
1. Review Minutes from October 8, 2019 Meeting
   • Minutes reviewed, no revisions needed.
   • Minutes will also be uploaded to the Budget web page under the Incentive Based Budget area.

2. Metrics Update
   • Metrics are nearing completion. Dick Anderson, Clif Ganyard, and Andy Bleier held a meeting with the four deans on 11/5/19 to review the metrics. The group collectively recommends:
     1. Student headcount metrics should include all students (undergraduate, graduate, and doctoral).
     2. Student FTE metric method of using COI, COR or 65%/35% mix must be decided by Provost.
     3. For employee counting, include Temporary Instructional Academic Staff with Faculty counts. It had been previously noted that employee count lists included duplicates which need to be corrected.
     4. Direct expenses are readily available in WISDM and accepted as presented.

   Additionally, Net Assigned Square Footage is nearing completion. Paul Pinkston has met with the four deans. A few revisions are needed prior to a final review.
   • Upon completion of the metrics, the IBB model will be finalized for FY19.
   • Minutes of 11/5/19 meeting were drafted and provided to the BAC and will be provided to the SBC for their meeting in December. Summary information is being drafted for the Student FTE counting metric. Clif will discuss with Provost Alexander for next steps, or for Provost Alexander to make a decision.
• A DAWG meeting will be set up within 2-3 weeks to provide updates on progress and to resume the process of creating the definition guide for each of the metrics, as well as to discuss providing access to the metrics data to appropriate parties.

3. FY21 Budget Survey

• Dick Anderson, Budget Director, provided an update on the FY21 Budget Survey. Additional responses were received during the second round. The committee was asked to review responses in preparation for the December 5, 2019 meeting. Many of the items fall within the purview of the Strategic Budget Committee, but the Budget Allocation Committee should be aware, and prepared, to provide direction as appropriate.
• Dick Anderson informed the group that the Budget Office is guiding a process of formally assigning responsibility for departments at the 3 branch campuses. This process is different compared to the FY20 budget. The Campus CEO’s were heavily involved last year, where this year, many departments are transitioning to the main campus.

4. IBB Model

• A poster copy of the main worksheet within the IBB Model was displayed. A brief description of how data flows through the worksheet was provided. The group discussed sharing the information. The poster will be displayed in Andy Bleier’s office, and he will begin posting office hours for people to schedule time or drop in to review the model. The poster will also be presented in the next SBC meeting.
• Dick Anderson shared that there is no definitive way to identify Segregated Fee expenses, so a proration methodology is used.
• Next steps were discussed to ensure clarity and proper direction for the BAC
  1. Answer the questions on the FY21 Budget Survey (prepare to do so at December meeting)
  2. Provide opportunity for people to review IBB Model poster (displayed in Andy Bleier’s office in CL 830)
  3. DAWG meeting to be held in November
  4. Begin the FY21 budget process (discussions are starting, with formal entry in Plan UW set to begin mid-January)
  5. In March, review the FY21 budget and begin discussions for improving FY22 process and start to lay out timeline

Next Meeting – December 5, 2019 ~ 9:00 a.m. ~ CL735 (Human Resources)