

Faculty Senate Budget Committee Minutes
September 8, 2020
11:00 am – 12:00 pm
Google Meet

Approved: October 6, 2020

Members present: Laurie Kimbrel (Senator, COE, Chair), Charles Hodges (Senator, RCOB), Marjorie Snipes (Senator, COSS), Shelly Elman (Senator, COAH), Gavin Lee (UC), Hannes Gerhardt (CASCI), Jack Wei (RCOB), Kala Crobarger (THSSON), Martavious Gordon (SGA VP of Budget & Finance).

Absent: Megumi Fujita (COSM), James Schwab (COE), Blyne Olivieri (LIBR)

This meeting was for faculty only, all members of administration were not present:

Liz Baker (Director of Budget Services), David Jenks (Interim Provost and Vice President of Academic Affairs), Michelle Hawkins (Vice President for Student Affairs and Enrollment Management appointee), Vice President for University Advancement appointee, Vice President for Business and Financial Services appointee

- I. Meeting called to order at 11:00 am
- II. The role of the UWG President, who is not a member of this committee, was discussed. The committee requested that the president attend the budget workshop in October and at any subsequent meeting where the committee feels that his presence will advance the work of the group.
- III. The purpose of the committee was reviewed - "To serve in an advisory capacity to the Vice President for University Advancement and Vice President of Business and Financial Services; to review the budget of the University and make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University; and to consult on discussions concerning salaries and benefits."
- IV. The committee discussed the development of norms as the guidelines that will be used to guide our interactions. The following norms will be reviewed at the beginning of each meeting:
 - a. Hear all voices with dignity and respect
 - b. Assume positive intentions & listen first to understand
 - c. Avoid territoriality and strive to work for the overall benefit of the university
 - d. Practice and experience humility – no single person has all of the answers, it's safe to be wrong or have an idea the committee does not ultimately endorse
 - e. Honor commitments to the committee (if you volunteer to do something, do it)
 - f. Own the work of the group
- V. The purpose of the workshop is for members of the committee to develop a basic understanding of UWG budgeting procedures and documents so that it can effectively serve in an advisory capacity to campus leaders. Questions were developed to guide the workshop:
 - a. Please describe the current state funding formula including how and when annual budget allocations are determined by the USG.
 - b. What is the breakdown of total revenue by individual revenue sources including state general fund appropriation, fees, and auxiliary services. What is the typical breakdown compared to the breakdown this year due to the pandemic.
 - c. Please describe the process that is used to develop the annual operational budget by UWG including a general timeline.
 - d. What is the breakdown of budget decision making at the department, college, provost and president levels. Who has control of what? What decisions are made at each level?
 - e. What are the budget restrictions placed on the president from the USG of which we need to be aware?
 - f. How are annual budget values created and adhered to in development of the budget? How do UWG leaders prioritize? Credit hour generation? Something beyond credit hour generation?
 - g. Please describe the restrictions on expenditures from specific revenue sources (for example, capital funds can't be spent on personnel costs).

- h. Approximately what percentage of the budget is allocated to personnel costs (salaries and benefits)?
 - i. Please describe our situation with operating leases and debt. Specifically, what the leases and debt are tied to, including housing.
 - j. What budget documents are created and used by UWG and how to we read and interpret them?
 - k. Have decisions been made about how business or budgeting model will change to consider the decrease in first-time, full-time freshman students and increase in graduate students?
 - l. Given that Budget Committee's established purpose is to review the budget and to make recommendations regarding prioritization, distribution, and implementation, where does review by this committee fit into the annual budget calendar?
 - m. How can we handle budget "emergencies" so that the committee is consulted and can meet our advisory role effectively? How do we ensure that we are a part of the process prior to budget approval?
 - n. How can we ensure a proper channel of communication from the provost, president, and budget office to the committee?
- VI. A draft of committee goals for 2020-2021 will be developed by Laurie Kimbrel and sent as a google doc to members for input. The goals will be finalized at the November meeting.
- VII. Meeting was adjourned at 12:05 pm.