

Budget Allocation Subcommittee

Wednesday, November 29, 2017

2:00 p.m. – 3:00 p.m.

Barge 304

MINUTES

Members Present: Todd Shiver, Paul Ballard, Kathryn Martell, Tim Englund, James Johnson, George Drake, Aaron Brown, Kevin Archer, Dennis Francois, Joseph Han, Stuart Thompson, Scott Fendley, Lidia Anderson (representing Jakob Shewey), Joel Klucking, Katherine Frank, Gail Mackin

Absent: Josh Hibbard, Jakob Shewey

AGENDA

Introductions-

Subcommittee members introduced themselves to each other.

Committee Purpose-

Subcommittee is how the colleges have a say in allocation decisions for non-college units. Currently focusing on the Budget Summits, providing greater transparency, and clarifying how units will request additional funds during the Budget Summits. Recommendations on FY19 budget allocations will be sent to Budget Executive Committee (BEC).

Timeline for making budget allocation recommendations-

Examined draft of timeline for making budget allocation recommendations to BEC including unit budget reports, new budget allocation requests and format of Budget Summits to be held in February.

Budget Summits

- a. Units required to present
23 units that will present over 4 day period. Presentations will be recorded and posted online.
- b. Format for budget summit presentations
Examined the templates that were used for previous Budget Summits. Suggestions were given for additional questions to add to template. Examples – What efficiencies did you achieve? How? How did it affect your operations? Is it sustainable?
- c. Other supplemental materials needed

1. (*Amended at 12-8-17 meeting*) The college deans raised concerns about the college's ability to increase support with respect to new allocations. They suggested a conservative approach.
2. Volunteer group formed to produce ideas for how to improve template and questions provided to units. Dennis Francois, Kevin Archer and Stuart Thompson, with an invitation to participate to Josh Hibbard and Jakob Shewey.
3. Volunteer group formed to define process for units to request additional funds and the information that will be used by committee for recommendations. Kathryn Martell, Todd Shiver, Paul Ballard, Tim Englund, Joseph Han, and Scott Fendley.
4. Material from both groups are due to Gail Mackin by the end of the day on December 6.

Upcoming meetings (Next meeting – 3:00 p.m. Friday, December 8)

- a. Develop guidelines to prioritize budgetary needs
- b. Develop rubric for review of new allocation requests
- c. Post Budget Summit actions

Questions-

Meeting adjourned at 2:55 p.m.