A2E2-UAP Committee
May 14, 2014 4:00-5:00 PM, SA 4350

Minutes

Members present: Diana Balgas, Tamra Donnelly, Audrey Katzman, Amber Machamer, Sue Opp

1. 2013-14 Reports

Reports were received from all funded areas. Memos were sent out requesting further information, particularly regarding expense distribution and additional funding sources. Updated reports are posted on Google Drive.

Opp prepared and distributed a rubric for evaluation of reports. Members discussed and agreed to add a criterion for evaluating direct service to students. Members will review reports and score using the rubric.

2. New proposals for 2014-15

New proposals were discussed along with the rubric. Members will review proposals and score.

3. Members discussed mid-year allocations and budget changes. Policy must be developed and communicated to recipients so the method to request additional funding or make changes to an approved budget is understood. Appropriate use of A2E2 funds must also be communicated.