

Minutes, University Budget Committee, Feb. 13, 2020

Regular members in attendance: Mark Sanders, Amy Frank, Holly Wei, Cindy Elmore.
Ex-officio members in attendance: Joe Gaddis, Becky Welch, Sara Thorndike, Peter Francia.

1. Chair Holly Wei called the meeting to order at 4 p.m.
2. Minutes of the Jan. 16, 2020 UBC meeting were approved.
3. Kevin Carraway, Director of Materials Management, gave an overview of procedures involved in university purchasing and surplus property disposal. His office puts purchases over \$5,000 out for bid after determining the appropriate supply chain, tracks all purchases, and solicits an IT security review for the purchase of any items that will connect to the Internet. This is designed to prevent data breaches. Items costing less than \$5,000 can be purchased outside of his office with university procurement cards. All personal services contracts also come through his office. After being asked if he expects the \$5,000 threshold to be raised, Carraway said this is a state rule beyond ECU's control and the state is unlikely to raise it because of the belief that putting items out for bid yields cost savings. He also described the documentation needed for sole-source purchases, which are needed to prevent red flags being raised during audits and reviews. The process works better when departments discuss purchases with his office staff in advance of making a request.
4. Faculty Senate Chair Jeff Popke described the proposed changes he wrote to the UBC's charge in order to eliminate future meeting conflicts with the meeting dates of the Board of Governors and Board of Trustees. The proposed new language was discussed. Jeff Popke also wrote a change to the UBC responsibilities description, adding that one UBC member will serve as an ex-officio member of the University Tuition and Fees Committee. While this was informally done in the past, the change would codify the appointment. Both proposed changes were approved in a vote.
5. Mark Sanders reported on his subcommittee's progress in analyzing the universities that have established processes in writing for advancement in rank raises for fixed-term faculty members. He will report on the findings in March. Peter Francia added that he has been getting information from ECU's deans about their process for fixed-term faculty advancements in rank, as part of the Faculty Senate's fixed-term faculty salary study. Preliminary responses are being reviewed and will be compiled into a report. Jeff Popke added that the College of Nursing seems to have the most consistent process at ECU. However, wide disparities are being found on campus. The committee will think about what an

appropriate and consistent raise amount might be, and decide whether it should be based on a dollar amount or a percentage. Then the committee will have to measure how much the overall cost to the university would be under a consistent process. Currently, there are about 12 fixed-term faculty advancements in rank each year, although Popke mentioned that the number might go higher if ECU puts into place an institutional policy for fixed-term raises.

After being asked what prompted the inquiry, Jeff Popke said it is part of a multipronged initiative this year to address the concerns of fixed-term faculty. Also, the lack of standardization in fixed-term faculty raises for advancements in rank created inequities.

6. Sarah Thorndike reported that a tuition and fees workshop would be held at the Board of Governors before its next official meeting. All UNC-system finance officers will be there to defend any increases. Asked if the BOG might raise concerns about ECU's proposed student fee increases in light of comments in the recently released trustee conversation transcript in the news, she said she learned that the BOT votes in support of fee increases would have still been adequate to pass them.
7. Puri Martinez discussed her subcommittee's progress in researching how other universities incorporate faculty participation in the budgetary process. She found a good model for budget transparency at American University, which has town hall-style budget presentations, budget guidelines, and posts its budgets online on a "University Budget Resource Center" webpage. She will make a full presentation at the March UBC meeting.
8. Jeff Popke reported on the chancellor search. The Internet link is now live for people to make recommendations of good candidates for the job. It can be found on the webpage, chancellorsearch.ecu.edu. Without the involvement of a search committee in the process, he said faculty and administrators need to reach out and suggest good candidates. Anyone nominated will be contacted and asked directly to apply. The search committee will hold its first meeting in March to begin reviewing applicants.
9. The next UBC meeting is on March 5.
10. The meeting was adjourned at 5:01 p.m.