Be seen. Be heard. Be empowered.

Minot State University
Annual Budget Presentations Policy and Procedure

Purpose: To allow for robust links between planning, assessment of student learning, and budget prioritization processes, and to ensure sustainability beyond current personnel.

Key Resources: Budget Workbooks, Minot State Annual Budget Process and Timeline, Minot State Strategic Plan

Policy for Budget Requests and Presentations:

Budget request presentations are a mechanism for the Minot State University community to ascertain more about each department's priorities and how departments contribute to the initiatives of the Empowering Generations strategic plan. Presentations are made by each budget unit's supervisor or the unit's Vice President or Associate Vice President. Presentations are directed to the President's Staff and members of the Strategic Planning and Budget Council (SPBC). The presentations are open to attendance from the campus community. Presentations can take any form. However, reference copies of the presentation should be provided to the President's Staff as well as an electronic/digital copy to the VPAA for archiving.

Procedure for Budget Presentations:

Step 1: Electronic budget request workbooks are sent to budget unit supervisor & Vice Presidents.
Step 2: Budget request workbooks are sent to Vice Presidents for prioritization.
Step 3: Budget request presentations are scheduled and transpire.
Step 4: SPBC reviews requests and makes recommendations to President's Staff.
Step 5: President's Staff reviews SPBC recommendations and reviews and approves any contingent faculty positions and administration and staff positions for the next academic year.
Step 6: Fiscal year budgets are finalized.
Step 7: Final fiscal year budgets are distributed to each budget unit supervisor and Vice Presidents.