



**Minot State University
Strategic Planning and Budget Council
September 8, 2020**

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

Absent: Janel Bortoluzzi, Ann Beste-Guldborg, Teresa Loftesnes, Cole Brose

Minutes

1. Higher Learning Commission (HLC) Focused Visit – We meet with the team at 1:00 p.m. on October 5 (Teams and Conference Center)
 - Laurie will send the HLC Focused Visit Report to the committee.
 - Everyone will read the section about 5.C, which related to budgeting and planning.
2. Goals for the year. Consider the following...

SPBC Purposes:

1. Review annual budget requests and presentations via the annual budget process and make recommendations to President's Staff.
 2. Get progress reports from those leading strategic planning initiatives (i.e., document progress and hold people accountable).
 3. Review new academic and co-curricular program requests, new positions, space requests, and other related requests before proceeding.
 4. Assist with program prioritization and budget cuts when appropriate.
 5. Help plan the annual strategic planning retreat.
 6. Review the information from the annual strategic planning retreat and make recommendations for updates to the strategic plan to President's Staff.
 7. Communicate with campus constituency groups (e.g., senates) and seek total understanding and commitment by campus.
 8. Assess and publicize progress toward goals, action items, and metrics.
 9. Regularly review goals, objectives, action items, and metrics.
- Katie suggested we add a committee member from Administration and Finance – someone from the Business Office or Financial Aid or Facilities would be good. Brent Winiger can recommend someone.

- Communication back to our areas is something we could improve this year.
 - Budget presentations should occur in early December. The committee agreed it should provide more guidance to those presenting so the presentations are better and so areas share the information we actually need to make decisions. The letter of recommendations to President's Staff in January 2020 had a list of suggestions we should revisit.
3. Draft of Strategic Plan attached. Goals 2, 3, and 5 still need updated.
- We still need to clean up goals 2, 3, and 5. We are waiting on the Strategic Enrollment Management Plan and the goals from the two teams working on those.
 - Laurie can reach out to Rick Hedberg, Beth Odahlen, Lynda Bertsch, and Robert Norman about goal 5.
4. Strategic Planning Retreat
- The committee agreed we need a subgroup to plan the retreat. DeVera, Linda, Jacek, Darren, Katie, and Laurie agreed to do this.
 - January and February tend to be pretty quiet months and might be a good time to do it.
5. Other
- Read the sections of the HLC report that Laurie sends for next time.

Next meeting: September 22, 2020