Meeting Minutes:

Attendance:
Allan Caplan, John Wiencek, Paul Amador, Mary George, Trina Mahoney, Elizabeth Brandt, Grant Jeppson, Darryl Whoolley, Leonard Garrison, Dale Pietrzak

Approval of Minutes: October 30, 2015
Minutes approved.

UI Budget Process Working Session:
Finalize Funding Request Form: Discussion about wording and clarifications that might be necessary. The committee has decided to omit the carry forward of budgeting information from the first page to the second page. Discussed if an “other” category should be added to the six (6) available Budget Recap options. Spread sheet has been substantively approved with the condition that minor errors can be corrected as they are discovered.

Review/Finalize Funding Request Memo: Clarified that requests only need to align with one of the President’s goals for this year and in years to come will be in alignment with the University of Idaho’s Strategic Plan. If a request aligns with more than one or all three that is acceptable, however, this should eliminate the need of the departments to force requests to align with all of the goals. Placing a lower limit on these types of one-time funding requests of $250,000 this is in alignment with the upper limit on the Vandal Strategic Loan Fund, which can be used for similar one time requests.

Discussion again on how the collection of requests will be done and how they are submitted to the committee. The initiative will be released to the Provost’s Council as all departmental request will be initially submitted to the Deans and VPs for review, consolidation, prioritization and/or internal funding as appropriate. Requests will then be submitted to the committee for review. Possible communication from the President in regards to Funding Requests to ensure that the information makes it to everyone.

Discussion of Plan on Review and Evaluation of Funding Requests: Development of a rubric to help streamline evaluation of requests. Discussion about in person presentation or additional information gathering. If the committee approves use a rubric, distribution of the rubric to the requestors and to the Deans and VPs will happen prior to the deadline. Discussion on how evaluations will be done to deter the development of a competitive atmosphere. Use of a priority scale based on how closely requests align with President’s goals for this year. Committee will continue to work on drafts of the rubric in preparation for next meeting.