



Minot State University
Strategic Planning and Budget Council
November 4, 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 October 21, 2021
2. Priorities and criteria for 2022-2023 budget presentations, which will start around Nov. 29
 - Last year we decided:
 - i. Priority would be given to requests that had the potential to increase enrollment and retention.
 - ii. Departments should present only if they were going to ask for something and if the cost of the request was too big to come from their operating budget.
 - iii. SPBC would not hear requests for salary increases.
 - iv. Presenters should focus their presentations on how their requests increase enrollment and retention; SPBC did not need to hear background information about the department unless it is absolutely relevant to the request.
 - v. Presenters should stick to their requests and their justifications.
 - vi. Time allotment: 15 minutes for most areas. Those who need more time should request two 15-minute time spots.
 - Discussion about priorities:
 - i. Enrollment and retention are still important.
 - ii. Connection to strategic plan still important.
 - iii. Rate the request's potential to improve the student learning experience? Another rating item for the survey.
 - iv. Do we ask groups to come back and share how they used the funds and how their initiative went? Yes, we should.
 - v. Sometimes the presentation does not include the same requests as the budget book. We should have them reconcile this issue before presenting.
 - vi. Investment costs vs. maintenance costs for capital or other requests. We could ask that as a question during budget presentations: Are there maintenance or future budget costs? Or are their ongoing operating costs after the initial year?
 - vii. We need to remember the upcoming loss of state funds from the state funding model.
 - viii. Departments should present only if they were going to ask for something and if the cost of the request was too big to come from their operating budget.
 - ix. SPBC would not hear requests for salary increases.

- x. Presenters should focus their presentations on how their requests increase enrollment and retention; SPBC did not need to hear background information about the department unless it is absolutely relevant to the request.
 - xi. Presenters should stick to their requests and their justifications.
 - xii. Time allotment: 15 minutes for most areas. Those who need more time should request two 15-minute time spots.
 - xiii.
 - Salary requests are a separate process.
 - Can we have a maintenance/replacement schedule for things like carpet, chairs, blinds, computers, etc.? Or a separate process to submit needs and then have facilities review them and prioritize them?
 - Can we ask them to put it in their budget books and not present it?
3. Adjustments to the Budget Request Evaluation Form
- Here is a [LINK](#) to the one we used last time. It is also included as an attachment in the Teams folder for today's meeting.
4. Dates of budget presentations
- Laurie will check on dates with Dr. Shirley and President's Staff
5. Communication to campus
- Laurie will draft an email to presenters.
6. Other

Next meeting – Thursday, November 18, 2021