

University Budget Advisory Committee

Minutes – 12/1/2022 Meeting

At-large faculty representatives present: Laura Bylenok (Asst. Professor, CAS) – Chair
Brad Hansen (Professor, CAS)
Dan Hubbard (Assoc. 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: Kim McManus-Carini (Operations and Finance
Coordinator)
Ryan Snellings (Collections Manager)

Student representative present: Ellelyshia Ardo (SGA)

USC representative absent: Arin Doerfler (Senior Accountant-Fixed Assets) –
Co-Secretary

Athletics representative absent: Patrick Catullo (Director of Athletics)

The meeting was called to order at 4:00 pm. Summary of meeting:

1. The committee revised the draft of its 2022-2023 Final Report, which is due to the CFO (Paul Messplay) and the CAO (Tim O'Donnell) today.
2. Dr. Bylenok will forward the result of this revision—that is, the completed final report—to the CFO and CAO shortly after the conclusion of this meeting. The CFO and CAO are then responsible for conveying it to President Paino. Dr. Bylenok will also forward the report to the Chair of the UFC (Rachel Graefe-Anderson).
3. Dr. Houghtalin volunteered to draft motions to remove the UMW Foundation from the description of the committee's tasks in the Faculty Handbook and to change the deadline for the committee's final report from mid-March to the beginning of December in the Faculty Handbook. The UMW Foundation is a separate entity from the University itself, so UBAC is not in a good position to follow the current guidelines of the Faculty Handbook and work in an advisory fashion with the Foundation. The University's administration asked that the final report be made available to it at the start of December, rather than in mid-March, so it could better use the committee's recommendations while planning the budget for the following academic year. This change in deadline should be reflected in the Faculty Handbook.
4. It seems possible that the committee will be able to discuss and vote on the motions described above (in section 3) via e-mail. Unless, therefore, Dr. Bylenok decides that a meeting is necessary to discuss the motions before sending them to the UFC, the committee does not anticipate meeting again until the end of the Spring 2023 semester, when it will be time to select officers for 2023-2024.

The meeting was adjourned at 4:57 pm.

Respectfully submitted,

Liane Houghtalin - UBAC Co-secretary