

University Budget Advisory Committee

Minutes – 11/17/2022 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 representative present: Kim McManus-Carini (Operations and Finance
Coordinator)

Athletics representative present: Patrick Catullo (Director of Athletics)

Student representative present: Ellelyshia Ardo (SGA)

USC representatives absent: Arin Doerfler (Senior Accountant-Fixed Assets) –
Co-Secretary
Ryan Snellings (Collections Manager)

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

1. The committee planned out the writing of its 2022-2023 Final Report, which is due to the CFO (Paul Messplay) and the CAO (Tim O'Donnell) on December 1st. The committee decided which recommendations to include in the report and in what order, and it determined which member of the committee would draft each recommendation and rationale for that recommendation. Dr. Bylenok kindly released the co-secretaries from this stage of writing the report in acknowledgement of the amount of work they had already done for the committee. She also released the student representative due to the heightened amount of coursework students are required to do at this point in the semester.
2. Drafts of the recommendations and rationales are to be made available by Mon. Nov. 28th in a Google Doc set up for this purpose so that all committee members will have a chance to review them and make suggestions for changes before the final committee meeting of the semester on Thurs. Dec. 1. The committee will work jointly at that final meeting to revise the document and complete the final report.

The meeting was adjourned at 5:11 pm.

Respectfully submitted,

Liane Houghtalin - UBAC Co-secretary