



Budget Allocation Subcommittee Agenda

October 17th, 2018

1-2:30pm | Barge 304

Present: Stuart Thompson, Todd Shiver, Paul Ballard, Kevin Archer, Eric Cheney, Gail Mackin, Lad Holden, Scott Fendley, Shane Scott, Sharon Jonassen, Dick Highfield, Josh Hibbard, Kane Lemasters, Aaron Brown

Absent: Tim Englund, Dennis Francois, Lidia Anderson

Approval of Minutes

Kevin moved to approve; Scott seconded the motion. Motion passed with two abstentions.

Follow Up on Action Items

Gail reported that the timeline and workflow diagram were approved by PBAC; they reviewed the summit presentation PowerPoint as well.

A “save the date” email for the Budget Summits has been sent out to Division/Unit VPs, and will be sent out to the Deans after this meeting. It will also be posted to Central Today to notify the campus community.

It was noted that we are in need of graphs/charts for the next meeting so this group can review them and determine which ones to use and how they will be used; Donovan has been notified of this need.

Rubric for Allocations

The draft rubric created by Dick was reviewed by the BASC committee; Gail requested suggestions. Those included the following:

- Criterion 3 - Add: Increasing new student enrollment (all students)
- Remove “UNH” verbiage and replace with CWU

With changes, Kevin moves that we adopt this rubric. Aaron seconded. Motion passed unanimously.

Subcommittee Reports

a. Report/Metrics (Units)

Each unit/college will be required to submit a Budget Report. The committee discussed what those reports may include; Sharon, Eric, Paul and Scott are working together to finalize the report template so that it includes all of the pertinent information that is of interest to the campus community. This consists of the unit’s budget, the services they provide to the campus, and the provision of a success measure (metrics, KPI, etc.) by which their unit determines both

areas of success and areas in need of improvement. Gail asked this committee if the spreadsheet that was initially being used by Bernadette for Accreditation purposes would be acceptable to utilize as a component of the report; the committee agreed. Other components may be added prior to finalization of the report template.

Sharon noted that at last year's summits, one of the most common comments received was that headcount information was not provided. It was suggested that headcount by category of position budgeted may be a helpful graph to add in as part of the presentation. Discussion ensued regarding how specific that information needed to be; it was suggested that it may be different depending on each unit (i.e. Operations versus the colleges). The subcommittee (Sharon, Eric, Paul and Scott) will meet and discuss further, and bring back their recommendations to the next meeting of this committee.

Aaron requested to be added to this subcommittee to help create the template for the report. It is recommended that it be brought to this committee for review at the November 7th meeting.

b. Allocation Requests

- a. Have not met yet, but will meet prior to the November 7th meeting and have been asked to report out at that time

c. Summit Presentations

- a. n/a

d. Communication & Website

- a. Will finalize this once all other subcommittee tasks have been completed

e. Rubric

- a. Already addressed in earlier discussion

Other

It was determined that the meeting at which all of these items need to be finalized will be changed to Monday, November 19th instead of Wednesday, November 22nd, in light of the holiday that week.

Next Meeting

Wednesday, November 7th
1-2:30pm
Barge 304