March 26, 2024

Subject: Charge of the Activity Based Budgeting (ABB) Phase IV Alignment and Framework Subcommittee

Sponsor: ABB Phase IV Steering Committee (co-chaired by Erin Guthrie, Associate Vice Provost, Finance, Planning & Budgeting and Michael Spencer, Dean and Professor, School of Social Work)

Subcommittee members:
Andy Rosenau, Administration and Finance, School of Medicine
Brian Reed, Divisional Dean of Humanities, College of Arts & Sciences
Jason Johnson, Vice Dean, Undergraduate Academic Affairs
Julie Kientz, Chair, Human Centered Design & Engineering
Kevin Mihata, Associate Dean for Undergraduate Education, College of Arts & Sciences
Steering Committee liaison: Gautham Reddy

Dear ABB Phase IV Alignment and Framework Subcommittee members:

We are writing to formally charge the newly constituted Activity Based Budgeting (ABB) Phase IV Alignment and Framework Subcommittee. Your willingness to serve on this subcommittee is appreciated, and your work will be crucial in ensuring that our budgeting process continues to be as effective and transparent as possible.

Charge and Scope of the Subcommittee:

Your primary charge is to examine how the ABB model can better prepare us for future economic conditions and, fundamentally, how it can enhance our service to students, supporting their experiences and opportunities in alignment with our academic strategic framework. Key questions to address include:

- Does the current budget model align with our mission and values?
- Are we distributing too much (or too little) revenue based on current ABB metrics (student credit hours and degrees)? Are there other input or outcome-based metrics we should consider using in our budget model?
- Does the current model potentially limit resources for core undergraduate education (e.g., CAS) or other activities that are central to our mission?
- How does the current budget model account for resources that are funded by specific units but serve the common good (e.g., the Odegard Writing Center, which benefits all students but is solely supported by CAS)? Should we consider funding these "common good" services first from the pool available to Seattle academic units, before the rest of the pool is distributed using ABB metrics (student credit hours, degrees)?

Collaboration and Approach

You will work closely with the ABB Phase IV Steering Committee and alongside a separate subcommittee focused on interdisciplinarity. Your approach should be integrated, considering the diverse needs and perspectives across the university's three campuses, schools, colleges, and administrative units. Seek insights from administrative leadership, academic leaders, faculty, students, and support staff to inform your work.

Resources and Timeline:

Please provide regular updates to the Steering Committee. We have engaged a consultant, Maximus US, to focus on taxation methodologies and to help us manage the project. You will also be supported by the Finance, Planning & Budgeting team, including Erin Guthrie and Elise Glassman, and members of the consultant team.

Key milestones will include:

- Winter 2024: Chartering of Steering Committee and meetings with vendor
- Spring 2024: Submission of midterm report at Phase I conclusion
- Late Summer 2024: Submission of final report by August 31, 2024

Your commitment to this endeavor is highly valued, and we are confident in your subcommittee's ability to guide us toward a more effective ABB model. Thank you for your dedication and thoughtful engagement in this vital process. We look forward to reviewing your recommendations.

Sincerely,

Erin Guthrie, Associate Vice Provost, Finance, Planning & Budgeting
Michael Spencer, Dean and Professor, School of Social Work