

University Budget Committee Minutes

Meeting Date and Time: 09/02/2021 at 4:00 PM	
Meeting Topic(s): Organization for 2021-2022	
<p>Attendees, Members: Dr. Cindy Elmore (Vice-Chair), Mr. Steve Garrett (Secretary), Dr. Page Varnell (Chair), Dr. Jennifer McKinnon, Dr. Beth Thompson, Dr. Meghan Millea, Dr. Candice Jenkins</p> <p>Ex-officio Members: Ms. Stephanie Coleman, Dr. Wendy Sergeant, Dr. Gary Venderpool, Dr. Becky Gardner, Dr. Susan Chapman, Senate Chair Dr. Purificación Martínez, Dr. Marlena Rose, Mr. Chandler Ward</p> <p>Attendees, Guests:</p>	
Meeting Purpose(s): Organizational meeting for the new term	
Objectives/Outcomes: Elect a Chair, Vice-Chair, and Secretary for the 2021-2022 college term. Review open business from last year. Review the Committee Charge and Processes. 2	
Agenda Item #1	Review Charge and Processes
Options/Points Raised:	Reviewed two documents, currently stored in the UBC Teams repository.
Decisions or Recommendations:	N/A
Agenda Item #2	Election of Officers for the new year
Options/Points Raised:	Nominations were requested, received, and voted on.
Decisions or Recommendations:	Election results: Chair – Dr. Page Varnell, Vice-Chair – Dr. Cindy Elmore, Secretary – Steve Garrett
Agenda Item #3	See List below in Freeform section
Options/Points Raised:	
Decisions or Recommendations:	
Agenda Item #4	
Options/Points Raised:	
Decisions or Recommendations:	

Agenda Item #5		
Options/Points Raised:		
Decisions or Recommendations:		
Action Items		
Task to Be Done	Person Responsible	Due Date
Enrollment report at next meeting	Ms. Stephanie Coleman	Next meeting

Committee Member	Present
Dr. Cindy Elmore	Yes
Steve Garrett	Yes
Dr. Page Varnell	Yes
Dr. Jennifer McKinnon	No
Dr. Beth Thompson	Yes
Dr. Meghan Millea	Yes
Dr. Candice Jenkins	Yes
Ms. Stephanie Coleman	Yes
Dr. Wendy Sergeant	Yes
Dr. Gary Venderpool	Yes
Senate Chair Dr. Purificación Martínez	Yes
Dr. Becky Gardner	Yes
Dr. Susan Chapman	Yes
Chandler Ward	Yes
Guest(s)	Present

Freeform Notes

Business for 2020-2021

- Appoint a regular voting faculty member to serve as a member of the Administrative Tuition Committee
 - Continue considering ways to increase faculty involvement during the budget decision process at points where its role would be helpful. Discuss suggestions with relevant stakeholders in Academic Affairs and other university divisions as appropriate.
 - Complete the university budget website as discussed and desired.
 - Continue working on recommendation for a potential standardized salary increase for when a fixed-term faculty member advances in title, similar to the university's standardized salary increase for tenure promotions ([2019 Memo](#), [memo attachment](#), and [Resolution #20-35](#))
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- Administrative Tuition Committee
 - Dr. Millea was nominated and elected.
 - Continue considering ways to increase faculty involvement during the budget decision process at points where its role would be helpful. Discuss suggestions with relevant stakeholders in Academic Affairs and other university divisions as appropriate.
 - One issue is adjusting pay for fixed term faculty during the summer sessions.
 - Complete the university budget website as discussed and desired.
 - Dr. Stephanie Coleman report-out
 - Last year, we were able to populate the website with available information, however it is still a bit opaque.
 - System office working on new budget process that consolidates all funding sources. This should be completed by May / June 2022 that represents a complete University budget picture and drill-down capability to operating units.
 - Dr. Coleman will share a PPT presentation with the team for review. We can then have a guest attend a future meeting and discuss the project with us.
 - Continue working on recommendation for a potential standardized salary increase for when a fixed-term faculty member advances in title.
 - Marlena Rose will be a great resource to the committee, as she was very active in the work during the previous school year.
 - Quick review – different units had different processes, and different outcomes. Overall, relatively few fixed-term faculty members have undertaken the process.
 - Motion to Adjourn and adjournment at 4:48 PM.