P2I Biweekly Meeting  
Tuesday, October 24, 2017 – 2:30 – 4 PM  
UW1 220

Attendees: Adrian Sinkler, Amy Stutesman, Bill Humphreys, Christian Adams, Christine Howard, Eleonora White, Jenny Albrecht, Marci Myers, Rita Johnston, Russell Cannon, Sara Ali, Segan Jobe, Steve Walline, Uma Raghavan

Absent: Christy Grayum, Pamela Lundquist, Pierre Mourad, Rachael Gilchrist, Toni Hartsfield

AGENDA:
- Glossary & Nomenclature Review & Discussion
- Budget Template Discussion Follow-up
- Budget Report Discussion Follow-up
- Q&A
- Closing and Next Steps

➤ Main Concepts
  1. **November goal for P2I**: develop budget template
  2. Feedback on glossary of terms:
     - Add Allocation Math, or Math Cheat Sheet Addendum
     - Include info on context of application, especially with FTE calculation and variations
     - Add Budget Template definition
     - Add Curriculum Tool definition
     - Add application details for Budget, Projection, Allocation and Spending Plan
  3. **Budget Template** – Continued discussion about components/principles
     - Need to develop a template with enough flexibility to be useful for spending plan and for high-level reports to leadership
     - Feedback
       - Show salary levels to leverage in later years:
         - Could accomplish this by showing temporary leveragable funds in a multiyear-format template
         - Administrator should be able to input changes in real time
         - Report against budgeted funds
       - Need to be able to answer the question, “Can we afford X?”
       - Need a new way to organize data, in conjunction with budget development
       - Need to be able to add a new line when needed
       - Need a way to show what happens when a bucket is “turned off” or not available as expected (money produced before commitment happens)
       - Allow categories to be locally defined initially, then work to agree on common categories so can roll up all unit data
- Start with state budget
- Allow FTE staff to be line items, roll up others
- Goal is to eventually aggregate all unit data

➢ Next Steps:
   1. IPB/IR to update Budget Template and input IPB data as example to show functionality
   2. IPB/IR to send IPB data-inputted Budget Template to P2I to review and discuss at next meeting
   3. **Next meeting**: November 6, 2017, 2:30 PM – 4 PM, DISC 464