



Jacksonville State University
JSU Digital Commons

Budget Committee Minutes

Budget Committee

11-12-2022

Minutes 11-12-2022 | Budget Committee, Expenditure Subcommittee

Megan Phillips

Follow this and additional works at: https://digitalcommons.jsu.edu/unicom_budgetmins



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

Absent: Kristin Johnson

Guests: None

Item	Discussion	Decision/Action
<p>Introduction and Responsibilities of this subcommittee.</p>	<p>Josh Robinson – Introduction to the meeting and agenda</p> <ul style="list-style-type: none"> • Responsibilities of our subcommittee • Last year, we reviewed new proposals. I will get clarification from Dr. Harmon if we will review all (level funding) requests as well. • We will review the rubric in this meeting. • Our subcommittee looks at the proposals for expenses. • The VP’s review first, then send the proposals to the Expenditure Subcommittee. • We will take a rubric and determine a score for every proposal. Then, we will prioritize those. • As a larger Budget Committee, they will review based on what we have done. • Then, the Budget Committee will decide. Then that will go to the President’s Cabinet. Lastly, they will go to the Board of Trustees. <p>Review of the Rubric</p> <ul style="list-style-type: none"> • Last year’s form (Form A) was simple. We asked what type of expense and what plan will this request for expense support. We ask the amount and ask they give justification of this amount. • We ask for goals and objectives of the expense. • We will be using this form again, and based off of this form, Josh has created a rubric. • We did not have a rubric last year. This year, we will need to have a rubric to provide justification and feedback to the department of why they were or were not funded. • This rubric will provide a sound score on why we are making decisions. • The rubric has 3 categories: Unit Plan, Strategic Plan, and alignment with the University mission. 	<p>Action Item: Discuss and review the rubric to see if this is a true reflection of what we need to evaluate in making expenditures.</p>

	<ul style="list-style-type: none"> • These are things we need to consider for SACSCOC Accreditation to tie our budgeting process to institutional planning, goals and mission. <p>-Do we think this rubric truly matches up to the form we are utilizing? Do we need to make adjustments to the rubric? Will this be a true reflection on what we need to evaluate when making decisions about expenditures.</p>	
<p>Discussion of the Rubric and Subcommittees responsibilities</p>	<p>Dr. Newton – The strategic plan is not well developed, from what I understand and from what is on the website. There are not program reviews that are available. The first ones probably won't be done until next summer.</p> <p>-We can request it with departments if they have it.</p> <p>Josh Robinson – Will check with Dr. Harmon about this. What he understands is it needs to be on there.</p> <p>Dr. Hoult – Question: Is there an option to add a miscellaneous category to the rubric? In case the expenditure does not tie to these areas. For the analysis of their request.</p> <p>Josh Robinson - Josh is open to that. How would we measure against other proposals if that one is different from the rest?</p> <p>Dr. Hoult – Just thinking if something is not aligned with these categories. If an item does not fall in either one of the set plans, what does a department do if an item does not fall here.</p> <p>Brooke Lyon – Is the assumption, if the request does not fall under these three categories, then the subcommittee won't approve it?</p> <p>Josh Robinson - Josh can ask Dr. Harmon for confirmation. From what Josh understands, we have to tie it back to one of our plans. We can include a section for campus master plans as a category as well.</p> <p>Dr. Hoult – That is where I was going. There are many things in the campus master plan that may not fall under these.</p> <p>Josh Robinson – We can include a section for master plans. Knowing that not all requests will have that information, but that</p>	<p>Action Item: Compare form A, from the rubric, are we getting information that we need from form A on the rubric?</p>

will be an option– if it falls under a master plan then we will review that section.

- Do we think there is enough in the rubric to truly evaluate requests and proposals and make informed decisions?

Dr. Newton – Suggests that we might need to have an “ask for more information” space.

Josh Robinson – I think in Dr. Harmon’s proposed calendar, there is time for us to send feedback and then re-submit. If we need more information about how the request ties to these plans, we can always send it back and ask for more.

-Compare form A with the rubric. Would we get all the information we are looking at on the rubric from form A? Or do we need to suggest changes from that?

Question: Dr. Newton – Can we send feedback to the group if we have any suggestions after this meeting.

Josh Robinson – Yes, absolutely!

- Form A has been sent out.
- If we do not have enough information on the form to the rubric, we can request more information.

-Josh will set a meeting with Dr. Harmon after Thanksgiving break to review what we have discussed as a Subcommittee.

Brooke Lyon - Should the requested funds support mirror the rubric.

Josh Robinson – The form has been posted, but we can send back the rubric if we do not have information we need for the rubric.

Josh Robinson – We can also post this rubric, so that as we request more information, they can know what we are looking for.

- We have a task ahead of us reviewing all of these requests.
- December – start reviewing budget requests. From the impression I got from the budget training, we may not get them in December. It might be late December if we get them before the break.
- We will start heavily reviewing in January and February.

	<ul style="list-style-type: none"> • We will have to have an interim budget by March for the Board for approval in April. • We will have 2 ½ months to review, then submit a proposed budget to The Board of Trustees for approval. • Depending on how many requests we have, we may need to meet bi-weekly or weekly. • We will review the request with a rubric. We can start scoring the request before our meetings so we can get into a meeting and know where we stand on them. • Asking everyone to review and score the rubric before our subcommittee meeting. <p>Dr. Newton – Question: Will we each do our own score of the rubric and then averaging it?</p> <p>Josh Robinson – Yes, each person will have their own score from the rubric, and then we will come together with an average score for the Subcommittee score.</p> <p>Josh Robinson - Everyone good with this? Yes.</p>	
Closing Remarks	<ul style="list-style-type: none"> • Josh will block off every Tuesday for Expenditure Subcommittee meeting and send a calendar invite. • This way, we will have them on our calendar if we need to move to meeting every week. • Decline the meetings that you are unable to attend. • Meetings will start in January • Meetings will be held on Tuesday's at 2:30pm • Any other questions? No 	
Action Items	<ul style="list-style-type: none"> • Once we receive the requests, Josh will drop them in the teams group folder and send everyone a notification so we all know to review. <p>Action Item: Review the requests and have your rubric score before our meetings.</p> <ul style="list-style-type: none"> • • Josh will put the rubric and all the documents reviewed today in the Expenditure Subcommittee folder in teams. <p>Action Item: Discuss and review the rubric to see if this is a true reflection of what we need to evaluate in making expenditures.</p> <p>Action Item: Compare form A, from the rubric, are we getting information that we need from form A on the rubric?</p>	

	Action Item: Send feedback to the group if you have any suggestions.	

Respectfully submitted

Megan Phillips