

Budget Council Minutes
Tuesday, September 25, 2012

Terry Leist
Anne Camper
David Court
Sue Leigland
Martha Potvin
Doralyn Rossmann
Joel Schumacher

Wendy Stock
Jeanne Wilkinson
Kathy Attebury
Megan Bergstedt
Chris Fastnow
Heidi Gagnon
Jim Luebbers

Jacob Dolan, guest
Tracy Ellig, guest
Grant Jamieson, guest
Maggie McFadden, guest
Anne Milkovich, guest
David Singel, guest

- I. Call to Order

- II. Approval of Minutes

One correction was requested to reflect accurate wording. The minutes are approved as amended.

- III. Information/Announcements/Updates

Open MSU

Anne Milkovich presented an update on the Open MSU efforts, showing the timeframe of the recommendation phase. An evaluation team has been formed to review proposals and a communications campaign is in place for updating the campus by directing them to the website. The process will end with a public charette to gather campus feedback and suggestions before the final report is vetted by the Steering Committee, with the final proposal given to the President. The week of November 5th is the target deadline for the completion of the recommendation phase, moving into the design phase for the approved proposed solutions.

The primary proposed solution is Document Management and Workflow, which will be advanced quickly. The current set of proposals came from a subcommittee. The scoring rubric was explained on how the proposals are moved forward. Open MSU has not prioritized their proposals at this time. From a budgetary standpoint, Doralyn Rossmann suggested the Budget Council be informed about the process. Anne Camper suggested the best tool would be the review of business cases, a one page document with attachments, since the website shows summaries only. It was suggested that recommendations be presented to the Budget Council, whether formal or informal.

State Budget Allocations

Due to time constraints, the state budget allocation agenda item was not discussed.

Fall Enrollment

Chris Fastnow updated the Council on fall enrollment numbers. As of the morning of September 25th, FTE is up 400 and the headcount is up to 14,649, compared with the fall 2011 total of 14,149 at this same time.

IV. Current Business

September Board of Regents meeting

For the September Board of Regents meeting, the Office of the Commissioner of Higher Education (OCHE) requested six different budget metric slides to be submitted by each campus. Kathy Attebury explained the metric slides to the Council, which will be used in the future by all institutions. There was discussion regarding the differences between the OCHE and Board standards (50% vs. 70%) and how they are calculated.

Budget Council Membership

Terry Leist proposed adding the Chief Information Officer as an Ex-Officio voting member. Dewitt Latimer, Chief Information Officer, is now a member of President's Executive Council and an Information Technology (IT) Council is being proposed. Having representation from the IT area would bring value to the Council. Motion passed.

Strategic Investment Proposal Process

Jake Dolan from Communications and Public Affairs created an electronic process for the investment proposal process. He demonstrated his proposed tools and encourages having step-by-step instructions and adequate availability to guide people through the process. The Budget Office also suggests having a kick-off seminar to walk people through the website.

Access would be given through the MSU Domain to make it easier to access; however this may make it difficult for other campuses to use. Jake tried to keep it consistent with the paper form from last year and his form allows individuals to cut and paste text from other documents. There will likely be a limit to the amount of characters submitted in order to keep it brief. A change in the form is to separate OTO and base funding requests. Kathy Attebury asked for input from the members on the verbiage "OTO Startup", which would be for a request where they needed OTO funding to start a project and then would need base funding for maintenance and ongoing costs. Base funding should be clarified to indicate whether it is base or recurring, conditional on meeting assessments. Kathy Attebury asked the Budget Council to give the Budget Office guidance on the timeline. Input received from the last process indicated the need for approval of funds to be earlier to allow departments adequate time to use funds.

The signatures will be done electronically and the requests will be emailed (via the website) to the Department Head, Dean or Executive for notification and

approval. They will have the ability to rank each submitted proposal, as well as add comments. Even if the proposal is ranked low by the approver, it will still continue to move through the process. There is also a public side to the website, so that on a specific day, the proposals advanced to a hearing can be made public.

The Council discussed strategic investment budgeting. David Singel spoke on how some departments budget vacant faculty lines that are at times used instead to balance the budget rather than hiring additional faculty. Discussion continued on the need for more funding for faculty lines, with a suggestion of proposing a certain amount to be allocated only to current or new faculty lines.

The next Budget Council meeting is set for October 23rd at 3:30 p.m.