

**Minot State University**  
**Strategic Planning and Budget Council**  
**January 6, 2020**  
**Recommendations to President's Staff**

**SPBC Members:** Laurie Geller (Chair), Cari Olson, Teresa Loftesnes, Mike Linnell, Jacek Mrozik, Katie Tyler, Deb Ringham, Nicole Wald, Linda Cresap, Ann Beste-Guldborg, Warren Gamas, DeVera Bowles, Sayeed Sajal, Cole Brose, Janel Bortoluzzi

On December 4-6, 2019, 34 academic and non-academic units presented their 2020-2021 budgets and additional requests to President's Staff (see the [schedule of presentations](#) in the Appendix A). As part of these presentations, Brent Winiger, VPAF provided the presenters with budget request presentation guidelines in an email dated November 11, 2019 (see Appendix B):

Presenters were told that budget presentations were open to the campus community and the process was their opportunity to tell their colleagues about departmental successes or concerns. In addition, presenters were asked to explain how their requests directly related to the advancement of the [Strategic Plan Empowering Generations](#) and to discuss ideas for costs savings or controls in their areas.

- Goal 1: Excellence in Education
- Goal 2: Recruit and Enroll
- Goal 3: Retain and Graduate
- Goal 4: Vibrant and Inclusive campus
- Goal 5: Community Engagement & Partnerships
- Goal 6: Creative and Engaged Faculty and Staff

In an email dated December 2, 2019 (see Appendix C), Laurie Geller, VPAA and chair of Strategic Planning and Budget Council (SPBC), emailed presenters to ask them to send their presentations to her and to prompt them to the [site](#) with the schedule of budget presentations and other information. In that email, Geller indicated SPBC would use the following to review all budget requests:

1. Is the budget request a new or an existing budget item?
2. Which strategic goal(s)/objective(s) does the request support and how?
3. What is the evidence to support this request? (e.g., assessment, satisfaction, or other data)
4. How does the request contribute to MSU's bottom line?
5. Is the request a necessity or not?

As part of the [annual budget process](#), the SPBC reviewed and rated all budget requests for the 2020-2021 fiscal year. To accomplish this task, three members of the SPBC were assigned to each presentation (see Appendix A). The schedule of presenters and reviewers, budget workbooks, presentation files, and handouts were posted online and accessible to all Minot State faculty, staff, and students at [this link](#). Each reviewer took notes for the budget requests of their assigned units.

On December 10-13 and 16-18, the committee met eight times for over 13 hours to discuss 180 budget requests. Each request was categorized as Dakota College at Bottineau (DCB), equipment, facilities, new program, operations, personnel (change, new, or replacement), professional development, recruiting and marketing, software, space, or withdrawn. Moving one by one through each item, notes were made,

and a priority was assigned. After this first evaluation the process was completed again to add or edit notes, adjust categories, and revise priorities where necessary.

Some requests sought new money, while others requested retention of current funds or were in the process of being funded. In some cases, the funding requested was mandatory for continuation of the program (e.g., funding of the armored vehicle for the Business Office). In other cases, SPBC members suggested other ways requests might be funded. For example, the Division of Music might use Giving Day to try to fund their instrument requests.

SPBC members created a list of its top requests as well as identified more general suggestions, like creating a rotation and funds for computers/technology, creating a plan for facilities/plant upgrades, etc. Areas that did not request additional funds were not reviewed nor included in the list of requests. A summary of the SPBC's recommendations follows.

### **Recommendations**

The top 10 requests are listed in Table 1. Their connections to the Strategic Plan, rationale, costs, and level of priority are provided along with SPBC's notes. A complete list of requests, rationale, notes, priority (high, medium, or low), and connections to the Strategic Plan are in the [Excel workbook](#).

In addition, SPBC made nine (9) recommendations in addition to the ones in Table 1. These are listed below.

- 1) Request a Facilities plan—Like last year, SPBC strongly believes Facilities should have a prioritized plan for all its needs (current, future, emergency, etc.) regardless of demand and available funds, Funding should not be provided until such plan with priorities is created.
- 2) Hold off on the following requests until NDUS determines its plans:
  - Zoom software and related hardware/equipment requests
  - New CRM (customer relationship management) software for Enrollment Services
- 3) Work with chairs on faculty computer requests—Chairs and directors need to build faculty/staff computers into unit budgets and work with IT to determine appropriate cycle.
- 4) Create process for vetting new academic programs—No new programing should be brought forward without some type of review, needs assessment, etc. SPBC could vet these proposals before any requests go through the current curriculum approval process.
- 5) Set minimum limit on budget requests that go to SPBC—A number of small requests were made that SPBC thought could be funded by the unit's budget. Thus, requests that are less than a set percentage of the unit's budget (e.g., 10%) should be considered within that unit's operating budget or sought through another means.
- 6) Allocate all new marketing and recruiting funds to these offices, respectively. A protocol will be created for academic units to apply for support for their areas. Protocol will include proof the request will increase bottom line.

- 7) Consider cross training existing staff on campus to cover some of the administrative assistant requests and to cover the Special Education/Communication Disorders media center needs.
- 8) Review maintenance process—Can existing tasks and staff be cycled more efficiently? For example, every garbage can in every office does not need to be dumped every day. Little things may add up.
- 9) Space requests—Formalize and communicate a process for space requests and associated costs. Should SPBC, President's Staff, or another body review and make recommendations or decisions about space? This process is not clear and typically requires feedback from Facilities and other offices.

During spring 2020, SPBC will continue to meet to discuss a plan to develop processes for some of the items mentioned above.

**Table 1. Top 2020-2021 Budget Requests**

| Request and Unit                                                                                                                                                                                                            | Category                           | Rationale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Strategic Plan Connections                                                                                                                                                                                                                              | Notes                                                                                                                                                                                                                                                                                                                        | Amount                    | Priority   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------|
| <p>1. Add a website content specialist position (\$32,000 base salary – cost in Amount column includes benefits)<br/>- Marketing</p>                                                                                        | <p>Personnel - New</p>             | <p>The website content specialist position is essential for Minot State as a recruiting tool and a retention tool. Prospective students use websites as their #1 source of information when conducting their college searches. The lack of oversight and support for our University web pages is not meeting the needs of our prospective students nor our current students. Web administrators exist on paper, but the majority of web administrators do not have the knowledge or time to maintain relevant website information or the ability to complete design concepts.</p> <p>This position will be responsible for the development, design, and maintenance of Minot State web pages, ensuring content is accurate and reflective of the University’s brand. This position will report to the Director of Marketing and be housed in the marketing office and work closely with the digital communications specialist. The website content specialist will also work closely with the marketing office staff and webmaster to create keywords for SEO while ensuring University web pages display branded photography and videos, possess content-rich marketing language, and are following Minot State's brand guidelines. The specialist will be responsible for managing the University’s website analytics and will also support and train web administrators on Cascade and Google Analytics to continually update and improve websites. This position responds to Goals 1-6.</p> | <p>Goal 1 Excellence in Education<br/>Goal 2 Recruit &amp; Enroll<br/>Goal 3 Retain &amp; Graduate<br/>Goal 4 Vibrant &amp; Inclusive Campus<br/>Goal 5 Community Engagement &amp; Partnerships<br/>Goal 6 Creative and Engaged Faculty &amp; Staff</p> | <p>This item is our top priority. Hire an experienced professional with specific skills in website development including all content components and design, and website maintenance.</p>                                                                                                                                     | <p>\$55,500</p>           | <p>Top</p> |
| <p>2. Evaluate Minot State’s relationship with Dakota College at Bottineau (DCB) and develop a better plan for DCB’s use of Minot State’s services, space, and personnel.<br/>- Dakota College at Bottineau Partnership</p> | <p>Dakota College at Bottineau</p> | <p>Minot State might be able to recoup funds, generate additional revenue, or grow enrollment. See notes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Goal 1 Excellence in Education<br/>Goal 2 Recruit &amp; Enroll<br/>Goal 3 Retain &amp; Graduate<br/>Goal 4 Vibrant &amp; Inclusive Campus<br/>Goal 5 Community Engagement &amp; Partnerships</p>                                                     | <p>While discussing the ASTEP proposal, SPBC noted a number of issues that should be investigated.<br/>a) Services shared with DCB—Is Minot State losing revenue due to employee time commitments, etc.?<br/>b) Space used on Minot State campus—Should they pay rent?<br/>c) ASTEP request—Should DCB fund the request?</p> | <p>Additional revenue</p> | <p>Top</p> |

| Request and Unit | Category | Rationale | Strategic Plan Connections | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amount | Priority |
|------------------|----------|-----------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
|                  |          |           |                            | <p>&gt; DCB has the majority of ASTEP enrollments.<br/>           &gt; DCB pays Minot State 20% of all tuition collected from DCB courses on the Minot State campus, but collects all state funding from these offerings.<br/>           &gt; ASTEP students use more MiSU services at a higher rate than the average MiSU students which is a cost not calculated in the ASTEP/NDCPD request.<br/>           &gt; Thus, the amount generated by the program is not accurate and much lower than indicated as part of the budget request, which means the program does not pay for itself and costs Minot State money.</p> <p>d) Transfer issues—<br/>           Why is DCB not using Minot State's four-year programs for transfer as well as, or instead of, other four-year institutions? Given what we "share" with them for little or no cost, it would seem Minot State should be priority in transfer agreements. (DCB has 22 articulation agreements with VCSU,</p> |        |          |

| Request and Unit                                                                                               | Category               | Rationale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Strategic Plan Connections                                                                                                                                                                                              | Notes                                                                                                                                                                                                                                                                         | Amount                                                                         | Priority |
|----------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------|
|                                                                                                                |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                         | 6 with MaSU, and 7 with Minot State.)                                                                                                                                                                                                                                         |                                                                                |          |
| 3. Centralize and increase operating budget for marketing and recruiting efforts<br>- Recruiting and Marketing | Recruiting & Marketing | Numerous requests totally almost \$55,000 were made for marketing and recruiting efforts, indicating a demand for increased resources in multiple areas and/or better coordination of these resources. Thus, rather than decide which recruiting and marketing requests to fund, centralize and pool all recruiting and marketing resources and determine how much should be allocated and how it will be spent strategically. All recruiting and marketing requests are listed in spreadsheet. | Primarily Goal 2 Recruit & Enroll                                                                                                                                                                                       | Centralize marketing and recruiting efforts. We think marketing and recruiting should be a high priority, but we need to centralize and pool those resources and determine how much should be allocated and how it will be spent strategically. See note for other R&M items. | Determine how much should be allocated and how it will be spent strategically. | High     |
| 4. Workflow Software – DocuSign<br>- VPAF                                                                      | Software               | Initial Annual Costs. Automation of workflow forms, signatures and data would make processes more efficient and more accurate. Offices that could use the forms: Human Resources, Payroll, VPAF, VPAA, President, Business Office, Registrar, Enrollment Services, Physical Plant, Others.                                                                                                                                                                                                      | Goal 1 Excellence in Education<br>Goal 2 Recruit & Enroll<br>Goal 3 Retain & Graduate<br>Goal 4 Vibrant & Inclusive Campus<br>Goal 5 Community Engagement & Partnerships<br>Goal 6 Creative and Engaged Faculty & Staff | Can we go another year without purchasing it? Could the NDUS fund this for all institutions? Potential cost savings.                                                                                                                                                          | \$20,000                                                                       | High     |
| 5. Additional operating budget<br>- Business Office                                                            | Operations             | To cover recurring monthly expenses such as Rochester Armored Car and Student Loan Service Center and a yearly subscription to international tax accounting software.                                                                                                                                                                                                                                                                                                                           | Goals 1-6                                                                                                                                                                                                               | The money will be spent anyway; we could get the international tax software for free with two certified officials.                                                                                                                                                            | \$5,600                                                                        | High     |
| 6. Transfer Admission Counselor<br>- Enrollment                                                                | Personnel - New        | \$34,000 + \$17,000 Health Insurance + \$5,100 other benefits<br><br>Goal 2: Recruit & enroll - Increase student enrollment and improve student support services; Objective 1: Support student recruitment to increase enrollment.<br><br>Goal 6: Creative and engaged faculty & staff - support and value faculty and staff; Objective 2: Support and value commitment to high-quality student service.                                                                                        | Goal 2 Recruit & Enroll<br>Goal 6 Creative and Engaged Faculty & Staff                                                                                                                                                  | Requires a special set of skills. It has the potential to bring in students and pay for itself and more.                                                                                                                                                                      | \$56,100                                                                       | High     |

| <b>Request and Unit</b>                                            | <b>Category</b> | <b>Rationale</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Strategic Plan Connections</b>                                                                                                   | <b>Notes</b>                                                                                                                                                                        | <b>Amount</b>                               | <b>Priority</b>                                                                                                               |
|--------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 7. Inflationary increase in funding for subscriptions<br>- Library | Operations      | During cuts in recent years, we have kept only the most heavily-used and valued subscriptions to databases and periodicals. These carefully-selected subscriptions go up in price every year. We have not yet received all of our subscription invoices for FY 2020 yet, but we anticipate that they will come to \$224,787. These costs tend to increase by 4 to 5% a year. Therefore, if we are to keep our subscriptions in FY 2021, we will need an inflationary adjustment of approximately \$10, 000. This request falls under Goal 1 of Empowering Generations: Meet the educational needs of the local, regional, national, and global communities.                                                                                                                                                                                                                                                                                  | Goal 1 Excellence in Education                                                                                                      | We need to pay for databases. It would have been nice the library would have provided SPBC with database usage data. Jane has this information upon request but did not present it. | \$10,000                                    | High                                                                                                                          |
| 8. Steam line repair in Pioneer Hall<br>- Facilities               | Facilities      | Repair fittings. They are leaking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Goal 4 Vibrant & Inclusive Campus                                                                                                   | We assume this is important. Consider not using Pioneer Hall. A broader discussion about whether we need to continue to use all of the residence halls needs to be had.             | \$100,000                                   | High – needs discussion                                                                                                       |
| 9. Credit Card Readers Network Connection<br>- ITC                 | Equipment       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                     | For the machines in the Administration building. Seems like something we should have.                                                                                               | \$1,100                                     | High                                                                                                                          |
| 10. UG Research Pilot Program<br>- Undergrad Research (Webster)    | New program     | See <a href="#">Webster's handout</a> for full description. This is a new initiative for pilot programs in undergraduate research (UR). The request is \$116,000 for an Early Engagement program, an Academic-Year Scholars program, and a Summer Scholars program—these programs would impact 40 students. The programs will also serve as a springboard toward building a culture of UR at MiSU supported by a larger slate of UR programs.<br><br>This request addresses four goals of Empowering Generations:<br>Goal 1 Excellence in Education—UR is a high-impact practice that enhances student academic success.<br>Goal 2 Recruit & Enroll—Pilot programs will provide a range of UR stories that will be used to promote UR at MiSU. Individual stories can be very effective in recruiting prospective students.<br>Goal 3 Retain & Graduate—The Early Engagement pilot program will get students connected—an effective tool for | Goal 1 Excellence in Education<br>Goal 2 Recruit & Enroll<br>Goal 3 Retain & Graduate<br>Goal 5 Community Engagement & Partnerships | Consider this request for additional discussion or development; university commitment could be used as match or seed \$ in grant applications. Need to study this more.             | Varies; at least \$63,000 (up to \$116,000) | Some felt this request was a high priority, but as a new program, they also thought it needs to go through a vetting process. |

| Request and Unit | Category | Rationale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Strategic Plan Connections | Notes | Amount | Priority |
|------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------|--------|----------|
|                  |          | <p>retention. Undergraduate research could provide a setting for effective use of tuition waivers.</p> <p>Goal 5 Community Engagement &amp; Partnerships—Pilot projects involving business or education students will likely promote partnerships with businesses or schools.</p> <p>Undergraduate research was identified by Kuh (2008) as one of 11 high-impact teaching and learning practices. It is known for its significant impact on the academic success of students (e.g., Nichols-Grinenko et al. 2017; Sell et al. 2018) and its positive impacts on faculty and institutions (Brakke et al. 2009).</p> <p>The broader umbrella of UR programs can encompass other high-impact practices: collaborative assignments and projects, service learning and community-based learning, internships, and capstone courses and projects.</p> <p>Building a culture of UR and a reputation for excellence in UR would give Minot State an identity that sets us apart from others in the NDUS, and the region. Good for recruitment, retention, and advancement.</p> <p>Is this request a necessary one? In a time of enrollment and budgetary concerns, developing a valued, sought-after identity that can make Minot State a destination campus... one could argue it is necessary.</p> |                            |       |        |          |



## **Appendix A**

Schedule of 2020-2021 Budget Presentations and SPBC Reviewers

**2020-2021 Budget Presentations  
Jones Room, 3rd floor Administration Building**

| <b>Time / Date</b> | <b>Wednesday,<br/>Dec. 4, 2019</b> | <b>Reviewers</b> | <b>Thursday,<br/>Dec. 5, 2019</b>                      | <b>Reviewers</b>                 | <b>Friday,<br/>Dec. 6, 2019</b>              | <b>Reviewers</b>                    |
|--------------------|------------------------------------|------------------|--------------------------------------------------------|----------------------------------|----------------------------------------------|-------------------------------------|
| <b>8:15</b>        |                                    |                  |                                                        |                                  | Bill Harbort -<br>Humanities                 | Mike<br>DeVera<br>(Teresa)<br>Linda |
| <b>8:30</b>        |                                    |                  |                                                        |                                  | Robert Kibler -<br>Humanities                | Mike<br>DeVera<br>(Teresa)<br>Linda |
| <b>8:45</b>        |                                    |                  |                                                        |                                  | Holly Pedersen -<br>SPED                     | DeVera<br>Cari<br>Linda             |
| <b>9:00</b>        |                                    |                  | Ann Beste-<br>Guldborg -<br>Communication<br>Disorders | DeVera<br>Mike<br>Nicole         | Scott Kast -<br>Math/CS                      | DeVera<br>Mike<br>Jacek             |
| <b>9:15</b>        |                                    |                  | Holly Major -<br>Power/Trio                            | DeVera<br>Mike<br>Nicole         | Bob Crackel -<br>Science                     | Deb<br>DeVera<br>Jacek              |
| <b>9:30</b>        |                                    |                  | Jane la Plante -<br>Library                            | DeVera<br>Mike<br>Nicole         | Andy Carter -<br>Athletics                   | Deb<br>DeVera<br>Cari               |
| <b>9:45</b>        |                                    |                  | Dan Ringrose -<br>Social Science                       | DeVera<br>Mike<br>Nicole         |                                              |                                     |
| <b>10:00</b>       |                                    |                  | Erik Anderson -<br>Music                               | Warren<br>Jacek<br>Nicole        | Brent Askvig -<br>NDCPD                      | Deb<br>Jacek<br>Mike                |
| <b>10:15</b>       |                                    |                  | Niki Roed - Nursing                                    | Warren<br>Jacek<br>Nicole        | Terry Eckmann -<br>Teacher<br>Ed/Kinesiology | Mike<br>Jacek<br>Deb                |
| <b>10:30</b>       |                                    |                  | John Webster - UG<br>Research Initiative               | Warren<br>Jacek<br>Nicole        |                                              |                                     |
| <b>10:45</b>       |                                    |                  | Brent Winiger -<br>VPAF                                | Warren<br>Jacek<br>Nicole        |                                              |                                     |
| <b>11:00</b>       |                                    |                  | Jessica Smestad -<br>Honors                            | Warren<br>Ann<br>Katie           |                                              |                                     |
| <b>11:15</b>       |                                    |                  | Beth Odahlen - ASC                                     | Warren<br>Ann<br>Katie           |                                              |                                     |
| <b>11:30</b>       |                                    |                  | Paul Lepp - Biology                                    | Warren<br>Cari (Teresa)<br>Katie |                                              |                                     |
| <b>11:45</b>       |                                    |                  | Gary Rabe -<br>Criminal Justice                        | Warren<br>Cari (Teresa)<br>Katie |                                              |                                     |

| <b>Time / Date</b> | <b>Wednesday,<br/>Dec. 4, 2019</b>        | <b>Reviewers</b>                  | <b>Thursday,<br/>Dec. 5, 2019</b> | <b>Reviewers</b> | <b>Friday,<br/>Dec. 6, 2019</b>                                    | <b>Reviewers</b>     |
|--------------------|-------------------------------------------|-----------------------------------|-----------------------------------|------------------|--------------------------------------------------------------------|----------------------|
| <b>1:00</b>        | T. Loftesnes -<br>Marketing               | Ann<br>Cari<br>Sayeed             |                                   |                  | Jay Wahlund &<br>Lori Willoughby<br>for the College of<br>Business | Teresa<br>Ann<br>Deb |
| <b>1:15</b>        | Doreen Wald -<br>Publications &<br>Design | Ann<br>Cari<br>Sayeed             |                                   |                  |                                                                    |                      |
| <b>1:30</b>        | Rick Hedberg -<br>Advancement             | Linda<br>Sayeed<br>Cari           |                                   |                  |                                                                    |                      |
| <b>1:45</b>        | Annette Mennem -<br>NA                    | Linda<br>Sayeed<br>Cari           |                                   |                  |                                                                    |                      |
| <b>2:00</b>        | Kevin Harmon - VPSA                       | Linda<br>Deb<br>Cari              |                                   |                  |                                                                    |                      |
| <b>2:15</b>        | Katie Tyler -<br>Enrollment               | Linda<br>Deb<br>Cari              |                                   |                  |                                                                    |                      |
| <b>2:30</b>        | Karina Stander -<br>Student Housing       | Deb (Teresa)<br>Linda<br>Katie    |                                   |                  |                                                                    |                      |
| <b>2:45</b>        | Andy Heitkamp -<br>Veterans               | Deb (Teresa)<br>Linda<br>Katie    |                                   |                  |                                                                    |                      |
| <b>3:00</b>        | Paul Markel -<br>AS/P/SW                  | Linda<br>(Teresa)<br>Ann<br>Katie |                                   |                  |                                                                    |                      |
| <b>3:15</b>        | Laurie Geller - VPAA                      | Lina (Teresa)<br>Ann<br>Katie     |                                   |                  |                                                                    |                      |

## Appendix B

### Email from Brent Winiger, VPAF FY 2020-2021 Budget Request Presentations – Guidelines

**From:** [Winiger, Brent](#)

**To:** [Wentz, Debra](#); [Dooley, Lisa](#); [Barney, Charles](#); [Hedberg, Rick](#); [Wald, Doreen](#); [Loftesnes, Teresa](#); [Linnell, Michael](#); [Harmon, Kevin](#); [Tyler, Katie](#); [Fettig, Melissa](#); [Mennem, Annette](#); [Heitkamp, Andrew](#); [Claerbout, Libby](#); [Perzinski, Leon](#); [Hughes, Aaron](#); [Brekke, Paul](#); [Olson, Cari](#); [Mrozik, Jacek](#); [Kana, Thomas](#); [Bertsch, Lynda](#); [Odahlen, Beth](#); [Laplante, Jane](#); [Klimpel, Evelyn](#); [Geller, Laurie](#); [Brooks, Michael](#); [Michels, Vicki](#); [Wahlund, Jay](#); [Roed, Nicola](#); [Smestad, Jessica](#); [Ringham, Rebecca](#); [Willoughby, Lori](#); [Pedersen, Holly](#); [Beste-Guldborg, Ann](#); [Eckmann, Terry](#); [Ringrose, Daniel](#); [Kast, Scott](#); [Anderson, Erik](#); [Deufel, Alexandra](#); [Crackel, Robert](#); [Harbort, William](#); [Kibler, Robert](#); [Rabe, Gary](#); [Carter, Andrew](#); [Withus, George](#); [Olson, Darren](#); [Wachtfogel, Marc](#); [Weber, Laurie](#); [Orluck, Gary](#); [Smith, Brian](#); [Watson, Jonelle](#); [Askvig, Brent](#); [Major, Holly](#); [Stander, Karina](#); [Borden-King, Lisa](#); [Ringham, Deborah](#); [Wald, Nicole](#); [Cresap, Linda](#); [Gamas, Warren](#); [Bowles, DeVera](#); [Sajal, Sayeed](#); [Bortoluzzi, Janel](#); [Brose, Cole](#); [Winiger, Brent](#)

**Cc:** [Shirley, Steven](#)

**Subject:** FY 21 Budget presentations

**Date:** Monday, November 11, 2019 3:12:37 PM

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Please see below the guidelines for the upcoming FY 21 budget request presentations. Deb Wentz will be contacting you to arrange times for your presentation. Almost all the workbooks have been returned, formatted and compiled for distribution to the President's Staff and Strategic Planning and Budget Committee members. For the few that haven't been submitted, you'll want to turn those in very soon or let me know that you aren't requesting anything for the next fiscal year budget.

Thanks, Brent

#### FY 2020-2021 BUDGET REQUEST PRESENTATIONS Guidelines

The FY '21 Budget request presentations will take place in a format similar to the FY '20 presentations that were presented last spring. These presentations are a mechanism for the Minot State University community to learn more about each department's priorities and how departments contribute to the initiatives of the Empowering Generations strategic plan. Presentations for most departments will occur December 4-6 in the Jones Room. Deb Wentz will once again be working with departments to coordinate presentation times.

The presentations will be directed to the President's Staff and members of the Strategic Planning and Budget Council (SPBC). The presentations are open to attendance for the campus community. This is your opportunity to tell your colleagues about departmental successes or concerns and how your FY '21 budgetary requests directly relate to advancement of the strategic plan.

##### MSU Strategic Plan: Empowering Generations

Goal 1: Excellence in Education

Goal 2: Recruit and Enroll Goal 3:

Retain and Graduate

Goal 4: Vibrant and Inclusive campus

Goal 5: Community Engagement & Partnerships

Goal 6: Creative and Engaged Faculty and Staff

Your presentation can take any form you wish. You will again need to provide reference copies of your presentation to the President's Staff as well as an electronic/digital copy to Dr. Geller for the HLC Sharepoint archive. Please make a point to be prepared at the presentation to discuss ideas for cost savings or controls in your department.

The presentations may be attended by any interested individual but participation will be limited to the presenting department and President's Staff.

Note that there are a few refinements to the FY '21 process that are slightly different from the FY '20 process:

- Any department who wishes to present will have that opportunity. Some vice presidents plan to present on behalf of some or all of their departments.
- As noted in the workbook instructions, salary equity requests will be handled through a separate process. Requests go directly to the department's respective vice president. If your vice president chooses to advance the request, those requests will be benchmarked and analyzed by the Human Resources department and reviewed directly by the President and President's staff.
- Non-salary adjustment budget requests will again be reviewed by the Strategic Planning and Budget Council. The President's Staff will provide guidance to the SPBC as to each vice president's priorities for their areas as well as anticipated general budget availability.
- The SPBC will prioritize the overall institutional requests and make recommendations to the President's Staff. The President has final decision-making authority on all requests with input from the President's Staff.

Thank you for your service to Minot State University. We look forward to learning about your department's needs and goals.

## Appendix C

Email from Laurie Geller, VPAA  
Budget Presentations This Week

**From:** [Geller, Laurie](#)  
**To:** [Loftesnes, Teresa](#); [Wald, Doreen](#); [Hedberg, Rick](#); [Mennem, Annette](#); [Harmon, Kevin](#); [Tyler, Katie](#); [Stander, Karina](#); [Heitkamp, Andrew](#); [Markel, Paul](#); [Beste-Guldborg, Ann](#); [Major, Holly](#); [Laplante, Jane](#); [Ringrose, Daniel](#); [Anderson, Erik](#); [Roed, Nicola](#); [Webster, John](#); [Winiger, Brent](#); [Smestad, Jessica](#); [Odahlen, Beth](#); [Lepp, Paul](#); [Rabe, Gary](#); [Wahlund, Jay](#); [Willoughby, Lori](#); [Eckmann, Terry](#); [Askvig, Brent](#); [Mrozik, Jacek](#); [Carter, Andrew](#); [Crackel, Robert](#); [Kast, Scott](#); [Pedersen, Holly](#); [Kibler, Robert](#); [Bill Harbort](#)  
**Cc:** [Wentz, Debra](#)  
**Subject:** Budget Presentations This Week  
**Date:** Monday, December 2, 2019 6:03:00 PM

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Hello,

Please email me an electronic copy of your budget presentation if you have one; anytime this week is fine. I will upload it to the Strategic Planning and Budget Council (SPBC) [site](#) so the Council has them for their discussions and eventual recommendations to President's Staff.

Also please bring 9 copies of the presentation or any handouts for the six members President's Staff and the three members of SPBC who will be present for your presentation.

In addition, SPBC will using the following to review all budget requests:

1. Is the budget request a new or an existing budget item?
2. Which strategic goal(s)/objective(s) does the request support and how?
3. What is the evidence to support this request? (e.g., assessment, satisfaction, or other data)
4. How does the request contribute to MSU's bottom line?
5. Is the request a necessity or not?

The schedule of presentations is posted [HERE](#). All budget presentation info is [HERE](#). If you

have any questions, please let me know.

Laurie

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