



**Budget Allocation Subcommittee**  
**November 26<sup>th</sup>, 2019**  
**9:30am-10:30am**  
**Barge 412**

**Present**

Alice Fulleton, Tim Englund, Paul Ballard, Jill Hernandez, Kathy Whitcomb, Jeff Stinson, Dennis Francois, Gail Mackin, Traci Fjellstad, Alejandro Alcantar, Stuart Thompson, Aaron Brown, Kevin Archer, Shane Scott, John Logwood

**Minutes**

Motion was made and unanimously passed to approve the minutes from the following meetings:

October 1<sup>st</sup>, October 15<sup>th</sup>, October 29<sup>th</sup>, and November 15<sup>th</sup>

**Rubric**

The rubric was reviewed; changes were made and the rubric was approved.

**Budget Report Form**

Reviewed the Budget Report Form draft including changes made by John over the past two weeks. The form was approved as-is by the committee.

**Budget Allocation Request Form**

Reviewed the Budget Allocation Request Form including changes made over the past couple of meetings. The form was approved as-is by the committee.

**Deep Dive Outline**

Reviewed the outline with changes made by John and Gail, including the addition of reports identified by John that will provide the information needed re: FTEs/staffing. It was noted that CatPlan reports only go back four years, so verbiage in Summit documents may need to be adjusted (currently asks for five years of historical information). Gail asked the group for suggestions of what specifically we want to ask in this deep dive:

- Average amount of salary savings per year over the last four years
- How were funds from vacant positions used (vacancies over three months); list by position and how long they were vacant for, per year
- Any new positions added or positions eliminated and why

- Permanent versus part-time positions
- Break out by unit within the division
- Add in note about requesting foundation fund information
- Define timeframe for information re: prior year's allocations (past two years)
- List of inter-departmental service fees/revenue generated by those

Gail will make adjustments to the verbiage, and will send out by tomorrow to this committee for review. She noted that she will be meeting with the presenting division VPs later this month.

### **College Budget Report Form**

Currently in the middle of email discussions amongst the deans; Gail has asked that it be submitted to her about 3-4 days prior to the next meeting.

### **Next Meeting**

Tuesday, December 10<sup>th</sup>, 10:30am-11:30am, Barge 412