

# **Budget Allocation Subcommittee**

**Thursday, May 31, 2018**

**3:00 p.m. – 4:00 p.m.**

**SURC 301**

**MINUTES**

**(Unapproved)**

**Members Present:** Sharon Jonassen, Paul Ballard, Todd Shiver, Tim Englund, Shane Scott, James Johnson, Gail Mackin, Kevin Archer

**Absent:** Kathryn Martell, Aaron Brown, Joel Klucking, Duane Dowd, Dennis Francois, George Drake, Jakob Shewey, Joel Klucking, Josh Hibbard, Scott Fendley, Stuart Thompson

## **Agenda**

### Approval of May 9<sup>th</sup> Minutes

There were not enough members present to approve the minutes from the May 9<sup>th</sup> meeting; these will be brought to the next meeting for approval

### Update on BEC 05/22/18 Meeting

During the recent BEC meeting, the committee discussed their focus for summer. Allocations were brought up, but final decisions still need to be made at the BEC level so this group can move forward as well.

### Discussion: Structure of Budget Summits moving forward

The presentations at the summits are still being critiqued by this group to determine how to improve on the both the content and method of delivery for that content. It was suggested that this group needs to better understand what our purpose is, and create or be provided with clear guidelines to meet that purpose.

The budget summit presentations should be meaningful and include information that people actually need and want to see, and not necessarily the high-level data that is difficult to interpret. It is important to continue to provide transparency and an understanding of the budget process to the campus community as well. It was suggested that sub-committees be created within this group in order to determine what information should be included in the summit presentations and who should present (all departments or only those with allocation requests), what information should be included in the budget reports, and also to address how allocation requests are handled.

Concerns regarding this year's process included the fact that this group was tasked to make allocation recommendations, but without available funding or guaranteed VP support. This committee has become the first level of review for new allocation requests, but has not had the appropriate information available to make recommendations for allocations that will be approved. One of the sub-committees of this group will address this issue, and make suggestions for improving the information received through allocation requests. Items such as an organizational chart, information on what the department

contributes to the university overall, information on how the department got to the point that they are in need of additional funds, and what other funding sources are available to the department are all things that were suggested by this group could be addressed in next year's allocation requests.

In regards to the budget reports, it was suggested that benchmark data would be helpful information to have departments include in their reports because it will help this group as well as the campus community better understand the reality of that department's expenditures as compared to similar departments at comparable institutions. This will also help the departments and this group identify the correct level of service they should be providing, what industry standards currently are, and how CWU compares. It was noted that while there are currently some metrics in place for operations/facilities, there is not anything defined or in place for Academic and Student Life.

The budget presentations may benefit from being conducted by the actual department members, instead of a higher-level staff/administrator speaking on behalf of the department. That way, they can provide more in-depth information as to the department functions and needs from a front-line perspective.

#### FY19 Budget Planning Process Survey

The survey was presented to the group again, with edits suggested by the BEC. This group approved the edits, and the BEC approved the survey for disbursement.

#### Action Items

Gail will forward the survey to be entered in to Qualtrix and disseminated to the campus community.

Sub-committees were identified, and are tasked with identifying action items for their groups (issues, ideas and questions) and sharing those with the group one week prior to the next meeting. Full reports should be completed and ready to present to this group by the end of June. The committee members were determined based on today's attendees; each committee is encouraged to reach out to those we were unable to attend today for assistance as needed.

#### **Report/Metrics:**

Sharon, James, Paul

#### **Allocation Requests:**

Sharon, Tim, Shane

#### **Actual Summit Presentation:**

Todd, Kevin

#### Next Meeting

Wednesday, June 27<sup>th</sup>, 2018

8-9am

SURC 301