

Budget Allocation Subcommittee (BASC)

Tuesday, June 27th, 2018

8am-9am | Barge 304

MINUTES

Approved

Members Present: Kevin Archer, Paul Ballard, Gail Mackin, Shane Scott, James Johnson, Stuart Thompson, Sharon Jonassen, George Drake, Scott Fendley

Absent: Kathryn Martell, Aaron Brown, Joel Klucking, Duane Dowd, Dennis Francois, Jakob Shewey, Josh Hibbard, Timothy Englund, Todd Shiver

Agenda

Approval of May 9th and May 31st Minutes

There were not enough members present to approve the minutes from the May 9th and May 31st meetings; these will be brought to the next meeting for approval

Review of Budget Summit Survey Results

After the last meeting, a survey regarding the Budget Summit process was sent out to all CWU Faculty and Staff. A total of 61 individuals responded, and the results were provided to this group for review and discussion today. It was noted that based on some of the responses, it may be beneficial to provide a monthly summary to the campus community including a reminder of what the budget process is, where we are currently at in that budget process, and where to find the associated information online; this update will be distributed via Central Today.

Review Suggested Changes to the Budget Summit PowerPoint Template

Kevin Archer and Todd Shiver worked together to provide the group with suggested changes to the Budget Summit PowerPoint Template, which is part of the Budget Summit presentations. These changes include the following:

- Removal of redundant slides
- Inclusion of information regarding budget sources, how individual budgets fit in to their overall division budget, and whether or not there is the ability to rearrange monies within the overall division budget to accommodate any additional allocation needs

In reviewing the suggested PowerPoint changes, the format of the live presentations was also discussed. It was suggested and collectively agreed on by the group that it would be more efficient to have each division present from the top-down, starting with an overview of the division budget, and then breaking down that information by departments within the division. Additionally, it was suggested that the division provide a brief overview for departments that are not requesting allocation increases, but that only those departments that are requesting increases provide a presentation.

Other suggestions for improving the budget process included the need to include support (approval) from the division heads on the allocation request cover sheets, and to also have the division head rank/prioritize the allocation requests they are in support of within their division. This group would also

like to invite department and division heads that are requesting allocation increases to attend the meeting of this group where the allocation request is considered; that way any questions or clarification needed during the review process can be addressed directly. Additionally, it would be helpful to have a list of the types of budget allocation requests that are deemed appropriate; Gail Mackin will obtain this from Joel Klucking and bring back to this group.

In regards to the presentations, it was suggested that the format from the college presentations be applied to all of the Budget Summit presentations; specifically, the group felt that it was important for all of the presentations to be more visual and easier to interpret information from, and for there to be a 5-10 minute overview of the budget process at the beginning of each division presentation. It was also noted that the presentations should include benchmarking (both regionally and on a national level), and the departments should be able to demonstrate growth or decline and explain the basis for that. Well-defined metrics and an explanation of actions taken and the risk involved will be important factors that should also be included in the presentations so that this group and summit attendees can understand how each department/division's success is being measured.

Shane Scott reported that there will be an Auxiliary metrics discussion in mid-July, and invited the members of this group to attend if they were interested in seeing how their process worked.

In the meantime, Shane Scott and Scott Fendley will gather current metrics being used by departments across campus and will report back at the next BASC meeting.

Additional Notes

The group agreed there is a need to have a discussion with the PBAC (President's Budget Advisory Committee, formerly the BEC) to obtain their input and a better understanding of what they need/want in regards to allocation request information and Budget Summit presentations.

Additionally, it was noted that a detailed summary of the outcomes of this year's allocation requests should be provided and be made available on the website for public access.

Schedule and Committee Membership

It was determined that this group will meet once monthly through the rest of the summer, and will then likely meet more often as the budget allocation process begins again in the Fall. The following membership changes were reported today:

Committee Members Leaving: George Drake, James Johnson, Duane Dowd

New Committee Members: Cody Stoddard, Eric Cheney

Action Items

Gail will obtain a list of appropriate budget allocation request items and will bring that to the next BASC meeting

Shane and Scott will gather current metrics from departments throughout campus and will report on those at the next BASC meeting

Next Meeting

Tuesday, July 24th, 2018

1-2pm

Barge 412