

University Budget Advisory Committee

Minutes

Sept. 1, 2023

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

Unable to attend: Paul Griggs

- The meeting was called to order at 12:03 pm
- Everyone Introduced themselves including Jeff McClurkin and Craig Erwin
- Drew stated that the intent of the meeting is to learn from Jeff McClurkin and Craig Erwin as to how the committee findings are used and what use it has past the final report.
- Jeff McClurkin – Chief of Staff
 - Jeff stated that the UBAC report follows the handbook in terms of who it is passed to, CFO and CIO. He stated that the committee's findings are combined with other information to present to the BOV to allocate the University budget. That one of the main uses of the report is to rank order the requests in comparison to the ranking that has already been created by the cabinet.
 - Also stated was that the charge of the committee is also to find places in the budget where money can be saved and the suggestions of those cutbacks should come from the presenters themselves.
 - Jeff stated that the reorganization of colleges is something that will be answered by Tim O'Donnell at a later meeting.
 - Jeff stated the ETF budget is about \$650,000 and is split three ways, equaling \$210,000 per year for each category. Jepsen has normally used \$210,000 themselves for upgrading equipment per year. This has been the norm but is not a rule. The HCC technology is now old enough that much of that needs to be replaced and is at end of life. Almost all of the 650k is going to be used for this need and almost 50% of next year's ETF budget will needed for this project as well. The request has been made to the state that our ETF needs to be doubled to maintain our technology needs.
- Craig Erwin - VP for Administration and Finance
 - The varying state funding amounts each year causes much uncertainty in terms of planning and processes for both short- and long-term planning.
 - Declining enrollment caused mainly by COVID has really hit budgets hard and caused a lot of instability.

- We are very reactionary as an institution in terms of replacement cycle plans in terms of what the costs are and how things are replaced. Changes need to be made for better processes to plan long term rather than fix things at the last minute.
- The Institution should be more data driven in terms of decision-making processes, although not the absolute, data could be used more.
- Patrick asked for insight into how the budget is approached 12-18 months out compared to just 6 months from now. Some departments on campus may need to know further out than just next semester.
 - Jeff said that the current challenges including the Governor being more active in keeping tuition fees the same create a difficult scenario to project too far out.
 - Jeff also highlighted that recently the administration has been pessimistic on enrollment and therefore has not come back to departments and asked to cut back on budget based on poor enrollment projections.
 - Craig added that the variations of class sizes at UMW has also made it hard to budget as the revenue has fluctuated.
 - UMW is also responsible for 50% of a 5-6 million dollar change in budget that has to come out of the operating budget.
 - Dan Hubbard asked if it is possible to actually see the budget. He gave the example that IT came and asked for no more money but now ETF budget has been severely affected by that department.
 - Jeff remarked that individual salaries and benefits and disclosure of that information is what has prevented a public viewing of the budget. Jeff also said that a redacted version of the budget could be available.
 - Dan Hubbard asked about a possible purchase of property through Foundation debt and whether that was in the best interest considering our current debt situation.
 - Craig replied that there is consideration for the multi-use building next to Eagle's Landing and possible uses could be a temporary place for the University Police force along with swing space for the Theatre project.
 - Jeff commented that the use of the space to be retail is still a major consideration if it is University friendly. GW Hall is also in desperate need of renovation and swing space in the multi-purpose building.
 - Dan also asked about the Foundation owned property at the Stafford campus. Jeff replied that that property is currently in the process of being sold.
- 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,

Scott Gerseny

Co-Secretary