

Budget Allocation Subcommittee

Friday, August 24th, 2018

11:00 a.m. – 12:00 p.m.

Barge 410

MINUTES

Members Present: Gail Mackin, Paul Ballard, Kevin Archer, Aaron Brown, Josh Hibbard, Stuart Thompson, Scott Robinson, Kathy Temple, Sathy Rajendran

Absent: Tim Englund, Dennis Francois, Eric Cheney, Scott Fendley, Shane Scott, Sharon Jonassen, Todd Shiver, Richard Highfield, Kane Lemasters, Lidia Anderson

Agenda

Approval of July 24th Minutes

Stuart moved to approve the minutes as written; Josh seconded the motion. Five ayes, no nays, Scott R., Kathy, Richard and Josh abstain. Motion passed to approve minutes.

Committee Charge

Gail passed around a document identifying what this committee's original charge was, as outlined from the 2016-17 Budget Summit. Items 1, 2, and 5 have been completed; Clarify Service Levels and Evaluate Financial Plans Proposed by Units were not completed. The roster and timeline from last year were also provided on this document.

In regards to the previous meeting's action items where it was noted that Gail would prepare and submit a letter to the PBAC: Gail did not prepare a letter, but she did have a conversation with the members of the PBAC concerning the purpose and effectiveness of this subcommittee, and the fact that committee members felt that significant work was done by this committee, yet it didn't seem as though the committee's recommendations were seriously considered when they were forwarded to the PBAC, Cabinet, President and ultimately the BOT.

Joel affirmed during the PBAC meeting that this committee's efforts and contributions to the vetting process and recommendations were indeed valued. Charges for the PBAC as well as this subcommittee were discussed and will be worked on by the PBAC over their next few meetings as a primary goal. Following that will be the preparation of a timeline, budget process with milestones, and then addressing communication in general (updating the website, education to the campus community, summarizing what the end results of the budget allocation process are and disseminating those).

Gail believes that this committee's charge will be reviewed and potentially revised by Joel and Katherine, based on the discussions she has had at PBAC in representation of this committee. She would like to ensure that all of this committee's questions and concerns have been presented to her so that she can share those with Joel and Katherine as they consider this committee's charge.

FY19 Budget Link

Gail provided a link to the FY19 budget that was provided by the PBAC for this group to review. There are additional detailed documents (total of five) that Gail will also forward to this group.

- <http://www.cwu.edu/budget/fiscal-year-19-budget>

Budget Allocation Process Flowchart

A basic flow chart of the current Budget Allocation Process was created by Gail, and presented to this group for review and feedback. The group discussed, and suggested that a detailed instruction sheet might be useful to go along with this flow chart for more in-depth clarification on the process; and example of information to include in that would be explaining that other internal funds must be considered and determined to be unavailable prior to submitting allocation requests for additional state funding. Additionally, the following suggestions were made specifically in regards to the flow chart:

- Need to clarify non-college units
- Need to clarify that these are requests for additional state funds
- The term “approval” could be changed to “endorsed” for better clarification

The group also discussed the potential need for units to present at the Budget Summits even if they have no allocation requests; there may still be budget-related information that is of interest to the campus community that they would share, regardless of whether or not they are requesting additional funding. It was suggested that perhaps this could happen at the division level. Either way, it could be useful for the units/divisions to show how they’ve been good stewards of public funds, which could potentially help justify future allocation requests.

Gail noted that she has an upcoming meeting with David Pena-Alfaro regarding a budget/financial dashboard; they will be reviewing what components currently exist in the dashboard, and identify things that could still be added. Once they do, David will be invited to a meeting of this subcommittee for an overview/vetting of the included components of that dashboard.

Another suggestion for the budget summits was to include a philosophy statement (or something similar) to the rubric provided to the units for presentation. The goal in doing so would be to help the units/divisions better compile the specific information this group has determined to be vital to share with the campus community.

Going back to the flow chart, another necessary point of clarification was brought up regarding the review by the PBAC; it was noted that they do not just review the recommendations and push them forward. They have a process by which they review this committee’s recommendations, and it is assumed that they also have guidelines for recommendations in place as part of that process. It would be helpful to know what these guidelines are at this subcommittee level, or at least understand what the core themes/priorities of the determining entities (PBAC, Cabinet and President) are. The ability to tie allocation requests to strategic plans and the university mission are also important, and Gail will review the rubric from last year to determine whether or not that form supports that connection.

Process changes we are asking for:

- Ask the VPs to “endorse” allocation requests before they are submitted to this group
- Ask the VPs for a prioritization; how are they ranking the allocation requests in their division?

- Obtain an understanding of the guidelines that the PBAC will use to make their recommendations
- Incorporate follow-up reports/summaries from the VPs on approved allocations from previous years in to the budget summits
 - In the initial request form, ask what the goal of the allocation request is, and what the metric(s) will be that will measure the success of reaching that goal
 - This question can then be revisited the following year as part of the division report-out

Subcommittee Reports

There was not enough time left after the previous discussion for subcommittee report-outs

Future BASC Meeting Schedule

There is a need as a university committee to establish a set meeting schedule. The suggestion is every 1st and 3rd Wednesday from 1-2:30pm. Concerns lie mostly with faculty schedules, as earlier in the afternoon tends to be prime teaching time. Kathy will check with her committee and is hopeful that a representative can be identified who is able to attend during the suggested Wednesday afternoon meeting time.

Next Meeting

September 19th, 2018
1-2:30pm
Barge 304