

University Budget Advisory Council
October 3, 2019

Members present: Jesse Antilla-Hughes, Bob Bathrick, Maggie Baker, Michael Beseda, Shannon Burchard, Ria DasGupta, Jeff Hamrick, Don Heller, Monika Hudson, Christopher Lyons, Sonja Martin Poole, Dennis Miller, Bradley Morrison, Julie Orio, Gladys Perez, Spencer Rangitsch, Theo Retos, Julia Terhaar, Angeline Vuong and Staff to the Council: Michael Harrington, Linda Wong Lee

Members present via zoom: Opinder Bawa, KT Waxman, Peter Wilch

Members absent and excused: Charlie Cross, Tiana Valerio

Co-chair Hamrick welcomed the group and opened the meeting with a motion to approve the agenda, a round of introductions, and invited Provost Heller to speak and provide the charge for this group.

Provost Heller welcomed and congratulated members of the council and acknowledged there will be a lot of work to get up to speed on tasks.

There are three main parts to the charge:

1. Educating the self about finances and budget management of the university. Learn to understand the information and ask questions.
2. Act as advisory board to President's Cabinet. By this, Heller means looking for advice from broader group to best manage funds.
3. Communicate to others on campus. Members of the UBAC are conduits of information and encouraged to go talk to others, not just in the same departments, but more broadly. Be available as a resource to community.

Guest David Philpott (Assistant Vice President, Labor and Employee Relations) was invited to explain the difference between UBAC's proposed portion of activities and collective bargaining. A little over 50% of staff are unionized. It is important to understand the historical component. USF has three distinct faculty unions (ALP, USFFA, USFFA Part-time) and four staff unions (OPE, Laborers/Gardeners, Engineers, Campus Safety Officers). A good amount of time during bargaining sessions has been spent on negotiating/explaining the budget, and talking about what was real and what was not real. It has become clearer that there is a need to share enrollment and budget data with the USF community on a more regular basis.

During the last fiscal year, it was decided that USF would benefit by adding additional representation to the UBAC (e.g., adding adjuncts to UBAC as a consequence of conversations during bargaining with them). By sharing information ahead of negotiations, more time will be spent bargaining with the facts in mind. Philpott thanked the group and excused himself from the meeting.

Hamrick spent some time talking about the management of resources at the University. The university's operating budget rolls up to the Office of the Provost, and thereafter up to the President. The capital budget rolls up to the President through the chief financial officer, who is Charlie Cross. There will be a time to learn about both the operating budget and the University's various capital budgets.

Hamrick reviewed the budget timeline posted on the Budget and Planning webpage and shared the discussions and work that take place during the quarterly operating forecast meetings.

Budget Assist is currently open for FY21. The process is online and establishes an official record of which proposals have been approved or not approved. It also provides a repository for back-up documentation related to proposals.

Hamrick clarified that once the budget is anticipated to be approved by the Board of Trustees, there are typically some reallocations required to balance the budget.

Given the time, the common terminology agenda item has been tabled for a future meeting, or as a homework assignment for UBAC members.

In planning for future meetings, the UBAC agreed to extend the meetings by half an hour and to keep it on Thursdays during "dead hour." The December meetings may be rescheduled. A doodle poll will be sent.

Questions/Comments/Next Steps

Will it be the co-chairs that put the agenda together? How can additional items be added? The co-chairs will meet (possibly by Zoom) to plan the agenda. Members of UBAC can submit agenda to either co-chair or at the UBAC meetings for new business.

How was the decision made for the co-chair model, co-chairs with faculty and staff representation? Provost Heller indicated that it was decided there would be two co-chairs and adding a third co-chair may complicate things. There will be a debrief on the processes used by UBAC after year one to review what the operational/governance model might look like in year two.

Hamrick shared that this group may need to add additional meetings throughout the year to complete its tasks. Educational workshops probably need to be added to better utilize the time for specific agenda items.

UBAC members discussed the October 17th meeting. Members were interested in getting documents/tools for this meeting with as much advance notice as possible. What are ways we are looking at educating entire team as quickly as possible? Ways we can leverage knowledge in the room to teach each other? A workshop will be added prior to October 17 on tuition and discounting; it will be led by Michael Beseda and Jeff Hamrick.

Hamrick reminded the group to complete the opening survey. This will help set future agenda items and establish priorities for educational workshops.

Meeting adjourned 1:02 p.m.

Linda Wong Lee
Staff to the UBAC