

## University Budget Advisory Committee

### Minutes

August 25, 2023

Attending: Andrew (Drew) Delaney (chair), Alexis Rutt, Brad Hansen, Dan Hubbard, David Fleming, Martina Pugh (student representative), Patrick Catullo (*ex-officio*), Paul Griggs, Robert (Bob) Rycroft (co-secretary), Sandrine Sutphin, Scott Gerseny (co-secretary), Smita Jain Oxford

- The meeting was called to order at 12:06 pm
- We introduced ourselves
  - Drew called for a volunteer to serve as co-secretary to assist Bob given our heavy meeting schedule. Scott agreed to serve as co-secretary.
- We reviewed the [Committee Charge](#) (*link to Website*). The duties listed are accurate with the exception of one question. It was unclear whether the committee still has responsibilities toward the UMW Foundation. Brad recalled that we removed the Foundation from our charge last Spring, and UFC approved. Drew would check.
  - UBAC's responsibility is to review short and long-term budget priorities at UMW. We listen to presentations from offices, departments, centers, etc. about what they consider to be unmet needs. We then write a report for the President detailing what we believe are the most important unmet needs. We will review last year's report and determine whether our suggestions were heeded. Smita proposed we ask departments that received funding last year to report to us. She targeted Spring. Alexis said perhaps a written report would suffice. We could get them this Fall.
- Drew, Scott and Bob will work on updating the UBAC website
- Fall Meetings - UBAC will meet every Friday from 12-1 pm on Zoom
  - Guests have already been arranged for the first two meetings. Friday, September 1: Admin and Finance (Jeff McClurken (Special Assistant to the President) & Craig Erwin (CFO)) and Friday, September 8: Provost (Tim O'Donnell). We talked about what questions we would pose for them. For Jeff and Craig we would ask about proposed restructuring plans, how restructuring would affect the "bottom line," how can UBAC be more impactful, what has Craig learned in his 8 months here, how will budgeting change, what have they been hearing from Richmond, and other questions TBD. For Tim, we would ask about the summer stipend, restructuring, changes to Financial Aid, and other questions TBD.
  - Then we discussed who else to invite. We tentatively decided on Admissions, Campus Police, Campus Rec, Continuing and Professional Studies, Health Center, Library, Marketing, and Plant Operations & Contract Services (did not respond to us last year but there has been a change in leadership. Brian Goram is the new head of that office)
  - Dan shared a rumor that IT needs to replace servers so much of the equipment budget has been shifted to IT for the next two years. Last year Hall Cheshire had

not indicated that this problem was coming. Some discussion about how we should respond. Should we investigate?

- In an effort to improve the efficiency of our meetings, Drew will urge speakers to make their “ask” within the first 10 minutes of their presentation. He would ask them to be direct and not verbose. Paul suggested we ask them to send a written summary beforehand.
- Smita’s cat made an appearance at 12:40 pm
- Other Meetings
  - Friday, October 20 is tentatively scheduled for drafting the Fall Report
  - Friday, November 17 is tentatively scheduled to draft the Final Recommendation
  - Friday, December 1 is tentatively scheduled to review the Final Recommendation before submission later that day
- The meeting adjourned at 12:48 pm

Respectfully submitted,

Robert S. Rycroft

Co-Secretary