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Budget Committee Minutes

Budget Committee

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2-14-2023

## **Minutes 2-14-2023 | Budget Committee, Expenditure Subcommittee**

Megan Phillips

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**Expenditure Subcommittee**

**February 14, 2023**

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

**Absent:** None

**Guests:** None

Item	Discussion	Decision/Action
Check in	<p><b>Josh Robinson –</b> Want this meeting to serve as a check in and utilize the time left to go over requests.</p> <ul style="list-style-type: none"> <li>• There has been a concern of comparing some of the requests to each other when there are differences.</li> <li>• We can add a section in the rubric to have our committee’s prioritization of each specific request.</li> <li>• Low, Medium, and High is what we will use to prioritize <b>in the notes section.</b></li> <li>• This can help us find a balance with the concern of comparing the requests.</li> <li>• Remember to consider the VP’s prioritization and our prioritization. The more information the better for Dr. Harmon.</li> <li>• Student Affairs and Legal is what we were supposed to be working on this past week.</li> <li>• Our plan is to figure out what we need to move to next.</li> </ul> <p>Question – Denise Hunt: What should we do about requests that are only for a small dollar amount? Josh will ask Dr. Harmon about what we need to do here.</p>	
Requests	<b>Josh Robinson</b>	

	<ul style="list-style-type: none"> <li>• Josh will take care of sending everything back when there is more information needed in a request.</li> <li>• <b>We will all discuss and put our input in regarding what needs more information in the teams chat.</b></li> <li>• For example - someone submitted a request linking the old strategic plan, and in my mind, they need to link the current strategic plan. This is a request we would discuss on sending back.</li> </ul> <p>Question: What do we do if someone submits a request that is not linked to planning?  Josh – <b>I would strongly suggest they connect it to something. The strategic plan would be something we can suggest them to link the request.</b></p> <p>The strategic plan is broad enough; I think people can find a place for that to fit.</p> <p>Question: Josh Robinson – The new rubric was not sent out. Should we take out the assessment plan? If Dr. Harmon is okay with this, we will just include this in next year’s review so that the budget managers will have this in their proposals.</p> <p><b>We will ignore this section this year in this review process. Josh spoke with Dr. Harmon, and she is okay with this.</b></p>	
<p>Timeline</p>	<ul style="list-style-type: none"> <li>• March 17<sup>th</sup> is when we are supposed to have recommendations. We have already worked on Student Affairs. If you have not completed this, that is okay, just work on that.</li> <li>• Focus this week on Advancement and Enrollment Management and IT.</li> <li>• This will get our larger divisions that we have in right now complete, so that we can save our remaining time to review the larger divisions as they come in.</li> </ul> <p>Question: Josh Robinson – Would it be beneficial to meet two times a week to set an additional day aside to review the requests? We will not meet in teams on this additional day, but it will set aside a time for us to all work individually on the requests. If you have questions, I will be available to answer these questions, as I will use this time to work on the requests as well.</p>	

	Everyone is good with this.	
Action Items	<ul style="list-style-type: none"> <li>• Josh updated the rubric and removed the assessment plan portion.</li> <li>• We will prioritize each request as Low, Medium, or High and put this in the notes section of our rubrics.</li> <li>• <b>IT, Legal, Advancement and Enrollment Management, and Student Affairs need to be complete by next meeting – February 21<sup>st</sup>.</b></li> <li>• <b>If a request does not apply to a section in the rubric, we can put NA or DNA “Does Not Apply” for these boxes and put a 0 as the score. Do not average in this 0 in the total average of the request.</b></li> <li>• The requests do not have to address both the unit plan and the strategic plan. As long as they address one that should suffice.</li> </ul>	
Adjourned	2:55 PM	

Respectfully submitted

Megan Phillips