

**PIE Council Minutes
Subcommittee 5
October 21, 2003
1:30 p.m.
Admissions Conference Room**

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

Members Absent: Jane Wenstrom

Items Distributed: The University's Response to SACS Recommendations 24 and 25

PIE Council Subcommittee 5 met to discuss the MUW budget process and the budget process evaluation. Mark Bean provided an overview of the budget process and the evaluation of the budget process based on SACS Recommendations 24 and 25, the 2002-2003 Faculty and Staff Satisfaction Surveys, and the budget process survey conducted this summer. There was a general consensus from the subcommittee that based on the information reviewed there is a lack of understanding across campus about the budget process. Additionally, MUW budgeting and planning should be more closely linked.

Discussion ensued on the possible causes for the lack of understanding. A fundamental cause may be due to historical budget practices at MUW. Generally, the perception is that budget allocations have been based more upon the previous year's budget rather than projected needs as established by a systematic planning process. This has been primarily a result of the lack of a systematic planning process.

As for evaluation of the budget process, Mark Bean reported that the Office of Planning and Institutional Effectiveness (OPIE) is developing a data collection and dissemination calendar that will include a description of internal and external surveys, who will administer them, when they will be administered, and who will get the results. Currently, OPIE is working with the academic division heads on what to include from their perspective. The calendar should include the budget process survey that we used this summer or a similar instrument. Developing and following a data collection and dissemination calendar with a budget process review components will create a systematic budget review process.

The subcommittee makes the following recommendations:

1. Analyze budget allocations during recent years in preparation for the upcoming budget process. This information will assist PIE Council in establishing budgeting priorities.

2. Request from Directors Council and Academic Council characteristics they would like to see in the budgeting process. These recommendations would be considered as we continue to revise the budget process.
3. Include a budget process review component in the data collection and dissemination calendar that is currently being developed.