



University Budget Committee Meeting Minutes

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| Date: | December 9, 2020 |
| Time: | 9:30 – 11:00 a.m. |
| Location: | via Zoom |
| In attendance: | Michael Johnson, Joe Trubacz, Misty Shepherd, Maribeth Ehasz, Deborah German, Elizabeth Klonoff, Mike Kilbride, Mike Sink, Sissi Carroll, Paul Jarley, Joe Harrington, Fernando Rivera, Cissy Glowth, Edwanna Andrews, Stephanie Blanco |
| Not in attendance: | Theodorea Berry, Steven Collins, Reshawna Chapple |
| Staff (non-voting members): | Kristie Harris, Rebeca Richards, Kathy Mitchell |

----- Agenda Topics -----

1. **Approval of the minutes from November 17, 2020** – Michael Johnson

Approved as submitted.

2. **Finalization of recommendations to the President for reallocation of administrative budgets** – Michael Johnson

Misty Shepherd provided additional information related to the Division of Administration’s proposed budget cuts, including the impacts to 76 employees being shifted to contract workers (saving \$1 million), management positions that had been consolidated, and steps taken to reduce utility usage. See the attached Summary of Division Budget Reallocations.xlsx document. The UBC made the following decisions:

- A. Request to hold harmless \$19 million paid for university wide utilities from the 6% budget cuts, reducing the cut by \$1.14 million.

Voting: Yes-15, No-0 (UBC approved the division’s request to exclude utilities)

- B. Original Proposal: Move 76 Housekeeping employees to contracts and reduce housekeeping services provided to the campus.

Revised Proposal: Reduce housekeeping services provided to the campus (eliminating the proposal to move Housekeeping employees to contracts).

Voting: Yes-14, No-0 for the revised proposal (Housekeeping services may be reduced, but the additional 76 Housekeeping employees will not be moved to contracts.)

C. Proposal to cut \$1 million from division reserves.

Voting: Yes-14, No-0 (UBC accepted the proposed \$1 million cut to division reserves)

3. **Discussion of CARES Act spending recommendations to the President** – Rebeca Richards

Rebeca Richards provided a list of requests for reimbursement from \$3,616,087 in remaining CARES Act funds for expenditures related to the COVID-19 pandemic and the switch to remote instruction.

Decisions were postponed on most requests; however, the committee agreed that Provost Johnson and Interim CFO Trubacz should recommend for approval to President Cartwright requests for critical, time-sensitive expense reimbursements (particularly those that better prepare the university as a whole for Spring 2021 operations).

4. **Carryforward update** – Michael Johnson & Joe Trubacz

This agenda item was deferred to the next meeting in January 2021.

5. **Adjourn**

Meeting adjourned at 11:03 a.m.