



Central Support Unit (CSU) Allocation Committee Meeting

Minutes

Date:	2/9/2021
Time:	11 a.m. – 12 p.m.
Location:	Virtual Meeting
Co-Chairs:	Interim Provost Michael Johnson and Senior VP for Administration and Finance Gerald Hector
Voting Members:	Theodorea Berry, Fernando Rivera, Chris Ingersoll, Misty Shepherd, David Pavlonnis, Sissi Carroll, Paul Jarley
Absent:	Mike Kilbride, Michael Georgiopoulos
Huron Consultants	Kevin Lintner, Michael Razis, Jaime Ontiveros, Michael Lee, Greg Bedell
Staff (non-voting members)	Kristie Harris, Kathy Mitchell, Rebeca Richards
Minutes:	Tracy Slavik

Meeting Agenda

1. Approve minutes from January 20, 2021, and January 26, 2021
2. Discuss KPI Identification Approach
3. Preview CSU Financial Report Components
4. Meeting adjourned

Approve minutes from January 20, 2021, and January 26, 2021 meetings

The minutes from the January 20, 2021, and January 26, 2021 meetings were approved as submitted.

Discuss KPI Identification Approach

Gerald Hector informed the committee the KPIs discussions are taking up an inordinate amount of time. While the KPI conversations are not being tabled, they are being moved to a platform that is derivative in nature so the committee now can focus on financial report components.

The committee concurred and agreed with this approach.

Preview CSU Financial Report Components

Kevin Lintner reminded the committee that their charge is to review budget requests and then make recommendations to the University Budget Committee regarding the CSUs' budgets during the annual budget allocation process. While KPIs are beneficial, additional materials and information exist that will help the committee make these recommendations.

He briefly highlighted each of the sample CSU financial report components, using Human Resources as an example (the contents of which are illustrative only):

1. Unit Overview
2. Staffing and Organizational Structure
3. Core Campus Support Services (Operational Capabilities)

This specifically relates to the Service Level Agreement and the unique supporting activities or services that a support unit provides to campus. If no SLA is in place (in this first year only a small number of CSUs will develop SLAs), the CSU should detail in an organized fashion what services are being provided. The college or academic department also should ensure these are not being duplicated in-house, as the college is paying for them to be performed by the CSU.

4. Historical Financial Performance (Revenues, Expenses, Allocation)

Hector is forming a subgroup with him, Michael Johnson, Kathy Mitchell, Kristie Harris, Rebeca Richards, Misty Shepherd, Theodorea Berry, and Paul Jarley (as a sounding board to represent the deans) as members that will decide what financial performance information from the CSUs will be in the reports and how they will be arranged and presented. The outcome will be presented to the full committee at a future meeting.

Jarley requested a labor costs percentage breakdown in the Expenses section.

5. Cost Pool Allocation Driver and Primary Unit Share

This section details the consumption level of each of the primary units that are using and paying for the CSU costs.

6. Operational Performance Metrics

KPIs for the CSU will fall under this section. This first year KPIs will be determined by the CSUs themselves.

7. Customer Satisfaction Survey Results
8. Major Initiatives Completed FY20
9. Strategic Priorities FY21 and Beyond
10. Budget Requests FY21 and Beyond

The goal is for units to move toward metric-driven and service-driven budget requests. Jarley requested that units explain how well they reallocated internal resources.

Hector and Lintner discussed the next steps. The financial report content needs to be finalized when Adaptive Planning goes live on March 22. The subgroup will begin working now.

Huron will continue to work with CSUs to develop their KPIs. Johnson said the committee can modify KPIs at a future point when it has the dedicated time.

The next committee meeting is scheduled for Thursday, March 4 at 3:30 p.m.

The meeting adjourned at 12 p.m.