

Budget Allocation Subcommittee

Friday, December 18, 2017

3:00 p.m. – 4:00 p.m.

Barge 412

MINUTES

Members Present: Todd Shiver, Paul Ballard, Kathryn Martell, George Drake, Duane Dowd (representing James Johnson), Stuart Thompson, Scott Fendley, Joel Klucking, Josh Hibbard, Gail Mackin, Tim Englund, Kevin Archer, Dennis Francois, Aaron Brown, Shane Scott (representing Joseph Han)

Absent: Jakob Shewey, James Johnson, Joseph Han

AGENDA

Approval of December 8 Minutes-

December 8th minutes approved. Tim Englund motioned to approve, Scott Fendley seconded.

Looping in NW Accreditation lingo into annual budget allocation process-

Discussed replacing verbiage in the form templates to include NW Accreditation lingo.

Approval of forms-

a. PowerPoint Template

Slide number 5, replacing goals with strategies, to fit better with NW Accreditation. On the graph, replacing fiscal years with fund types to show the breakdown of funds, but discussed whether this, or the history shown by fiscal years is better. Slide number 6, adding in as many columns needed to show all the fund types. Kevin Archer motioned to approve the changes to template, Tim Englund seconded, all approved.

b. Budget Report form

Question 2, include all funds, not just 148 and 149, and move towards the end of form. Question 3, take out second sentence. Question 5, change goals to strategies and remove the second sentence. Reports due to subcommittee from units January 26, 2018. Kathryn Martell moved to approve with changes, Scott Fendley seconded. All approve.

c. New Allocation Request form

Discussed changes in the wording to clarify questions for the units. Josh Hibbard moved to approve with changes, Kathryn Martell seconded. All approved.

Update on Budget Summit & subcommittee timeline-

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

Develop guidelines to prioritize budgetary priorities

Item has been pushed back to the next meeting.

Develop rubric for review of new allocation requests

Item has been pushed back to the next meeting.

Upcoming meetings

- a. Communications & informational meetings for unit directors
- b. Post Budget Summit actions

Questions-