



**Budget Allocation Subcommittee**  
**January 31<sup>st</sup>, 2019**  
**10:30am – 12pm | Barge 304**

**Present:** Gail Mackin, Lidia Anderson, Jeff Stinson, Aaron Brown, Tim Englund, Kevin Archer, Eric Cheney, Lad Holden, Sharon Jonassen, Stuart Thompson, Josh Hibbard, Dennis Francois, Todd Shiver, Paul Ballard

**Absent:** Shane Scott, Scott Fendley, Kane Lemasters

**Overview of Process**

This year's process has gone more smoothly than previous years. We are only waiting on a few more documents to upload, but for the most part documents were received within the specified timeframe. The BASC Guidelines document was reviewed; the only suggested change was in the second statement, regarding the "priority deadline" verbiage. Gail will review and bring back to this committee for approval.

**Update on Submissions**

All of the allocation requests have been received; Gail has provided this committee with a list of requests that should be reviewed.

**Preliminary Review of Requests/Creation of Questions**

**Student Financial Affairs**

Question: Can you provide clarification on the staffing within your department (what are the other Classified and Exempt positions in your department)?

Question: What is the base salary for a financial aid counselor?

Question: What is the vacancy rate of the existing funded positions? If the vacancy rate is high, why? Are there any solutions that would address underlying issues that are resulting in vacancies?

**Enrollment Management**

*Open Houses:*

Question: What was the cost differential between the Fall and Spring Open Houses, who does the Open House target and what is the intention?

Question: What was the payoff of this Fall's expanded Open House?

*Out of State Campaign:*

Question: Who is controlling the application fee waiver?

Question: Please provide absolute numbers instead of percentages (re: application fees)

Question: Need more detail on how the funds will be spent (what were the expenses when it cost \$215k versus what the expenses will be at \$400k)

Question: Is there data to support that this increase will pay for itself with increased out-of-state student enrollment or other returns on investment?

Question: Are there any fees/revenue as a result of or associated with this activity?

*Application Processing Positions:*

Question: Can you provide clarification on the staffing within your department (what are the other Classified and Exempt positions in your department)?

Question: What is the vacancy rate of the existing funded positions? If the vacancy rate is high, why? Are there any solutions that would address underlying issues that are resulting in vacancies?

Question: What is the actual classification of these positions (salary scale + benefits)? (ask on all position requests)

\*Side note – next year, make Allocation Request Form more specific for staffing requests

**Human Resources**

Question: Can you provide clarification on the staffing within your department (what are the other Classified and Exempt positions in your department)?

Question: Is there a need for this allocation request, or are there other potential vacancies that could be repurposed to fund this position?

Question: How will this position support the search for and hiring of highly qualified applicants?

Question: Can you clarify on the delineation between the VP of Diversity/Inclusivity and this position?

\*\*Side Note: all requests/reports will be reviewed for completeness; any missing documents will be requested to be turned in by EOB on Monday

**BFA Office**

Question: Can you clarify whether the \$10,000 is intended to fund all 12 months of awards, or just the additional 3 months of awards?

Question: If it is to fund all 12 months of awards, what will be done with the funds that are currently being provided collectively from other divisions for this purpose? Could this allocation request be met by requesting increases from other divisions instead of creating a new pool of funding?

Question: Can you provide more detail on the overspend from the FY18 Budget to Projection by Department slide (in the budget report)?

**OISP**

\*take out instructions and needs cover sheet on allocation request

## **Operations – Project Management Office**

Question: Can you clarify how the previous Project Management Team funding (approx. three years ago) was repurposed?

Question: If this allocation request is approved, will services continue to be charged for? Will there still be consulting fees associated with this office?

Question: How will projects be prioritized if they are not being paid for individually?

Question: Can you clarify the differential between the overspend in the Operations Office and the underspend in Information Services on the Net Resources by Division slide? It appears as though there is funding available for these positions when looking at this report.

Question: Can you provide position descriptions for the proposed new positions?

Question: Can you be more specific with how this will impact retention and recruitment efforts?

Question: Can you explain why the current model is not working?

### **Next Meeting:**

Friday, February 1<sup>st</sup>, 10:30am-12pm, Samuelson 209

Budget Summit Materials Review