

**Budget Council Minutes**  
**Friday, January 14, 2011**  
**11:00 - 12:00 am**  
**235 SUB**

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*Members: Anne Camper, Sue Leigland, Sheron McIlhattan, Shelley McKamey, Martha Potvin, Craig Roloff, Doralyn Rossmann, David Singel, Wendy Stock, Craig West, Jeanne Wilkinson, Allen Yarnell, Susan Agre-Kippenhan (for Dan Moshavi)*

*Support: Kathy Attebury, Jim Luebbers, Heidi Gagnon*

*Guest: Jake Dolan*

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I. Call to Order

Vice President Roloff gave opening remarks to the Budget Council and introduced Martha Potvin, the new Provost.

II. Approval of Minutes from December 10, 2010

A motion was made to approve the minutes for the December 10, 2010 meeting and it passed unanimously.

III. University Wide Information/Announcements

Education Subcommittee – presentations will be given next week at the Legislature. Presentations can be heard on the Montana Legislature webpage but likely will not be televised.

The Board of Regents approved the renovation for the Langford and Hapner Residence Halls. They were cautious about discussing a bond item during a legislative session. As a part of the project, this initial phase is to proceed with new furnishings which will be in place when students return in August. The timing of the complete Student Housing Renovation Project and associated bond program will be dependent on the legislative session and could possibly be presented at the May Board of Regents meeting for approval.

Craig Roloff explained that R&R funds – repair and replacement funds – are being used for this first phase of the project. These are Auxiliaries funds which are available for use for maintenance and renovation of the Residence Halls.

Martha Potvin reported that she met with the Director of the accreditation board and talked about the new accreditation standards. We are in year 1 of our new 7-year accreditation period. The new standards involve core themes. Our core themes will guide when and how to proceed with new projects, based on how they fit with our core themes. The themes will guide budget decisions, which is a new concept for us.

Planning Council – Wendy Stock asked how far along their efforts are. David Singel felt that the work has been similar to the Budget Council. They are trying to figure out exactly what their role is so that they can proceed.

Energy Conservation Audit – the Board of Regents approved conducting an audit of the energy conservation on campus. The work is done under the umbrella of the Department of Environmental Quality (DEQ). Interviews were conducted on three companies and McKinstry was awarded the project. They have conducted these studies on other state institutions and across the Northwest. These contracts guarantee that your projects will cost a specific amount to complete and they guarantee that you will save a specific amount of money in energy costs.

#### IV. Topics for Discussion:

##### Budget Council Steering Committee Proposal

President Cruzado appointed a temporary task force to look at the role of the Budget Council. The members agreed that the Budget Council's role is still being developed, and that its specific relationship with the Planning Council won't be clear until that group completes more of its work. In the meantime, the Budget Council can work on processes for specific tasks during the next 6 months. Once the MSU strategic plan is in place, the Budget Council will have more guidance for the next budget cycle.

Craig Roloff suggested that the Budget Council members keep in mind what the task force was trying to do – their charge was to give definition to what the role of the Budget Council is. The task force proposed that a Steering Committee be composed of the temporary task force work as the agenda setting arm of the Budget Council until July 2011.

To move forward, it was suggested to address three specific items in the following order:

1. Rewrite the mission statement for the Budget Council. The original mission statement was created earlier this year by a Budget work group to define the work of the Budget Council.
2. Develop a concept for a Steering Committee and how it will complement the work of the Budget Council.
3. Decide what the role of the Budget Council will be this year until the future role of the Council is determined.

The idea of having a Steering Committee is to help put a framework around the issues, so that the Budget Council has some structure in their discussions.

After considerable discussion, the Council recommended that the Steering Committee proposal presented by Wendy Stock include a statement that Steering Committee meetings be announced in advance so that any of the members can attend, if they wish. Consensus was given on the revision, with the understanding that the need for the Steering Committee and its role will be revisited in July.

## Council Meeting Schedule & Budgetary Calendar

Calendar: The 8 month calendar takes us through the legislative session and budget process for next fiscal year. This calendar was created based on preliminary Regents schedule, which includes academic items. Martha Potvin is asking for a review of the curriculum process on campus. This schedule might need to be considered when determining our schedule. Craig Roloff felt that this budget calendar has a lot of budget council actions implied in it.

Program Reviews – Generally across the board cuts aren't effective. If the campus is directed to make cuts, it would need to determine how cuts would be identified. It was suggested that program reviews be used. Program reviews was a general term and no specifics were determined.

The Council wants to be prepared in the event that there are budget cuts in the future. But, we need to be cautious about proceeding as there are no details at this time. Legislative activity will define what our budget process will be. Cuts could be made from one campus allocation and given to other campuses. Once allocation decisions are made, campuses will know where we are going.

Shelly McKamey suggested that we accept the calendar as it stands and move forward. If we need to have changes made later, we can revisit it when we know more. Craig Roloff would like to share this with the President as a recommendation – general consensus was that this was acceptable.

Future meetings will be held on a monthly basis. The first preference for a regular meeting time was the 4<sup>th</sup> Tuesday of each month from 3:30 – 5:00 p.m. The next meeting will be January 25, 2011. Heidi will send out the schedule with dates identified for the next six months.

### Budget Orientation Retreat

- Based on responses from Council members, the Budget Orientation will be Friday, January 21, from 9:00 a.m. to 12 noon in the President's Conference Room, 10 Montana Hall.

### V. Items for Future Meetings:

- Permanent Membership Guidelines
  - o As developed by Gagnon at request of Steering Committee
- MUS Budget Presentations for Education Subcommittee – Jan. 17-19
- Other Items/Issues (not on BOR calendar) that members would like to propose be brought to Budget Council, for one purpose or another