**Budget Council Minutes**

**Tuesday, January 23, 2018**

**3:30-5:00 p.m.**

***President’s Conference Room, Montana Hall***

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| Terry Leist | Christina Fastnow | Jeff Heys |
| Stephen Murray | David Reese | Nicol Rae |
| Renee Reijo Pera | Jerry Sheehan | Michael Babcock |
| Toni Lee |  | *In Attendance:**David Singel (on behalf of Robert Mokwa), Jen Joyce (on behalf of Chris Kearns), Kathy Attebury, Megan Lasso, Lisa Hespen* |

1. **Call to Order**

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

1. **Approval of Minutes**

The minutes from the November 28, 2017 meeting were approved.

1. **Information/Announcements/Updates**

-Budget Model Overview:

To provide context for the non-academic unit driver discussion, the Budget Office provided an overview of the budget model components and formulas. It was reiterated that the budget model does not allocate dollars to individual units, but rather is used to guide and make informed decisions. Currently, there are no common national benchmarks for non-academic units. Therefore, it is important that drivers are identified and included in the budget model for these units so that the outcomes can be used in the decision-making of funding allocations.

1. **Current Business**

-FY19 Budget Process and Timeline:

The FY19 budget process began in December and every unit was invited to submit strategic investment requests. Submissions were required to show how the request supports the strategic plan priorities. In February the President will have several meetings with the Provost, Vice President of Administration & Finance, Director of the Office of Planning & Analysis, and Chair of Faculty Senate to discuss and prioritize the strategic investment requests. Base and one-time only allocations will be made and must tie in with the strategic plan. Kathy Attebury and Megan Lasso will provide staff support at these meetings.

-Non-Academic Unit Drivers Update:

The Budget Office handed out a spreadsheet showing the drivers and impacts that were identified by each department and/or division. It was pointed out the level of impact identified could potentially mean less or more money towards a unit’s budget when there is an increase or decrease in enrollment. There was a great deal of discussion regarding whether the drivers or impacts identified were accurate. It was requested members highlight any concerns they see with the impacts and drivers the departments identified and forward them to the Budget Office for compilation.

It was noted that budget allocations are given to the executives and deans and they then decide how much of their allocation goes towards each of their departments. It was further noted that including these drivers into the budget model is a step in the right direction. There will be a formula available to use to help drive outcomes and to assist with decision-making. The colleges and divisions will have the analysis from the budget model to aid them in forecasting their budgets.

The February meeting will be moved to a different date and time due to a conflict in the schedule.

Meeting was adjourned.