



Budget Allocation Subcommittee

November 19th, 2018

1-2:30pm | Barge 412

Present: Gail Mackin, Lad Holden, Dick Highfield, Lidia Anderson, Eric Cheney, Aaron Brown, Dennis Francois, Paul Ballard, Shane Scott, Stuart Thompson, Scott Fendley, Sharon Jonassen, Josh Hibbard, Todd Shiver, Kevin Archer

Absent: Tim Englund, Kane Lemasters

Approval of Minutes

Scott moved to approve; Kevin seconded the motion. Motion passed with two abstentions.

PBAC Mandates – Due by December 5th Meeting

- a. Allocation request process for initiating new interdepartmental fees
- b. BASC charges – review and recommend changes to PBAC
 - a. Reviewed and discussed the current BASC charge. It was noted that this group is specifically the “Budget Allocation Subcommittee;” with that in mind, it may be important to clarify that this subcommittee is responsible for overseeing the allocation process, and not University budgets as a whole or on an ongoing basis. The goal for this subcommittee is to help *facilitate* budget conversations through the allocation and summit process.
 - b. Josh and Scott will draft an updated charge recommendation based on today’s discussion that more clearly defines the responsibilities of this subcommittee
 - c. Gail made notes to update the BASC members in the charge as well so that individuals were properly identified

Budget Report Draft

Graphs will be prepared by Donovan and made available to Unit/Division heads after December closes so that they have a full six months of data to review.

Need all units to submit Core Theme information; do we need them all to submit a full report if they are not requesting any allocation increases, or can there be something smaller that they complete? Shane reported that for his unit, it provides a more comprehensive overall picture if his individual departments complete a report and then send it through him to Andreas. It was determined that it would be helpful/necessary to make a list of the units that we are requesting reports from. The reports could then be compiled in to a larger overall report that the VP would submit. The recommendation of the group is to have all of the units submit a budget report to their VPs, and then the VP compiles the data from those reports in to one overall report. Since each unit would be completing the individual report, the second part of the report wouldn’t be necessary; the Excel sheet that Bernadette needs for

accreditation purposes could be sent with the report template so that data is still captured. Gail will check with Joel to verify that the list of units utilized last year is still accurate.

Verbiage changes suggested:

Question #2: Provide clarity regarding headcount and vacancies, and reference the appropriate report to obtain the desired information. There was discussion regarding how the information requested in this question would be utilized; the point of having this question included is based on last year's allocation request reviews. Last year, this committee requested additional information from HR to determine whether there were any additional funds in any departments within their division/unit that could be reallocated to meet the needs expressed in the allocation request. It was determined to leave the verbiage as-is, and add in a reference to the vacancy reports that can be used to obtain the necessary information.

Question #5: Discussion ensued regarding who needed to report on metrics – units, VPs, or both? It was suggested that both groups should be providing information on metrics; additional verbiage may include benchmarking, industry standards, peer assessment, etc. to clarify what type of information this group is interested in.

Question #6 and #9: Need to change the FY to be current

Question: Do we need two separate templates: one for the VPs, and one for the Unit/Division heads? It was determined that separate templates would not be necessary.

A shared drive or SharePoint site will be created to store/maintain all of the reports and associated information which can be accessed by the VPs, division heads, this subcommittee, and the PBAC.

Allocation Request Form

Reviewed at the last meeting; changes were suggested. Gail will follow up with Tim and will send out the revised document to this group for review and final approval.

Central Today Posting

The suggested Central Today Posting was reviewed. There is a need to add the college presentation dates to the posting. Gail raised the question as to whether or not the colleges should submit reports as well (similar to last year); it was suggested that the college presentations were important – especially to faculty – and should be included again this year. Gail will send out last year's version for review and suggested changes. Gail will also update the Central Today Posting verbiage and send out for review.

Other Documents

Flowchart: Add deadlines

Report Word Template: Remove shrinking boxes

VP and Division/Unit Head Communications re: Allocation and Summit Process: Add college presentation dates

Budget Allocation Website Verbiage: Reviewed and clarified; Gail will make adjustments and send out for review

Bill Back Requests/New Fee Initiation

How do we want to review these? When will these be reviewed?

After the summits this year, come up with some standards for what would be an appropriate way to review these. The subcommittee also discussed whether reviewing these on a rolling basis versus only during the allocation process would be more beneficial to the University. It was suggested that this subcommittee's role in new fee requests may be simply to review the request and verify that it is not something that would be more appropriate to address through the standard allocation request process.

Shane will look in to current new fee policy/procedures and report back to Gail.

Next Meeting:

Wednesday, December 5th, 1-2:30pm, **Barge 304**