



**Budget Allocation Subcommittee**  
**November 7<sup>th</sup>, 2018**  
**1-2:30pm | Barge 304**

**Present:** Kevin Archer, Josh Hibbard, Eric Cheney, Todd Shiver, Dennis Francois, Paul Ballard, Tim Englund, Dick Highfield, Stuart Thompson, Lad Holden, Scott Fendley

**Absent:** Gail Mackin, Aaron Brown, Shane Scott, Sharon Jonassen, Lidia Anderson, Kane Lemasters

**Approval of Minutes**

It was noted that the members who were absent from the previous meeting needed to be listed on the minutes. With that change, Kevin motioned to approve the minutes, and Scott seconded that motion. The motion was unanimously approved.

**Sub Committee Reports**

- a. Report/metrics (Units) – Sharon, Eric, Paul, Scott, Aaron
  - a. Template for report
    - i. The subcommittee has not met yet to discuss the template for the report
- b. Allocation Requests – Sharon, Tim, Shane, Lidia
  - a. Draft of form provided for this group to review
    - i. Tim reported that they included verbiage to help verify that there are no other available funds for allocation requests; otherwise there were not many significant changes as compared to last year's form
  - b. The group discussed the need to change the wording for question #5 – “Is there any correlation with this request that could be associated with funding from or a service funded by a student fee?”
    - i. Suggestions: “Are there other ways the request could be funded; for example, through student fees or service fees?”
    - ii. Suggested changes will be made and brought back the next meeting for final review/approval
- c. Summit Presentations – Todd, Kevin, Dennis, Josh, Sharon
  - a. Completed
- d. Communication & Website – Todd & Gail
  - a. Website is up to date with the information we have so far; otherwise, there are no updates from this subcommittee
- e. Rubric - Dick
  - a. Changes made based on feedback from the previous meeting

### **Other Discussion**

The question was raised as to whether or not this committee felt comfortable with the progress made thus far, and the timeline for moving forward. It was determined that though the timeline is short and the allocation process will be starting soon, the committee felt that overall they were prepared to complete the process more effectively than they were last year. Considerations specifically included the progress made on changes to the allocation and summit process as a whole, where the committee is at in that process this year as compared to last year, the fact that this committee should have access to more data this year, and the observation that communications have been substantially improved this year.

It was suggested that at the next meeting, this committee review the entire process and all associated documents/templates.

### **Next Meeting**

Monday, November 19<sup>th</sup>

1-2:30pm

Barge 412