



HIGHER EDUCATION APPROPRIATIONS SUBCOMMITTEE

Meetings, Schedule, & Procedures

Subcommittee

2019 GS | Membership, Meetings, & Information

Membership & Meetings

- 8 Session Meetings
 - Review All Budget Line-Items
 - Budget Issues/Changes
 - New Funding Requests (USBE/Governor/Others)
 - Requests for Appropriation
 - Budget Bills
 - House Bill 1 (Base) & House Bill 2
- Staff
 - Sean Faherty, Emily Willis, Lorna Wells

Primary Meeting Information

- Mostly Paperless – Legislature Website
 - Subcommittee Page
 - Meeting Notices, Agendas, Minutes, Audio
 - Meeting Materials
 - Budget.Utah.Gov
 - Compendium of Budget Information - Issues & Financial Tabs
 - Budget of the State of Utah
- Meeting Handouts
 - Request Print Copies
 - Documents from Agencies/Public



Subcommittee Schedule 2019 General Session

Agendas Posted 24 Hours
Prior to Meeting

Individuals/Organizations
Wishing to Address the
Subcommittee:

- Contact Committee Staff
48 Hours Prior to
Scheduled Meeting
- Email Presentation
Materials 24 Hours Prior to
Meeting

2019 General Session		Meeting Schedule
Higher Education Appropriations Subcommittee		
Meeting 1: Wednesday, January 30 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Approve Minutes 2. Welcome, Introductions and Opening Remarks 3. Introduction of Issue Briefs 4. Introduction of Higher Education Base Bill/2018 Session Summary 5. Base Budget Reallocations Proposed for the Base Bill 6. Operations and Maintenance Information 7. FY2020 Higher Education Agency Requests 8. Utah System of Higher Education Overview 9. Utah System of Technical Colleges Overview 	Meeting 2: Friday, February 1 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Approve Minutes 2. UTECH Base Budget Presentation 3. UTECH Agency Base Budget Presentation 4. UTECH Institution Budget Presentations (8 Schools) 5. Requests for Appropriations 	
Meeting 3: Tuesday, February 5 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Approval of Minutes 2. Higher Education System Governance: <ol style="list-style-type: none"> a. Analyst Presentation b. Legislative General Auditor Presentation c. USHE Response and Discussion d. Board of Regent's Strategic Plan and Vision 3. USHE Agency Base Budget Presentation 	Meeting 4: Thursday, February 7 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Approval of Minutes 2. Higher Education Strategic Planning Commission Update 3. Higher Education Performance Measures 4. Higher Education Affordability, Scholarship Programs, Student Success and Retention 5. Strategic Workforce Initiative Update and Proposals 	
Meeting 5: Monday, February 11 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Approval of Minutes 2. Higher Education System Cost Controls 3. Requests for Appropriations 4. Other Business 	Meeting 6: Wednesday, February 13 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Utah Academic Library Consortium 2. USHE Institution Budget Presentations (8 Schools) 3. Requests for Appropriation 	
Meeting 7: Friday, February 15 8:00 - 10:50 am <ol style="list-style-type: none"> 1. Utah Educational Savings Plan 2. Strategic Workforce Initiative Discussion and Voting 3. Budget and Prioritization Discussion 	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><u>General Information</u></p> <ul style="list-style-type: none"> • Individuals/Organizations wishing to address the committee, contact committee staff at least 48 hours prior to the meeting and they will coordinate with the chairs. • Agendas will be posted at least 24 hours prior to the meeting. • Submit (e-mail) presentation documents to staff 24 hours prior to the meeting for posting on the website. (PDF works best) • Committee meetings are mostly paperless. Please staple & 3-hole punch any printed handouts. Coordinate with committee staff prior to distributing handouts for a meeting. • Refer to the Higher Education Appropriations Subcommittee web page for meeting materials. • Refer to the "How to Testify in a Committee" guide on the Legislature's website. </div>	
Meeting 8: Tuesday, February 20 4:10 - 6:00 pm <ol style="list-style-type: none"> 1. Final Budget Actions & Recommendations <ul style="list-style-type: none"> • Approve Final Budget Items & Intent Language • Final Prioritization of Budget Increase Requests 	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><u>Deadlines</u></p> <ul style="list-style-type: none"> • February 7th - Noon deadline to submit Requests for Appropriation (RFA) without floor approval. • February 12th - Noon deadline for Legislature to pass base budget bills. </div>	
<p><i>* The meeting schedule is subject to change. Please review the posted agenda for each meeting date to confirm committee discussions and actions.</i></p>		
<p>UTAH STATE LEGISLATURE</p>		
<p><i>All Meetings Held in Room 445 in the State Capitol Building</i></p>		
<p>Subcommittee Chairs: Senator Keith Grover Representative Michael K. McKell Representative Susan Duckworth</p>		<p>Subcommittee Staff: Sean Faherty - sfaherty@le.utah.gov Emily Willis - ewillis@le.utah.gov 801.538.1034</p>



Requests for Appropriation

Due by Noon February 7th

Required Information:

- *Itemized Budget*
- *Deliverables and/or Performance Measures*
- *Other State Funds Received by Organization*
- *Type of Organization (Government, Gov't Not for Profit, Private Not for Profit, Private for Profit)*
- *Statewide Public Purpose*

State Agencies Receive Funds and Must Follow State Procurement Laws

Request for Appropriation (2019 General Session)

(See instructions on reverse side and JR4-3-101 through 201)

SECTION I - To be completed by requesting legislator

Name: Senator/Representative _____ Date _____

Funding Request Name _____

Description of Funding Item _____

Agency through which funds would be administered _____

What is the statewide public purpose?*

What type of organization(s) will receive this funding? (check all that apply)

Government Gov't Not for Profit Private for Profit Private Not for Profit

Amount Requested: \$ _____

General Fund Educ. Fund Transp. Fund Other:

FY19 (One-time) FY20 (One-time) FY20 (Ongoing) Nonlapsing

Project Contact Information:

Name _____

Title _____

Organization _____

Phone # _____

Email _____

Attach Supporting Documentation (Required)

Itemized Budget

Deliverables and/or Performance Measures

Does this organization receive other State financing? Yes No If yes, attach explanation.

Please attach any other supporting documentation

Appropriations Committee Recommendation _____

*All appropriations must be made to state agencies. State agencies must follow state procurement laws which require competitive bids, requests for proposal, or sole source determination.

(Over)



Subcommittee

2019 GS | Rules, Quorum, & Voting Requirements

Rules & Quorum

- Specific for Joint Subcommittees (JR3-2)
 - Created in 2017 to Address Confusion
 - Different Quorum & Procedure Requirements
 - Not “House of Chair” or Standing/Interim Committee Rules
- Quorum Requirements (JR3-2-404)
 - 50% in One House & 50% +1 in the Other
 - 7 Senators | 9 Representatives
 - Cannot Split a Person
 - Majority/Minority Leadership Excluded
 - Unless Present, then Counted in Quorum
- Voting Requirements
 - 50% of Members in Attendance in One House
 - More than 50% in Attendance in the Other

Parliamentary Procedures

- Parliamentary Procedures (JR3-2-801 to 811)
 - Privileged Motions Take Precedence
 - (Adjourn, Recess, Call the Question, etc.)
 - Original Motions Debatable & Substituted
 - No Motion with a Pending Privileged or Substitute Motion
 - Substitute Disposes of Original Motion if Adopted
 - Division of a Motion
 - Not a Motion (Except During a Vote)
 - Member Clearly State How the Motion is Divided
 - Prohibited Motions
 - No Motion if no Quorum (Except Adjourn)
 - No Motion During Vote (Even Point of Order)
 - Repeating a Defeated Motion
 - Only After Consideration of Other Business
 - Defeated Budget Item or RFA in Later Meeting



Quorum & Voting Scenarios – 2019 GS

Posted on “Related Links”

Story Problem: How Members of Leadership Can Impact Quorum & Voting Requirements

Higher Education Appropriations Subcommittee					
		Senate	House		
Total number of members		7	9		
		Quorum Requirements		Voting Requirements	
		Senate	House	Senate	House
If all leadership present	At least	4	5	At least	2 3
All leadership present except 1 senator	At least	3	5	At least	2 3
All leadership present except 2 senators	At least	3	5	At least	2 3
All leadership present except 3 senators	At least	2	5	At least	1 3
No leadership present	At least	2	5	At least	1 3



Subcommittee Meetings

2019 GS | Review Each Budgetary Line Item

Meeting Structure

- Presentation of Topic(Analyst)
 - Budget (Revenues & Expenditures)
 - Issues & Recommendations
- Agency Response or Presentation
 - Comments & Budget Recommendations
- Public Input (as Approved by Chairs)
- Subcommittee Discussion
 - Most Budgetary Actions Taken in Final Meeting
 - Contact Chairs with Additional Agenda Items

Budget Reviews

- Review All Line Items (Approx. 60)
 - Starting Point (Base Budget)
 - Purpose, Funding, Performance
 - Adjust Funding to Meet Current Needs or Issues
 - Evaluate Requests for Increases
- Subcommittee Allocation
 - \$1,116,161,900 Ongoing State Funds (GF/EF)
 - Subcommittee Can Reallocate to Meet Priorities
- Recommendations to Executive Appropriations
 - Funding Reallocations
 - New Funding Priorities (Ongoing & One-time)



Budget Reviews

Key Questions Card

Asking Key Questions: A Legislator's Guide to Using Performance Information

Basic questions to ask agencies in budget and program review hearings

1. What is your program (or agency) mission? Who are your customers?
2. How is this program expected to help the state's citizens? Which citizens?
3. What key results are expected from this use of taxpayers' funds?
4. Did your program obtain the expected results in the most recent funding period?
5. What key performance indicators do you use to track progress in attaining these results?
6. What are the unintended impacts of the program, both positive and negative?
7. What have been the values for these indicators in past years?
8. How do these values compare to targets you established for the funds you received? Have any been unexpectedly good or unexpectedly poor?
9. For which citizen groups have the results been less than desired? (Examples: Groups by location, gender, income, age, race/ethnicity, disability, etc.)
10. If any targets were missed, why were those targets missed?
11. What is currently being done to improve deficiencies?
12. What actions does your proposed budget include that would improve results?
13. How would results change if funding is increased by 5 percent? Decreased by 5 percent?
14. Which groups of citizens might benefit? Which might lose? To what extent?
15. What other programs and agencies are partners in producing desired results?

QUESTIONS?

