



Strategic Planning and Budget Council

TO: President's Staff
FROM: Strategic Planning and Budget Council
DATE: April 1, 2024
RE: FY25 Budget Recommendations

On January 31 and February 1, 2024, President Shirley and Krista Lambrecht, VP for Administration and Finance (VPAF), led a budget forum to share Minot State's current budget, future budget projections, and the zero-based budgeting model the campus would use starting with the FY25 budget.

Strategic Planning and Budget Council (SPBC) met the following week on February 5, 2024 to develop a budget process timeline. This year's timeline was later than usual due to the retirement of Brent Winiger and hiring of Krista Lambrecht at the end of the 2023 calendar year.

- Supervisors develop budgets (February 5 to March 8)
- SPBC reviews the budget workbooks, requests presentations, develops recommendations (March 11 to April 5)
- President's Staff reviews recommendations from SPBC (April 8 to May 3)
- President's Staff notifies campus of decisions (May 6-10)
- Business Office staff finalize budgets (end of May)

Budget workbooks were sent to units in early to mid-February and due to the VPAF on March 8. Once all budget workbooks were submitted, SPBC met on March 18 to determine which areas needed to provide a presentation. The SPBC requested six areas present some or all of their strategic initiative requests on the morning of March 22.

1. 8:30 a.m. – VP for Student Affairs – Outdoor activity area (Kevin Harmon)
2. 8:45 a.m. – Education & Inclusive Services – 5 dual enrollment courses (Dan Conn)
3. 9:00 a.m. – Esports – all new requests (Ethan Valentine)
4. 9:30 a.m. – VPAA – multiple requests (Laurie Geller)
5. Out of town – Fine & Performing Arts – multiple requests (David Rolandson)
6. Withdrew request – Business – Post Graduate Research Fellowship – OPT (Kristi Berg)

Dr. Geller contacted these six areas via email on March 18 and asked them to present their strategic initiative requests on March 22. The Department of Business withdrew their request, and Dr. Rolandson of the Department of Fine and Performing Arts was out of town at a conference and sent a detailed explanation in lieu of a presentation. Presenters were sent the following presentation guidelines:

- Presenters will each be given 15 minutes.
- SPBC will rate the requests based on:
 - Their connections to the strategic plan
 - Their potential to increase enrollment;
 - Their potential to increase retention;
 - Their potential to improve the student learning experience; and
 - Their potential to improve Minot State's general finances.

- SPBC does not need to hear background information about the department/unit during presentations unless it is absolutely relevant to the request; presenters should stick to their requests and use their time to justify those requests.
- Presentations and handouts should be sent to laurie.geller@minotstateu.edu prior to (or immediately after) each presentation.

President's Staff and most members of the SPBC attended the presentations, which were also open to the campus. People could attend in person or via Teams video. The schedule of presenters, budget presentation files and handouts, budget dashboard, and recording of the presentations were [posted online](#) and were accessible to all Minot State faculty, staff, and students.

The SPBC met four times for a total of 15 hours from March 22 through March 29 to discuss all of the budget requests. Student members were invited but did not attend these meetings. Notes were taken during the discussions and are included in a column of the FY25 Budget Dashboard. The SPBC first reviewed the strategic initiative requests and used an online survey to vote "fund if possible" or "do not fund" each of those requests. Next, SPBC proceeded to review the moderate operations requests and then the base operations requests. As each item was discussed, the group decided to "recommend," "fund if possible," or "do not recommend" each one. The [FY25 Budget Dashboard](#) was used to track and document these recommendations.

In addition to the recommendations included in the FY25 Budget Dashboard, SPBC made the following recommendations.

- Reduce professional development travel and rotate travel so only half of the department's staff travels. For faculty recommended budget is based on \$1500 per full-time tenured or tenure-track faculty member.
- Have athletics review non-conference travel to find efficiencies.
- Have academics review consistently low-enrolled courses for possible consolidation along with a review of current low-enrollment course processes. Encourage the ongoing review of class sizes.
- Develop a centralized process for dual credit under the AVPAA in conjunction with CEL and academic departments.
- Provide Teams phones only for departments with high-volume calls and have IT provide training for the phone transition.
- Esports – Support the base budget with one full-time coach instead of the two requested. Include \$11,000 for GA(s) under the academic GA model (see below).
- Additionally, esports must be responsible for:
 - Developing and maintaining their own website
 - Producing their own webcasts and streaming
 - Purchasing their own outreach expenses (sponsorships, branding, advertising)
 - Creating their own content (social media, game previews, game recaps, etc.)
 - At least 13 new students who would not have chosen MSU without esports
 - Operate on both a club and intercollegiate level
 - Meet a minimum fundraising goal that includes the majority of external, non-foundation related, contributions
- Recommend standardization of graduate assistantship (GA) models; maintain two separate models for Graduate School/academics and for athletics.
- Grow asynchronous online courses with a focus on general education.
- Simplify General Education.

- Cut waivers 5% and focus waivers on new students.
- Cut all moderate operations budget items except the few items that have been identified for recommended funding.
- Have athletics cut their budget 5%.
- President's Staff should determine whether athletics is right-sized.

2023-2024 SPBC Members

Laurie Geller, VPAA (co-chair, non-voting)

Krista Lambrecht, VPAF (co-chair, non-voting)

Jonelle Watson, Assistant Vice President for Business Services/Controller (non-voting)

Jacek Mrozik, VP for Enrollment, Marketing, and Outreach (non-voting)

Cari Olson, Director of Institutional Research

Nathan Anderson, Director of Institutional Assessment

Cole Krueger, Director of Marketing

Staff

Mike Linnell

Deb Ringham

Janna McKechnie (athletics rep)

Faculty

College of Business

Sue Weston

Linda Cresap (also Graduate School representation)

College of Education and Health Sciences

Holly Pedersen

Dan Conn

College of Arts and Sciences

Joseph Jastrzembski

Darren Seifert

Students

Marvellous Okunbor

Ankita Rijal

Travis Smith

Links to Documents and Sites

- [SPBC Teams Site](#)
- [Annual Budget Presentations Site](#)
- [Annual Budget Request Process](#)
- [FY25 Budget Dashboard](#)