



January 30, 2019

To: Rich Brown
Sandy Hughes
Rory Hume
Andy Weyrich
Mark Winter

From: Ruth Watkins 
Cathy Anderson 

Re: Creating an Administrative Budget Advisory Committee (ABAC)

This year, we would like to ask a small group to assist in reviewing the resource allocation and management of central administrative units. This approach has been implemented successfully with academic and health science units; a logical next step is securing broader guidance in resource allocation and strategic alignment in administrative units of the campus. Each Vice President will prepare a brief report outlining their strategic aims and accomplishments, how resources have been used and/or reallocated to advance these priorities, and strategic resource needs for continued success. After reviewing the written reports, the ABAC will meet with each VP for a brief discussion, and then provide advice to help guide resource decisions. This process will be conducted in a condensed time frame, likely late April to early May 2019.

We are writing to ask you to participate on the inaugural Administrative Budget Advisory Committee. Based on the strategic priorities of the campus and the associated investments that are already in action, we do not anticipate significant new resources for allocation in this budget cycle. That makes your engagement and advice even more essential, as we strive to reallocate funding to areas of critical need and to use every available resource to advance the institution.

Thank you for considering this request to participate on the ABAC. We hope that you will be able to join us.