

Budget Council Minutes
Tuesday, August 25, 2020
3:30 - 5:00 p.m.
WebEx

In Attendance:

Terry Leist	Robert Mokwa	Michael Trotter	Kim Obbink	Mark Ranalli
Jason Carter	Chris Fastnow	Chris Kearns	Jeff Heys	Craig Woolard
Bradford Watson	Tia Brown			

Guests:

Megan Lasso – Budget Office, Brittany Thompson – Budget Office, Michael Becker – University Communications, Liz Weber – Bozeman Daily Chronicle, Leslie Schroeder (meeting minutes)

Absentees: ASMSU undergraduate representative, ASMSU graduate representative

I. Call to Order

The meeting was called to order by Chair Terry Leist, VP for Administration & Finance.

II. Approval of Minutes

The April 28, 2020 meeting minutes were unanimously approved.

III. University Information/Announcements

a. Membership

1. Thanks to outgoing member Jeff Heys for his service and contributions
2. Introduction of New Members
 - Craig Woolard, Department Head representative
 - Tia Brown, All Staff Council representative
 - Bradford Watson, Faculty Senate representative
 - Mark Ranalli, continuing as Dean's representative
3. Terry, Megan, and members of the Budget Office are available to answer specific budget-related questions and/or meet in small groups if that would be helpful for new (or continuing) members.

b. Student mask compliance

1. Most students are wearing masks inside; not as many are wearing them outside.
2. Employees are encouraged to model desired behavior by wearing masks both inside and outside while on campus.

IV. Action Items

a. Fiscal Shared Services (FSS) Vote Follow-Up

1. Ben Dahlke, Director of FSS, gave a presentation at the April meeting
2. \$145k was provided in FY18 as seed money to pilot the FSS program. Money was utilized to build out their management structure and provide operations funding. The \$145k per year going forward would be the annual base funding for FSS. The goal is to be budget neutral now that the program is in place.
3. FSS Onboarded new staff from all over campus and took on new workloads.
4. Vote will be on recommended continued base funding at \$145k per year.
5. Well-articulated key performance indicators (KPIs) need to be developed so that Budget Council can objectively evaluate the success and efficiency of any investment. Examples: better service, more services, financial savings, etc. Quantitative metrics are important, but qualitative metrics are also relevant. Need to define ahead of time what success looks like for FSS. Ben has been working on KPIs over the summer.

6. **FOLLOW-UP ITEM:** Terry will meet with the six functional shared services leaders to discuss KPIs for each of their areas.
 7. Motion to approve continue base funding by Ranalli, seconded by Trotter, passed by majority (9 ayes, 0 nays, 2 abstentions (new members)).
- b. Assessment Presentation Priorities**
1. Different units will present their investments and measures of success.
 2. **FOLLOW-UP ITEM:** Terry and Megan will create a list to be reviewed at the next meeting.
 3. Assessments need to align with MSU's Strategic Plan.
 4. In the past it has been difficult for BC to actually assess the investments. It would be good to understand why that is the case.
 5. Presenters should come prepared to define their original proposal and provide data to support KPIs. If they are unable to measure a specific indicator, then they should provide a new one (or more).
 6. Presentations have been project-specific, rather than looking at the broader picture. Instead of continuing to add money/programs to departments, maybe we should ask the departments to reevaluate priorities – perhaps there are programs that are no longer relevant or important. Under President Cruzado, some of this is designed into the existing annual budget process.
FOLLOW-UP ITEM: Terry will present this process to Budget Council at a future meeting.
 7. Budget Council should be more involved in how assessments fit into the broader picture.

V. Public Comment/Member Feedback

- a. MSU's total annual budget is being voted on at the September Board of Regents meeting.

VI. MSU Financial Overview Training – How has COVID-19 impacted MSU finances?

Megan Lasso, Director, Budget Office

- a. How does MSU keep track of COVID expenses? A code was assigned to track all COVID-related expenses, such as webcams, masks, telehealth services, Clean'Cat kits, social distance stickers, increased custodial hours and supplies, IT technology, etc.
- b. COVID leave is also available to employees, which is a cost to MSU.
- c. Two sources of federal funding have been received:
 1. \$10M in CARES Act funding (grant), half of which was allocated for student financial aid grants. The other half was dedicated to institutional support (technology, room and board refunds, faculty training for remote delivery, etc).
 2. Governor Bullock recently allocated \$20M to the Montana University System (MUS) for mitigation and testing. MSU received \$6.5M for contract tracing, quarantine and isolation housing, testing, and other mitigation strategies.
- d. Many aspects of the university budget have been impacted by COVID, but MSU is not under water. Spending was curbed near the end of last fiscal year.

Meeting was adjourned at 4:22 p.m.

Next Meeting: September 22, 2020 at 3:30 p.m. via WebEx