



**Budget Allocation Subcommittee Agenda
November 19th, 2018
1-2:30pm | Barge 412**

- I. Approval of Minutes: November 7th, 2018**
- II. PBAC mandates – Must complete no later than our December 5 meeting**
 - a. Allocation request process for initiating new interdepartmental fees
 - b. BASC charges – review and recommend changes to PBAC
- III. Review of Allocation and Summit Process, Timeline and Associated Documents/Templates**
- IV. Sub-Committee Reports**
 - a. Unit Budget Report/Metrics (Units) – Sharon, Eric, Paul, Scott, Aaron
 - i. Finalize template for report
 - ii. Budget slides from Financial Planning
 - b. Allocation Requests – Sharon, Tim, Shane, Lidia
 - i. Approve draft allocation request form
 - c. Communication & Website – Todd & Gail
 - i. Review communication for VPs, unit leads, Central Today and BASC website
 - d. Summit Presentations – Todd, Kevin, Dennis, Josh, Sharon
 - i. Completed
 - e. Rubric – Dick
 - i. Completed
- V. Next Meeting: Wednesday, December 5th, 1-2:30pm, Barge 304**