

UNIVERSITY BUDGET COMMITTEE (UBC/COMMITTEE) MINUTES

12:30 p.m., Thursday, April 27, 2023, VIA Zoom:

[https://us02web.zoom.us/j/ 8769437202](https://us02web.zoom.us/j/8769437202)

Present

Shawnice Avilez, Judith Birgen, Bobbie Garner-Stewart, Michael Holmes, Azungwe Kwembe, Nicole Latimer-Williams (Co-Chair), Kevin Newell, Arrie Patawaran, Melany Puglisi-Weening, Valerie Riley (Co-Chair), Pamela Sims, Scott Upshaw, Tereshia Weathers, Tajuane Wes, and Guest: Neromi Horton.

Absent

Jacquelyn Benchik-Osborne, Liefu Jiang, and Roxanne Stevenson.

The meeting began at 12:36 p.m. Valerie Riley stated the meeting was called because the Committee had not been able to submit their report to the President. She has been out of the office for about a month and a half and the report had not been done. In addition, there was a problem with how the rankings were configured and the Committee needs to re-rank the requests without the categories.

Valerie showed a list of the budget requests and reviewed them with the Committee to identify duplicates or those that may have appeared to be duplicates but actually were not because the application may be different for another department.

Shawnice explained the difference in need when considering the CRM request. The University is using the CRM software right now. At first it was not configured correctly and they wanted to change the software to Slate. Now they have been able to get it to work and it just needs to be moved to Banner. Oscar Rodriguez requested 75K for new software. The Provost's office uses different software for graduate students. There's a software for the undergrad and one for graduate students. The offices are different and what they do is different. What works for undergrad may not work for the graduate office. The application functions are different in both units. The current system does not have all the integration that's needed. The needs are also different as far as the outreach for students.

In not considering the request, it would be like trying to take the application used for the graduate school and use it for Human Resources, for example. The requested use of the software cannot be put all in the same bucket. There is a lot more integration that needs to be done for undergrad and Admissions for the software to work properly. This explanation gave the members a better understanding of the difference in the requests.

Valerie shared a list of the operating dollars for which the Committee must vote. She stated the report is written except the portion to include the rankings. The way the rankings were sent

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previously, it was difficult to tell or to vote for just the requested items. The way the list has been rearranged, there are no categories. Valerie will finalize the list of requests and send them out. There are operating dollars to vote on as well as less than five capital expenses. Of all the expenses, the Committee must vote on the top five to report to the President. The capital dollar requests for 2025 were mixed in with the operating dollars and they must be separate. By Monday, there should be a report for the Committee to review.

The Committee can do their ranking offline and send it back to Valerie by Monday at 12 noon. She is asking those who can vote to prioritize the FY2024, FY2025 and capital expenses. She will put them in a spreadsheet and send out how she calculated the priorities. She will also put together the rest of the report.

Union Obligations

Financial Operations made the presentation on the union obligations but it is not a request of Financial Operations. It is a University-wide request and must be funded no matter what. The Budget Office is developing the FY2024 preliminary budget report which must be presented to the Board of Trustees (Board) and the President who recommends it to the Board for approval.

The union obligation and cost of living allowance does change each year. The number presented will remain the same as what is on the request.

Election of Officers

It was asked if the members wanted to hold elections in April, or do they want to keep the officers as is until next year. Neromi responded according to the bylaws, elections will be held again in April 2024. Valerie will research this information to make sure it is correct and she will have an answer when the Committee meets next week.

Valerie thanked everyone for putting up with her, the headaches, and thanked all those that participated in the process, and the chairs for their service.

MOTION TO ADJOURN

Judy Birgen placed a motion on the floor to adjourn the meeting. Azungwe Kwembe seconded the motion. All were in favor and the meeting adjourned at 1:08 p.m.