB) Arin Doerfler (Sr. Accountant-Fixed Assets) Marta Smith (Asst. Controller-Compliance)
New members present:	Smita Jain Oxford (Senior Lecturer, COB) Dan Hubbard (Associate, CAS) Drew Delaney (Senior Lecturer, CAS)
New members absent:	Brad Hansen (Professor, CAS) Alexis Rutt (Assistant, COE)

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

1. The committee reviewed its membership. In particular:
 - a. The committee welcomed new members: Brad Hansen (At-large representative); Dan Hubbard (At-large representative); Drew Delaney (At-large representative); Alexis Rutt (COE representative); and Smita Jain Oxford (COB representative).
 - b. The committee gave deep thanks to members rotating off: Nabil Al-Tikriti (At-large representative); Suzanne Sumner (At-large representative); Randall Helmstutler (At-large representative); Kyle Schultz (COE representative); and Chris Garcia (COB representative).
 - c. Staff membership is still TBD, pending election by USC. The three current staff representatives may continue or rotate off, accordingly. Many thanks to Arin Doerfler, Kim McManus-Carini, and Marta Smith for their service this year.
 - d. Student membership is also still TBD, pending election by SGA. Thanks to Ellelyshia Ardo for her service this year.
 - e. Dr. Bylenok was nominated to serve as chair for the coming year by Dr. Houghtalin; Dr. Sumner seconded; voting members of the newly constituted committee for 2022-2023 who were present voted to approve (5 in favor; 0 opposed).
 - f. The position of committee secretary is still TBD. Any member (continuing or new, voting or ex-officio) is eligible for this position. Dr. Houghtalin and others urged the committee to consider having two co-secretaries in order to make the workload more manageable, given the intensive meeting schedule especially in the fall semester.

2. Dr. Houghtalin reviewed the nature of the committee work for incoming members, noting in particular our role as one of oversight. In general, the committee is responsible for submitting two reports during the year: (1) A Fall Report that reviews what among our recommendations from the prior year's Final Report have been implemented; and (2) A Final Report that communicates the committee's recommendations for budget priorities in the coming year. In order to determine those priorities, the committee meets with different stakeholders from across campus to discuss budget structures and needs. As the committee meets with different guests, we need to underscore with each that what will be most useful are advocacy points.
3. The committee discussed a proposed change in when it will submit its Final Report to the Administration. In accordance with the Faculty Handbook, the committee has typically submitted its Final Report in mid-March. However, Dr. Houghtalin relayed an email from Provost Tim O'Donnell stating that "the committee might think about a new timetable that would deliver a report at the end of the fall rather than later in the spring. The thinking is that such a report would have the most impact and influence at that point because budget building for the next fiscal year starts in January." Discussion points:
 - a. Committee members generally agreed that we should proceed in the coming year with the new timeline and plan to submit our Final Report at the end of the Fall 2022 semester.
 - b. It was noted the new timeline will necessitate a very full schedule of meetings during the fall semester (with meetings likely every week); there is a large number of stakeholders across campus for the committee to hear from, and the committee must conclude those meetings before compiling our report. However, the new timeline will allow for a much lighter schedule of meetings during the spring semester.
 - c. The committee will consider submitting to UFC a change in the handbook to reflect the new timeline.
 - d. The Fall Report, which has been submitted in mid-November, should be completed earlier in the fall; the results in that report will help shape what goes into the Final Report.
4. The committee discussed a possible rotation of meetings that should be set up. The first meeting of the year should be with Administration and Finance (Paul Messplay). Other meetings should include: Provost (Tim O'Donnell); Marketing (Malcolm Holmes); Admissions (Melissa Yakabouski); Student Affairs (Juliette Landphair); IT (Hall Cheshire); and the UMW Foundation (Jeff Rountree). Possible additional meetings may include Plant Operations & Contract Services; Continuing & Professional Studies; and the Library. Dr. Sumner noted we should look into the campus police understaffing and request a meeting with Chief Hall. For some stakeholders, we may request a write-up of what they need instead of having a full meeting.
5. Next steps:
 - a. Follow up with USC regarding appointing three staff representatives. (Dr. Bylenok)
 - b. Follow up with SGA regarding appointing a student representative. (Dr. Bylenok)
 - c. Circulate a poll to determine a standing meeting time for next year. Meetings will continue to be virtual. (Dr. Bylenok)

- d. Work to confirm an initial fall schedule of meetings that will be forthcoming by end of summer. (Dr. Bylenok)
- e. The committee will need to elect a secretary.

The meeting was adjourned at 3:00pm.

Respectfully submitted,

Laura Bylenok

UBAC Secretary