



## **Budget Allocation Subcommittee**

**March 27<sup>th</sup>, 2019**

**1pm – 2pm | Barge 412**

### **Present**

Stuart Thompson, Todd Shiver, Josh Hibbard, Shane Scott, Gail Mackin, Lad Holden, Lidia Anderson, Jeff Stinson, Kevin Archer, Paul Ballard

### **Absent**

Tim Englund, Eric Cheney, Aaron Brown, Dennis Francois, Scott Fendley, Kane Lemasters, Sharon Jonassen

### **Minutes**

Jeff moved to approve the minutes from 2/19/19 and 2/20/19; Lad seconded the motion. The minutes were unanimously approved.

### **PBAC Report Out**

Gail reported that PBAC reviewed the list the BASC provided. The items identified as Tier 1 allocation requests were reviewed individually. They agreed to fund two counselors for Student Financial Services, but funds will not be dispersed until current vacancies are filled and all other available personnel-related funds are exhausted. The Library funding was approved, but it was recommended that those funds be allocated to the Library from within ASL. The 149 funding for Admissions was not recommended by PBAC. Tier 2 allocation requests were forwarded to the Cabinet for further consideration, and none of the allocation requests in Tier 3 were moved forward for consideration.

It was suggested that it would be helpful for next year's summit process to identify a dollar amount (revenue) tied to each student, and then have departments/units identify how many students they anticipate they can bring in as a result of their allocation request and there will be a more specific ROI tied to that for consideration. It was also noted that there would need to be a template that could calculate the ROI for those putting together the allocation requests.

### **Next Steps**

Reviewed the process for this year, which was mostly successful with a few notes for changes that can be implemented for next year.

#### **Campus Survey**

Gail would like to send out another campus survey to follow up on the 2019 summit process. Della and Josh were responsible for putting together last year's survey, and will do so again this year; Lidia also agreed to assist. If anyone else would like to participate, they can provide input

to Della/Josh and they will update the survey components. Gail would like the survey sent out by mid-April, with all data collected and available for review by the beginning of May.

After discussion within the group, it was suggested that additional questions could include:

1. Where did you receive information about the Budget Summits and this year's process?
2. Where/how would you *prefer* to receive that information?
3. Do you know who your budget representative is on any budget-affiliated committees (PBAC, BASC, College budget committees)?
4. If you didn't attend the summits or any of the budget committee meetings, how did you receive information regarding your budgets?

Della will also request analytics from the Budget Summit website to provide to the committee. (as of 4/3/19, a ticket has been submitted for this request).

### **Committee Charter/Bylaws**

Gail would like to put together a subcommittee to use the current approved Review Procedures that were adopted by BASC. It was determined this could be done over the Summer.

Josh, Paul, Shane and Lidia all offered to participate; Gail will send out an email to those that aren't in attendance today to see if anybody else is interested.

### **Checklist and Allocation Increase Request Form**

Gail would also like subcommittees to work on the documentation checklist and Allocation Increase Request Form, and make any necessary changes in time to begin next year's process in September.

Kevin, Jeff, and Stuart will work on this task; Gail will ask those who aren't in attendance today for interest in participating with this subcommittee as well.

Gail suggested that the remaining BASC meetings be used for these subcommittees, with one final large group meeting in June just before Summer. Gail will send out an email in the meantime identifying the subcommittees and the names of those participating.