Meeting Minutes: September 16 & September 23, 2016 meeting minutes approved.

Attendance:

Darryl Woolley, Mike Anderson, Shenghan Xu, Patrick Hrdlicka, Allan Caplan, Peter Allen, Kerri Vierling, John Wiencek, Mary George, Ananth Jillepalli, Trina Mahoney, Kim Salisbury

Work Session: Finalize Submission Form

Members of the committee worked through all of the changes and suggestions that had been made to the form during the three weeks the committee used to work through email. More clarifying language was added and other modifications to make the online submission form user friendly while gathering the information necessary for accurate review and recommendation.

Discussion on how to solicit appropriate proposals, for example by setting a minimum dollar amount on requests and how to incorporate the prioritization of unit leaders without letting it affect the Committee’s initial rankings of proposals.

Committee discussed how the information should be presented to campus. It was decided that the information would go out to the entire campus and a $100,000 minimum per request would be used to help create the type of proposal group the committee would be looking for to help inform the budget process. The website and informational memos will use very clear language to let potential proposers know what types of proposal the committee will accept to review. Trina Mahoney, Director of the Budget Office, volunteered to review and edit the language from last year’s call for proposals and present it to the committee for review and comment during the next meeting. It was decided that the information will be sent to the Dean’s, presented at the President’s Leadership Breakfast (November 8), the UI Register, and email.

Time line was discussed. Email to the Dean’s, presentation at Leadership Breakfast and announcements will be made the week of November 8. Committee decided that December 31, 2016 would be the hard deadline for submissions.

Rubric and next semester time lines will be discussed in the next UBFC meeting which will be determined at a later date.