

University Budget Committee Meeting Notes
Tuesday, September 26, 2017 3:30 – 5:00 MCM 305

1. Welcome (Hoar)

Provost Hoar welcomed everyone to the first UBC meeting for the academic year. This group represents the broader university community.

- a. Co-chair Scott Butterfield is not available (in China teaching)
- b. Zach Gray is filling in for Kaelen Shay
- c. New members for FY 2018
 - i. Randi O'Brien, representing MSUBFA
 - ii. Sarah Keller, representing Academic Senate
 - iii. Shannon Wilcox, Director of University Relations

2. Board of Regents/budget update (Larsen)

Interim Chancellor Larsen provided information from the September Board of Regents meeting held in Butte. BOR approved the budgets which were provided in August. Commissioner Christian indicated there may be a special meeting in October and there may be amendments to budgets in November. The debate at state level has not yet resolved into a decision for moving forward.

3. Performance based funding update (Hoar) PBF Proposal

Provost Hoar reminded UBC that MSUB did not achieve all the metric targets to get our maximum Performance Based Funding for this year. The last time we did not earn all our PBF, we requested funds to help with student success initiatives.

OCHE asked MSUB to prepare a proposal for use of these funds. The proposal was sent to OCHE in late July/early August and received positive feedback.

The proposal requested funding for the following initiatives:

- Math pathways - scaling up, targeting success
- Co-requisite remediation - scaling up, accelerating student success
- Improving Academic Health and Strength - trends within programs
- Meta majors project – building a sense of belonging using cohorts
- supplemental instruction - Pilot program II

There was discussion with OCHE regarding the funding amount; and then the governor announced statewide budget problems. We do not know when we will receive a definitive answer on this.

The efforts on these initiatives will continue regardless.

4. Chancellor's Charge to the Committee

Interim Chancellor Larsen charged UBC membership to act as representatives to the larger campus by taking information back to constituents, gathering information, and bringing it back to UBC. We would like to avoid back room decision making on the budget, with a handful of people making decisions. We must all add our thoughts and ideas to address the budget crisis that may be upon us.

The Executive Budget Committee's, EBC, goal is to help this group make forward progress, to bring ideas forward to UBC and work through implications. Chancellor Larsen wants this group to make decisions for the university's budget. UBC members should be talking to colleagues before and after this meeting. Moving forward Chancellor Larsen would like UBC to have a standing agenda item: "What are you hearing?"

5. Preliminary Enrollment Outlook (Barber)

Dr. Barber indicated today is the census day of record, 15th day of semester.

Last year we decided upon an annualized budget target.

- Fall target is 3283 FTE
- Today's enrollment is 3217 FTE

Overall:

- Headcount up
- International students down
- WUE students up
- More diverse
- Transfer students up

6. Suggestion Box (Hoar)

Provost Hoar would like a pathway for any ideas to come forward.

Last spring the submitted items from the suggestion box were grouped into categories and some plans were made to address them.

1. Travel - draft charge letter produced
2. Foundation/alumni combination - Chancellor has requested a proposal from Foundation. This is still being negotiated; hope is to make a change and move Alumni under Foundation January 1st.
3. Group of related functions - work is ongoing at EBC. Savings and efficiencies may be found. Key activities common which are being looked at include: event management, workforce development, professional development, outreach, and marketing.
4. College structure - intentionally waited for faculty to be back.

5. Advising - draft charge produced
6. Athletics - suggestion to look at expenditures.

7. Budget Information sessions to be offered during Fall semester

Last year, we had budget 101, 102, and 103. Budget Director Collins recommends a different approach this year. She will invite everyone to a special training session. Provost Hoar explained our budget has some structure to it; UBC needs to understand this structure to put together the budget. Sessions would be open to the campus. Trudy will be sure that everyone understands this is nuts and bolts of budget and not information about the state of our budget.

8. Future meeting dates

Normal schedule is once a month, has been third Tuesday of the month.

We will put October 10th on calendar and see where we are a few days prior to that. If no reason to meet then we will cancel that meeting. October 17th will be our back up date if the 10th is cancelled.

Chancellor Larsen will be sending a message out to broader campus regarding our budget and enrollment.

Budget Resources: <http://www.msubillings.edu/budgetoffice/>

UBC Box Link:

<https://msubillings.box.com/s/68colwm507rflho1tnd6gyyy15kcgwvg>