**Strategic Planning & Budget Advisory Committee (SPBAC)**

**September 23, 2014 Meeting Notes**

**In Attendance:** Michael Ciri, Rick Caulfield, John Pugh, Karen Schmitt, Pete Traxler, Julie Vigil, Margaret Rea,   
Barbara Hegel, Vickie Williams, Kevin Krein, Eric Scott, Keith Gerken, Elise Tomlinson, Priscilla Schulte, Jill Hansen, Gwenna Richardson, Maria Moya, Victoria Daniels

**CHANCELLOR’S CHARGE TO COMMITTEE**

Co-chair Ciri noted the meeting agenda includes the Chancellor’s charge to the committee. He added that an additional overarching mission is to try to create better decision making and promote better communication across the university community. Chancellor Pugh added that the committee also responds to recommendations made by the NWCCU regarding the need to increase budget transparency.

**REVIEW OF BUDGET REQUEST PROCESS & GOALS**

Co-chair Ciri reviewed the UAS Budget Request Process document (depicting budget processes two fiscal years forward). He explained the SPBAC meeting schedule and goals, as well as planning and actions expected of committee members to keep the collective budget request process advancing. Chancellor Pugh added that the SPBAC will continue to be a critical part of decision making whenever budget reductions are necessary.

Co-chair Ciri reviewed the Budget Increment Request Form (available on the SPBAC website). He explained that ultimately the SPBAC will be suggesting prioritizing of budget increment requests to Executive Cabinet. The form will be used to pursue funding via legislative requests, institutional reallocation, and school reallocation. Co-chair Caulfield asked SPBAC members to consult with their faculty and staff when preparing budget requests. He stressed that the SPBAC budget request review process will afford deans/directors plenty of opportunities to express their viewpoints about strategic and regional priorities.

**FY16 BUDGET: DRAFT OPERATING AND CAPITAL BUDGET PLAN**

Co-chair Ciri reported that UAS’ FY16 operating budget top priorities (First Year Experience, Disabilities Support, Biology/Fisheries faculty member, and Title IX positions) were all advanced by the Board of Regents. On the capital budget side, the Board moved the UAS student union out to a mid-term plan. Co-chair Caulfield added that TVEP (Technical Vocational Education Program) funding is included to support UA workforce development initiatives.

**REVIEW OF UAS’ MISSION AND CORE THEMES**

Co-chair Caulfield asked members to review UAS’ mission and core themes with colleagues and coworkers. We have an opportunity to consider needed modification. The Chancellor added he welcomes input on mission fulfillment; a new NWCCU reporting requirement which is difficult to define in the context of continuous improvement.

Co-chair Caulfield added that NWCCU also recommended UAS continue to improve its assessment activities and reporting. He stressed this critical activity is key to the university’s strategic planning.

**ASSESSMENT STRATEGIES: OVERVIEW OF OBJECTIVES AND INDICATORS**

Co-chair Caulfield explained this topic has been postponed until the next SPBAC meeting when UAS’ Institutional Effectiveness Manager (Brad Ewing) is able to attend.

**NEXT MEETING:** Tuesday, November 18th 2:00 to 4:00pm in Glacier View Room (and via video conference)