



FACULTY SENATE

Financial & Physical Planning Committee
November 12, 2022, 2:00 – 3:30 pm
Microsoft Teams

Minutes

Present: Thomas Borchert (Faculty Senate President), Teresa Cahill-Griffin (CNHS), Maureen Neumann (CESS), Guillermo Rodriguez (CAS), Greg Rowangould (CEMS), Evan Siegel (SGA), Andrey Ukhov (GSB), Beth Zigmund (LCOM)

Absent: Terry Bradshaw (CALs), Lisa McGee (LCOM), Dan DeSanto (LIB), David Kaufman (RSNER), Sara Solnick (CAS), Pending (GSS)

Guests: Bill Falls

The meeting was called to order by chair Guillermo Rodriguez at 2:00pm via Microsoft Teams.

1. Approval of October Minutes. The minutes of October 2022 were approved as written.

2. FPPC Operating Procedures:

DRAFT – September 2022

Faculty Senate Financial & Physical Planning (FPPC) Operating & Voting Procedures

FPPC Responsibilities & Membership (Source: Faculty Senate By-Laws)

7.1.5.5 Financial and Physical Planning Committee.

This committee shall have responsibility for matters relating to planning and use of the institution's physical resources and for matters related to the formulation of the University budget with the exception of items subject to collective bargaining, including items referred to in Sections 1.2a, 1.2b, 1.2g, 1.2h, and 1.2i. It shall assist in the formulation of the University budget so that this document reflects the instructional, intellectual, and service priorities of the institution. The committee shall assume responsibility for informing the administration of educational priorities and needs and see that these are considered in all planning. It shall seek advice from the various academic units relative to planning for physical facilities, environmental resources, and the allocation of space, and make recommendations to assure effective and responsible use of resources. It shall maintain close liaison with all appropriate subcommittees of the Board of Trustees as well as all appropriate administrative offices and committees in its areas of responsibility.

7.1.2.1 Elected Members.

- a. **Number.** Except as described below, standing committees and standing subcommittees shall be composed of at least one member from the Colleges of Arts and Sciences, the College of Agriculture and Life Sciences, the College of Education and Social Services, the College of Engineering and Mathematical Sciences, the Larner College of Medicine, the College of Nursing and Health Sciences, the Grossman School of Business, the Rubenstein School of Environment and Natural Resources, and the University Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.
- b. **Eligibility.** Any eligible faculty member (as defined in section 2.1) may stand for election by their college or school to serve on a standing committee except as otherwise stated in these Bylaws.
- c. **Term.** Members of the standing committees shall be elected for three years or as otherwise stated in these Bylaws, starting on July 1. Terms shall be staggered so that approximately one-third of the standing committee members shall be elected each year.
- d. **Election.** The election of standing committee members shall be the responsibility of the individual college and school faculties. Elections shall be held no later than March of each year and shall be conducted by secret ballot distributed to all eligible faculty members of the college/school. An opportunity must be provided for all eligible faculty members to volunteer to run for election to Senate standing committees. The Faculty Senate shall supervise the elections of Senate standing committees; concerns regarding election irregularities must be communicated to the Senate President by May 1.
- e. **Vacancies.** If a standing committee member vacates their seat the vacancy shall be filled by a special election within the unit from which the member was elected. The term of a member under these circumstances shall commence immediately and shall normally be for the unexpired term of the regularly elected member. If a standing committee member is granted leave for one year or less a replacement shall be elected by a special election within the unit to take the absent standing committee member's seat for the period of the leave.
- f. **Attendance.** A standing committee member absent from two committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated their seat.
- g. **Members of the Senate.** A standing committee member may also serve as an elected senator. Standing committee members are members of the Senate without vote if not also an elected senator.

7.1.2.2 Ex Officio Members. The Senate President is a voting ex officio member of every Faculty Senate committee and subcommittee, with the exception of the Nominating Committee in 3.5, and may designate a member of the Executive Council to act on their behalf. The Faculty Senate Vice-President is a nonvoting ex officio member of every Faculty Senate committee and subcommittee except when serving as the Senate President's designee.

7.1.2.3 Student Members.

- a. The Student Affairs Committee and the Educational and Research Technologies Committee shall include one graduate and one undergraduate student member designated by student governing bodies for a one-year term.
- b. The Professional Standards Committee shall not include student members.

- c. Standing committees may invite one graduate and one undergraduate student designated by student governing bodies to serve on the committee for a one-year term.

Student members serving on committees are voting members of that committee but may not serve as chair.

7.1.2.4. Resource Personnel. Standing committees may add nonvoting resource personnel on the basis of their position, interest, or expertise.

7.1.3 General Duties of Standing Committees.

- a. They shall recommend policy and changes in policy in their areas of responsibility to the Faculty Senate. They may initiate action on matters clearly within their province and request that they be placed on the agenda of the Senate meeting by the Executive Council.
- b. They shall receive and consider policy proposals in their areas of responsibility from the Faculty Senate, the administration, student bodies, etc., and present their recommendations to the Faculty Senate for action.
- c. They shall consider budgetary implications for policies in their areas of responsibility and make appropriate recommendations to the Faculty Senate and the administration regarding University priorities.
- d. They shall annually review sections of University governance documents, such as the University Manual, pertaining to their areas of concern and make recommendations for revision.
- e. They shall consult with and provide advice to the administration, student groups, etc., in their areas of responsibility when requested to do so. Policy proposals generated as a result of these consultations shall be presented to the Faculty Senate for consideration and action.
- f. They shall keep records of their activities and present reports at least once a year to the Faculty Senate.
- g. They shall maintain close liaison with appropriate committees and groups established by the individual academic units, the student governing bodies, the Staff Council, and other University constituencies.
- h. They shall meet frequently in order to promptly and responsively discharge their duties to the Senate, the faculty, and the University as a whole.

7.1.4 Committee Officers. The chair of each standing committee shall be elected by each committee from its elected membership for a one-year term. Faculty Senate office staff will keep minutes. Standing committee chairs or their designees shall serve as faculty representatives to the appropriate Board of Trustees committees (9.1). The duties of the chair shall be to report to the Senate at least once a year, schedule and conduct meetings, follow up on actions of the committee, serve as committee spokesperson with respect to the duties in 7.13(e), serve as voting members of the Faculty Senate, and serve on the Executive Council.

Committee Procedures

- FPPC meets once a month during the academic year. Historically this has been on Mondays from 2:00 to 3:30 in either Waterman 427A or on Teams. Elected members should have a schedule that allows for regular attendance at meetings.
- At its September meeting, FPPC shall orient new members to the committee and draft a list of topics it would like to cover during the upcoming academic year.
- Administrative offices that FPPC maintains close liaison with are:

- Campus Planning / Physical Plant
- Provost's office / VP of Finance
- FPPC's work plan varies from year to year and is formulated by the Committee based on issues of concern to its members and issues brought to the committee by members of the faculty and administrative units.

FPPC Chair

- In the spring semester, the Faculty Senate office will contact all current FPPC members to solicit nominations, including self-nominations, for Chair to serve during the upcoming academic term (beginning July 1st). Once nominations are received, the Faculty Senate office will conduct a vote on the nominated members and report the results to FPPC.
- The Chair shall be report to the Senate at least once a year, schedule and conduct meetings, follow up on actions of the committee, and serve as committee spokesperson,
- The Chair shall serve as a voting member of the Faculty Senate,
- The Chair shall serve on the Senate Executive Council.
- The Chair shall serve as faculty representative to the Board of Trustees BFI Committee. The FPPC will elect / appoint a second member.

Continuous Improvement & Reporting

- At the end of the spring semester, the FPPC Chair will prepare a summary report to be submitted to the Faculty Senate describing the work of the committee during the academic year.
- At least once annually, FPPC should review its operating procedures, propose specific changes if needed, and submit to the Senate Executive Council for review and approval.

Andrey moved to adopt the draft FPPC Operating Procedures, Teri seconded the motion.

Approve: 7

Oppose: 0

Abstain: 0

The FPPC approved the adoption of the FPPC Operating Procedures.

3. Chair Update. Topics that the FPPC should add to upcoming agendas include:

- UVM tuition freeze and how that impacts the budget.
 - Salaries
 - Financial aide
 - Retention / hiring
- State appropriations and how they will be used.
- CAS report from group of faculty members on UVM budget.

4. CAS Budget Update, Dean Falls. Dean Falls talked about the following topics:

- How CAS benchmarks new hire salaries against other regions.
- Compression and inversion, and how that impacts new hires.
- Distribution of salaries and how promotion may impact compression.
- Number of searches coming up in CAS, will show what the market will handle.
- CAS will receive an extra 5.35 million in fiscal year 24 from state appropriations. This will be an ongoing increase.

- How is CAS different from other units at UVM?
 - CAS doesn't have conversation about where to invest because they don't have extra money to invest.
- IBB is hard because not all things are equal, and not every unit has the same tools. CAS has had a disadvantage due to declining student credit hours and costs rising. IBB gave them tools to balance the budget, however there are fixed costs that could not be changed. CAS does not have the same access to revenue streams and rely mostly on undergraduate tuition. They do not have the same access to grants or non-degree programs.
- Dean Falls would like the FPPC to share the outcomes of the visits of the Deans to the FPPC to see if there are any common concerns.

5. New / Old Business. The Faculty Senate Office is working on inviting a dean to the December meeting. Richard Cate and Shari Bergquist will also be invited to an upcoming meeting to discuss the tuition freeze and how it impacts the budget.

6. Adjourn. The committee adjourned the meeting at 3:34 pm.

The next FPPC meeting will be December 5, 2022, from 2:00 to 3:30 on Teams.