

PIE Council Minutes

Friday, February 23, 2024

1:30 PM

Welty Board Room/Zoom

Members Present: Brian Anderson, Barry Smith, Jo Shumake, Jennifer Moore, Aaron Brooks, Marty Hatton, Penny Mansell, Anika Perkins, Christi Dillon

Members Present Via Zoom: Magan Evans, Jess Harpole, Tracee Watkins, Leigh Anne Puckett, Stephanie Salvaterra

Approval of Minutes

The group reviewed minutes from the October 27, 2023 meeting. There were no corrections made. Jo Shumake made a motion to accept the minutes and Barry Smith provided the second. The minutes were approved unanimously.

The group then reviewed the minutes from the January 26, 2024 meeting. There were no corrections. Penny Mansell made the motion to accept the minutes and Aaron Brooks seconded. The minutes were approved unanimously.

Discussion – FY 2025 Budget Narrative Instructions

Members discussed making the budget request forms easier to use.

Since adding a narrative to the Budget Request spreadsheet doesn't work very well, Dr. Anderson proposed using a document to make it easier for those reviewing those requests to read. Dr. Hatton suggested using separate tabs to provide breakdowns for each category, and Aaron Brooks mentioned that he had tried using both Excel and Qualtrics to make the process easier, but none of those efforts have been successful. The group agreed that if it wasn't something that could be done for 2025, maybe it could be a project for 2026.

To begin planning for next year's budget, Aaron suggested running reports from Banner Self-Serve, which can be downloaded as spreadsheets. He has many of his own reports saved in his profile in Self-Serve and uses them frequently to monitor specific areas of his budget. Dr. Hatton asked if he could provide a professional development session for budget managers. Aaron said that he had recorded a session from last August, and would see if it was still available.

Dr. Anderson shared a template he developed that has directions and a place to enter any narrative necessary to explain any changes on the budget spreadsheet. He proposed using a separate page for each budget category. He also suggested including the Strategic Plan document so budget managers could use those numbers in their narrative, along with an example.

Dr. Anderson asked Aaron if it would be possible to get help from ITS to develop this form. Aaron said that it might be accomplished with the new form creator program they have recently acquired.

When reviewing the Commodities form the group discussed the requirement for quotes or estimates for planned purchases over a certain amount. It was agreed that the amount should be \$1,000.00. For the Contracts form, any subscriptions and costs associated with them should be included in the narrative section. Jess Harper suggested that instead of just the title "Items", it should read "Item/Event/Program/Category" to help those entities that have different line items on their budgets.

Because this is something that happens annually, Dr. Hatton suggested creating a calendar for budget planning that indicates when budget managers should start parts of the process. There could be reminders sent out so that no one has to scramble to get everything together right before their requests are due.

Dr. Anderson will build out the rest of the document for the Council to review. He asked if the members would look over directions from past budget request documents to see what needed to be brought over to the new directions.

Next Meeting

The group will meet again on March 22nd to continue this discussion.

With no further business to discuss the meeting was adjourned at 2:40 pm.

Minutes respectfully submitted by Christi Dillon