



Budget Allocation Subcommittee
October 1st, 2019
3pm-4pm
Barge 412

Present

Jenna Hyatt, Katharine Whitcomb, Kevin Archer, Stuart Thompson, Traci Fjellstad, Jeff Stinson, Jill Hernandez, Carolyn Thurston, John Logwood, Shane Scott, Gail Mackin, Josh Hibbard, Lad Holden, Alejandro Alcantar, Dennis Francois

Absent

Paul Ballard, Tim Englund

Minutes

Shane moved to approve the minutes from the March 27th, 2019 meeting; Kevin seconded the motion. A vote was taken, and the motion passed with three abstentions.

Budget Summit Schedule

Gail provided a proposal for the timeline for this year's Budget Summits and Allocation Request Review and Recommendations. Action items for the next meeting (10/15/19) include the following:

- Process and timeline for Budget Summits and Allocation Request Sessions completed
- Process and timeline for Budget Summits and Allocation Request Sessions shared with PBAC
- Save the date emails and campus notices go out

Question for John: At what point will data be available to the departments/divisions so they can prepare their budget reports?

- Basic Budget Information – Late January/Early February
- 149-specific data – April
- Della will forward the data that was requested last year for John to review

Gail will solidify the rest of the schedule by the next meeting, and will share with this group.

*Della – send out results of survey to the new BASC members for review

Subcommittee Report-Out

- Charters/Bylaws: In progress
 - Jenna will participate on this subcommittee

- Allocation Request Format – Questions and how they can be included in the request form
 - It was suggested by PBAC that the format for non-college divisions at the Budget Summits be more similar to the colleges, where a deep dive in to the divisions on a rotating basis takes place
 - The group discussed, and agreed that it makes sense to obtain a deeper understanding (and increased transparency) of non-college budgets. This could include information on past and future budget plans, metrics that define success or areas of improvement, theoretical plans for budget cuts should those ever be implemented, the ROI from previously approved Budget Allocations, etc.
 - Josh noted that he feels that going in this direction might be outside of the scope of this committee, but there is definitely a need to focus on transparency of budgetary information for the campus community; it is important to be able to achieve our goals without overstepping our scope
 - The group also discussed the need to define a focus of the Allocation Requests (for example, last year we focused on retention); there was some confusion about who makes the final determination of the focus (PBAC, or Cabinet, or the President)
 - It was suggested that the charge and information about this committee be communicated sooner and differently to the campus community to obtain more interest, improve transparency and set expectations
 - Shane suggested that the “deep dive” be completed in the form of a Town Hall from departments that are requesting funds; they could then submit a request to this committee after the Town Hall was complete
 - Josh suggested that while we are determining the structure for this year, we should consider the balance between transparency and the time spent by this group in these meetings and preparing for the summits

*Della – send link to last year’s website to the committee for review

Things to consider for the next meeting:

- Review allocation request form on website
- Any additional data we’d like to include
- Format of summits

Next Meeting

Tuesday, October 15th, 3pm-4pm, Barge 412