

Guidelines for subcommittee member/budget owner participation in review of Budget Report and/or Budget Allocation Increase Request discussions.

A committee member will recuse him/herself from the review of the units to which they report to or are themselves a budget owner, on that she/he will:

- Not submit a score for any allocation request from this unit,
- Sit in the audience during review of this unit,
- Answer questions as necessary, but not participate in the committee's review.

Timeline for Review

- February 8:
 - Review Budget Reports from units presenting on Feb 5 & 6;
 - Discussion of Allocation Increase Requests for units presenting Feb 5 & 6;
 - Does any budget report/presentation need further review/questions of the budget owner?
- February 15:
 - Review Budget Reports from units presenting on Feb 12 & 13;
 - Discussion of Allocation Increase Requests for units presenting Feb 12 & 13;
 - Does any budget report/presentation need further review/questions of the budget owner?
- Committee members submit scores based on rubric for Allocation Increase Requests to Tim Englund (copy Scott Miller) by noon, February 20. Tim will distribute scores, removing identifiers, for each item in the rubric as well as the totals at the February 21 meeting.
- February 21:
 - Final discussion concerning Budget Reports – Determine recommendations/comments for BEC, if any;
 - Use Rubric to score Allocation Increase Requests;
 - Begin to rank Allocation Increase Requests.
- February 28*:
 - Finalize ranking of Allocation Increase Requests
 - Finalize BASC recommendations to BEC for Allocation Increase Requests
- March 1:
 - Recommendations will be emailed to the BEC Co-chairs by M

Will need someone to keep notes on discussions in a spreadsheet.