



## **Budget Allocation Subcommittee**

**October 6<sup>th</sup>, 2020**

**3:00 – 4:00pm**

**Zoom**

### **Present**

Gail Mackin, Kandee Cleary, Rebecca Lubas, Stuart Thompson, Jenna Hyatt, Shane Scott, Traci Fjellstad, Wendy Holden, Mickael Candelaria

### **Introductions**

Gail started introductions and the committee membership joined in introducing themselves.

### **Minutes**

Shane moved to approve the meeting minutes of February 6, 2020; Stuart seconded the motion. The motion was passed unanimously.

### **BASC Proposal**

Gail reviewed the Proposal for BASC's Budget Allocation Request Review Process – Approved by PBAC on September 22, 2020.

- VPs rank and forward proposals for new funding from their divisions to BASC
- BASC requests recorded presentation of proposals to be uploaded to BASC website along with written proposals
- Feedback on proposals from campus community submitted to BASC
- BASC meets and ranks proposals (1 session)
- BASC ranking forwarded to PBAC

### **Budget Summit Schedule and Timeline**

Gail provided a proposal for the timeline for this year's Budget Summits and Allocation Request Review and Recommendations.

- Noted that presentations will be later in this year's process – Early May
- Process and timeline for Budget Summits and Allocation Request Sessions will be submitted to PBAC

- Save the date emails and campus notices go out timely
- John Logwood and Donovan Conley with work within timeframe to provide charts

Traci moved to approve the timeline and Rebecca seconded. The motion was unanimously approved.

### **Financial Reports**

Gail asked the committee if it would be beneficial to have Patrick Stanton, Executive Director of Finance to explain the reports to the committee. It was a consensus that it would be beneficial.

### **Budget Report Review**

Gail reviewed the Budget Report form. Discussion and comments.

- Many positions were eliminated from the budget, so position variance won't be a real factor.
- May need to establish baseline metrics.
- Core Themes – helps Bernadette identify expenditures along the lines of CWU mission.

### **Allocation Increase Request Form**

Gail reviewed the Allocation Increase Request Form. Discussion and comments.

- May update language in item #3 based on President's State of the University Address.
- Item #5 and 6 might be combined.
- We will need to construct a survey for CWU faculty and staff for reviewing budget allocation requests.

### **Action Items for Next Meeting**

Gail will send out the timeline, budget report form and allocation increase request form for all members review before the next meeting for any proposed edits or suggestions. She will also send out the scoring rubric and schedule Patrick Stanton to attend the next meeting to review the financial reports.

### **Next Meeting**

Tuesday, October 20<sup>th</sup>, 3pm-4pm, Zoom