

Faculty Senate Budget Taskforce (A Faculty Senate Ad-Hoc Committee)

Minutes

Draft 2

Meeting Date and Place: Tuesday, 9/29/15, 1:00 pm, **Scholes Hall, Roberts Room**

Members Present: Stefan Posse, Faculty Senate President, Janie Chermak, Ann K. Brooks, Charlie Paine, Fran Wilkinson, Kramer Woodward, Bill Liotta, Edl Schamiloglu, Charlie Steen, Michael Dougher, Vice President Research & Economic Development, Lee Brown, HSC Council Chair, Don Bellew, Chemistry Department.

Members Excused:

Members Absent: Pamela Pyle, Faculty Senate President Elect, Scott Hughes, Beth Tigges, Nora Dominguez, Douglas Thomas, Andrew Cullen, Norma Allen, Trish Steinbrecher, Edl Schamiloglu, Ajna Hamidovic, Carol Bernhard, Donna Sigl.

Minutes: Dennis Dunn, Office of the University Secretary.

	Subject	Notes	Follow-Up
1	Call to order (Stefan Posse)	Faculty Senate President Stefan Posse opened the meeting at Noon, in the Roberts Room, Scholes Hall.	None Needed
2	The Meeting & Suggestions (Roberts Room, Scholes Hall)	<p>Points covered in today's meeting included:</p> <ul style="list-style-type: none"> • Faculty Senate President Stefan Posse began the meeting by addressing the Excel Progress Report that task force members Ann Brooks and Janie Chermak have been working on and updating. The spreadsheet will be gone through and edited throughout the course of today's meeting. This document can be found on the Task Force's SharePoint website under the heading 2-29-15 Update of Budget Task Force Initiatives.xlsx; • Before proceeding further Ann Brooks suggested the previous week's minutes be approved. The minutes were approved. No abstentions; • Kramer Woodard suggested the task force consider dropping members from the membership list, the ListServe, who are not attending the meetings. By doing this quorum would be easier to attain for voting purposes; • It was suggested that a more convenient meeting time might bring in more participants and that a Doodle Poll be sent out. Ann Brooks stated that she has access to another meeting scheduler program, "To Meet," and will forward it to Dennis Dunn ; • The length of time the Task Force will be in effect was discussed. It will be together until December 2015, but meetings have only been scheduled in the Roberts Room until November 17, 2015; • Janie than explained how she and Ann have been working with the Initiatives spreadsheet, expanding certain point and deciding which points need to be delegated to other members of the task force for further research; • The Initiatives spreadsheet was projected upon the conference room screen and Ann walked the task force members through the various points contained within the Initiatives; • The items from the Initiatives that were discussed: <ul style="list-style-type: none"> ○ 1.1 Tenure & Promotion Modifications – it was agreed to take this item off the Initiatives; ○ 1.2, 1.3 & 1.4 Evaluation of Current Mentoring/Advising of Undergraduate & Graduate Students – it was decided this is a valid initiative, but should have its own task force outside the Budget Committee. Mike Dougher pointed out that the Provost's Office has a file of every units mentoring plan. It was suggested that this topic should be given to another committee since it does not deal with budget issues; ○ 1.5 Faculty Mentoring – The cost of hiring new faculty could be offset by the mentoring of existing junior faculty. This was also recommended to be passed on to another committee; ○ 1.6 Alumni Initiatives – it was suggested that this should be passed on to the Alumni Association and the UNM Foundation; ○ 2.1 Request Most Recent Facilities Audit – for the next two months it was suggest that all of these audits should be tracked down and reviewed. Bill Liotta asked if these audits also include all of UNM's real estate holdings, such as vacant buildings, vacant land and golf courses. It was agreed to look into those holdings too and to talk with Melissa Vargas, Chief of Staff, Provost office; ○ 2.2 Request Most Recent Library Collections Analysis – A new 	

Director of Collections, Susanne Clement, was hired on May 11, 2015. Fran Wilkinson will provide the Task Force with a short term collections analysis, a space analysis and also a long term collection/space analysis, but the long term analysis will take about a year to complete;

- **2.3 Request Most Recent Efficiency Audit for Shared Services** – Shared Services has been in effect at UNM for the past ten years and efficiency audits have been done a number of times and the Provost's Office has these audits;
- **2.4 Data Collection and Metrics** – This would be a short term project to meet the deadline, but the best results would be in the long term look at UNM's data collections and metrics. This information would be found in the Office of Institutional Analytics, and Page Briggs is the new Director;
- **2.5 Program/Course Assessment** – It was agreed that this is not an initiative that should be taken on by the Budget Task Force. Fran informed the members that there is already an organization on campus that tracks this topic and do a very good job of it. This group is headed up by Greg Heileman and Terry Babbitt;
- **2.6 Streamlining University and Faculty Compliance Policies Process and Removing Redundancies** – Helen Gonzales, Chief Compliance Officer, Main Campus, would be the best contact person for this initiative, along with her counterpart, Stuart Freedman, at the Health Science Center (HSC). Mike Dougher expressed concerns about chemical and laboratory compliance issues, specifically on the main campus. It was recommended that this initiative be delegated to another committee;
- **2.7 Request Branch Campuses Operational Audit** – This is a huge project since the fees UNM receives from the branch campuses does not come close to covering the services UNM provides the branch campuses. EVP David Harris's office should be contacted to research this issue along with Facilities & Administration. Andrew Cullen, Budget Office, should also be contacted;
- **3.1 Survey Peer & Aspirant Institutions for Budgetary Solutions** – This may take longer than a month to research. The Provost's Office would be the place to begin the research;
- **3.2 Catalog Unfunded & Underfunded Legislative Mandates/Initiatives** – Check with the Provost's Office to find out what all the mandates and initiatives are;
- **3.3 Survey Faculty, Staff & Administration on Immediate Cost Saving Strategies** – This is the second part of surveying budgetary solutions. Two or three Task Force members will be assigned this task;
- **4.1 Obtain Budget Data to Determine Current Efficiency Levels** – Check with the Provost's Office to find out what sort of current efficiency levels now exist. Will also need to check all UNM units and perhaps involve David Harris's office, too. Stefan suggested that a decision may need to be made as to whether this is done internally or an outside firm may need to be hired;
- **4.2 Develop a Resource Allocation Policy** – Work with the Provost and find the allocation policy. This is a long term project;
- **5.2 Compliance Policy** – This is covered in 2.6;
- **6.1 A meeting with UNM Foundation to Review Foundation Outcomes over the Past Three Years** – UNM pays for the Foundation, but how much money do they really raise? Lee Brown stated that the Foundation made a presentation to the Operations Committee last year and the Foundation does bring in a lot of money for UNM. The question is: Where does it go?
- **6.1B Revenue Generation Examples STC (Science & Technology), Albuquerque Innovate , HSC CTSC Biodesign** – Stefan explained that these initiatives represent innovations that are taking place on both the main campus and HSC, to help improve revenues and the Task Force should look into them;
- **6.1C Create Partnerships with Business Entities to Create Internship, Job Opportunities, Courses and Research** – It was discovered that 90% of UNM PhD's leave New Mexico to find jobs out of state. The various labs in New Mexico are expecting 40% of their work force to retire in the next five years and have increased their internship programs. The Provost is also taking with Sandia Labs in order to get their employees to begin teaching at UNM;
- **6.2 Funding Formula** – The FS Budget Committee was going to look into this but it has now moved onto the Task Force. It was discovered that UNM recently lost a 3.5 million dollar grant due to poor graduation rates;
- **6.3 Diversify UNM Revenue Sources to Reduce Reliance on Funding Formula** – This is an item that is handled through the Provost's Office, but

		<p>the Task Force should keep an eye on it;</p> <ul style="list-style-type: none"> ○ Other items the Task Force should look at: <ul style="list-style-type: none"> ● Research Mission and Impact on UNM ● President's Role in External Fundraising ● Audit of UNM Initiatives/Program ● Incentive Model ● Learning Central Training Modules ● UNM West <p>Discussion followed about reaching out to all of UNM's Deans and Chairs. Lee Brown stated that HSC does have a Council of Chairs that meets weekly.</p>	
3	To Do	Send out the updated version of this document to Task Force members, along with the meeting minutes for review. Once this document is fully approved copies can be sent out to the Deans and the Chairs. A copy should also be sent out to the Staff Council President, and they can decide how to distribute to the UNM Staff.	
4	Next Meeting	Tuesday, October 6, 2015, 12:00pm Scholes Hall Roberts Room, for an hour and a half meeting.	
	Adjourn	Meeting adjourned at 1:30pm.	