



**Minot State University  
Strategic Planning and Budget Council  
November 18, 2021**

**Committee Members:** Laurie Geller (Co-Chair), Brent Winiger (Co-Chair), Jacek Mrozik, Cari Olson, Cole Krueger, Mike Linnell, Deb Ringham, Linda Cresap, Sue Weston, Ann Beste-Guldborg, Warren Gamas, DeVera Bowles, Darren Seifert, Andrew Petko, Tanner Thompson

**Minutes**

1. Minutes from November 4, 2021
2. Budget presentations are scheduled for:
  - Monday, November 29, 1:00 p.m. – 4:30 p.m.
  - Tuesday, November 30, 1:00 p.m. – 4:30 p.m.
  - Friday, December 3, 8:30 a.m. – 3:00 p.m.
3. Please complete [THIS FORM](#) so I can get everyone's availability for those days so I can assign a few people to each presentation. We will record the presentations so people can view or re-view the presentations too.
  - Laurie will build a schedule with at least three members reviewing each presentation. She will share it with the committee and on the web.
4. Each member will evaluate the presentations they are responsible for using [THIS RATING FORM](#). (see attached document for questions on the form)
5. The Council agreed to meet during finals week to discuss the presentations and make recommendations to President's Staff.

# Strategic Planning and Budget Council 2022-2023 Budget Request Evaluation Form

Please respond to the items below to evaluate each individual budget request.  
Thank you for being part of this important process.

1. Select the department, area, or division.

- ACADEMIC SUPPORT CENTER
- ADDICTION STUDIES, PSY, SOCIAL WORK
- ARTS & COMMUNICATION ARTS
- ASSOC VP FOR ENROLLMENT & MARKETING
- ATHLETICS
- BIOLOGY
- BUSINESS ADMINISTRATION
- BUSINESS INFORMATION TECHNOLOGY
- COLLEGE OF BUSINESS
- COMMUNICATION SCIENCES AND DISORDERS
- ENROLLMENT SERVICES
- FIRST-YEAR EXPERIENCE
- HUMAN RESOURCES
- INFORMATION TECHNOLOGY CENTER
- INTERDISCIPLINARY STUDIES
- LIBRARY
- MARKETING
- MATH & COMPUTER SCIENCE
- MUSIC
- NATIVE AMERICAN CENTER
- NDCPD
- NORTHWEST CENTER FOR THE ARTS
- NURSING
- PUBLICATION & DESIGN SERVICES
- RESIDENCE LIFE
- SCIENCE
- SECURITY
- SOCIAL SCIENCE
- SOCIAL WORK
- SPECIAL EDUCATION

- TEACHER ED & KINESIOLOGY
- VICE PRESIDENT FOR ACADEMIC AFFAIRS
- VICE PRESIDENT FOR ADMINISTRATION & FINANCE
- VICE PRESIDENT FOR STUDENT AFFAIRS
- WELLNESS CENTER
- 
- Other

2. Indicate the type of request.

- Positions
- Operating
- Buildings, Renovations, Space
- Other One-Time

### 3. Select the position request.

- VICE PRESIDENT FOR ACADEMIC AFFAIRS - E-sports coach
- ACADEMIC SUPPORT CENTER - Academic Advisor positions (3)
- ACADEMIC SUPPORT CENTER - Assistant Director position transition
- ACADEMIC SUPPORT CENTER - Orientation Coordinator (1)
- NORTHWEST CENTER FOR THE ARTS - Gallery Assistant
- BIOLOGY - 1/2 time administrative assistant
- SCIENCE - Geology position in surficial geology/physical geography
- SCIENCE - Chemical stockroom manager
- BUSINESS ADMINISTRATION - Special Contract Faculty
- BUSINESS ADMINISTRATION - Tenure Track Faculty
- BUSINESS INFORMATION TECHNOLOGY - Faculty
- COMMUNICATION SCIENCES AND DISORDERS - New faculty (2)
- COMMUNICATION SCIENCES AND DISORDERS - Part Time Media Center Position
- SPECIAL EDUCATION - Convert Grant position to permanent
- SPECIAL EDUCATION - Special contract to Tenure Track
- SPECIAL EDUCATION - Professional Advisor
- SPECIAL EDUCATION - Increase .8 FTE Faculty to 1.0
- HUMAN RESOURCES - Human Resources Generalist
- ENROLLMENT SERVICES - New position for Recruitment/Admissions/Orientation
- VICE PRESIDENT FOR STUDENT AFFAIRS - 1.0 FTE Director of Diversity, Equity, and Inclusion
- ATHLETICS - FT Asst Volleyball coach
- ATHLETICS - FT Asst Softball coach
- ATHLETICS - Club Sports Coaches

#### 4. Select the operating request.

- VICE PRESIDENT FOR ACADEMIC AFFAIRS - Esports
- VICE PRESIDENT FOR ACADEMIC AFFAIRS - Academic Restructuring
- INTERDISCIPLINARY STUDIES - Dept. Operating Funds
- LIBRARY - Inflationary increase in funding for subscriptions.
- LIBRARY - Business Source Complete
- LIBRARY - Kanopy subscription for one-half year
- ACADEMIC SUPPORT CENTER - Advising operating budget
- FIRST YEAR EXPERIENCE - FYE - LC Faculty Stipends
- FIRST YEAR EXPERIENCE - Operating
- ART & COMMUNICATION ARTS - Tech rotation & travel operating
- SCIENCE - Equipment repair fund (pooled fund)
- SCIENCE - Recruiting Funds
- SOCIAL SCIENCES - Course Development Pool
- SOCIAL SCIENCES - Remote Econ Development
- SOCIAL SCIENCES - Remote History Development
- SOCIAL SCIENCES - Faculty Prof Development Pool
- ADDICTION STUDIES, PSY, SOCIAL WORK - Operating
- ADDICTION STUDIES, PSY, SOCIAL WORK - Part-time Staff Benefits (school psych)
- COMMUNICATION SCIENCES AND DISORDERS - Change policy to pay for memberships and licensures
- NURSING - Operating
- SPECIAL EDUCATION - Operating
- SPECIAL EDUCATION - Additional Adjuncts
- VICE PRESIDENT FOR ADMINISTRATION & FIN - Move Local fund operating expenses (athletics) paid from reserves to Appropriated funding
- VICE PRESIDENT FOR ADMINISTRATION & FIN - Rotating Computer Replacement Fund
- VICE PRESIDENT FOR ADMINISTRATION & FIN - Increase in student wages
- VICE PRESIDENT FOR ADMINISTRATION & FIN - Increase Utility Budgets
- ASSOC VP FOR ENROLLMENT & MARKETING - Operating Budget
- ENROLLMENT SERVICES - Increase Operating budget
- ENROLLMENT SERVICES - Chatbot
- MARKETING - Advertising - Additional funds

- MARKETING - Student employee Pool
- MARKETING - Hometown Pride scholarship
- VICE PRESIDENT FOR STUDENT AFFAIRS - Aspire Future Educators Program
- VICE PRESIDENT FOR STUDENT AFFAIRS - Emergency Childcare fund
- VICE PRESIDENT FOR STUDENT AFFAIRS - Funding assistance program for full-time, single parents
- NATIVE AMERICAN CENTER - Increase Operating Budget
- WELLNESS CENTER - Pay a portion of the Minot State Wellness Center membership fee for selected employees.
- ATHLETICS - Operating Increases for transportation, equipment and travel expenses
- ATHLETICS - Increase Women's Wrestling Budget
- ATHLETICS - Grad Asst for Women's Wrestling
- ATHLETICS - Club Sports Operating

5. Select the buildings, renovations, space request.

- VICE PRESIDENT FOR ACADEMIC AFFAIRS - Esports
- BIOLOGY - Greenhouse
- MUSIC - Carpeting
- MUSIC - Move Projector Screen
- MUSIC - Dedicated Percussion room and teaching studios in the new Hartnett Hall remodel
- MUSIC - 150-seat lecture/recital facility
- COLLEGE OF BUSINESS - Carpet for all of 3rd floor classrooms, hallways, and faculty offices. (Not including Slaaten Learning Center)
- COLLEGE OF BUSINESS - New window blinds for 308, 312, and 314
- COLLEGE OF BUSINESS - Paint Hallways
- ARTS & COMMUNICATION ARTS - Ceramics ventilation
- BIOLOGY - Remodel CM 213
- MATH & COMPUTER SCIENCE - Corequisite Math Lab Classroom Remodel
- MATH & COMPUTER SCIENCE - Math Ed Classroom Remodel
- SCIENCE - Carpeting
- SCIENCE - Remodel Hoffman Auditorium
- SOCIAL SCIENCE - Roller shades for South-facing offices and classrooms 2nd floor Old Main.
- COMMUNICATION & SPEECH DISORDERS - Simulation Lab
- COMMUNICATION & SPEECH DISORDERS - 138 K - L remodel for clinic rooms
- NURSING - Increased Department Space
- SPECIAL EDUCATION - Carpeting for entire building
- VICE PRESIDENT FOR ADMINISTRATION & FINANCE - Improve Drainage in Administration parking lot
- VICE PRESIDENT FOR ADMINISTRATION & FINANCE - Partial renovation of Student Center - First Floor
- VICE PRESIDENT FOR ADMINISTRATION & FINANCE - Dome and Student Center Generators
- VICE PRESIDENT FOR ADMINISTRATION & FINANCE - Old Main Blinds - all building
- NDCPD - Additional Space
- HUMAN RESOURCES - Office for new position if funded
- PUBLICATION & DESIGN SERVICES - Relocate to Student Center
- ENROLLMENT SERVICES - Relocate ES and Marketing office spaces
- VICE PRESIDENT FOR STUDENT AFFAIRS - Quad Enhancement
- RESIDENCE LIFE - Housing Renovations



- NATIVE AMERICAN CENTER - Space Allocation Request was submitted to space request committee/Strategic Budget and Planning Council in May 2021.
- ATHLETICS - Renovation - create Athletic Training Room
- ATHLETICS - Create Women's Wrestling Locker Room

6. Select the other one-time request.

- VICE PRESIDENT FOR ACADEMIC AFFAIRS - E-sports Equipment
- BIOLOGY - Repairs & keypads
- BIOLOGY - Autoclave
- MATH & COMPUTER SCIENCE - Cybersecurity Lab
- SCIENCE - Small equipment
- SCIENCE - Fluorimeter
- SCIENCE - Vacuum system
- SCIENCE - Nitrogen generator
- SCIENCE - Gas Chromatography Mass Spectrometer
- SOCIAL SCIENCE - Wheeled chairs for OM 214
- SOCIAL SCIENCE - 2 Isolation spaces for zoom / remote class attendance for students on campus
- COLLEGE OF BUSINESS - Classroom Tables and Chairs - Old Main 308, 312, 402, and 406
- COLLEGE OF BUSINESS - Replacement of copy machines, over time.
- BUSINESS INFORMATION TECHNOLOGY - Card Swipe Lock
- BUSINESS INFORMATION TECHNOLOGY - Security camera OM 307
- ADDICTION STUDIES, PSYCH, SOCIAL WORK - Test Kits, Software, tablets
- COMMUNICATION DISORDERS - 4 Door swipes
- COMMUNICATION DISORDERS - Laryngeal strobe
- COMMUNICATION DISORDERS - Simulation Lab System
- SPECIAL EDUCATION - Faculty computer upgrades.
- TEACHER ED & KINESIOLOGY - Two computer upgrades.
- SECURITY - Exterior Cameras
- INFORMATION TECHNOLOGY - Servers, Switches, Computers
- ENROLLMENT SERVICES - New furniture for reception area
- ENROLLMENT SERVICES - Printer Scanner for Admissions
- MARKETING - Campus Drone
- SOCIAL WORK - Mindscape Commons

7. Rate the request's relevance or connection to the Strategic Plan.

- 3 = high
- 2 = medium
- 1 = low
- 0 = none

8. Rate the request's potential to increase enrollment.

- 3 = high
- 2 = medium
- 1 = low
- 0 = none

9. Rate the request's potential to increase student retention.

- 3 = high
- 2 = medium
- 1 = low
- 0 = none

10. Rate the request's potential to improve the student learning experience.

- 3 = high
- 2 = medium
- 1 = low
- 0 = none

11. Rate the request's potential to improve Minot State's general finances.

- 3 = high
- 2 = medium
- 1 = low
- 0 = none

12. SPBC reviewer comments related to budget request / presentation.

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