**Budget Council Agenda**

**Tuesday, June 26, 2017**

***President’s Conference Room***

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| Terry Leist | Christina Fastnow | Jeff Heys |
| Chris Kearns | Toni Lee | Nicol Rae |
| Renee Reijo Pera |  | *In Attendance:*  *Kathy Attebury, Mackenzie Seeley, Megan Bergstedt, Lisa Hespen* |
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1. Call to Order

The meeting was called to order by Vice President Terry Leist.

1. Approval of Minutes

The minutes from the April 25, 2017 meeting were approved.

1. Information/Announcements/Updates

Next Budget Council Meeting-

It was decided to cancel the July 2017 meeting and resume on August 22, 2017.

Budget Council Membership –

Members serve on 1-year terms. Any member not wishing to renew for another term should advise Terry Leist.

Budget Council Objective-

Some members questioned the defined purpose of Budget Council and there was considerable discussion regarding this topic. Kathy Attebury informed the Council she would be reaching out to current and past members regarding the direction of the Council. It was noted that further discussion on where the Council is headed would be addressed more in-depth at a future meeting.

Members noted their views that Planning Council and Budget Council should work together and align resources. It was expressed we have councils to provide a voice, as well as transparency. Members had further discussion regarding important aspects of a Budget Council such as facilitating communication, providing reports, considering impact of budget decisions to students and colleges, seeing a broader perspective, and maintaining alignment of planning and budget.

IV. Current Business

FY18 Budget Process-

Terry Leist and Bob Mokwa met with each Executive and Dean to discuss the budget redistributions and strategic investment requests. It was noted that we need to align our fiscal resources with the MSU Strategic Plan to better position the university for the future.

Kathy Attebury discussed the reallocation and strategic investment process. Units were provided with templates that identified their 2% reallocation targets. Of the total 2% target, 20% could be reallocated on an OTO basis and the remaining 80% as base. Two areas exempt from this process were the online learning fee and program fees as these fees were approved for specific purposes by the Board of Regents.

Departments were instructed to identify initiatives (i.e. operations, positions, or events) that could be reallocated. They were also asked to provide narrative describing the strategic rationales for identifying these initiatives. Simultaneously, departments were asked to identify strategic investment initiatives and narrative describing its tie to the strategic plan.

Units were given two weeks to complete the templates and return them to the Budget Office with initiatives in priority order. The President, Provost, VP for Administration & Finance, and Budget office then spent 15 hours, over the span of 4 days, discussing and assessing both the reallocation and strategic investment initiatives. Unit priorities and available funding were considered and a reallocation plan was developed.

There was considerable discussion on the process and where changes might be made. Members recognized the process did provide an opportunity for departments and managers to look at ways to implement changes for gaining efficiencies within their operations.

Shared Services-

A key piece of the budget redistribution was the opportunity for colleges and departments to identify positions that would become a part of the shared services function. It was noted that the goal should be to link the different departments, bring them together, make it more universal, and provide opportunity for these divisions to grow.

The shared services concept will allow us to strike a better balance across departments and campus, as well as provide more consistency to practices.

The next budget meeting will be **August 22, 2017.**

Meeting was adjourned.