

University Budget Advisory Committee

Minutes – 8/25/2022 Meeting

At-large faculty representatives present:	Laura Bylenok (Asst. Professor, CAS) – Chair Brad Hansen (Professor, CAS) Drew Delaney (Senior Lecturer, CAS)
College faculty representatives present:	Liane Houghtalin (Professor, CAS) – Co-Secretary Alexis Rutt (Asst. Professor, COE) Smita Jain Oxford (Senior Lecturer, COB)
USC representatives present:	Arin Doerfler (Senior Accountant-Fixed Assets) – Co-Secretary Kim McManus-Carini (Operations and Finance Coordinator) Ryan Snellings (Collections Manager)
Athletics representative present:	Patrick Catullo (Director of Athletics)
Student representative present:	Ellelyshia Ardo (SGA)
At-large faculty representative absent:	Dan Hubbard (Assoc. Professor, CAS)

The meeting was called to order at 4:04 pm. Summary of discussion:

1. Dr. Bylenok announced that meetings would be recorded. Recordings will serve to aid not only those taking minutes, but also absent members in keeping abreast of the work of the committee. Recordings are not to be shared outside the committee.
2. After members briefly introduced themselves, Dr. Houghtalin and Ms. Doerfler were elected as co-secretaries. They will take minutes in turn, with the former in charge of the minutes for this meeting. Co-secretaries are desirable for this committee, due to the frequency of its meetings (weekly or nearly weekly in the fall semester).
3. Dr. Bylenok reviewed the committee's charge according to the Faculty Handbook.
 - a. Although technically only the votes of faculty representatives are to be counted, since UBAC is a faculty committee organized by the UFC, we will continue in the established tradition of the committee and ask that the USC representatives, the ex-officio athletics representative, and the student representative also voice their opinions and vote. We will then move forward with our recommendations only if a majority of the committee is in agreement to do so.
 - b. We are to write a "Fall Report" (due in mid-November) indicating how (or if) the committee's recommendations from the previous year are being implemented.
 - c. We are to write a "Final Report" (due in March, but now requested by the end of the Fall semester) listing the committee's recommendations for the next academic year. Dr. Bylenok pointed out that the Administration's request to have our recommendations in hand earlier, when they are starting the planning process for the next year's budget, is a positive sign that they value our input.
 - d. Dr. Bylenok will therefore be guiding the committee towards the goal of supplying our Final Report at the end of the Fall semester. So that we are not writing reports back-to-back, she also plans to have us complete the Fall Report before its mid-November deadline. The committee's meeting with Paul Messplay, scheduled for Sept. 1st, should give us enough information on the implementation of last year's recommendations for us to get started on the Fall Report.

- e. During weeks when we do not have a meeting with a member of the campus community about future budget needs, the committee will work on its two reports.
4. Dr. Bylenok introduced the schedule of meetings for the Fall semester.
 - a. UBAC will meet on Thursdays from 4 to 5 pm via Zoom.
 - b. Meetings scheduled so far:
 - Thurs. Sept. 1: Administration and Finance (Paul Messplay)
 - Thurs. Sept. 8: Provost (Tim O'Donnell)
 - Thurs. Sept. 15: IT (Hall Cheshire)
 - Thurs. Sept. 22: TBD (Begin planning for Fall Report)
 - Thurs. Sept. 29: Admissions (Melissa Yakabouski)
 - Thurs. Oct. 6: Student Affairs (Juliette Landphair)
 - c. Meeting invitation issued, but not yet confirmed:
 - Marketing (Amy Jessee)
 - d. Questions were raised and discussion ensued about how we use the meetings with these members of the campus community. Ms. Oxford asked if they came to us with suggestions and numbers for budget items. Dr. Bylenok explained that the nature of the meetings varies. Mr. Messplay has the answers for how the committee's previous recommendations are being dealt with, whereas other guests of the committee typically present the numbers for their areas of responsibility and—with encouragement from us—tell us what they need to do their jobs better. Our committee offers both oversight for how University resources are being used and in our Final Report advocacy for how its resources might be used. UBAC typically does not include specific numbers in its recommendations, but rather areas that require additional funding and why.
 - e. Dr. Houghtalin noted that we cannot speak with every office every year, so it is a good thing that UBAC has faculty members from diverse colleges and departments, staff members, and a student member. All members should listen for hidden problems and should report those problems to the committee. Dr. Bylenok pointed out that such a report could then lead us to ask for a meeting with the affected office.
 5. Dr. Bylenok announced that we have five possible dates for further meetings with members of the campus community (Oct. 13th, 20th, and 27th, and Nov. 3rd and 10th) and asked for suggestions for meetings.
 - a. Ms. Oxford suggested a meeting with the Office of Diversity and Inclusion.
 - b. Ms. Doerfler; ODR.
 - c. Dr. Houghtalin: Campus Police.
 - d. Mr. Delaney: Plant Operations and Contract Services
 - e. Dr. Rutt: Talley Center
 6. Since UBAC has met with the UMW Foundation the past two years, it was decided that we could skip meeting with them this year, but that we should pursue the suggestion from last year that we propose to have a faculty member appointed to the UMW Foundation's board. Dr. Houghtalin will ask the Foundation, which last year seemed supportive of such an appointment, what the duties and time commitment for a board member would be in preparation for writing the proposal.
 7. Dr. Houghtalin pointed out that last year UBAC had a theme for its advocacy, focusing on recommendations that would make UMW more sustainable in terms of recruitment and retention and suggested that we think about whether a theme for this year can be seen in our reaction to Mr. Messplay's report next week. Dr. Bylenok responded that retention is likely to be a continuing need this year, which is why speaking with Admissions and Marketing and monitoring the work on the UMW website is so important.

8. Ms. Ardo informed Dr. Bylenok that she has been formally confirmed by the SGA as the committee's student representative. Dr. Bylenok will update the committee roster on the UFC website with that information and the names of the co-secretaries. Dr. Bylenok will also let Kristin Marsh know who the co-secretaries are so that they can receive access to the website in order to post minutes.

The meeting was adjourned at 4:48 pm.

Respectfully submitted,

Liane Houghtalin

UBAC Co-secretary