

## **Budget Advisory Committee**

### Agenda

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)

- I. Call to Order
- II. Approval of Minutes from Monday, October 24, 2022 (below)
- III. Approval of Agenda
- IV. Report from the Chair
- V. Report from the Vice Chancellor for Finance and Administration
- VI. Unfinished Business
  - A. Discuss open meetings on budget: reactions to November 4th Town Hall presentation, 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 January 23, 2023 at 3:30 p.m. on Webex.

**Budget Advisory Committee**  
Minutes (draft)  
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)

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); Astrid Oviedo (CHS to 2025); Beth Holder (EDUC to 2024)

Absent: Beverly Justice (At large to 2023); Misti Harper (At large to 2025); Cornelia Tirla (NSM to 2023)

Guests: Leslie Bell, Budget Director and Melinda Locklear, Associate Budget Director

- X. Call to Order  
The meeting was called to order at 3:36pm.
- XI. Approval of Minutes from September 26, 2022  
The minutes from the September 26, 2022, meeting were approved.
- XII. Approval of Agenda  
The agenda was adopted.
- XIII. Report from the Chair  
The Chair investigated rooms that would be suitable for hybrid meetings and made the executive decision to stay on Webex for future meetings. The Chair did research the material listed under Appendix A and confirmed that no committee under previous chairs had updated the document. This item is included under unfinished business. The Chair announced that there would be a Town Hall Meeting on Friday, November 4<sup>th</sup> on Webex where the Vice Chancellor for Finance and Administration would be giving his budget presentations.
- XIV. Report from the Vice Chancellor for Finance and Administration  
The Vice Chancellor for Finance and Administration shared the two presentations listed below with the committee.

A. Introduction to the UNCP Budget (15 to 20 minutes + Q&A)

This presentation addressed how the budget worked around the system, but mainly focused on the general funds. It consisted of 16 slides. The Chair timed the presentation, and it was about 35 minutes. The committee agreed that the presentation was thorough and that the Vice Chancellor for Finance and Administration should include all the information provided and add in definitions related to the metrics slide.

B. Example of Faculty Effort Tied to Revenue (5 to 10 minutes + Q&A)

The committee found this presentation to be informative and it could be discussed further at another meeting. It would be beneficial to hear the first presentation prior to this one.

XV. Unfinished Business

The committee will be discussing a plan for revising the document attached in Appendix A, which was never revised by prior committees (confirmed via email with former chairs).

XVI. New Business

None

XVII. Announcements

The Town Hall Meeting will be on Friday, November 4<sup>th</sup> on Webex, there will be an email sent out about it. The next BAC meeting will be on Monday, November 28 at 3:30pm on Webex. The Vice Chancellor for Finance and Administration will run through the second presentation again at the next meeting.

XVIII. Adjournment

The meeting was adjourned at 5:01pm.

## **Appendix A**

### **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.