

UBAC (University Budget Advisory Committee)

ROLLING AGENDA

October 16, 2025 2-3:30pm

Zoom: <https://wou-edu.zoom.us/j/89351103270?pwd=6pbmQlECjg2tancdpeSrUUrGzYK3Az.1>

Code: 417324

Zoom link also available in Google Calendar Notes

Attending: Paloma, Shelby, Ryan, Emily Phoun ASWOU, Dan, Morgan ASWOU, Ben, Bev

Agenda:

1. University Budget Process Overview (Camarie)
 - a. Camarie Give and overview on university budget
2. IFC and E&G Budget Clarification P03 (Camarie)
 - a. Athletics
 - b. Campus Recreation
 - c. E&G
3. Town Hall Update and Plans (Zach/Kristin and KB)
 - a. **Wednesday, October 29th 3-5pm.** (Pacific Room)
4. Timeline update and Budget Prioritization Rubric

October 2, 2025 2-3:30pm

HYBRID: Zoom link also available in Google Calendar Notes

<https://wou-edu.zoom.us/j/89351103270?pwd=6pbmQlECjg2tancdpeSrUUrGzYK3Az.1>

Code: 417324

Attending: Paloma, Shelby, Ryan, Emily Phoun ASWOU, Dan, Morgan ASWOU, Ben,

Agenda:

1. Welcome Back!

- a. Looking for a member to serve as the third tri-chair (Zach and Kristin are currently two of the tri-chairs)
2. Zoom Meeting for Fall Term -
 - a. Format for this whole term
3. Updates from KB - FY25 End, industry trends and Budget Manager Responsibility Policy, FY 26- FY 27 Updates
 - a. KB's first full cycle at WOU; have been waiting on some items to get everyone back on campus—one of them is the budget manager responsibility policy so there is feedback
 - b. UBAC town hall will provide a summary, solicit feedback, then to the President's cabinet and then get feedback from the public. This will have impact—we are looking at accountability and responsibility for budget, especially because we have a budget deficit structure right now—it's pervasive and so we are looking for ways to discontinue this
 - c. KB shared where we landed in FY 25 (July 1 2024-June 30, 2025). Go through period 13 prior to bringing in auditors. June is period 12 (July is period 1). Once period 12 ends, we consolidate and summarize and audit—period 13— to close the books for period 14. This information has been shared with the Board. KB is confident with the numbers.
 - d. Went over the FY 25 year end report
 - e. KB has proposed that we have one budget that is adjusted as necessary with the accountability protocols being put in place rather than submitting new budgets over the year. Plans for COLAs are already in place.
 - f. Big question is how we resolve the deficit? Accountability, monitoring, etc. and then the goal is to make sure we get to a balanced budget
 - g. Board has a target fund balance of 12-15%. We are doing better than what is expected. We sit at 18.60% but we are still deficit financed.
 - h. Brought in about 73 million in revenue, but spent about 75 million. We had a 2 million deficit, even though we planned for a 4 million deficit. This is not where we want to be.
 - i. We will hold a budget training sometime in November, as there are a lot of questions and terms that are new. They are also drafting a budget manual.
 - j. Question about fund balance—is this our reserves? Fund balance and reserve balance. Fund balance is the money you have but that money is represented and is E & G. E & G is education and general—not restricted. In the past WOU was doing well and didn't spend all the money it was receiving. 13.5 million sitting in the fund balance so if we are overspending, we should have had 15.5 and we took it down to 13.5. So it's still a depletion.
 - k. Discussion about the fund balance and KB took a number of questions about this
 - l. KB shared the financial sustainability analysis document; financial situation is better for WOU—going forward the plan is to do better on ratios going forward; pointed out the IVM, institutional viability metric. Numbers on criteria from 1-3. 1-2 means you are at risk. 2-2.3 means you need to monitor and 2.3 over is you are stable. Everywhere you look tells us the story of us needing improvement;

we are improving but we still need improvement because we are nowhere near the industry standard or the standard targets.

4. Given by KB; Cam - Updates FY 26
 - a. KB shared the period 2 budget status report; enrollment charges start in end of September / early October.
 - b. Payroll is different as well because of Summer. We are budgeting 79 million for this year and in period 2, we've spent about 8 million.
 - c. KB also showed the budget status for IFC areas. Big questions are at what time during the year what was the budget and what was the percentage spent and how does that compare year after year, to understand if we are depleting the budget too quickly or in ways that don't align with the budget needs.
 - d. Goal is to be as transparent as possible, but with the correct narrative for the numbers as well
 - e. This discussion focused on E & G, but there were questions about auxiliaries and how we are able to monitor all of these together
5. UBAC [Timeline Review](#) (KB) Budget - Priorities and UBAC
6. UBAC Town Hall Fall Quarter Date: Wednesday, October 29th or Wednesday, November 12th from 3-5pm. (Pacific Room)
 - a. Goal of transparency—it would be great to have a basic document of how the different budgets interact with each other and how they work together; as a body could UBAC be the group that helps translate this information for the campus?
 - b. Handouts would be useful at a Town Hall rather than just having the numbers on the screen
 - c. We'll be encouraged to ask questions at UBAC Town Hall and we'll want to make sure people are there and feel comfortable
7. Meeting Notes- Web page migrations (how this will work)
<https://wou.edu/ubac/ubac-budget-conversations/>
8. FY25 Year-End Update

June 5, 2025, 2-4 PM

HYBRID:

HWC 301 (**note this is a new room!!**) and Zoom: <https://wou-edu.zoom.us/j/83822077226>

Please join the new zoom link!

Attending:

1. Welcome new members: Desi Noah (president's designee), Dan Rockwell (unclassified staff), Paloma Larsen (classified staff—purchasing and procurement), and Ryan

McGlinchey (classified staff—works in UCS with video production and classroom support).

- Had new members introduce themselves

2. Proposal (Zach): Add a Foundation appointee position

- Did not get a foundation representative on the committee through our staff / faculty process; we've historically had a foundation representative on this committee
- Change our membership and add a foundation designee
 - i. Really helpful because of own budget office, in own world
 - ii. Insight has been pivotal in understanding campus wide budgets
 - iii. Make a vote for that?
 - iv. Questions:
 - 1. Have there been foundation employees as a happenstance? Make classified and unclassified as a category, and then add Foundation. Will that potentially open the door to other groups asking for a designee? And then it becomes a 50 person committee?
 - 2. KB—foundation employees; are they exempt classified or unclassified? Are they any different from classified or unclassified? Are they a different category?
 - a. Desi: Regular unclassified employees
 - b. KB: If they are unclassified, could they open themselves up for nomination. How about auxiliaries? All of them as classified and unclassified, can open up as nomination. I would rather we would stay with employee groups rather than go with departments. Don't go with different groups.
 - c. Tad: do we have other special groups?
 - d. Ryan: Area on campus that has a unique situation, is it more the responsibility of UBAC or employees to communicate with each other
 - e. Zach: don't think it would be too much of an ask to have someone come in and speak to the committee; had a big education process for committee members
 - f. Melanie: Recommend tabling this idea so we don't open a can of worms.
 - g. KB: President makes the recommendations to have people on this committee and we need to get his; for our charge, our goal is to make recommendations to the president. The question we are answering is what is our process for making recommendations; KB is not changing the charge

3. UBAC Leadership

- Nominee: Kristin Nxumalo
 - i. Excited about the direction and shared leadership and wants to support efforts going forward.

- ii. It's been a great group to work with
 - iii. Moved by Zach, seconded by Ryan.
- Volunteer notetaker: Melanie Landon-Hays; formal role as notetaken so we can provide the much needed updates on our webpage and minutes for our meetings for campus, request by ASWOU and it's important to us to be as transparent as possible.
- 4. [BoT FAC report](#)—serves as our year end report
 - Last report to the Board of Trustees Finance and Administration Committee
 - There are several reports in the Google Drive
- 5. Planning for next year (BoT recommendations included)
 - Line up our calendar next year to be sure we are aligned with VPFA and president's timelines for approvals (KB)
 - i. Looking at quarterly reporting; at end of each quarter we will pull the budget reporting and that becomes the base of the Town Hall before we add agenda items to it. We have this timeline that puts UBAC.
 - ii. Expectation is that president and senior leadership will have some area priorities for the year so if a request is put in, it is part of the strategic plan, but they may be emphasized under one category—for example, retention or enrollment / growth. Question is what will be the recommendation of UBAC to the president in that regard? What categories might be focused on and what will UBAC recommend? We will start the budget process and outline what he wants to do and we want UBAC to be able to provide advice or input on that. However UBAC gathers the input is up to UBAC.
 - iii. By September 30th, finish first quarter. In October do first quarterly report. UBAC Town Hall should be around this date so we can get the report ready, share it at the Town Hall and then whatever other items, HR might talk about the salary study, then we have others share information that is related. So that is the first time are October. Two objectives: 1) input into the major focus areas and 2) Town Hall for first quarter and invite other admin to talk about related items.
 - iv. Next time UBAC is mentioned is November—repeated here, will talk about the budget areas and UBAC will contribute to what those are.
 - v. Second Town Hall is January, and then the initial review of budget requests; based on thematic areas, JANUARY TOWN HALL: communication for budget request summary and the second quarterly budget report; embedded in this process will be communication. We'll focus on helping people understand the budget and how to make budget requests.
 - 1. UBAC can pick any date after the books close on December 31st for the 2nd Town Hall
 - 2. For that Town Hall, we may communicate what the budget requests are and we will show what we've received, how we'll rank them and how we'll prioritize them.

3. We may talk about enrollment at this Town Hall as well and have Paige talk about this topic in addition to our quarterly report
- vi. In April, by that time, we will have gone through the budget requests ranking and will make recommendations to the president for the ranking list. We will also look over the third quarterly report. Third report is in on March 31st so we can have the Town hall any date after this in April to share out the third quarterly report; can also make better predictions on how we will end the year.
 1. Could share the list that was submitted to the president; what we submit is advisory and he will make the decisions.
 - vii. In May, it will be like the one we had this year. We may have a draft preliminary budget that we can share out; decision on rankings will have been made and then we can guide all of that into a draft budget. Town hall will be the draft budget (fourth quarterly report is not due until June)
 1. Could also pick another topic that is important to the campus community.
 - viii. End the year and go to the last cycle. Will there be a final meeting to look at the final quarterly report. UBAC hasn't done much in Summer with faculty being off contract. Next cycle when we show final numbers and attach final numbers in next quarterly report in October. Don't want to call a Town Hall in Summer. We can wait until we come back.
 - ix. Timeline for budget development, integrates UBAC work into the budget. Wherever we are plugged in, if UBAC is okay with the quarterly Town Halls, so you can coordinate closing accounting records with when we hold Town Halls, etc.
 - x. UBAC will come up with own members meetings, this is for the Town Halls, but our meetings can help us prepare for the Town Halls and other recommendations which will help us to be organized around these actual deadlines so our advisory recommendations are useful.
- Discuss ideas for preliminary review process, solicit feedback on rubric and review tools
 - i. Rubric—how we intend to rank requests that come in. Cam shared the rubric.
 - ii. KB shared that there is a process write up.
 - iii. Criteria has been proposed and can be revised.
 - iv. How we will set up the ranking teams—should not be individual. We should pair people up, UBAC members divided into teams of two to do the ranking with the budget request template which will be beefed up; it will be sent out and then pairs of two will do ranking and average these out. Document called “budget request prioritization process”
 - v. Budget request template will go out, solicit information; UBAC members will determine if it meets the criteria on the rubric? Template will ask how it supports A, B, C and will write a description of how they will do it.

People will read it and score it; each team member will give scores and then we'll rank.

- vi. Question: areas that want an increase in their budget? S & S allocation
1. Camarie will send out base sheets—commitments and obligations, labor and expenses.
 2. Budget requests will be about discretionary expenses so we can align discretionary expenses to the WOU strategic plan
 3. Bev—commitment sheet for academic affairs: contracts and subscriptions. Will we be submitting things for printer paper—that's not a commitment, I don't want to read proposals to buy printer paper or ask permission to buy printer paper or do activities that are; I get bigger purchases and bigger investments but there are every day things.
 4. KB—when you read commitment and obligation sheet—expenditures you expect to spend; recurring payments made. For purpose of budget planning, do not include one [time](#). If you know you need paper, it is an obligation to get your work.
 5. Shelby: Our division was told it was just contracts; we buy an app or software every year, but it's not year to year, it's considered discretionary so we have to buy access to this app every year. We need to clarify that campus wide so we can get to that level. If the base budget is built on the labor and this sheet? Who gets to decide that the commitments the departments wrote are, can it go more than previous? Or is it supposed to be a cut? Who will decide if it's allowed or not.
 - a. KB—the commitment and obligation sheet was for people to let us know their base.
 - b. Shelby thought it was everything; but our leadership thought it was other things. That was not what was conveyed back to me, so there might be a miscommunication or understanding through the reporting line.
 - c. Bev—if it said base expenses it would be clearer. Most of our areas, commitments and obligations are things you are required to pay and you don't have an option.
 - d. KB—recurring payments you make for goods and services, whether based on contract or not. If you know you need a pen, and you buy pens.
 - e. Bev—I understand that now, but we might need to reframe that for folks or have another conversation.
 - f. Shelby—people who aren't budget people, if we commit we can't get out of it; I love this but I don't think that having seen other worksheets, I don't think that was conveyed to certain areas.

- g. Bev—my question about who is checking about what people are putting;
- h. KB—if we're looking for only contracts, we didn't say that you expect to pay for in the future.
- i. Bev—I don't expect them to go through the budget process to get print papers; it seemed like I was missing something.
- j. Shelby—felt like student affairs did this differently—they only had multi year contracts; other contracts were yearly so they weren't deemed recurring or committed; I don't think they are discretionary, but it's an easy fix but we need to double check with everyone.
- k. KB—in any case, buying paper is not going to be that material even though it's important. Camarie—can send back out if people want to beef up their sheets; I don't want buying paper to become what UBAC will do.
- l. Camarie: This is a trial run and we will start dialing this in for the future.
- m. Shelby: I thought it was like you described but I was given different advice from others and those over me. For student affairs, our S & S is support, services and supplies. I'm glad we did a test run and I'm glad we are getting started.
- n. KB—this is a test run, we wanted to true this out.
- o. Bev—I've always thought of UBAC as a good place for us to think of not just what we are communicating to campus or how we are communicating it to campus. Very often, budgets are outside someone's expertise, so it's good for us to explore these terms here and we should really scrutinize if we're using plain language when we're communicating
- p. Ava: How do departments or areas on campus currently spend their money or budget? Current process compared to what is being described here.
- q. Zach: every office and purchasing manager makes purchases for their group, this helps us to be more predictable about what is expected and what is discretionary.
- r. Ava: With the allocation or expectation of a department and they have a base or standard, at the end of the year, is there a plan to integrate into this, I work in the mail room and I've noticed a lot of deaprmnts will just mass order a bunch of paper at teh end of the year to spend their budget.

- s. KB—that is why paper even came up, assuming they know they will need paper next year and they will need 10 boxes, and every year they use this. Then, their commitment for paper is \$500 and that can help prevent the bulture of yearend is coming so everyone is rushing to buy a bunch of boxes, and we are trying to situate places where people are predicting what they are going to spend. Other than that, somebody will get a budget, given a certain amount of money, while they are rushing to buy things they don't like and other departments really need money, so if everybody is going to be truthful, this is what I commit and how I operate, we are hoping that then, assuming the rest is so the people who need money to do something else will be able to rank needs and shift money back to them. That is the whole intent.
- t. Ava: Still using paper as the example—department looks at 50 boxes of paper and if they don't use all of that, they ask for \$500 worth and they use \$400 and what happens, and the opposite of that if htye ask for \$1000 and need more.
- u. KB : we are going to make suggestions and rankings to president that's why we'll do quarterly budget reports and keep making recommendations if we need to realign money everyehwere, at the start of the year we need to develop some kind of predictable budget. We will help budget authorities find ways to be objective. If money is 70 million and we have to share 70 million, then we need to be objective about what to use the money. Because we are going to do the ranking so how many of the listed items will get funded. We will pilot and improve it all the way until we perfect it.
- v. Shelby: Two questions, will upper admin be held to this too? This might be a good opportunity to audit how much movement happens within our university of money—we do a lot of internal transfers at WOU that cost a lot of money, time, irritation, especially if they are from the general fund. This might be an interesting thing to highlight of how much work we're doing in rearranging money within WOU.
- w. KB—the best practice is if you have labor and S & S, very few organizations allow that—for now, we'll focus on labor and S & S and communicate that out and keep labor sitting within HR and S & S may have some more discretion...starting by that in cycle 27 is something we will restrict. Regarding level of amount, we will go through the

budget request process. When you look at the rubric, we are looking at the strategic plan, if they will make budget requests and align them with the strategic plan, I can't tell the threshold, I think the request will support the plan and I don't know if they will want to do something that will cost—once we establish a practice and level up, for now we will not put a restriction right now. For now, we will study the trends and how people will participate in the process and we may want to leave it open for now. Intent is for discretionary expenses to be aligned with the strategic plan. We are an old university and we exist, some things may already be done, but going forward people will need to be led to spend in support of the strategic plan.

- x. We are also trying to look at how the budget is operating for now. For example, charge backs. We are trying as much as possible not to do one charge back from one E & G to another E & G, streamlining university expenses. HR does recruitment, so they can do recruitment and HR will manage it so that different departments and divisions have budget lines in S & S using for recruitment, they won't have to use that from their budget and that will go to HR and they will use that money to support recruitment, that is something I also want to mention. Some streamlining will happen now, but bigger process will be in FY 27.
- y. Cam: wanted to take on, feeling the weight of all the changes. Working on a detailed process handbook. We are trying to robustly document this; has noted all of these and it will get incorporated; it will help and is a big change.
- z. Melanie: How do we empower folks while still helping them feel trusted.
- aa. KB: We don't have unlimited resources, there will be pain points and as it becomes part of the contract. We want to do everything but we don't have enough money, if we keep going the way we're going, it will take some people losing out, some people gaining because not everything you want will be available for you to do, but eventually if it becomes part of the practice, it will encompass everyone. It will be important for us, as we do the ranking,
- bb. Shelby: I was thinking that maybe to help with conveying this—submit your detailed line item budget. I'm not sure if that's helpful, this may be coming from my past of being an IFC funded area, but I feel that on campus there's a weird relationship with providing too much information and not enough information. If you provide a lot of information,

there's a lot of scrutiny, and there's a place where if it's too broad, you can hide it. We should be consistent when these are produced...

- cc. KB: thank you for this feedback, eventually we may be able to drill down on S & S. It now looks like a lump sum, it will take some work to divvy up. We will get to a point where we categorize this.
- dd. Bev: agrees, we budget by what was set 30 years ago and every year we decrease or increase by 5%. We should also have budgets based on our priorities. We are trying to do too much and we're trying to do all the things, all at once, with the nickels in our pockets. I'm wondering if, when we think of student success (this is a priority), if we should be thinking about projects within that. Our employees know how to do this, this is the thing we're doing here—they know how to aim in that direction. We've identified that S & S is not the source of our budget woes, it hasn't increased and is flat. Will this move the needle, given how much work will be involved for our employees. We need to do something, no disagreement from me. S & S isn't our problem area, we are. Humans are expensive.
- ee. KB—we go through accreditation cycles. One thing they look for is how we align the strategic plan to resource allocation so we have to start somewhere so when you have a process in place, it brings certainty in how you do business. This won't make us quickly save money, it leads to transparency, collaboration, understanding; as people do this, they begin to learn their own budgets. If it leads to cost savings, we will clap our hands. The plan is to establish a process, demonstrate a process, show how we align our resources with the strategic plan so we can answer the questions that are asked. End goal to contain costs, or at the minimum to know the costs facing us. Don't worry Bev; let's keep working this, it will help
- ff. Bev: Agreed - even if we spend not even a penny less, we'll be doing better if it's all focused on 5 critical projects. But we'll do better at that if everyone knows what those 5 critical projects are *before* they even start writing a budget proposal.

- Discussion on what representative membership looks like; how to be sure all voices are heard, especially students (this can be hard because of power differentials)
 - i. Melanie: What can we do to make the committee more safe and inclusive and empowering for new members and for students.

- ii. Ava: Students just don't know; how to ask questions, what can they ask, what's the process and the only reason I know is because I was on ASWOU. Students seem in the dark
 - iii. Shelby: Not one student can represent all students; I like having more than one student on the committee so you can sound board with others. We try to practice that in our area. More students on the committee and students from different areas. ASWOU captures a lot of students who want to go into leadership, but other areas too. Perhaps Business students, etc. We are an education institution so we can get them into this field.
 - iv. Zach: A lot of different areas have student led advisory boards, but a lot of them gravitate toward what they're interested in.
 - v. Bev: Debrief or training them...if you're being paid to be here. We should think hard about this at WOU, should care if the time is valuable.
 - vi. Ava: While I've been on UBAC because I was serving as an ASWOU representative, I was getting paid. I was serving as a representative for my job position.
 - vii. KB: Add to that, is it the University that pays or ASWOU to have job positions, for students to apply to rep them on these committees. They have senate, can they also have committee work and open positions up for students to apply and take on the work for their job so they can report back to them? Alternative would be for ASWOU president to look at whole picture and open up positions. This would become one of them.
 - viii. Shelby: That would be an interesting initiative to take up; create a poll for committees on campus, can submit a proposal and have students apply to be on those committees. Currently they do have directors that oversee areas—7 of them
 - Decide on a regular meeting time—twice a month for one hour
 - i. Long meetings, twice a month. 1st and 3rd week of the month. Want to open it up. Move to change this? What we currently are doing?
 - ii. If we do our first and third and it's consistent, we can match those up to the Town Hall, it's set up for twice a month.
 - iii. Faculty senate is moving to Thursday meetings, 2nd and 4th Thursdays. Implication is that some of the faculty senate committees might move to the 1st and 3rd meetings for curriculum committee and Gen Ed and Grad Studies. May be some conflict there.
 - iv. Student accessibility—when is it more accessible?
 - v. WLUs change things for faculty.
 - vi. Melanie: I would suggest twice a month meetings with shorter meetings. We have filled the agenda sometimes;
 - vii. Zach: We can shorten the time and be very self aware. Proposed a compromise to see how things go—do same meeting times (Thursday at 2 and make them 90 minute meetings. Zach moved, Ryan seconded.
6. Discuss budget as of now—changes from the Town Hall (KB and Camarie)

- No shift in the budget, approved by the board. Recurring 3.4 million deficit.

May 15, 2025

Canceled to encourage members to attend the WOU Advocacy Day at the Salem Capitol

May 1, 2025, 2-3 PM

HYBRID:

Metolius Room and Zoom: <https://wou-edu.zoom.us/j/83175177671>

Please join the new zoom link!

Attending:

- Meeting today is one hour so that people can attend the COE Dean presentation at 3 in Hamersley 107
 - Please also consider attending the WOUFT / SEIU May Day Party too from 4-7 PM in RWECE 101. Tacos and drinks will be served! RSVP here: <https://forms.gle/UJYa35qA2NfXh4Hu8>
- UBAC Leadership discussion
- Discuss Draft Prelim FY26 Budget (including reductions identified)
- Discuss proposed budget timeline (beginning FY27 budget cycle)
- Town Hall planning—[use this slide show](#)
 - Scheduled for **May 7th from 3:00-5:00 PM**, RWECE 101
- Next town hall? Summer? Or during finals week? Week 10?
- Next UBAC is canceled on May 15th...attend WOU Lobby Day instead!
 - **May 15: WOU Day @ the Capital:** *For the first time, WOU will have its own lobbying day at the Capital, and we need as many WOU folks as possible to participate. We will kick off the day at WOU: Salem—The Center for Graduate Studies and break into teams to speak to various legislative priorities. We will then head up to the capitol building and watch the opening of the House Floor, hear a WOU choral performance, talk with legislators, and have lunch. This opportunity is for everyone regardless of previous advocacy experience. We will provide orientation and training before the big day to make sure folks are comfortable and excited to have conversations with their legislative leaders.*
 - Start time is 10 a.m. and End time 4:30 p.m.
 - [RSVP here to attend](#)

April 17, 2025, 2-4 PM

HYBRID:

Metolius Room and Zoom: <https://wou-edu.zoom.us/j/83822077226>

Attending:

1. Nominations for tri-chair
 - a. Introduction Beverly West
 - b. We STILL need a faculty volunteer and a staff volunteer to round out the leadership for next year—these positions can start this Spring or ease in to be mentored for next year
 - c. [Nomination form](#)
 - d. Staff Senate is sending out Classified and Unclassified nominations for open positions
2. Interfacing with the Academic Sustainability Committee
 - a. Tad will update
 - b. This group will be meeting with the Provost, as well as Cam and KB, soon to get a clearer idea of what is happening
3. Update from Camarie
 - a. Period 9 updates (Budget Status and Management Report)
4. Update from KB
 - a. Share insights about the Town Halls and what we've learned since?
 - b. Comparisons of staff/faculty and student town halls? Implications for UBAC?
5. Begin preparation for the first UBAC-hosted Town Hall
 - a. Scheduled for **May 7th from 3:00-5:00 PM**, location TBA (RVEC 101 has been reserved. Tried for Columbia room, but it's already reserved). Who from UBAC can attend? Hybrid? In person?
 - b. What education do we need?
 - c. What will this look like?
 - d. What must we carry over and educate on from the previous campus-wide town halls?
 - e. Should we solicit questions ahead of time?

April 3, 2025, 2-4 PM

HYBRID:

Metolius Room and Zoom: <https://wou-edu.zoom.us/j/83822077226>

Attending:

6. Nominations for tri-chair
 - a. We need a faculty volunteer and a staff volunteer to round out the leadership for next year—these positions can start this Spring or ease in to be mentored for next year
 - b. [Nomination form](#)
7. Update from Camarie
 - a. [Final IFC decision](#)
 - b. [FY25 P8 Budget summaries](#)
 - c. [Salary Savings](#)
 - d. Tuition Rate Proposal update
8. Update from KB
 - a. Town hall preparation/insights—faculty town hall on April 8th
 - b. [Budget summaries for E & G, discuss variances](#)
9. Discuss what the committee would need to begin hosting Town Halls
 - a. What education do we need?
 - b. Prepare for May?

March 6, 2025, 2-4 PM

HYBRID:

Metolius Room and Zoom: <https://wou-edu.zoom.us/j/88272221814>

Attending:

1. Greetings and Welcome to the new VPFA, KB
2. Update on Nominations —
 - a. We really need people to volunteer!
 - b. We need a faculty volunteer and a staff volunteer to round out the leadership for next year—these positions can start this Spring or ease in to be mentored for next year
 - c. [Nomination form](#)
3. Next term meeting schedule
 - a. Keep it the same? Thursdays from 2-4
 - b. We generally meet the 1st and 3rd weeks of each month
4. Updates on TFAC (Cam?) / IFC (Cam?)
5. Focus 2025-2026 Plan —collaborating with VPFA
 - a. How can we get campus on the same page with the numbers?
 - b. Are there positives we can highlight for the campus?
 - c. Is there a regular budgetary update schedule we could put in place? Challenge and success reports from representatives on our committee so that we're hearing regularly from all over campus.
 - d. Is there a way to charge our membership with a reporting model that would inform UBAC and our forward movement?

6. Update on Academic Affairs budget plan —collaborating with the Provost's new committee
 - a. Where are we at interfacing with the Academic Affairs Budget Committee?
 - b. Is there a merger between UBAC and this new committee? How can we facilitate that?

February 6, 2025

HYBRID:

Metolius Room and Zoom: <https://wou-edu.zoom.us/j/88272221814>

Attending:

1. Changes to our committee
 - [Nomination form](#)
 - Electing a new tri-chair to replace Noah
2. Update on Budget Projections for the Next 5 Years—Mike & Camarie
 - Framing of options for balancing budget
 - What can UBAC do to assist in this process?
 - Are there programs that haven't been included that should be?
3. New VPFA and transition plans—Mike

January 23, 2025

HYBRID:

Metolius Room and Zoom: <https://wou-edu.zoom.us/j/88272221814>

Attending:

1. Changes to our committee
 - Goodbye and THANK YOU to Jenna and Noah (not until February 7th!)
 - Additions and welcome: ASWOU reps, Robert Forbis—faculty senate rep
 - Electing a new tri-chair to replace Noah
2. Update on VPFA search?—thank you to those who could attend the interviews and

3. Pause the UBAC charge conversation; wait until the new VPFA gets to WOU
4. January Budget Calendar: TFAC (Tuition and Fee Advisory Committee) begins
 - What Criteria is TFAC using to determine increase in TaF?
 - Are there ways UBAC is needed to interface with this conversation?
 - Meetings are open? Encourage UBAC members to attend
5. February Budget Calendar, the preliminary budget is sent out and budget meetings begin
 - What can UBAC do to assist in this process?
 - Can we know which programs are included in budget conversations?
 - Are there programs that haven't been included that should be?
6. Review program analysis model with Camarie
 - Are there methods for determining what a program costs and what is brought in to support a program?
 - What information is used for program assessment and viability?
7. Reduce our meeting times until the new VPFA is hired?
 - One hour meeting?
 - Once a month?

Budget Timeline:

<https://docs.google.com/document/d/1555JPhOqHNPdMoCN-eZzQDgZbJ18WVOOxsrt09Dkg8/edit?tab=t.0>

UBAC Charge:

<https://docs.google.com/document/d/1cwTAVgc-V2DdDO5gwSlclRgXzPthmUS2ZnlqrxYc8s/edit?tab=t.0>

UBAC Suggested Changes:

https://docs.google.com/document/d/1a2sr6jAO59At0UOO3LclK4R2eNr9_eC7lqHodMOAa0Q/edit?tab=t.0