

Budget Advisory Committee

Agenda

Monday, January 23, 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 Monday, November 28, 2022 (Appendix A)
- III. Approval of Agenda
- IV. Report from the Chair
 - A. Ad hoc task force met to discuss survey on December 5, 2022
 - B. Report on open meeting January 19
- V. Report from the Vice Chancellor for Finance and Administration
- VI. Unfinished Business
- VII. New Business
 - A. Discuss and revise draft survey about “Principles for Addressing Budget Shortfalls”; plan for administering it and schedule for analyzing the results and then revising the document itself
 - B. Plan follow up open meetings for faculty on budget topics?
- VIII. Announcements
- IX. Adjournment

The next meeting will be February 27, 2023 at 3:30 p.m. on Webex.

Appendix A

Budget Advisory Committee

Minutes

Monday, November 28, 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)

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); Misti Harper (At large to 2025); Beth Holder (EDUC to 2024); Beverly Justice (At large to 2023); Cornelia Tirla (NSM to 2023)

Absent: Astrid Oviedo (CHS to 2025)

X. Call to Order

The meeting was called to order at 3:32pm.

XI. Approval of Minutes from Monday, October 24, 2022

The minutes from the Monday, October 24, 2022, were approved.

XII. Approval of Agenda

The agenda was adopted.

XIII. Report from the Chair

The Chair reviewed the agenda. Under unfinished business, the Chair included reactions to the Town Hall that was held on November 4th. The Chair hopes to have more information to report at the next meeting.

XIV. Report from the Vice Chancellor for Finance and Administration

The Vice Chancellor for Finance and Administration shared that they are trying to figure out what the allocations will be for the next year. A number one priority will be to stabilize and start getting enrollment to go back up. He noted that enrollment is doing somewhat better but needs to increase because a continuing decline would be worrisome. A plan for admissions and student retention will be reported in January. It will be wise to make investments in those areas and cuts may happen. He concluded his report by stating that he looked forward to hearing about the feedback from his presentation at the Town Hall. In response to the BAC's questions about his report,

The Vice Chancellor for Finance and Administration said, the administration is focused on student retention and admissions. They will be seeking to work with a marketing firm, professional advisors for programs and are receiving monthly enrollments. They will be working with the newly hired Chief Communications Officer starting in January.

XV. Unfinished Business

- A. The members of the committee that attended the Town Hall commented that the Vice Chancellor for Finance and Administration's presentation was straightforward. When the Chancellor asked questions, the Vice Chancellor for Finance and Administration answered them well. It was perfect. The members discussed what the committee should do next and in future meetings. The committee decided that it would be important to host another meeting and present Budget 101 again next semester. The members of the committee agreed that the meeting should be on Thursday, January 19th, 2023, at 3:30pm in the Chair's personal room on Webex prior to the next BAC meeting. The Chair will talk to the executive committee about it. We should look for an email advertising the meeting from Holden Hansen, Faculty Senate Chair or from the shared faculty mailbox. At the next BAC meeting on January 23, 2023, the plan is to revisit the Vice Chancellor for Finance and Administration's second presentation about how faculty effort is tied to revenue.
- B. The Chair reminded the committee of the history of the document attached in Appendix A (In the Minutes), which was never revised by prior committees (confirmed via email with former chairs). The committee discussed and decided that the document should be revised. The committee came to this decision because it is stated in the document "...that these recommendations are for immediate consideration only and all should be revisited, with the input of the faculty, within in a 6-12 month period." The Chair suggested that an Ad-Hoc small group could meet to discuss the document and create a survey to send out to faculty to get feedback prior to revising the document. The Chair will email a poll to the committee members to schedule that meeting during final exam week. At the next BAC meeting in January, the members will review the survey before it is sent out to the faculty.

XVI. New Business

None

XVII. Announcements

Look for the email about the Budget 101 presentation that will be on Thursday, January 19th, 2023, at 3:30pm in the BAC Chair's personal room on Webex (reminder – record the presentation). The next BAC meeting will be January 23, 2023, at 3:30 p.m. on Webex.

XVIII. Adjournment

The meeting was adjourned at 4:50pm.

Appendix A in the Minutes

Suggested 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.