



## Central Services Subcommittee Meeting Notes October 13, 2009

**Attendees:**

Greg Rose, Co-Chair	X	Jay Johnson	X	Willa Young	X
Scott Sweetland, Co-Chair	X	Bobby Moser			
Susan Ballinger		William Pease			
Graeme Boone		Gursharan Reehal			
John Casterline	X	Mike Sherman	X		
Tristan Davis		Karen Young	X		

**Handouts:**

- Agenda
- Proposed Budget Revisions
- 2009-10 Annual Budget Report: Office of Legal Affairs
- Department of Public Safety Possible List of External Reviewers
- Organizational Chart for Department of Public Safety
- Organizational Chart for Office of Legal Affairs

**Agenda/Topics Covered:**

**General Information**

- Program review for public safety
  - Report on initial meeting (10/5)
  - Reviewed Organizational Chart
  - Identification of issues CSS/SFC is aware of that need to be explored
  - Input on any surveys, etc., that Public Safety is proposing to use, and approval
  - Recent budget submission(s) in which they discuss goals and objectives
- Program Review for Legal Affairs
  - Initial meeting (10/15)
  - Reviewed organizational chart
  - Review of materials (past surveys, customer information, focus groups, self-assessment, etc.)
  - Identification of issues CSS/SFC is aware of that need to be explored
  - Input on any surveys, etc., that Legal Affairs is proposing to use, and approval
  - Recent budget submission(s) in which they discuss goals and objectives
- Proposed revisions to budget submission procedures
- Other items

**Key Decisions Made**

- It was noticed that there was a crossover between Legal Affairs and Public Safety, so there needs to be some clarification as to whether there are any other embedded crossovers
- Need to check with Julie on progress of the possible additional functional review
- Draft of Budget Revision notes/ decisions :
  - Adding a firm definition of "mandate" to the Requests table
  - Adding a column for multi-year requests to Requests table

- Possibly add a word limit to the Long-Term Needs table
- Should be clear that a Long-Term need can be a continuation of a current request
- Possibly add a prioritization column for the 5-7 Long-Term Needs
- Jay should check with Julie to see how Performance Indicators are going to align with the budget process

**Other**

- For next meeting:
  - New Revision of budget process
  - Review material from Public Safety
  - Issues to review for Public Safety and Legal Affairs from COPE and Student Affairs
  - Members should bring up any issues to review for Public Safety and Legal Affairs
  - Should bring thoughts on the list of possible external reviewers
  - Begin looking at budget documents from DPS

**Action Items**

Item	Responsibility	Date Due
Ask Chair of Council on Physical Environment for a list of issues for Public Safety	Scott or Greg	10/27/09
Ask Council on Student Affairs the same question	Scott or Greg	10/27/09
Obtain a copy of the previous survey that Public Safety used in the past	Jay	10/27/09
Distribute list of External Review team requests from Public Safety and Legal Affairs	Jay	10/27/09
Update budget review template	Jay	10/27/09
Distribute budget review documents from last five years for Public Safety and Legal Affairs	Jay	10/27/09