

Minutes from the University Budget Committee Thursday October 16, 2014, 4:00-5:00 PM, LAP , 4th floor ,main conference room:

Attending:

Ed Gibson, Chair
Kevin Arthur, Secretary
Barb Aughenbaugh, Associate VP for Administration & Finance
J.C. Weiss
James Hale
Karen Karmioli
Teresa Callison
Mary Maher, Assistant VP for Human Resources (ex officio)
Joe wood, Provost & Senior VP for academic Affairs (ex officio)

Absent:

Michael Swaby-Rowe

- I. **Minutes of the September 18th meeting had been approved.**
- II. **Selection of Secretary**
 - a. Kevin Arthur
- III. **Update on UBSS Data Request**
 - a. GSE requested the governing bodies to develop action items for each of committees' action plan. The only items were received from staff senate. Some of the items they asked for were:

1. To provide statistics on the staff by category:
 - exempt/non-exempt
 - contingent
 - percentage of growth from year to year
 - absolute staff by area, identify replacement positions vacant/positions filled
2. How money budgeted is applied to retention efforts.
3. Develop a communication plan that demystifies the budget process for staff.

Barb-Provided two reports (unrestricted and restricted) they explain how regular jobs have grown from 2012 to 2014.

- b. Both reports contain sub reports by division
- c. Summary and two sub reports

IV. Review of Action Plan AY 14-15

Ed-

- a. Report Baseline- revisit budget yearly.
- b. Collect Budget Priorities- previously done later in the year. Useful for informing decision makers.
- c. Summarizing for the groups of what was in UB's portion of the Governor's recommendations. Purpose- to keep a level of engagement by having new information coming throughout the year.

- d. Town Hall Support- Templates can be made for Town Hall presentations. Note and summarize Q & A for those not in attendance.
- e. Prepare FY 15 budget update

V. Action Items: approved.

-An action plan to be (worked by email)

-push out budget priorities to the UBSS and GSE be (worked by email)