



**Budget Allocation Subcommittee**  
**November 15<sup>th</sup>, 2019**  
**10am-11am**  
**Barge 412**

**Present**

Kevin Archer, Jeff Stinson, Traci Fjellstad, Alejandro Alcantar, Gail Mackin, Katharine Whitcomb, Jenna Hyatt, John Logwood

**Absent**

Jill Hernandez, Paul Ballard, Tim Englund, Lad Holden, Dennis Francois, Shane Scott, Stuart Thompson, Josh Hibbard, Carolyn Thurston

**Minutes**

No Quorum to approve minutes

**Final Process Diagram**

Reviewed the final version of this year's process diagram.

**Rubric**

Reviewed the draft rubric, noting that it does not address the sustainability and diversity goals presented by the President at the State of the University Address. Gail asked the group if anyone would be willing to take on editing the rubric to include those. Katharine agreed to work on this; Della will forward the draft to her.

**Allocation Increase Request Form**

This form was reviewed and changes were made in real-time during the meeting. Discussion was had regarding how to align the rubric with the request form.

**Budget Report Form**

The group reviewed the report as amended by John; John explained the changes they made and how it will help provide a clearer picture of the department/unit budgets in regards to wages/salaries and variances/savings that exist. Additional changes were made in real-time during the meeting.

**Deep Dive**

The deep dive overview/questions was reviewed, including changes made by Gail and Patrick. Gail suggested that we need to determine what we want out of the deep dive, and then have John assess which CatPlan reports would be useful in having departments/units provide. Jeff noted that it would be useful to know what benchmarks departments/units are using to determine the allocation of resources. John agreed, providing a verbiage example “are there any metrics you measure yourself against, including peer institutions?” Gail asked for a group to look at this document and edit/add as necessary in order to provide a good outline for the division/unit presentations considering the timeframe (45 min-1 hour) allotted. Jeff and John will work on this.

### **Wrap Up**

Gail asked that all updates to forms be completed and submitted to her; Katharine will get hers in by next Thursday and will be sent out via email for a vote. All other updates will be due in time to be reviewed at the next meeting.

### **Next Meeting**

Tuesday, November 26<sup>th</sup>, 9:30am-10:30am, Barge 412.