Members in Attendance:
Don DeHayes (Chair), Christina L. Valentino (arrival 1:35 pm), Linda Barrett, Sharon Bell, Faye Boudreaux-Bartels, Thorr Bjorn, Lori Ciccomascolo, Mary Jo Gonzales, Steven D’Hondt (via phone), Rachel DiCioccio, Lindsay McLennan, Trish Morokoff, Ann Morrissey, Ellen Reynolds, Joelle Rollo-Koster, Gerry Sonnenfeld, Kim Stack

Members Absent:  Cody Anderson, Wendy Bucci, Ken Kermes, John Kirby, Naomi Thompson

Guests:

1. Announcements
   ✓ Will finish the work of the Council from last June
   ✓ Review processes and make recommendations for improvements to the division budget request process
   ✓ President will present his decisions relative to the latest Council recommendations for strategic initiatives
   ✓ Membership changes to SBPC

2. Approval of Minutes
   ✓ June 15, 2016
   ✓ Approved as accepted

3. Review of SBPC Budget Submission & Deliberation Process
   ✓ Subcommittee’s review and recommendations per June 15th discussion
   ✓ Discussion and Feedback from Council
   ✓ Independence of the review team is important
   ✓ Discussion as to the advantages of having both the VP and the review team presentations
     o Review team written presentation preserves the documentation
     o Don’t want the reviewers to be the authors or summarizers of the requests, but instead provide analysis of the request
     o A critical review by the team is important
     o Review and structure that provides greater direction for review teams is helpful
   ✓ Discussion about protecting the integrity of the process if the divisional requests are not changed by the Council after they are submitted when voting occurs
     o Making the process more efficient needs to be a continued focus
     o Valuable input from the Council members occurs in discussion about how the requests might be re-organized or reconsidered
     o Council members can make much more informed decision as to their voting after hearing the questions and discussions and this should be preserved
   ✓ A later due date has been established: April 21, 2017, no proposals will be accepted after that date
   ✓ All requests must be prioritized
   ✓ Requested to include a slide to show the percent of total budget (Budget office will add)
Discussion ensued about how to advance mission specific and critical items through this process when it focuses on prioritizing relative to the Academic Plan and the University-wide benefits criteria only

- A case for mission specific can be made relative to the benefits, but this may not suffice
- There are federal mandates that have to be met; sometimes they do not correlate with the Academic Plan
- Have had multiple times through the years for issues related to federal requirements; have had a mechanism to consider those
- It is sometimes difficult for non-academic areas to demonstrate integral connections to the Academic Plan the way Academic Affairs might. The benefits criteria may not be sufficient to address mission critical new needs.
- Reallocation is a mechanism that should be used first with divisions and then frame the requests for new funding that relate to strategic areas
- The Academic Plan is the University’s Strategic Plan; the President has been clear about this
- The former rating system which related only to the Academic Plan was thought to insufficient and led to the current rating system that includes a second set of criteria “benefits.”
- A suggestion was made to modify the benefits document; rename it “mission critical”
- The Council decided to revisit the benefits criteria, ensure it encompassed mission critical sentiments and relabel it

- It must continue to be ensured that this process is transparent
- The Council needs to continue to emphasize resources are connected to strategic priorities. This has been important to the Council’s work and to the University and it aligns with NEASC standard two on budget resources showing a clear connection to strategic priorities

Summary: changes SBPC recommended to the SBPC Review Process for Divisional New Funding Budget Requests document:

1) Reordering the elements of 3B
2) Separated last sentence from #8 and added #9

SBPC recommended to revise and rename the benefits document
SBPC requested to include the percent of total budget slide to the Divisional Request Process Calendar

Meeting adjourned at 2:37 pm

Next meeting November 2, 2016, 1:00-2:30 pm, Thomson Boardroom, Ballentine Hall
Minutes by Linda Barrett and Lisa Fiorio
Budget & Financial Planning Office