

**University Budget Advisory Committee (UBAC)**  
**Meeting Notes**  
**January 7<sup>th</sup>, 2022, 1:30 – 3:00 PM**  
**Zoom Video Conference**

**Members Present:** William Cordeiro (Chair), Rose McAuliffe, Sharyn Gardner, Andrew Hertzoff, David Lang, Michael McKeough, Maanvee Mehrotra, Tatiana Azad, and Angel Thayer-Smith

**Members Not Present:** Nikki Khamsouksay

**Others Present:** Diana Lynch (Budget, Planning & Administration) and Lauren Garrett (Budget, Planning & Administration)

**Agenda Items:** Chair Cordeiro called the meeting to order at 1:32 pm and welcomed the committee members. The purpose of this meeting was to kick-off the 2022-23 budget cycle and inform members of the budget process and their roles. Chair Cordeiro explained how the committee operates and the various presentations it will hear from the campus Vice Presidents. He also went around the Zoom call and had members introduce themselves.

Associate Vice President for Budget, Planning & Administration, Rose McAuliffe, then reviewed the committee's composition and charge. These documents can be found on the Budget, Planning & Administration website. The committee is established by the President to provide input and recommendations on the General Operating Fund Budget

At 1:45 pm, AVP McAuliffe switched to the Open Forum section of the agenda to discuss the possibility of the Information Resources & Technology (IRT) IT Project Governance Group presenting to UBAC. The committee discussed the independence of this group from the IRT division. The IT Project Governance Group is not directly funded through UBAC since the projects are supported by the individual divisions. And, in an effort to remain impartial, the committee decided to limit presentations to just the divisions. However, the IT Project Governance Group would be welcome to provide information to UBAC via email or coinciding with IRT's divisional presentation.

AVP McAuliffe then reviewed the UBAC SharePoint site and budget staff Diana Lynch and Lauren Garrett presented UBAC 101 at 1:55 pm. The presentation reviews the main directives of the committee and the timing of discussions as well as an overview of the budget process and campus funds. UBAC primarily focuses on the General Operating Fund. The presentation is also posted on the BPA website. After the presentation, around 2:28 pm, Chair Cordeiro opened up the meeting for questions and discussion. The committee briefly discussed HEERF funding. It has its own set of restrictions and has a separate approval panel. Additional information can be found on the campus webpage.

Lastly, AVP McAuliffe mentioned the Governor's January Proposal would be released Monday. The next meeting in February will be to discuss the proposal and President Nelsen will present his budget directive. The meeting adjourned at 2:41 pm.