

**PIE Council Subcommittee 5
Minutes**

Note: This subcommittee is responsible for monitoring the budget process.

Date: 11/05/04

Time: 1:30

Place: Parkinson 128

Members Present: Mark Bean, Jody Kennedy, Larry Jones, Tom Richardson, Jane Wenstrom

Guests Present: Nora Miller

Members Absent : None

Handouts Included: Dr. Barbara Jones' report; specific appendices from the report regarding the budget process

Mark Bean called the meeting to order and stated that the primary objective of the meeting was to make recommendations to PIE Council about the budget process recommendations found in Dr. Jones' report. Specifically, Dr Jones recommended the following:

1. Implement an 18 month planning cycle;
2. Designate a budget-planning day early in the spring semester;
3. Use on-line forms to submit budget requests.

The committee discussed Dr. Jones' recommendations and suggests the following:

1. We should not move to an 18 month planning calendar. Our current planning/budget process actually includes a 24 month calendar. Unit heads are asked to submit budget request for the upcoming two fiscal years. Most unit managers, however, focus budget requests on the next fiscal year. The subcommittee agreed that better education about and more emphasis on the 24 month calendar can address many of the reasons presented for moving to an 18 month calendar. The subcommittee also expressed concerns that the 18 month calendar would be confusing to the university community.
2. We should establish budget-planning activity as opposed to a planning day early in the spring semester. The subcommittee believed that creating a budget-planning day for early spring, at this point, may create difficulties for unit managers who may have already planned spring activities. Nora Miller and Mark Bean will establish planning-budget guidelines that will be distributed to all unit managers in January. Unit managers will have the flexibility to address the guidelines as they see fit.
3. The subcommittee agreed that we should use on-line budget request forms. The Office of Computing Services will work with Office of Finance and Administration to develop on-line budget request forms

The meeting was adjourned at 2:30 p.m.