



**Budget Allocation Subcommittee**  
**December 10<sup>th</sup>, 2019**  
**10:30am-11:30am**  
**Barge 412**

**Present**

Alice Fulleton, Dennis Francois, Jill Hernandez, Jeff Stinson, Jenna Hyatt, Traci Fjellstad, John Logwood, Gail Mackin

**Minutes**

Jill motioned to approve the minutes from the November 26<sup>th</sup>, 2019 meeting; Jenna seconded the motion and the motion was unanimously passed.

**Budget Summit Documentation**

Gail reviewed the documents that have been updated and finalized in anticipation of the 2020 Summits, and the remaining documents that still need attention which include the Deep Dive (Division VP Budget Presentation), College Budget Report Form, and Data Graphs. John reported that the data graphs should be available by December 15<sup>th</sup>. Gail and Della will work on the checklist as well.

- Deep Dive Document
  - Title was updated
  - Format was updated
  - Gail suggested that the PowerPoint be updated using broad bullet points from the Deep Dive Outline document
  - A listing of necessary reports and a visual on student enrollment were included
  - The group determined it would be helpful to differentiate between one-time funding increases versus continuous funding increases; changes were made to the document to reflect this
  - Verbiage was added to ask the budget owners to *describe* risks if they note that there were any, instead of just asking for a yes or no answer
  - Verbiage was added to ask for clarification as to whether funds are discretionary, or for a specific purpose or required obligation
  - Verbiage was added to clarify how/which internal fees should be included

Jenna motioned to adopt this version of this document; Dennis seconded the motion. The motion was unanimously passed.

**Conclusion**

The updated version of the College Budget Report will be sent around and voted on via email; the meeting concluded at 11:20am.

**Next Meeting**

Gail stated that she will be canceling the next BASC meeting which is scheduled for December 23<sup>rd</sup>, 2019; the next BASC meeting will now be on Tuesday, January 7<sup>th</sup>, 2020 from 3pm-4pm in Barge 412.