
1. Introductions/Representation – Committee Charge

Dick Anderson, Budget Director, welcomed all members to the Committee and introduced Andy Bleier, the new Budget Analyst in the Budget Department. Dick also reviewed the charge of the Committee:

The Budget Allocation Committee (BAC) functions as an operational committee within the UWGB Budget Governance structure. The BAC will operate in an advisory capacity to the Strategic Budget Committee (SBC) and collaborate with Revenue Centers and Support Units to organize and present information, recommendations, and requests to the SBC as part of the university budget planning process. The group will assist Support Units with the development and distribution of service level standards and key performance indicators. Finally, this group will be reliant upon the Data Analytics Working Group (DAWG) to establish and apply drivers used to inform the budget model.

Committee Structure: BAC Membership is comprised of Central Administration, Revenue Center and Support Unit representatives at the university. Several positions within the committee will serve fixed appointments to assure procedural and unit continuity. Other positions will serve rotating two-year terms to allow for equal participation across key areas such as Revenue and Support Centers. All members of the committee will be appointed at the discretion of the Chancellor.

Fixed Appointments:
- Budget Director (Co-chair)
- Associate Vice Chancellor for Academic Affairs (Co-chair)
- Controller
- Director of Institutional Strategy and Effectiveness

Rotating Appointments: (Inaugural Assignments 2019-20)
- Dean Representative 1 - CHESW
  - 2020-21 CSET; 2021-22 AECSB; 2022-23 CAHSS
- Dean Representative 2 - CSET
  - 2020-21 AECSB; 2021-22 CAHSS; 2022-23 CHESW
- Support Center Representative 1 - Facilities
  - 2020-21 Student Affairs, 2021-22 Human Resources, 2022-23 Weidner
- Support Center Representative 2 - Student Affairs
  - 2020-21 Human Resources; 2021-22 Weidner; 2022-23 Public Safety
- Branch Campus CEO - Manitowoc
  - 2020-21 Manitowoc; 2021-22 Marinette; 2022-23 Marinette; 2023-24 Sheboygan
2. **Incentive-Based Budget (IBB) Guide**

Dick Anderson, Budget Director, presented information on the Incentive-Based Budget Guide (IBB). The purpose of the guide is to assist the senior leaders, deans, associate deans, chairs, directors, and any other users involved in the incentive-based budgeting process by providing clear documentation and definition of budget allocation rules and activities. The guide provides information on:

- General Information on Incentive-Based Budgeting at UW Green Bay
- Incentive-Based Budget Model Structure
- Unit Roles and Responsibilities
- Budget Model Assumptions
- Incentive-Based Budget Model Components and Allocation Methodologies
- Budget Governance Structure
- Budget Process Timeline
- Glossary of Terms

3. **Budget Timeline - Committee Tasks for the shadow year**

Dick Anderson, Budget Director, presented the Budgeting Process Steps, Responsibilities and Timeline (see attached) to the Committee. The Strategic Budget Committee met and will set the guidelines and work for the BAC. Committee is asked to develop metrics and input in the model. Committee will concentrate on the next couple of months (August to October) and decide what to work on. Deans will need to meet with Data Analytics Work Group (DAWG) and get comfortable with the model development and identify needs for the colleges. Dick asks for help in planning and working on the development.

4. **Budget Model – FY18 Data and FY20 Data**

Dick Anderson, Budget Director, went over the FY18 and FY20 data (see attached). The preliminary data is from DAWG and will continue to be refined. Huron Consulting originally put this together and Andy Bleier, Budget Analyst, is reviewing and figuring out how to develop on our own.

5. **Metric data from the Data Analytics Work Group (DAWG)**

Dick Anderson, Budget Director, presented metric data put together from DAWG. DAWG met on July 31st and will be meeting with the Deans on August 22nd. A BAC meeting is being scheduled for early September to review discussion from DAWG and Deans meeting.

Next Meeting – **September 4, 2019** ~ 1:00-2:00 pm in Business & Finance (CL830C)  
**October 8, 2019** ~ 1:00-2:00 pm in Human Resources (CL735)