

Budget Allocation Subcommittee Agenda

December 18, 2017

3:00 p.m. – 4:00 p.m.

SURC 301

1. Approval of December 8th's Minutes
2. Looping in NW Accreditation lingo into annual budget allocation process (see Bernadette's insertions into the three forms listed below).
3. Approval of forms:
 - a. PowerPoint Template
 - b. Budget Report form
 - c. New Allocation Request form
4. Update on Budget Summit & subcommittee timeline (See proposed meeting schedule)
 - a. Communication to unit directors by December 22
 - b. Informational meeting week of January 2
 - c. Budget reports & new allocation requests due Friday, January 26th
 - d. Preliminary Review by committee January 29-February 9
 - e. Budget Summits February 5-13
 - f. Recommendations to BEC formalized by February 28.
5. Develop guidelines to prioritize budgetary priorities
6. Develop rubric for review of new allocation requests
7. Upcoming meetings
 - a. Communications & informational meetings for unit directors
 - b. Post Budget Summit actions
8. Questions