Page: 1 of 10

## **EXECUTIVE SUMMARY**

# **PLANNING, BUDGET & ANALYSIS**

- > The annual operating budget is developed by a 22-member committee comprised of representatives from all sectors of the University, and from the Bozeman community.
- > A comprehensive process links the budget to a Five-Year strategic plan, and to the assessment of outcomes from investments.

### THE FY05 BUDGET DEVELOPMENT PROCESS

- > The committee began its initial work in December, 2003 and a preliminary balanced budget will be presented at a public open forum on Thursday, April 29, 2004.
- > Strategic priorities were reviewed and updated with a focus on the continuation of Student Access and Success, specifically in the areas of recruitment, retention, and quality enhancements including essential infrastructure needs.
- > As a result of the UPBAC Staffing, Report, and Resources Questionnaire from the FY04 budget process, certain resources that are provided for decision making were submitted earlier in the process.
- > Budget decisions were based upon an array of data including:
  - > budget amendment requests which addressed strategic priorities and the Five-Year vision;
  - > an 8-year history of departmental base budgets and an overview of each operation;
  - > academic information drawn from the Delaware Study and Instructional Key Performance Indicators (KPI's); and,
  - > KPI's for the VP Admin & Finance division and the VP Student Affairs division.
- > An Evaluation Matrix comprised of different benchmarks was introduced as a tool for measuring the accountability of instructional programs and services.
- > The Athletics Department gave a status update of their current budget plan.
- > New Student Services gave a status update on the Royall recruitment and Fast App investments.
- The Cost of Education (COE) model was updated to reflect revised FY05 FTE projections.
- In addition to a balanced budget plan, both a Growth Plan and a Shortfall Plan were discussed and approved.

Page: 2 of 10

#### ENROLLMENT ASSUMPTIONS REFLECTED IN THE BUDGET

- > Our Summer semester enrollment in FY05 will be about the same as last year.
- Although (received) freshman application counts are up as compared to this time last year, revenue projections are based upon a conservative enrollment yield because freshman application counts are also up at peer institutions.
- > The yield on applications nationwide is decreasing as more students apply to more than one institution.
- > As we increase our recruitment efforts in more distant states, we can expect overall applicant yields to decrease.
- > Several new scholarship/waiver programs were implemented:
  - > Renewable 4-Year High School Honor awards are earmarked at 148.
  - > Employee Dependent waivers are estimated to reach 200.
  - > Resident renewable scholarships were offered to students with specified SAT/ACT test scores.
  - > Non-Resident renewable awards were offered to students with specified SAT/ACT test scores.
- > As a result of renewable awards, we expect a 16.6% increase in new nonresident freshman (includes WUE).
- > Our historic rate of retention, for non-graduating students, from Prior Year Fall semester to Current year Fall semester, will continue for Fall semester FY05.
- > The headcount-to-FTE conversion factor for FY05 will remain essentially the same as in prior years.
- > More work must be done in the coming year to further explore the correlation between tuition increases, the yield on applications, and the retention of continuing students.

#### **REVENUE ASSUMPTIONS**

- The projected tuition revenues are based on comparable FY04 tuition yields per FTE and a 12.25% tuition increase.
- > Disregarding the MSU General Fund Adjustment between FY04 and FY05, the COE allocation of general fund provides a modest (.5%+/-) increase.

### PRIMARY CHALLENGES OF THE FY05 PROCESS

- > The academic profile of the student population was discussed.
- Applications from high ability students are up and the yield rates on those students is typically lower (because the competition is greater for those students).
- The yield on the new scholarship/waiver programs were estimated as no trend data is available.

Page: 3 of 10

#### PHILOSOPHICAL BASIS FOR FY05 BUDGET DECISIONS

- > Budget decisions are based upon the principles, values, and priorities set forth by the committee.
- > The principles, values, and strategic concepts and priorities should support the mission and Five-Year vision of the University.
- > The Five-Year vision, strategic concepts, and priorities, along with reports and proceedings of the UPBAC meetings, are posted on the University's web site at http://www.montana.edu/upba/.

#### **OVERVIEW OF PRIMARY FY05 BUDGET DECISIONS**

- > Base Budget increases, in institutional level fixed costs, will be fully funded.
- > Funds will be earmarked for certain recurring institutional costs, such as the Write-Off of Tuition Receivables.
- > The Legislature's Pay Plan will provide approximately 45% of the necessary funding for:
  - > a \$50/month increase in the medical insurance contribution;
  - > a .25/hr salary increase for faculty, administrators, professional and classified employees, effective January 1, 2005;
  - > a .5% MAP incentive increase for classified employees, effective June 30, 2004;
  - > a .5% MAP incentive increase for classified employees, effective June 30, 2005.
- > A special fund was established for faculty promotion increases.
- A special fund was also established for GTA investments.
- > Five continuing non-base commitments were reviewed and approved as base commitments.
- A small set of continuing non-base commitments will be funded.
- > Tuition rates, for all student categories, will increase by 12.25%.
- > To accommodate the above decisions in a balanced budget, \$150,000 in base reductions will be distributed across the university by the executives.
- > A set of essential new budget items was identified that will be funded by reallocation in FY05 if additional revenues are insufficient.

# **FUTURE COMMITTEE ACTIONS**

- > A cost benefit analysis of recruitment and retention investments, plus other continuing non-base commitments, will be repeated and the results will be assessed and shared with the committee.
- > Possible strategic initiatives for FY06 will be discussed.
- > The overall budget process will be discussed and implementation of approved changes will be made.
- Subcommittees continue to gather data and discuss improvements to the Evaluation Matrix.
- > UPBAC will be considering and evaluating tactics proposed by the various tactical committees working on the Five-Year vision document.
- > Other subcommittee requests may be assigned.

Page: 4 of 10

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			April 20th		
			Draft Budget		
		Shortfall Plan	Base Plan	Growth Plan	Comments
1					
2	FTE ENROLLMENT AUTHORITY				
3	TIE ENROLLMENT AUTHORITI				
3					
4	Fiscal Year				
5	Resident	8,233.00	8,233.00	8,233.00	
6	WUE	467.00	467.00	467.00	
7	Nonresident	2,140.00	2,140.00	2,140.00	
8		,			
9	Total	10,840.00	10,840.00	10,840.00	
10	Total	10,010.00	10,040.00	10,040.00	
	ETE ENDOLLMENT DUDOET				
11	FTE ENROLLMENT BUDGET				
12					
13	Summer Session				
14	Resident	774.78	807.59	865.41	
15	WUE	10.40	10.57	10.73	
16	Nonresident	180.41	187.16	193.92	
17					
18	subtotal	965.59	1,005.32	1,070.06	
		303.33	1,003.32	1,070.00	
19	Fall Semester				
20	Resident	7,984.90	7,994.32	8,078.78	
21	WUE	429.43	429.43	429.43	
19 20 21 22 23	Nonresident	2,166.44	2,237.93	2,338.20	
23					
24	subtotal	10,580.77	10,661.68	10,846.41	
	Spring Semester	10,000111	10,001100	10,010111	
25 26 27 28 29	Resident	7,510.11	7,532.86	7,593.11	
20					
27	WUE	411.65	411.65	411.65	
28	Nonresident	1,909.18	1,976.17	2,057.01	
29					
30	subtotal	9,830.94	9,920.68	10,061.77	
30 31	Fiscal Year		·		
32	Resident	8,134.90	8,167.39	8,268.65	
32 33	WUE	425.74	425.83	425.91	
24					
34 35	Nonresident	2,128.02	2,200.63	2,294.57	
35					
36	Total	10,688.66	10,793.85	10,989.13	

Page: 5 of 10

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			April 20th Draft Budget		
		Shortfall Plan	Base Plan	Growth Plan	Comments
- 4		Shortian Flan	Dase Flaii	Growth Flan	Comments
1	REVENUE BUDGET				
2	REVENUE BUDGET				
<u>ي</u> 1	Prior Year Fund Balance	39,666	39,666	39,666	
- 5	Frior real runu Balance	39,000	39,000	39,000	
6	General Fund & Millage Main Allocation				
7	Regents COE Allocation	38,107,912	38,107,912	38,107,912	
8	Enrollment Growth COE Adjustment	00,107,512	00,107,312	00,107,512	
9	Bozeman Fund Transfers to other MSU campuses	ŏ	ا مُ	ŏ	
10	MSU General Fund Adj between FY04 & FY05	(2,500,000)	(2,500,000)	(2,500,000)	
11	subtotal	35,607,912	35,607,912	35,607,912	
12		00,001,012	55,551,512	00,007,012	
13	Family Practice General Fund	319,367	319,367	319,367	
14	Distance Learning General Fund	0	0	0	
15	<b>3</b> • • • • • • • • • • • • • • • • • • •				
16	Total General Fund & Millage	35,927,279	35,927,279	35,927,279	
17		00,000,000			
18	Tuition				
19	Summer Session	3,168,305	3,168,305	3,168,305	
20	Fall Semester	28,128,412	28,128,412	28,128,412	
21	Spring Semester	25,671,358	25,671,358	25,671,358	
22	Revenue Shortfall/Growth	(951,033)	0	1,447,065	
23	Total Tuition	56,017,042	56,968,075	58,415,140	
24			, ,	, -, -	
25	Admissions Fee	195,000	195,000	195,000	estimate - to be confirmed
26	Other (loan & late fees)	282,835	282,835	282,835	estimate - to be confirmed
27	Interest Earnings	223,000	223,000	223,000	estimate - to be confirmed
28	Program Fees (MTA, Arch, Art, Engr)	827,566	827,566	827,566	estimate - to be confirmed
28 29	Nursing Fees (Includes Lower/Upper Division)	189,000	189,000	189,000	
30	Graduate Nursing Fees	65,000	65,000	65,000	
31	Miscellaneous	425,545	425,545	425,545	estimate - to be confirmed
32					
33	TOTAL NET Revenue	94,191,933	95,142,966	96,590,031	
34					
35	Fee Waivers				
36	Summer Session	0	0	0	to be confirmed by Fee Waiver Committee
37	Fall Semester	0	0	0	to be confirmed by Fee Waiver Committee
38	Spring Semester	0	0	0	to be confirmed by Fee Waiver Committee
39					
40	Total	0	0	0	
41					
42	TOTAL GROSS Revenue	94,191,933	95,142,966	96,590,031	

Page: 6 of 10

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			April 20th		
			Draft Budget		_
		Shortfall Plan	Base Plan	Growth Plan	Comments
1					
2	FY04 BASE BUDGETS (4/1/04)				
3					
4	President				
5	Student Services	19,625	19,625	19,625	
6	Institutional Support	1,789,251	1,789,251	1,789,251	
7	Provost				
8	Instruction	39,425,454	39,425,454	39,425,454	
9	Public Service	902,097	902,097	902,097	
10	Academic Support	8,435,183	8,435,183	8,435,183	
11	Student Services	13,472	13,472	13,472	
12	Institutional Support	565,081	565,081	565,081	
13	Administration & Finance VP				
14	Institutional Support	3,581,586	3,581,586	3,581,586	
15	Facilities Services	12,332,096	12,332,096	12,332,096	
16	ITC Computer Costs	2,649,722	2,649,722	2,649,722	
17	Research VP	,,	, , , ,	,,	
18	Research	326,424	326,424	326,424	
19	Public Service	60,718	60,718	60,718	
20	Academic Support	108,522	108,522	108,522	
21	Institutional Support	930,420	930,420	930,420	
22	Student Affairs VP	,	,	,	
23	Student Services	4,788,859	4,788,859	4,788,859	
24	Facilities Services	173,150	173,150	173,150	
25	Institutional Cost Centers	-,	, , , ,	,	
26	Miscellaneous Accounts	444,419	444,419	444,419	
27	Benefit Pools	16,431,596	16,431,596	16,431,596	
28	Overhead Costs Distributions	(4,735,310)	(4,735,310)	(4,735,310)	
29		( ,,,	( ,,,	( , , ,	
30	TOTAL NET BEGINNING BASE BUDGET	88,242,365	88,242,365	88,242,365	
31					
32					
33	BUDGETED NET REVENUE	94,191,933	95,142,966	96,590,031	
34	5050E1E5 11E1 11E1E110E	0-1,101,000	33,142,300	33,330,001	
35					
36	NET REVENUE less BASE BUDGET	5,949,568	6,900,601	8,347,666	
30	MEI VEAFMAE 1622 DAGE DADGEI	ე,უ <del>4</del> უ,ე00	0,300,001	0,341,000	

Page: 7 of 10

1			April 20th Draft Budget		
1 2 PPO !!					
1		Shortfall Plan	Base Plan	Growth Plan	Comments
2 000		Shortian Flan	Dase Flaii	Growth Flan	Confinencs
	ECTED RESERVE BALANCE	5,949,568	6,900,601	8,347,666	
	BUDGET ADJUSTMENTS	0,040,000	0,300,001	0,047,000	
	resident				
	101 Internal Audit Admin Support			(25,000)	Includes \$5,000 Benefits
6				(==,==)	
7 <b>P</b> ı	rovost				
8 <b>P</b> ı	rogram Enhancements deferred to FY05 (during FY04 process	s)			
9	MTA Faculty Line	(48,650)	(48,650)	(48,650)	Includes \$9,730 Benefits
10	COB Faculty Line	(100,000)	(100,000)	(100,000)	Includes \$20,000 Benefits
11	CS Faculty Line	(81,250)	(81,250)	(81,250)	Includes \$16,250 Benefits
12				(0.40.00=)	
	201 Core 2.0			(318,295)	Includes \$38,295 Benefits
	202 Bozeman Upper Division			(90,000)	Includes \$18,000 Benefits
	207 Electronic Thesis/Dissertation Submissions			(8,000)	
16 <b>5</b> D2	203 Student Teaching Placement & Supervision			(63,000)	
17 <b>11</b> D2	204 Faculty FTE to Teach BIOL 102			(39,700)	Includes \$8,400 Benefits
18 <b>12</b> D2	206 Support/Advising			(55,090)	Includes \$9,790 Benefits
19 <b>13</b> D2	208 Increase in the Library's Book Budget			(68,000)	
20 <b>14</b> D2	210 Formalize Academic Advising Center			(25,000)	Includes \$5,000 Benefits
	214 New Tenure-Track Faculty Position			(60,000)	Includes \$11,000 Benefits
_	205 Funding for Associate Director			(35,550)	Includes \$5,550 Benefits
	211 1st Year English Writing			(79,987)	Includes \$12,487 Benefits
	213 NAS FTE Increase			(29,798)	Includes \$4,262 Benefits
	212 Biological Engineering			(80,000)	Includes \$15,000 Benefits
<b>—</b>	221   Summer Instructional Base Budget			(59,250)	Includes \$9,250 Benefits
	216 SCH Growth in COB Minors			(40,000)	Includes \$6,245 Benefits
				, , ,	· ·
28 <b>23</b> D2	209  Staffing to Fulfill Int'l Outlook Goals   Provost Subtotal			(33,595)	Includes \$8,595 Benefits
30	Provost Subtotal			(1,085,265)	Total Provost Priority Benefits\$151,874
	dministration & Finance VP				
	001 Banner/Enterprise Software Support			(14,215)	One-time commitment
	301 Banner Student Module Prog/Analyst			(64,000)	Includes \$11,000 Benefits
	302 Critical Police Officer Salary Market Adj.			(72,000)	Includes \$11,240 Benefits
	306 Banner/Enterprise Software Support			(24,368)	
36 <b>19</b> D3	304 Anti-Virus Desktop Licensing			(42,217)	
37	VP Admin & Finance Subtotal			(216,800)	Total Admin & Fin Priority Benefits\$22,240
38					
	tudent Affairs VP			(20,000)	Includes &F 000 Banefite
40 <b>4</b> D5	501 Implement Core 2.0			(30,000)	Includes \$5,000 Benefits
	Blobal Amendment				
	Implement/Maintain Web Payment			(90,000)	
44				(55,566)	
	OTAL BASE BUDGET ADJUSTMENTS	(229,900)	(229,900)	(1,676,965)	
46		( -,= -, -	( 2,200)	( /= = /= = /	
47 PROJI	ECTED RESERVE BALANCE	5,719,668	6,670,701	6,670,701	

Page: 8 of 10

•			April 20th Draft Budget		
		Shortfall Plan	Base Plan	Growth Plan	Comments
1		Onortian Flan	Buse I luli	Growan rian	Commence
2 PROJECT	ED RESERVE BALANCE	5,719,668	6,670,701	6,670,701	
3					
4 EARMAR	KED RESERVE FUNDS				
6 A003	University Contingency Reserve	(100,000)	(100,000)	(100,000)	
	Enrollment Growth	(375,000)	(375,000)	(375,000)	
8	FSTS Move	(5,119)	(5,119)	(5,119)	One-time commitment
9					
10		(	(	(	
	Write-Off of Tuition Receivables	(225,000)	(225,000)	(225,000)	
12 A005	NSL Bad Debts Write-Off	(12,000)	(12,000)	(12,000)	
	L EARMARKED RESERVE FUNDS	(717,119)	(717,119)	(717,119)	
15	2 EMMINICALED RESERVE FORDS	(1.11,1.10)	(/ 11 ,1 10 )	(/ // // // //	
16 PROJECT	ED RESERVE BALANCE	5,002,549	5,953,582	5,953,582	
17					
18					
	ION OF SHORTFALL LIABILITY				
20 Presid		24,626			
21 Provo		644,291			
	esearch udent Affairs	19,553 67,988			
	dmin & Finance	67,988 194,575			
25 VF AC	illili & I illance	194,373			
26					
	L PY CARRYOVER FUNDS	951,033	0	0	
28					
29 PROJECT	ED RESERVE BALANCE	5,953,582	5,953,582	5,953,582	

Page: 9 of 10

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			Draft Budget		
		Shortfall Plan	Base Plan	Growth Plan	Comments
1		Shortian Flan	Dase Flair	Growth Flan	Confinents
- '	PROJECTED RESERVE BALANCE	E 0E2 E02	E 0E3 E03	E 0E2 E02	
	PROJECTED RESERVE BALANCE	5,953,582	5,953,582	5,953,582	
3					
4	FIXED COSTS BASE BUDGET INCREASES				
5		((0.000)	((0.000)	(,,,,,,,,)	
6	A001 N.R.I.S. State Library Costs	(16,636)	(16,636)	(16,636)	
7	A002 SABHRS Costs/DOA	(7,321)	(7,321)	(7,321)	
8	A004 Increased Workers Comp Ins Costs	(133,495)	(133,495)	(133,495)	
9	A007 Service Costs	(36,924)	(36,924)	(36,924)	
10	A008 Loan Servicing Costs	(5,100)	(5,100)	(5,100)	
11	A009 Inflation for Library Acquisitions	(216,238)	(216,238)	(216,238)	
12	A010 Internet2 Cost Increases-12th Month	(12,281)	(12,281)	(12,281)	
13	A011 Increased Liability Insurance Premium	(21,784)	(21,784)	(21,784)	
14	A012 Increased Property Insurance Premium	(59,071)	(59,071)	(59,071)	
15	A013 Off Campus Rentals	(53,977)	(53,977)	(53,977)	
16	A014 Excess Adjustment to Utility Appropriation	(307,357)	(307,357)	(307,357)	
17	A015 Excess Utilities Costs Contingency	(561,376)	(561,376)	(561,376)	
18	A016 Storm Water Permit Fee	(4,200)	(4,200)	(4,200)	
19	A017 Gardner House	(15,000)	(15,000)	(15,000)	
20	A018 Commodity Internet Bandwith Increase	(15,287)	(15,287)	(15,287)	
21					
22	TOTAL FIXED COSTS BASE INCREASES	(1,466,047)	(1,466,047)	(1,466,047)	
23					
24	PROJECTED RESERVE BALANCE	4,487,535	4,487,535	4,487,535	
25					
26					
27	PERSONAL SERVICES BASE BUDGET INCREASES				
28	I EROOMAE GERVIGEG BAGE BODGET INGREAGEG				
29	B001 Benefits Pools - Medical Insurance	(750,000)	(750,000)	(750,000)	
30	B002 Salary Annualizations	(321,386)	(321,386)	(321,386)	Includes \$50,174 Benefits
31	Faculty Promotion Increases	(64,455)	(64,455)	(64,455)	Includes \$10,062 Benefits
32	Admin/Professional Adjustments	(47,840)	(47,840)	(47,840)	morados project Bonomo
33	GTA Adjustments	(19,240)	(19,240)	(19,240)	
34	Faculty Adjustments	(150,020)	(150,020)	(150,020)	
35	Admin/Prof/Faculty/GTA Benefits	(40,164)	(40,164)	(40,164)	
36	Administration doubter of Delicing	(40,104)	(40,104)	(40,104)	
37	TOTAL PERSONAL SERVICES BASE INCREASES	(1,393,105)	(1,393,105)	(1,393,105)	
38	TOTAL TENSORAL SERVICES BASE INCREASES	(1,393,103)	(1,393,103)	(1,393,103)	
	DDO JECTED DECERVE DAI ANGE	0.004.400	0.004.400	0.004.400	
39	PROJECTED RESERVE BALANCE	3,094,430	3,094,430	3,094,430	

Page: 10 of 10

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			April 20th		
			Draft Budget		
		Shortfall Plan	Base Plan	Growth Plan	Comments
1					
2	PROJECTED RESERVE BALANCE	3,094,430	3,094,430	3,094,430	
3					
4	APPROVED FY05 BASE COMMITMENTS				
5					
6	C015 Student Recruitment	(50,000)	(50,000)	(50,000)	Includes \$7,500 Benefits
7	C017 On-Line Student Application System	(18,000)	(18,000)	(18,000)	
8	C007 WebCT Campus Support	(108,528)	(108,528)	(108,528)	Includes \$11,768 Benefits
9	C008 Web Banner-Adm Support	(46,200)	(46,200)	(46,200)	Includes \$8,840 Benefits
10	C009 Technical Support/Web Master	(62,500)	(62,500)	(62,500)	Includes \$7,697 Benefits
11	Toomisal supportation master	(02,000)	(02,000)	(02,000)	morado prisor Bonomo
12	TOTAL APPROVED FY05 BASE COMMITMENTS	(285,228)	(285,228)	(285,228)	
13		(===,===)	(200,220)	(200,220)	
14	PROJECTED RESERVE BALANCE	2,809,202	2,809,202	2,809,202	
	PROJECTED RESERVE BALANCE	2,009,202	2,009,202	2,009,202	
15 16					
17	CONTINUING NON-BASE COMMITMENTS				
	CONTINUING NON-BASE COMMITMENTS				
18 19	C001 In-Load Tuition Distributions	(504,885)	(504,885)	(504,885)	
20	C002 UND/Sacred Heart/HealthOne Denver	(22,304)	(22,304)	(22,304)	
21					Includes &C 250 Denetite
22	C003 Int'l Student Recruitment Program	(66,250)	(66,250)	(66,250)	Includes \$6,250 Benefits
23	Math 085 Agreement	(24,767)	(24,767)	(24,767)	Includes \$3,867 Benefits
23	C005 Lower Division Nursing Course Offerings	(192,750)	(192,750)	(192,750)	Includes \$27,750 Benefits
24	C006 Upper Division Nursing Course Offerings	(252,114)	(252,114)	(252,114)	Includes \$34,364 Benefits
25 26	Graduate Division Nursing Course Offerings	(65,000)	(65,000)	(65,000)	In already a \$00 404 Day office
26	C010 Disability Accommodations	(115,920)	(115,920)	(115,920)	Includes \$20,184 Benefits
27	C011 Retention First Year Initiative Program	(34,326)	(34,326)	(34,326)	
28	C012 Army ROTC 1st Year R & B Scholarships	(42,960)	(42,960)	(42,960)	
29 30	C013 AFROTC 1st Year R & B Scholarships	(42,560)	(42,560)	(42,560)	
30	C014 Visitor Parking Permits	(6,000)	(6,000)	(6,000)	
31	C016 Royall Student Prospects List Agreement	(345,630)	(345,630)	(345,630)	
32	C018 Athletics Service Costs	(120,000)	(120,000)	(120,000)	
33	Program Fees (MTA, Arch, Art, Engr)	(827,566)	(827,566)	(827,566)	
34	Out-of-Load Tuition Distributions	(146,170)	(146,170)	(146,170)	
35		(2.22.4.2.1	(2.22.2	(2.22.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2	
36	TOTAL CONTINUING NON-BASE COMMITMENTS	(2,809,202)	(2,809,202)	(2,809,202)	
37					
38	PROJECTED RESERVE BALANCE	0	0	0	