



Budget Allocation Subcommittee

December 5th, 2018

1-2:30pm | Barge 304

Present: Gail Mackin, Shane Scott, Josh Hibbard, Aaron Brown, Bonnie MacEwan, Dennis Francois, Dick Highfield, Tim Englund, Scott Fendley, Sharon Jonassen, Todd Shiver

Absent: Eric Cheney, Lad Holden, Kevin Archer, Stuart Thompson, Lidia Anderson, Kane Lemasters

Approval of Minutes

Dick moved to approve; Paul seconded the motion. Motion passed with two abstentions.

Committee Charge and Charge Backs (Internal Fees)

Charge:

Scott and Josh put together a proposed charge for this committee to be presented to PBAC; this includes the addition of the review of *new* service fees and charge backs. The group suggested changes including the following:

Remove/Change: The third bullet point; move the verbiage re: charge backs and service fees up to the second bullet point

Change: "required" to "as requested" in the fourth (now third) bullet point

Josh motioned to approve with changes, Scott seconded the motion; motion passed unanimously.

Internal Service Fees and Charge Back Fees:

PBAC requested that we create a statement regarding charge back fees and service charges; Gail presented the suggested verbiage to this group for review/discussion.

Change: Instead of "defined mission," insert "defined base-level services."

Remove: "In light of the new RCM ABB model, proposed" and replace with "Proposals for."

Remove: "although they may be submitted anytime in the fiscal year."

Add: BASC will determine minimum standards for appropriate submissions

Recommendations based on discussion:

Come up with a rationale for the need to add new service fees or charge back fees that this committee can use when reviewing those requests in order to determine whether or not they are appropriate to recommend them to PBAC.

Review/audit all of the existing fees and charge backs.

Have service level agreements and metrics in place across campus.

Dick motioned to approve with changes, Shane seconded; motion passed unanimously.

Final Review of Request Process Flowchart, Budget Report Form, and Increase Request Form

Gail provided a review of minor changes made to these documents for the group to review.

Budget Summit Website

Reviewed the updates made to the Budget Summit Website with the group. Items will be updated/uploaded as information is received.

For Next Meeting: Identify what we want to do for College Budget Presentation Slides and Budget Report Form

Gail suggested that the Deans get together to review last year's documents and bring their recommendations back to the next BASC meeting. Gail will send out last year's College Budget Report Form to the group for review.

Next Meeting:

Todd will facilitate the meeting in Gail's absence.

Wednesday, December 19th, 1-2:30pm, Barge 304