



Graduate and Professional Student Assembly

UNIVERSITY of PENNSYLVANIA

Meeting Minutes | Eighth Session of the 45th General Assembly (2023-2024)

31 January 2024 at 7-8:30pm

Location: Jon M. Huntsman Hall (JMHH) 360

Minutes by Deputy Director for Records Grace Chang

Following minutes of 45.8 to be approved the 14th of February, 2024

7:11 pm

1 Opening (3)

Holtzer

- Meeting called to order and opening remarks by Speaker Dan Holtzer.
- Quorum confirmed by Director of Logistics Aradhana Kasimsetty.
- Agenda approved.
- Motion to approve minutes from 45.7 (11/22). Seconded. All in favor. In the eyes of the chair, the motion is carried.¹

7:12 pm

2 New Business (77)

Upcoming programs and volunteer opportunities (2)

Krone

- Museum Tours - Feb 1st is the Mutter Museum Tour.
- Spring Gala Feb 16th.
- Find [events](#) here!

7:14 pm

Overview of preliminary FY25 budget (25)

Budget Cmte.

- Overview of Preparation Process: We had an overall 3% budget increase. To allocate this money, we implemented a three step process: (1) Apply standing rules. (2) Point system increase or decrease utilization from 23, budget survey, budget amount change from 23 to 24. 1-2% change maximum. (3) Distribute reserves.
- Examples of Constitutional Mandates or applying standing rules are: GA Discretionary Fund, Emergency Fund, Bonus Fund Synergy Fund, G12 Base. Yearly increase in Research Council. Service awards, Provost awards, GSC (see slides appended for full list).

¹Please provide all suggested edits to the minutes to Director of Logistics Aradhana Kasimsetty by the Friday before next GA.

- Budget Survey Results: Identified five specific programs of highest importance. We found this by analyzing budget survey, where we asked constituents to distribute 25 points to indicate prioritization. We assigned a group priority based on several factors such as individual program versus vague category.

Assembly Member: What percent is market force vs demand vs mandate? Response is that 51-52k ended up going to mandates and commitments.

- Multi- Factor Budget Point System: With the remaining money, we used a multi factor point system. Utilization from '23 (more utilization is more points), budget survey (more demand is more points), budget amount change from '23 to '24 (higher percent cut means more points). Points from each category were weighted 40-40-20 with 20 being the past budget amount change. The total amount of points will dictate how much the budget changes +3 to -1 percent. Note that our budget doesn't increase with proportion to student fees or inflation.

– If we spend time fixing the utilization issues this year is that considered? Response: Depends on the line item, talk later.

- Division Development Funds: FY23, we had 7k per committee, which was cut and centralized to the logistics budget. It has made fund access difficult. We want reinstate \$500 for funding committees (coming from logistics budget).

Assembly Member: Why did this change? Response: It was easy to cut when we were trying to cut funds. Unfortunately, infrastructure for accessing logistics funds didn't follow. Additionally there were instances of gross misuse of these funds.

- Timeline: Where we are now: we have prelim, will be submitted to admin tonight. GA will review the provisional budget March 13th and 31st. Opportunity for reps and students to discuss with the budget committee.

Was a copy of the prelim sent out? Response: Not yet but it will be tonight.

7:39 pm

Consideration of constitutional changes [Bill 8 \(35\)](#)

Drafting Cmte.

- **Section 2: Revenue Rules**

Text says: "Every attendee must be uniquely identified on every ticket", "tickets are nonrefundable and nontransferable".

Recall from last time: assembly member proposed that non-refundable shouldn't be written in the standing rules but should be at programmings discretion.

Assembly Member: Finance manages revenues for GAPSA so there is consistent policy. This has been the policy for years and has been flexible for years to accommodate for emergencies. It gets upheld with credits to future GAPSA events.

Assembly Member: Question I have is that one of the concerns is up-charging. What is the policy in place to see or prevent that from happening? Response: It's hard to monitor (group me, slacks, emails, in person). Non possibility to monitor that.

Assembly Member: Could we change language to be refundable at the discretion of programming?

Assembly Member: Could we get a vibe check for everyones opinions on this? General consensus was a few strong for and against, but mostly no strong opinions.

Assembly Member: Before that, what about a grace period when refunds are available? Response: This is still a logisitical nightmare.

Assembly Member: I'm wondering what the division line is for really massive events, is there a way to build in protection for GA and committee members time, because guaranteeing refunds is a burden on committee and GA.

Motion to strike the words non "refundable and" from point (3). Seconded.

Assembly Member: Note that this allows refund-ability based on discretion (and power) of the programming director.

Assembly Member: In opposition of the motion: The idea of having one committee and person host, sell, check, and refund tickets is a violation of checks and balances, we should keep this language.

- Holtzer: Motion is on the table to strike these words and continue discussion. Seconded. All in favor. Seconded. All in favor. In the eyes of the chair, the motion is carried. Words "non-refundable" are stricken.
- Motion is on the table to vote on the bill. All in favor. 28 in the room 4 on zoom. All opposed? None, Revenue Rules passes with the amendment to change point (3) to "tickets are nontransferable"
- **Section 4: Readings**

Section (8) Wants to change current practices so that everything needs two readings in the GA meetings. Section (9) says that a committee can be a first reading, we want to get rid of this loophole.

Assembly Member: If you completely remove, what if there is an emergency?

Assembly Member: It is my understanding that in the case of an emergency with student response needed, Exec can just handle it and then we as the GA will approve it or disapprove it. What is a scenario where this will not work?

- Motion to to divide section (8) and section (9) into two separate votes. Seconded. Objections? By eye of the chair the motion passes.
- Motion to to extend by 10 minutes. Seconded. All in favor. In the eyes of the chair, the motion is carried.

Assembly Member: Benefits could exist to keeping the ability to suspend. Having it there in case of emergency could be beneficial.

Assembly Member: Could you provide examples? Response: What I've seen is in the old budget system there was a need to suspend it such that we could get budget stuff done in time for it to be due.

Assembly Member: The school has experienced emergencies, although we haven't seen direct impacts, doesn't mean they are not possible. Though of course, the influence and authority of speakers could sway the inexperienced.

Assembly Member: Two readings and super majority were instituted to protect against blindsiding the GA. We've already seen the GA say no to suspending the readings even with a new GA, so we know that we are capable of saying no to it.

Assembly Member: I disagree that 3/4 is a powerful enough check. It's easy for people to manipulate the new GA. Just something to keep in mind.

Assembly Member: I support the inclusion of section (8), there isn't a mechanism to respond with efficiency otherwise.

Assembly Member: Also note, two readings is here so we have time to hear from constituents. In response to the no mechanism to respond efficiently: if there is an emergency, we can call an emergency, the Exec board can only act if the GA cannot.

Assembly Member: Does this mean that the last GA meeting nothing can be brought up?
Response: Generally its a transition meeting. Business should have been started by the meeting prior, a lot of year end reports and introspection.

- Holtzer: Time to vote. Voting just on section 8. All in favor 32 plus 10 on zoom. None opposed, no abstention, 42-0-0 Section (8) passes.
- Time to vote on section (9), all in favor. 37 in the room, 7 on zoom, no opposition or abstentions, 44-0-0 Section (9) passes.
- Motion to to extend by 10 minutes. Seconded. All in favor. In the eyes of the chair, the motion is carried.
- **Section 5: Election and Appointment Process**

Summary: section (10) redundant clause. section (11) moving election of the speaker to the penultimate spring meeting rather than after executive officers. section (12) make speaker separated from exec. section (13) Changing phrasing of the same content. section (14) change timeline deadlines for the sake of the budget. section (15) Could be unlimited number of deputy directors, GA will be able to limit it now.. section (16) Allowing chair pro tempore. section (17) During deliberations, the sequence is in favor then general comments.

Assembly Member: Because this is a unilateral action, did exec have a chance to review this? Krone: yes

Holtzer: Would anyone like to speak on the bill?

Assembly Member: Why did we choose March 1st given the timeline, is that reasonable?
Response: The thought is that the new exec could weigh in given the accelerated timeline. March 13th will begin elections, March 27th will end them. Need time to appoint and ratify directors. For section (14) that only counts for Pres, EVP, and four VPs.

Krone in favor of delaying relections: GAPSA takes so long to set up, there is very limited window during which GAPSA can get anything done. It would improperly set back future leadership in the Nov to Mar time frame. Seeking a proposal to change that to March 31st, or March 15th.

Assembly Member: To clarify: budget timeline is that the incoming elected six can give input? I don't see how that matters or is necessary. It appears our current leaders are doing the job and that re-electing now would be a roadblock.

Assembly Member: Historically, the GA used to have one single budget. Admin has been moving that deadline up. Newly elected exec has a bunch of priorities and change the budget over the summer, but we have the power to elect that exec and have control over those priorities.

Saloni echoing what Michael said: So much happens behind the scenes and getting anything passed takes so many steps and layers. Extra time helps us keep momentum.

Assembly Member: I don't see why new government should have a major input, we should be prioritizing a smooth transition.

Krone: Timeline of this year (March 13th begin) gives exec two full months to build their team and transition. It feels like a sweet spot.

- Motion to change the election date to begin on or before March 31st in section (14). Motion to amend the amendment to 25th. All in favor. By eye of the chair the motion carries
- Motion to to call the question.

point of order: what was the notice received? Response: We haven't discussed this in Exec, but everyone has had the document.

- Motion to call the question passes. Voting on section five.

point of order: can I speak on this?

- Motion to hear the comment, Seconded. All in favor. In the eyes of the chair, the motion is carried.

Assembly Member: Section (13) is just for the speaker? yes. Comment is withdrawn!

Voting: 42-0-0 bill passes! Section 5 has passed with section (14) amended to March 25th.

- Motion to extend by 10 minutes. Seconded. All in favor. In the eyes of the chair, the motion is carried

8:32 pm

January Finance Sunshine Report (5)

Oni

- Brief overview will be sent out tomorrow morning. Council based grants have just been awarded. We won't be able to do G12 utilization reports, since they will be reimbursed at the end of the year. Data will be collected at the end of the year. IPF reports can be pulled. Refer to slides.

Is the fact that we're not going to understand G12 utilization is that going to effect the budget? Response: No because it is based on headcount not utilization.

8:36 pm

Approval of Group Funding Awards to Date (10)

Jones

- Funding process is rated by a scoring process and ranked. Outcome of this process is up, we would like to vote on whether these are to be passed. Refer to appended slides.

Assembly Member: How many people scored? Response: 20.

Assembly Member: What is the Penn grad boxing club operation expenses? Response: It is to subsidize membership dues

Assembly Member: What about applications submitted post Nov 30th deadline? Response: They will be in the next round. Current proposed spending is 34k of 98k.

Assembly Member: Question about climate leaders at Penn. Noticed they offer master classes to climate fellows. Doesn't seem to be open to graduate students as a whole, and therefore might not be eligible for this amount of funding. Between 10-20 fellows and is limiting in that sense.

Assembly Member: Are they eligible for funding in this way if it is a restricted resource? Response: All have access in some capacity (can apply to be a fellow).

Assembly Member: What is lending vehicle? Response: Loan for club funding that gets repayed when budget gets passed.

Assembly Member: It seems like Wharton is applying in large degrees, all around 3k. What is the max offer? Response: Max we can offer is 5k and goes to the highest scored.

- Holtzer: Time to move ahead to a vote on the whole thing. Seconded. All in favor. In the eyes of the chair, the motion is carried. Funding is awarded as shown on the slides.
- Motion to extend by ten minutes. Seconded. All in favor. In the eyes of the chair, the motion is carried.

8:46 pm

Prioritization of Advocacy Initiatives (5)

Tandon

- Big picture of what we are doing. Refer to slide.
- Implementing a monthly pop up pantry on campus. Look out for events on food insecurity and access events. We will proposing resolution for initiating events.
- We are also encouraging a Day care space for graduate students. Share stories and reach out to advocacy team by the 5th of February.
- We are trying to solidfy resources for first gen masters students.

8:54 pm

Mid-Term Survey Results and Report (10)

Racca, Exec. Bd.

- Good mission alignment and opinions are being heard.
- Interest in food insecurity and SEPTA related programs in advocacy.
- Reflect on GA feedback on slides.
- Reminder to submit agenda items for GA meetings.

8:59 pm

3 Open Forum (10)

Holtzer

Announcements and Questions from GA Members

Holtzer

- Assembly Member: Do we feel like we had enough money for the stuff we wanted to do? Could we request more next year? Is there a way to do that.
- I want to make a point because Exec went through being told what we're able to spend money on. We haven't spent a lot and have faced a lot of friction in spending money and dealing with oversight.
- What can the GA do to send a note to admin. Yes the GA can vote to choose the advisor.
- Climate survey for PhD students.
- Important for all students receiving federal loans: Bill on the table federally which could render students ineligible for federal student loans if the institution has a large endowment.

9:05 pm

4 Adjournment

- Meeting adjourned.

5 Attendance

IDEAL Council	Professional Council
<p>Christopher Johnny IDEAL BGAPSA Absent Briana Edwards IDEAL BWGA Zihao Wang IDEAL CSSAP Virtual Samuelle Delcy IDEAL EE Just Absent Carlos Jarquin IDEAL LAGAPSA Virtual Maxwell Piscotta IDEAL Lambda Catherine Zhang IDEAL PAGSA Sereen Assi IDEAL PGWISE Virtual Danushi Prajapati IDEAL Rangoli</p>	<p>Daniel Ceva Arts and Sciencess (LPSGov) Anqi Pan Arts and Sciencess (LPSGov) Absent Xinyu (Kathy) Li Arts and Sciencess (LPSGov) Virtual Rebekah Davis Business (WGA) Absent Ashish Erasani Business (WGA) Absent Alison Lee Business (WGA) Divya Achantani Business (WGA) Virtual Isaiah Matthews Business (WGA) Absent Rhea Datta Business (WGA) Virtual Loyd Bradley Business (WGA) Absent Cristian Navarro Business (WGA) Shivani Daftary Dental (PDM) Lauren Verheyden Dental (PDM) Katherine Bencosme Dental (PDM) Tre Ambrose Design (WSC) Absent Meagan Kearney Design (WSC) Lauren Pawlowski Design (WSC) Duc Nhu Education (GSESG) Taylor Sullivan Education (GSESG) Ananya Mekapati Education (GSESG) Virtual Vani Kumari Education (GSESG) Virtual Xinzhu Shi/Madelynn Education (GSESG) Mengying Bian/Victoria Education (GSESG) Virtual Varun Viswanathan Engineering (GSEG) Absent</p>
Research Council	
<p>Ben Glass Arts and Sciencess (SASGov) Jenny Reiss Arts and Sciencess (SASGov) Jaydee Edwards Arts and Sciencess (SASGov) Ameen Sidhick Arts and Sciencess (SASGov) Alexandra Faeth Arts and Sciencess (SASGov) Attendance Spot for WDC Business (WDC) Absent Devo Probol Communication (AGCS) Catherine Zhang Education (GSESG) Simeon Ristic Engineering (GSEG) Stephen Lee Engineering (GSEG) Makyla Boyd Engineering (GSEG) Stephanie Schreiner Medicine (BGSA) Emily Getzen Medicine (BGSA) Jayme Nordin Medicine (BGSA) Virtual Adam Ziada Medicine (BGSA) Alexandra Maye Nursing (DSO)</p>	
Professional Council	
<p>Lavnik Balyan Engineering (GSEG) Oliver Ma Engineering (GSEG) Sravana Nuti Engineering (GSEG) Joey Vitale Engineering (GSEG) Sophia Li Engineering (GSEG) Yilong Huang Engineering (GSEG) Absent Harsh Yellai Engineering (GSEG) Akash Jain Engineering (GSEG) Virtual Megan Perelman Engineering (GSEG) Virtual Yiming Wang Engineering (GSEG) Aditya Chennapragada Engineering (GSEG) Hugh Strike Law (CSR) Virtual Olivia Heffernan Law (CSR) Virtual Laila Salame Law (CSR) Virtual Sooyong Kwon Law (CSR) Hayden Innes Medicine (BGSA) Virtual Muskan Lather Medicine (BGSA) Virtual Christian Bogardus Medicine (MSG) Virtual Maya Alexis Medicine (MSG) Mo Soumaoro SP2 (SP2SG) Elyse Cinquino SP2 (SP2SG) Virtual Isabelle Schlehr Veterinary (SAVMA) Virtual Sabrina Garcia Veterinary (SAVMA) Virtual</p>	

Appendix

Process and Rules

A Report OF THE Drafting Committee (GA/C.D)
OF THE
Graduate and Professional Student Assembly
OF THE
University of Pennsylvania

GA/45/BILL/8/R.0
GA/C.D/45/M/2/R.0
A/Const/45/Amend.1/Pro.1
EB/BYL/45/Amend.1/Pro.1
A/SR/45/Amend.1/Pro.1

November 7, 2023

Abstract

The Drafting Committee was constituted by the GAPSA General Assembly on March 15, 2023. This report was prepared over the summer and fall, incorporating the previous report of the Drafting Committee, GA/C.D/44/M/3, recommended amendments to the GAPSA Constitution discovered upon the committee’s work compiling the most recently adopted set of amendments, and memorialization of changes to the budget process. This Bill is the second part of three of the committee’s report.

These constitutional amendments refine budget reallocation rules, clarify the scope of the sunshine policy, require two Readings for all Bills without exception, modify the schedule for elections, prohibit members of the Executive Board from being Speaker, regulate the appointment of Deputy Directors, and refine Bylaws authorization and amendment.

This Bill also proposes changes which refine budget authorization rules and implement ticketing rules.

Contents

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4 Readings	3
5 Election and Appointment Process	3
6 Bylaws	4
7 Enactment	4

RESOLVED, *by the Graduate and Professional Student Assembly of the University of Pennsylvania,*

Section 1. That the amendments in this instrument are applied sequentially and take effect simultaneously, even if this instrument is divided and voted on in separate questions at the same meeting; all punctuation included quotes is literal and interpreted as the content of the quote, not as part of the enacting sentence;

1 Budget Rules

Section 2. That Article VIII(A)(8)(c) is amended by adding “The Finance Division Bylaws may specify a mechanism for the reallocation of unspent or underspent line items (including constitutionally protected ones).” to the end of the paragraph;

Section 3. That GAPSA Standing Rule 101 is amended by adding an additional subdivision (2) with the text “GAPSA Finance shall be the authorizing agent for every line item whose purpose contains a “fund” or “funds”.”;

Section 4. That GAPSA Standing Rule 101 is amended by adding an additional subdivision (3) with the text “Except as specified under this rule, if a line item does not explicitly specify an authorizing agent, GAPSA Finance shall act as the authorizing agent.”;

2 Revenue Rules

Section 5. That GAPSA Standing Rule 401 is amended by adding the following two new subdivisions:

“(2) Every attendee must be uniquely identified on every ticket.

“(3) Tickets are nonrefundable and nontransferable.

”

3 Sunshine Policy

Section 6. That Article VIII(B)(2) is amended by striking out “GAPSA activities and direct or indirect support by GAPSA” and inserting “GAPSA activities (e.g., spending, funding, grants, events, and programs) and GAPSA-funded activities (whether directly or indirectly)”;

Section 7. That Article VIII(B)(7) is amended by inserting “(e.g., spending, funding, grants, events, and programs)” after “GAPSA activities”;

4 Readings

Section 8. That Article II(D)(9)(e) is substituted by “The requirement for two Readings cannot be suspended.”;

Section 9. That Article II(D)(9) is amended by striking out subparagraph (d) in its entirety and by redesignating subparagraph (e) as subparagraph (d);

5 Election and Appointment Process

Section 10. That Article II(B)(1)(a) is stricken out in its entirety;

Section 11. That Article II(G)(3) is amended by striking out “after the annual election of Executive Officers” and inserting “at the penultimate regular meeting of the spring term”;

Section 12. That Article II(G)(3) is amended by striking out “Elected members and members-elect (except outgoing members) of the Executive Board may not run for Speaker if there are other qualified candidates” and inserting “No member of the Executive Board may simultaneously hold the office of Speaker”;

Section 13. That Article II(G)(4) is amended by striking out “at noon on May 15” and inserting “with the final adjournment of the General Assembly in the spring term”;

Section 14. That Article IV(A)(1)(a) is amended by striking out “at the antepenultimate regular meeting of the spring term” and inserting “on or before March 1”;

Section 15. That Article III(B)(6) is amended by inserting “The General Assembly may define the roles of, regulate, and limit the appointment of Deputy Directors by Standing Rule.” at the end of the paragraph;

Section 16. That Article VI(D)(1) is amended by inserting “The committee may appoint a chair *pro tempore*.” at the end of the paragraph;

Section 17. That Executive Board Bylaws Article 8.4.5 is amended by striking out “, one member making counterpoints to previous members’ speeches, and” and inserting “followed by”;

6 Bylaws

Section 18. That Article XII(A)(1) is amended by striking out “that conform” inserting “explicitly authorized by and conforming”;

Section 19. That Article XV(B)(2) is substituted by “GAP is authorized to have Bylaws which may only be enacted or amended by three-fourths vote of participating governments and majority vote of the General Assembly with ten (10) days’ notice of the full text, both on the same language.”;

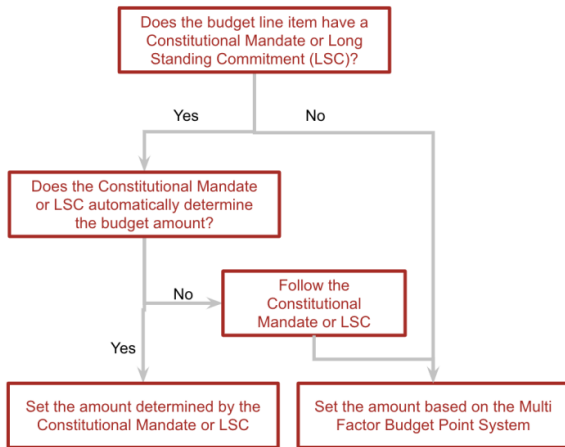
7 Enactment

Section 20. That the official abstract of the constitutional amendments in this proposal is: “These amendments refine budget reallocation rules, clarify the scope of the sunshine policy, require two Readings for all Bills without exception, modify the schedule for elections, prohibit members of the Executive Board from being Speaker, regulate the appointment of Deputy Directors, and refine Bylaws authorization and amendment.”

Overview of Preliminary FY25 Budget

25 minutes

FY25 Preliminary Budget Preparation Process



Step	Budget Step Applied	Explanation
Step 1	CM - Constitutional Mandate	Constitutional Mandate, Long Standing Commitment, or Standing Rule automatically determines the budget amount
	LSC - Long Standing Commitment or Standing Rule	
Step 2	Point System Increase	If the CM or LSC does not apply to a budget item, we use a multi- factor point system to determine the budget amount. This will result in the budget amount changing between -2% to +3% relative to the prior FYs budgeted amount
	Point System Zero or Decrease	
Step 3	Distribute Reserves	Distribute reserves to items that got budget increases in proportion to the absolute increase it received in Step 2

Step 1: Constitutional Mandates

GA Discretionary Fund: >=\$25k (XIII(C)(2))

Research Student Council, Lines 6.5 and 6.6:

“The Research Student Council shall be guaranteed an appropriation in the sum of no less than forty-five thousand dollars in FY08 for the purposes of awarding research student travel grants, requests for merit funding from research student groups, and supporting academic programs at the Graduate Student Center.” (VIII(A)(5))

“The amount of funds appropriated to the Research Student Council shall increase at a rate, in percentage terms, equal to that of the GAPSA budget as a whole.” (VIII(A)(5)(a))

Emergency Fund: >=\$40k (XIII(C)(1))

Bonus Fund: Funded for 10% bonus to lines that meet budget target, per Bonus Plan.

Synergy Fund: >=\$25k (XIII(E)(1))

G12 Base: “Each school student government shall be appropriated funds in proportion to the general fee contributions of its constituents.” (VIII(A)(4)(c))

Step 1: Long standing commitments and Standing Rules

Absent instruction from the GA to change course on these commitments, we are keeping the same nominal amounts

President Gutmann Leadership Award (PGLA)
GAPSA Provost Award
Family Center
Graduate Student Center (GSC)

Standing Rules

Executive Service Awards (Executive Bylaws Article 7, Standing Rule 17)
Other Encumbrances (Alumni (Standing Rule 404) + PGLA Carryover)

Cost Driven

Data Analytics
Public Relations



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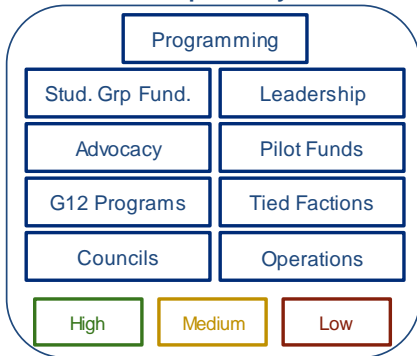
Step 2: Budget Survey Methodology

Budget Survey*

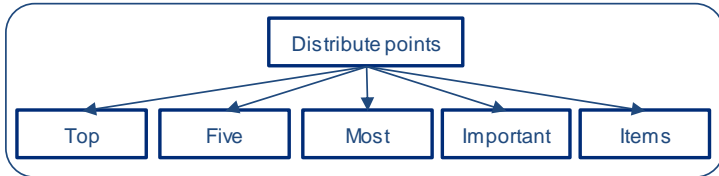
Note: *n = 44.

Data

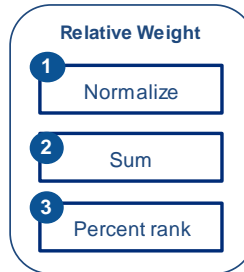
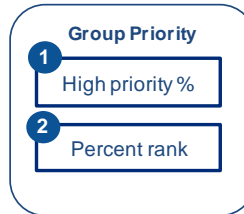
Group Priority



Relative Weight



Data Processing

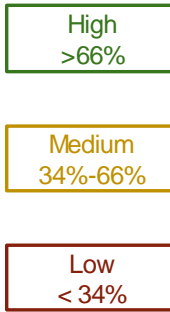


Analysis

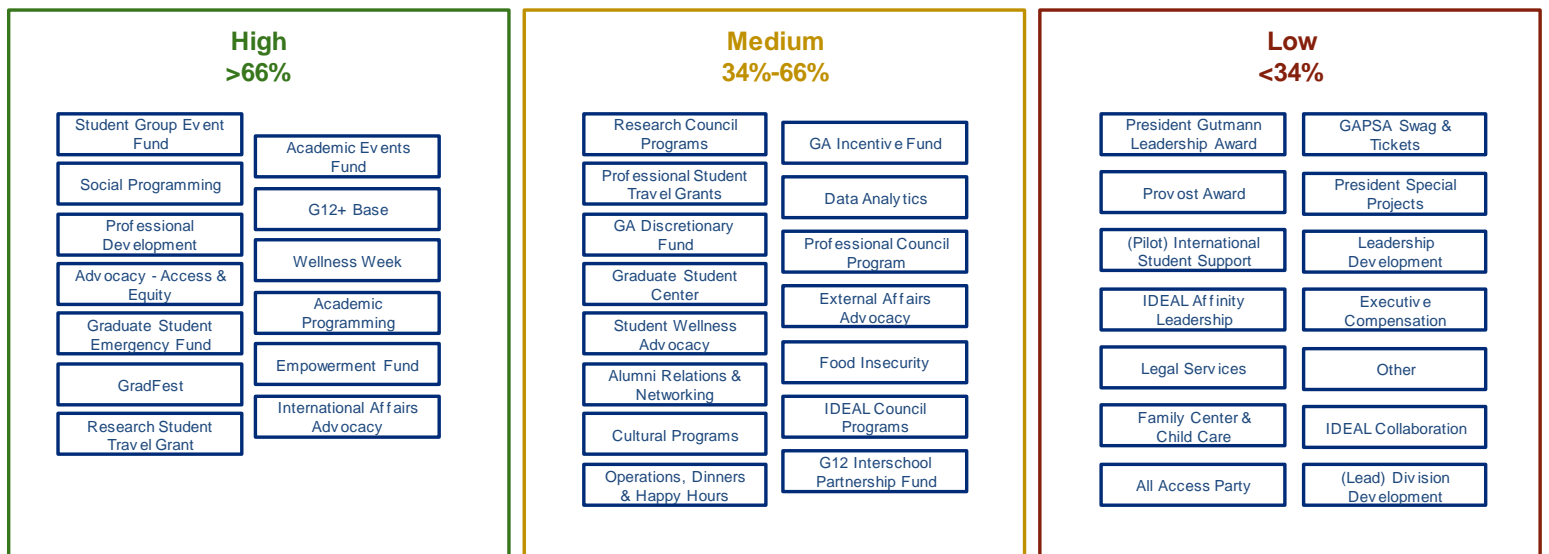
Weight Assigned

Group Priority	Relative Weight
0%	100%
5%	95%
10%	90%
15%	85%
20%	80%

Results



Step 2: Budget Survey Results



Note: *n = 44.

Step 2: Multi-Factor Budget Point System

After applying Constitutional Mandates, Long Standing Commitments, or Standing Rules, we utilize a comprehensive multi-factor point system to assess which budget items received the highest priority, experienced the greatest utilization, and have not already undergone significant reductions.

1 Calculate Points

Data Sources	Point Calculation
Budget Survey	Priority Based <ul style="list-style-type: none"> High = 10 Medium = 5 Low = 0
FY23 Utilization	Percentile Rank of Line Item Examples: <ul style="list-style-type: none"> 100 percentile = 10 50 percentile = 5 25 percentile = 2.5
FY24 Budget Amount Change	Percentile Rank of Line Item Budget Reduction Examples: <ul style="list-style-type: none"> 100 percentile = 10 50 percentile = 5 25 percentile = 2.5

2 Multiply Points by Factor Weights

Weight of Data Sources	Percent	Rationale
Budget Survey	40%	Most recent reflection of our constituents' priorities
FY23 Utilization	40%	Data is comprehensive and utilization is important
FY24 Budget Amount Change	20%	Last Budget's changes were very drastic already. This acts as a way to consider areas that have already been drastically increased or cut

3 Apply Budget Change Percentage

	Point Percentile Budget Conversion	Budget change
IF greater than or equal to:	83.33%	3%
	66.67%	2%
	50.00%	1%
	33.33%	0
	16.67%	-1%
	0.00%	-2%

Step 3: Multi-Factor Budget Point

Distribute reserves to items that got budget increases in proportion to the absolute increase it received in Step 2

Before

Point System (Step2) Increases	\$11,321
Reserve	\$5,481
Amount to distribute from Reserve (Hard Coded)	\$0

After

Point System (Step2) Increases	\$11,321
Reserve	\$139
Amount to distribute from Reserve (Hard Coded)	\$5,000

Example:

- Assume amount to distribute from reserves = \$50
- Step 2 resulted in a total of a \$100 increase across multiple line items (denominator)
- Budget item was \$100 and got a 3% increase, the absolute increase is \$3 (numerator).

$$\frac{\$3}{\$100} * \$50 = \$1.50 \text{ additional increase to the line item}$$

$$\frac{\text{Line Item Absolute Increase}}{\text{Total Step 2 Increases}} * \text{Amount to distribute from Reserve}$$