Meeting Minutes:

Attendance:

Sacha Jackson, Allan Caplan, Brian Foisly, Mary George, Trina Mahoney, Elizabeth Brandt, Grant Jeppson, Darryl Whoolley, Max Cowan,

Approval of Minutes: October 23, 2015

Minutes Approved with the stipulation that a list of attendance be added.

Reports from Subcommittees:

Staff Career Ladder Subcommittee: Gregg Fizzell, Chair of Staff Council, presented on what the Staff Council is already working on with regards to the Career Ladder. Discussion about misconceptions on hiring from within and lateral moves in regards to pay raises and how Staff Council is going to address these issues.

To reduce any duplicated effort a movement was passed to discontinue the subcommittee’s work and allow Staff Council to continue to work on this issue. Mr. Fizzell has agreed to keep the University Budget and Finance Committee apprised of its efforts and results from these efforts.

UI Budget Process Working Session:

Budget Request Form: Discussed what guidelines to use this year for the funding request guidelines. This year we will use the guidelines set forth by President Staben during his speeches. These guidelines can be found in the University Budget and Finance Committee Shared Folder.

Trina Mahoney and Mary George will finalize the two page form that will be finalized and approved along with an informative memo for the requestors to use as guidance when filling out the request. Copies of all related documents and form drafts uploaded to shared folder.

Next meeting on November 6th, will be used to finalize the form and informative memo to be released to the university and associated procedures regarding intake and processing. Release date of the form is still to be determined, however the return date for requests is established as the close of business on Friday, January 15, 2016.