

Budget Allocation Subcommittee
Wednesday, September 19th, 2018
1:00 p.m. – 2:30 p.m.
Barge 412
MINUTES
(Unapproved)

Members Present: Eric Cheney, Josh Hibbard, Gail Mackin, Shane Scott, Tim Englund, Kevin Archer, Dick Highfield, Dennis Francois, Scott Fendley, Todd Shiver, David Pena-Alfaro, Sharon Jonassen, Donovan Conley, Lidia Anderson

Absent: Aaron Brown, Kane Lemasters, Stuart Thompson

Agenda

Approval of August 24th Minutes

Dick motioned to approve, Todd seconded. Motion passed, 3 abstentions.

Follow Up On Action Items

Gail discussed the submission of requests for information/clarification to PBAC with Joel Klucking, and he suggested that it was premature to submit those requests at this time. PBAC is working to establish their own charges for the year, and will then work on subcommittee charges. Joel again confirmed that this committee's efforts and contributions of vetting and forwarding recommendations were very much valued and important to the overall Budget Allocation and Summit process.

Gail will be sharing the updated workflow diagram with the PBAC so that they can review the changes this group has made.

Timeline

This year's Budget Allocation timeline is mostly complete; specific dates and responsible parties still need to be identified. Gail suggested a structure as follows for the allocation request and summit process:

2 Day Overview – Unit VPs

3 Days of Sessions – Units requesting additional allocations (approx. 30-45 each, scheduled in advance)

These will take place in February 2019; the list of units submitting request should be available by January 15th, 2019, which allows about 28 days for the full process of review, inquiry, and determination.

Budget Data Presentation

David, Sharon and Donovan provided a PowerPoint presentation of possible reports/graphs that could be utilized by this group and presenters in the budget allocation process. The following graphs were discussed:

Changes in Budget Year by Year
Expenses by Program Over Time
Expenses by Account Over Time
Changes in Budget to Projection Over Time

All of these reports can be prepared prior to the summits and published for review. David will send this presentation out to the members of this group so that the slides can be reviewed and individuals can ask questions/provide feedback to determine which graphs would best serve the committee's needs for information from the requesting units.

It was decided that only State and Self Support funds (148 and 149) will be included in the 2019 budget reports.

Subcommittee Reports

- a. Report/Metrics – Sharon, Jim, Paul, Scott

It was determined that each unit should provide at least 3 metrics by which they base their success or need for improvement.

- b. Allocation Requests – Sharon, Tim, Shane

The requests will be presented by the requesting department to this committee; these sessions will be open to the campus community, and will be held in a separate venue than the Budget Summits.

- c. Summit Presentations – Todd, Kevin, Dennis, Josh

This will be where the VPs present an overview of their units, and note which allocation requests they are supporting within their unit.

Gail will send an email request to the members of this committee to join one of the subcommittees, or to take on other tasks that need completed in preparation of the summits and allocation request sessions.

Next Meeting

October 3rd, 2018
1-2:30pm
Barge 304