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Budget Committee Minutes

Budget Committee

2-7-2023

Minutes 2-7-2023 | Budget Committee, Expenditure Subcommittee

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Expenditure Subcommittee

February 7, 2023

Present: Denise Hunt, Maureen Newton, Kevin Hoult, Mark Hearn, Brooke Lyon, Kristin Johnson, and Josh Robinson

Absent: John-Bauer Graham

Guests: None

Item	Discussion	Decision/Action
<p>Logistics of going through the requests with the rubric.</p>	<p>Josh Robinson – Reviewing how we are going to move forward with the requests and the logistics of rating the rubric</p> <ul style="list-style-type: none"> • This is found in the Teams folder under files. • The rubric is a fillable pdf, and all that needs to be done is type the number. • We will need to download the rubric for it to be the fillable pdf. • We will have to manually calculate the average. • I have organized the files as best as I can. We have the final rubric. • Save the file with the name of the request, a dash, and your last name. • Once completed, upload the rubric to the completed rubric folder in that division. • Then, we will review all these completed rubrics as a committee. • We are only focusing on Form A. We will only review the word documents. • We need to do a detailed review of all the word documents. • The divisions who have completed their documents are who we will start looking at. • IT, Student Affairs, Legal, and Advancement and Enrollment Management are the divisions that are complete in submitting their requests. • The first thing we will need to do is look through all the requests and see where we need more information. This will be what we need to prioritize first. 	

	<ul style="list-style-type: none"> • We will put in our Teams chat if we think we need more information and why we need more information We can vote by liking the message and once it reaches the consensus, Josh will send that back to the requestor. • Our goal is to have the requests we need more information on back to the VP's in the next two weeks. • After we have skimmed over the requests we need more information from and send them back to the departments, we need to complete the rubrics with the remaining requests. <p>Question: Brooke Lyon: When do we need to have these racked up by? Josh Robinson: Spring Break is when we need to have all requests complete. We need to have all the requests we currently have received complete in the next two weeks. Then, the requests that start to fill in after that.</p>	
Action Items	<p>Josh Robinson</p> <ul style="list-style-type: none"> • Skim over and determine the requests we need more information from and send them back to the departments. • Then, we need to complete the rubrics with the requests. Make sure to submit the rubric to the correct folder under “completed rubrics” for the division the request falls under. • Legal and Student Affairs need to be reviewed and we will start grading those requests first. • Tell us in the chat, where we need more information. • Discuss this and by next meeting, move on to Advancement and Enrollment Management and IT. • We switched out IT and Legal for the first group since we collectively decided to request more information in the requests from IT. • If anyone has questions as we are moving through these, just ask! 	

Closing Remarks	Meeting Adjourned – 2:47 pm	

Respectfully submitted

Megan Phillips