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Budget Committee Minutes

Budget Committee

1-24-2023

Minutes 1-24-2023 | Budget Committee, Expenditure Subcommittee

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Expenditure Subcommittee

January 24, 2023

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

Absent: Kristin Johnson, Brooke Lyon, and John-Bauer Graham

Guests: None

Item	Discussion	Decision/Action
<p>Reviewing the Rubric and plan moving forward</p>	<p>Josh Robinson – Review of the Rubric</p> <ul style="list-style-type: none"> • Deadlines did get pushed back. We should start getting requests the end of this week or beginning of next week. • We will make folders for each division. • We will take the rubric and score the expenditure requests per the rubric. • We will meet weekly, maybe biweekly, depending on the amount of requests we will see. • By the week before Spring Break, we need to have all of these requests complete. • Once we receive the rubrics, I will average the scores and make a column next to the VP’s prioritization and put what our committee’s prioritization is. • I added one section to the rubric. Dr. Harmon wanted me to add Health and Safety to the rubric, and it is the very last box on the updated rubric. • If a space in the rubric does not apply, we will not score that box so it does not affect the average. <p>Question: Dr. Newton – I don’t think the academic programs will have a program review report to refer to. We have not done program review for several years and are just starting it over.</p> <p>Josh Robinson: This will be a box that we will probably leave blank for all of them, but we will use it in the future.</p> <p>Dr. Newton: Was there enough information on the Strategic Plan when people turned in their budget reports?</p>	

	<p>Josh Robinson – I utilized the overarching goal and if there was a strategic priority that aligned with what I was requesting, then I matched it with that.</p> <p>-There is time built in for us to send back requests and ask for more information. We as a committee, can say we need information of how this ties to the Strategic Plan and we need that information to accurately score their request. They will have a week to make adjustments, provide additional information, and send back to us.</p> <p>Question: Dr. Newton – Referring to the Campus Master Plan and Housing Master Plan – how much information does anyone has on these? The Campus Master Plan is publicly available on the website. I am unsure about the Housing Master Plan.</p> <p>Dr. Hoult – he presented on Housing and Campus Master Plan at the Board of Trustees Meeting, and if you need more information, he can give the same presentation or updates on it as well.</p> <p>Josh Robinson – For SACSCOC, we have to show how we are linking our budget process to the Strategic Plan.</p> <ul style="list-style-type: none"> • The master plan is an optional block on the rubric. It will not bring down anyone’s average if they do not relate to campus master plan or health and safety concern. <p>Dr. Hearn – What about when there is a request that is personal department interests? Josh Robinson – We do not grade those requests. Dr. Newton – Maybe go ahead and review them but identify on the form that you are in that department? -This allows everyone to see this person’s feedback on it.</p> <p>Josh Robinson – As long as everyone agrees on that, I am okay with that. -Everyone said they are good with that.</p> <p>Moving Forward – If there is a request that is in our department interest, go ahead and fill out the rubric and put on the rubric that you are in that department.</p>	
Conclusion	<p>Josh Robinson</p> <ul style="list-style-type: none"> • As we are reviewing, there are two check boxes on Form B – Does this address your unit plan or the strategic plan. If it addresses just a unit plan, we only grade things under the unit plan. If it only addresses the strategic plan, we only grade things under strategic plan. If they check both, we grade both. 	

	<p>Any other concerns you all have as we move into the review period?</p> <p>Everyone said they are good.</p> <p>Josh will take a look when we get requests in and once he does, we will discuss if we need to meet more regularly than once a week. Right now, we will keep Tuesday afternoon's.</p> <p>Dr. Hoult Questions: The VP's review first, is that correct? Josh Robinson – Yes that is my understanding. What they see and pass through is what we will see.</p>	
Closing Remarks	Meeting Adjourned – 2:47 pm	

Respectfully submitted

Megan Phillips