

Budget Advisory Committee

Agenda

Monday, October 24, 2022 at 3:30PM

Location: Webex

<https://uncp.webex.com/meet/melissa.schaub>

Committee Members:

Dena Breece (SBS to 2023)

Jessica Dupuis (ARTS to 2024, secretary)

Gabe Eszterhas (ex officio, Vice Chancellor for Finance and Administration)

Misti Harper (At large to 2025)

Beth Holder (EDUC to 2024)

Beverly Justice (At large to 2023)

Astrid Oviedo (CHS to 2025)

Melissa Schaub (LETT to 2025, chair)

Cornelia Tirla (NSM to 2023)

- I. Call to Order
- II. Approval of Minutes from September 26, 2022 (Appendix AA)
- III. Approval of Agenda
- IV. Report from the Chair
- V. Report from the Vice Chancellor for Finance and Administration
 - A. Introduction to the UNCP Budget (15 to 20 minutes + Q&A), this will be repeated for a wider audience on October 28th.
 - B. Example of Faculty Effort Tied to Revenue (5 to 10 minutes + Q&A)
- VI. Unfinished Business
 - A. Discuss open meetings on budget: further topics, schedule for rest of year.
 - B. Discuss plan for revising document attached in Appendix A, which was never revised by prior committees (confirmed via email with former chairs).
- VII. New Business
- VIII. Announcements
- IX. Adjournment

The next meeting will be November 28 at 3:30 p.m. on Webex.

Appendix AA

Budget Advisory Committee

Minutes (draft)

Monday, September 26, 2022 at 3:30PM

Location: Webex

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Committee Members:

Dena Breece (SBS to 2023)

Jessica Dupuis (ARTS to 2024, secretary)

Gabe Eszterhas (ex officio, Vice Chancellor for Finance and Administration)

Misti Harper (At large to 2025)

Beth Holder (EDUC to 2024)

Beverly Justice (At large to 2023)

Astrid Oviedo (CHS to 2025)

Melissa Schaub (LETT to 2025, chair)

Cornelia Tirla (NSM to 2023)

Members present: Melissa Schaub (LETT to 2025, chair); Dena Breece (SBS to 2023); Jessica Dupuis (ARTS to 2024, secretary); Gabe Eszterhas (ex officio, Vice Chancellor for Finance and Administration); Beverly Justice (At large to 2023); Astrid Oviedo (CHS to 2025); Cornelia Tirla (NSM to 2023)

Members Absent: Misti Harper (At large to 2025); Beth Holder (EDUC to 2024)

Guests: Ryan K. Anderson, Professor, American Studies Minor Coordinator

X. Call to Order

The meeting was called to order at 3:33pm.

XI. Approval of Minutes from August 22, 2022

The minutes from the August 22, 2022 meeting were approved.

XII. Approval of Agenda

The agenda was adopted.

XIII. Report from the Chair

The Chair reviewed the suggestions that the committee discussed at the previous meeting such as learning about Budget 101. There were no suggestions from the Faculty Senate about what the BAC should do.

XIV. Report from the Vice Chancellor for Finance and Administration

The Vice Chancellor for Finance and Administration reported that the numbers are good for fiscal year 2023. They are still tracking registration for Fall 3, Spring, and Summer. The Vice Chancellor noted that the previous Vice Chancellor for Finance and Administration created a lot of reserves that carried over from last year and that helped us. He is concerned about fiscal year 2024. It could be a problem in fiscal year 2024 unless we can get admissions and retention up. It will be important to make recurring funds for admissions and student success and retention.

XV. Unfinished Business

None

XVI. New Business

A. The committee members discussed the meeting format for future meetings based on the motion that was adopted at Faculty Senate on September 7: “All committees and subcommittees and other committees governed by the faculty Senate bylaws are allowed to determine their own meeting format independently of the Senate format. All committees will have one more meeting entirely via WebEx in which, at that meeting, they will determine their format going forward.” The committee agreed unanimously to stay on Webex for future meetings unless the Chair can find a room that is suitable for hybrid.

B. At the next meeting, the Vice Chancellor for Finance and Administration will be showing a preview of his budget presentations that he will be presenting to the general faculty. The two topics that will be covered in the presentations are Budget 101 and how do student instructional activities alter the budget.

Based on this information, the committee discussed holding various sessions for faculty to attend potentially at the end of October. The Chair will contact the Vice Chancellor for Finance and Administration about dates and times to hold the sessions. The Chair will follow up with the committee prior to the next meeting about this item.

C. The Chair discussed the history of the document that was attached in Appendix A that was created by the Ad-Hoc committee during the summer of 2020 prior to when the BAC started in August 2020. The Chair proposed that a goal for the committee this fall could be to update this document.

The Chair reported that there was a comment that this document had been revised in past minutes, but the Chair was unable to locate it. Based on the information provided, Beverly and the Chair will continue to do research to see if they can find the document. This item will be included on the next agenda under unfinished business. Dena suggested that if the updated document is not found that the committee should review it to make sure that it is still relevant.

XVII. Announcements

The next meeting will be October 24, 2022 at 3:30pm on Webex unless the Chair finds a room that is suitable for hybrid meetings.

XVIII. Adjournment

The meeting was adjourned at 4:50pm.

Appendix A

Principles for Addressing Budget Shortfalls

In line with the shared governance principle of faculty participation in university matters focused on curriculum and pedagogy, the committee has sought to identify the values for faculty in those matters in addressing potential budget shortfalls. In recognition of the potential fast-paced decisions that may need to be made, we offer these principles to the Chancellor and the Cabinet as a record of the will of the faculty in these issues.

This document is underlined by two overriding principles.

Firstly, in light of the uncertainty of the situation we face, we stress that these recommendations are for immediate consideration only and all should be revisited, with the input of faculty, within a 6-12 month period.

Secondly, more transparency about funding sources and percentages of various programs and expenditures will lead to greater faculty understanding of budget decisions and increase the value of shared governance. In this same vein, faculty who serve in shared governance roles must be involved in defining mission critical functions and services across campus. We appreciate CFO Teachey's emphasis on this element.

Protection of Positions and Compensation

As a guiding principle, furloughs are preferred to salary reductions and salary reductions are preferred to the elimination of positions.

- Maintain all Tenure and Tenure-Track lines, with the current teaching load policies and practices, for the sake of academic and pedagogical productivity and continuity
- Protect mission critical faculty and academic staff lines; if maintaining a line is not possible, offer best faith efforts of continued job security in complementary roles
 - Define mission critical not just by enrollment in courses, but longevity of service of the individual, and, in regards to the position, the role in student progress to degree, the significance of service to the local or campus community and the ability to maintain continued access to high quality teaching faculty, especially considering the dearth in the local human capital pool.
 - Consider the same matrix of criteria in identifying departments as mission critical and protecting their human capital, regardless of productivity.
- Should salary cuts be a needed measure, progressively scale them with application to both academic and administrative positions.

Maintaining Student and Pedagogical Support

- Hold harmless, to the greatest extent possible, services that have a direct impact on student success in the realms of academics (including the Mary Livermore Library and subscriptions to scholarly works, Accessibility Resource Center, Writing Center, Center for Student Success, Teaching and Learning Center, Office of Online Learning and other essential support staff), soft skill development (e.g., Career Center, Diversity and Inclusion, etc.), and health (e.g., CARE Team, Student Health Services).
- Consider thinning positions from administratively-heavy service units that do not directly support the above elements of student success.
- Protect those services/activities (both academic and non-academic) deemed essential to both face-to-face and virtual platforms.
- Reduce departmental operating budgets to promote some cost savings, with a focus on promoting more environmentally-friendly and health-conscious operations (e.g., minimize printing of course materials, such as syllabi or class handouts).

Professional Development

- Reserve conference and professional development funding for tenure-track and associate professors only who present or perform (regardless of mode of delivery) at a conference/performance.
- Preserve funding for conferences or continuing education tied to accreditation and/or required licensure/certification, regardless of rank.
- Create a transparent, efficient, and inclusive process for approving professional development funding to TT and associate professors
- Scrutinize reassigned time for certain administrative positions that support faculty (e.g., coordinators, directors, assistant deans of research), where savings could be had from removing stipends and course releases. Count such work as service and give the affected faculty additional recognition for P&T and/or PTR.