MINUTES

BUDGET ALLOCATION COMMITTEE (BAC)
December 5, 2019 ~ 9:00 a.m. ~ CL735


1. Review Minutes from November 6, 2019 Meeting
   - Minutes reviewed, no revisions needed.
   - Minutes will be uploaded to the Budget web page under the Incentive Based Budget area.

2. Review Metric Definitions
   - Andy Bleier explained how the metric definitions are being set up and put into the budget model. The definitions are in-progress and developing.

3. Review Metrics
   - Andy Bleier stated the metrics have basically gone unchanged and asked to have metrics approved and sent to Strategic Budget Committee for review and approval.
   - A few clarifying questions arose and were answered with motion to approve and send to Strategic Budget Committee for review.
   - Metrics Approved and will be brought to Strategic Budget Committee for review, discussion and approval.

4. Discussion: Support Center-to-Support Center Resource Sharing
   - Question on how Support Centers request resources from another Support Center?
     o Will this resource be a one-time request or an on-going request?
     o If it is a non-academic area, should it be paid?
     o Would a service level agreement help?
     o Need to make sure policy is consistent.
5. **Discussion: Service-Level Agreement Development – Spring 2020**
   - Clif Ganyard discussed developing service level agreements as suggested by Huron Consulting. (See attached PowerPoint slides)
   - A suggestion was made to start with significant Support Centers and go from there. Clif Ganyard will invite Paula Ganyard to next meeting to discuss a Service Level Standard for IT. Clif will request Paula to develop a baseline level of service for discussion and development.

6. **Review FY21 Budget Process**
   - Clif Ganyard reviewed model Huron Consulting developed. Most of the work will take place in summer 2020 with a start in April or May.
   - Question raised, should a second shadow year be recommended to Strategic Budget Committee? We seem to be behind schedule and we need to be diligent and catch up, but might be a good idea to implement a second shadow year.
   - Committee will need to develop rationale as to why a second shadow year is needed and will help to fully implement the IBB with no issues/problems.
   - Julie Hendrickson and Andy Bleier to draft rationale to bring to December 2019 Strategic Budget Committee.

7. **Discussion: FY22 Budget Process Schedule**
   - Tabled due to time constraints.

**Next Meeting** – February 11, 2020 ~ 9:00 a.m. ~ CL735 (Human Resources)