Budget documentation was distributed to budget index overseers, which included Deans, Associate Vice Presidents for Academic Affairs, the Registrar, the Director of Institutional Research and Assessment, the Director of Library Services, the Director of the Center for International Education, the Director of Recruitment and Admissions, and the Director of Financial Aid. Overseers submitted requests and these were compiled into separate spreadsheets for budget requests, capital equipment requests, and one-time non-capital requests. Requests from Admissions and Financial Aid were forwarded to the new AVP for Enrollment Management.

In a Council of Deans meeting, budget overseers described their requests and answered questions. Budget overseers designated each request within a quintile (Top 5th, Next Top 5th, etc.), with the exceptions of one-time non-capital requests and the equipment requests less than $1000, given the relatively small number of requests. Responses for budget and capital equipment items were compiled and sorted in descending order based on average ratings. A few adjustments to the group rankings were made by the provost. Revised spreadsheets with these rankings were circulated to overseers for final review and comment. Taking these comments into account, a final ranked list of requests was created.