Meeting Minutes:

Attendance:

Paul Amador, Elizabeth Brandt, Allan Caplan, Max Cowan, Brian Foisy, Leonard Garrison, Mary George, Sacha Jackson, Trina Mahoney, Dale Pietrzak, SeAnne Safaii, John Wiencek, Darryl Woolley

Approval of Minutes: November 13, 2015

Minutes approved.

Appointment of Vice Chair:

Darryl Woolley volunteered and was appointed Vice Chair of the University Budget and Finance Committee.

Spring Semester Schedule/Discussion:

Committee discussed how proposals would be distributed and evaluated. The committee will use the University Budget and Finance Committee shared folder to store proposals and supporting documentation and prioritization supplied by the deans and vice presidents. Various methods of completing the initial review were discussed. Mary George volunteered to make a Qualtrics survey designed to gather the information from the rubric used to evaluate the proposals and allow the committee a tool to quickly compare the evaluations from all members. Committee Chair Elizabeth Brandt to create spreadsheet to assign proposals to members to distribute next week. This will outline which committee member will review each proposal. Care will be taken to ensure that committee members will not be reviewing their college/division's proposals. This will not exclude them from being able to engage in discussion about those proposals just excluding them from the initial review.

Saturday work sessions were discussed. It was decided that two flexible work sessions will be held on Fridays. Committee members who were participating in the evaluation process would have their assigned proposals evaluated by February 5th with the information uploaded into the Qualtrics survey. The first work session would be on February 5th that would allow members to come and go and discuss some of the proposals and look at the initial data that was collected from the survey. The second which will be February 19th, was designated for either further discussion or to allow for follow up with the proposals’ originators to request clarification or additional information as needed.

A follow up meeting will be held on January 22 for a brief overview of the budgeting process, which will be presented by Brian Foisy, Vice President for Finance and Trina Mahoney, Budget Director.