

## **Budget Allocation Subcommittee**

**Thursday, January 4, 2018**

**3:30 p.m. – 5:00 p.m.**

**Barge 304**

**MINUTES**

**Members Present:** Todd Shiver, Kathryn Martell, George Drake, James Johnson, Stuart Thompson, Scott Fendley, Josh Hibbard, Gail Mackin, Tim Englund, Dennis Francois, Aaron Brown, Shane Scott (representing Joseph Han), Kristen Patton (representing Jakob Shewey)

**Absent:** Jakob Shewey, Joseph Han, Paul Ballard, , Kevin Archer

### **Agenda**

#### **Approval of December 18<sup>th</sup>'s Minutes**

December 18<sup>th</sup> minutes approved. Shane Scott motioned to approve, Todd Shiver seconded. James Johnson abstained.

#### **Update on Budget Summit & subcommittee timeline**

- a. Informational meeting January 8 and 12  
Asked for volunteers to assist with informational meetings. January 8, 2018 volunteers: Josh Hibbard, Kathryn Martell and Aaron Brown. January 12, 2018 volunteers: Todd Shiver, Dennis Francois, Josh Hibbard and Stuart Thompson.
- b. Budget reports & new allocation requests due Friday, January 26<sup>th</sup>  
Noted a small formatting error in report template causing first letter of each word to be capitalized.
- c. Preliminary Review by committee January 29-February 9
- d. Budget Summits February 5, 6, 12 & 13 – Doodle poll distributed
- e. Recommendations to BEC formalized by February 28.

#### **Develop guidelines to prioritize budget allocation requests for Informational meeting**

Kathryn Martell voiced concern that it seems as though money for allocations are coming from the colleges' budgets. Discussed a need to make sure that there are no more funds available within the division before allocating more funds, and asked whether a reserve of funds needs to be established that will be used for allocation requests. Members discussed possible questions to be used for evaluating allocation requests. Dennis Francois suggested creating a list of values that can be used as a guide for prioritizing requests. Kathryn Martell suggested not establishing guidelines, instead that guidelines can be established as the group reads through the allocation requests, and from there the group can develop a rubric. Aaron Brown suggested prioritizing requests on the impact on retention, progression and completion, and are supportive of both students and faculty. Stuart Thompson proposed using a Risk Assessment matrix to assist in prioritizing requests. Committee decided on using a rubric based on a 100 point grading system.

FY 19 Allocation Increase Request Rubric

Criteria	Points
Limited funding available in unit's Division	0-20
Return on Investment/ Revenue Enhancement	0-20
Connection to Mission	0-20
Compliance or mandates/Risk mitigation	0-20
Impact on Students	0-20
	Total

Upcoming meetings

- a. Clarify strategies for reviewing budget reports and allocation requests
- b. Post Budget Summit discussions and recommendations

Questions