



**Minot State University
Strategic Planning and Budget Council
November 24, 2020**

Committee Members: Laurie Geller (Co-Chair), Brent Winiger (Co-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, Jorge Talamantes Baez, Cole Brose

Minutes

1. November 18, 2020 minutes – posted in [Teams folder](#) and on the [SPBC page](#)
2. Priorities for funding and ratings:
 - The committee discussed ways to evaluate and rate the campus budget request presentations.
 - We decided to use a Microsoft Form to collect information and ratings from SPBC members who review the presentations and requests.
 - On the form, we will indicate:
 - i. The department
 - ii. The type of request – operating, new position, capital and one-time, space, technology, new programming, other
 - iii. A description of the request
 - iv. The amount of the request in dollars
 - v. Whether the request is absolutely essential (yes or no)
 - Also on the form, we decided to rate (3 = high, 2 – medium, 1 = low, 0 = none) the request's:
 - i. Relevance or connection to the Strategic Plan
 - ii. Potential to increase enrollment
 - iii. Potential to increase student retention
 - iv. Level of criticalness for safety or security or sustainability.
 - We left an item to note whether the reviewer was able to watch the presentation or not and a provided an area for comments on the form.
3. Communication to campus – Deb Wentz is scheduling presentations. Laurie will communicate priorities and how requests will be rated by SPBC
4. Schedule of presentations – SPBC members will send Laurie their availability for the following times and she will schedule at least two SPBC members to review. All presentations will be recorded in Teams.
 - Thursday, Dec. 3 from 1-3 p.m.
 - Monday, Dec. 7 from 8:30 a.m. – 12 p.m. and 2-4:30 p.m.
 - Tuesday, Dec. 8 from 1-3 p.m.
 - Wednesday, Dec. 9 if needed (same times as Monday unless Steve says otherwise)