

Dear Non-Instructional Budget Managers,

In our continued effort to be transparent, we are attaching the review template that each member of the SRAP Non-Instructional Group will use to jot notes and log information as they read through the questionnaire that you are writing. Each member of the Non-Instructional group will complete the review sheet independently before the entire group meets to discuss. Because all members of the SRAP Non-Instructional Group will each read over 50 questionnaires, having a consistent way to document thoughts and ideas is paramount. You will note that some areas contain a score or rating. This score is for the reviewers to use to assist in review group discussions. The Non-Instructional review template is a tool to assist the review group in sorting information and developing follow-up questions; it is not a decision-making tool.

Scores or individual comments from the review template will not be shared with budget managers, department chairs, directors, or the steering committee. The steering committee will trust the work of the review groups in developing recommendations for strategic resource allocation for consideration by the steering committee. The recommendations should fall into one of four categories: goals to increase revenue, goals to manage costs, goals to reallocate resources, or goals for resource investment (strategic opportunities). These recommendations should include statements giving the rationale for why the recommendation is being made and potential timelines. The steering committee has been asked to provide a rationale for any recommendations that they are putting forward.

Sincerely,

The Non-Instructional Review Group

Roberta Lembke - Chief Information Officer of Libraries and IT (Chair)

Ryan Bowles - Athletic Director

Leslie Moore - Piper Center Director

Jean Parish - Director of Music Orgs

Steve Freedberg - Institute for College Futures faculty participant

Tim Schroer - Associate Dean of Students

Cheri Floren - Budget Advisory Committee member

Marit McQuaig - SGA Rep