

University Budget Committee
Tuesday, Nov 1, 2016 3:30 – 4:45 MCM 305
Meeting Notes

1. Welcome by Co-Chairs Hoar and Gagnon

Updates to UBC Membership were made since our last meeting. The following new members were introduced and welcomed:

- David Powell, Student Affairs Budget Manager
- Scott Butterfield, MSUB faculty association member
- Gina Herbert, representing Athletics for AD Montague
- Megan Thomas, interim Library Director

2. Announcement: Provost Hoar presented information relating to both Student Fee and Equipment Fee request for proposals processes.

Equipment fees are paid by students. We expend them within the year in which we acquire them. Individual units are able to request these dollars annually. The process for distributing these funds has begun. A request for proposals has gone out to units - department chairs, deans and directors for requests with a due date of November 23rd. The flow of review is as follows:

- Department Chair
- Dean
- LeAnn Anderson, Financial Services Director
- Provost prioritizes with Deans Council
- Executive Budget Committee
- Students
- Board of Regents

Total amount available is multiplier of number of students enrolled, so less will be available than last year. We set aside a certain portion to repair or replace equipment funded in prior years. This year we will put 25% of current year collections aside for repair and replacement.

STUDENT FEES

There is a biennial request to Board of Regents to request changes to the fees students pay. Barb Shaffer and Trudy Collins have met with key players who are interested in making changes to our current fees. Information is to be returned to Barb Shaffer by November 21st to start the review. Deadline with Bozeman is February 6th; goes to BOR at May meeting.

Student fees are the mandatory, course and miscellaneous fees paid by all students - library, IT, and course fees and room and board are examples. All fees charged to students must be on inventory and validation of fees approved by BOR.

We will have a new program fee for the RN to BSN program and a request to add an MHA program fee. A program fee is 'super' tuition for high cost programs; students enrolled in those programs pay a special amount.

Discussion:

- Program fees follow the July 1 to June 30th cycle at University Campus. At two year campuses these funds can be rolled year to year.
- This is a notification of process and does not come to UBC for review or further discussion.
- Public vetting of fees with the students will occur on both campuses. The Provost and VP of Student Affairs will discuss at a Student Senate meeting; they are planning to do that in January.

3. Budget Director Trudy Collins presented University Budgeting 101: Budget Basics

Discussion Items:

- Committed to MSUB Budget Principles developed in 2014, slide 3. If we are committed to minimizing impact on students we cannot make reductions in an opportunistic or unilateral manner.
- Revenue sources as a percentage of gross revenue, slide 9, shows effect of tuition freezes when we got more state funding for agreeing to not raise tuition.
- The pie chart, slide 10, is not a distribution of student numbers since different student groups pay different tuition levels:
 - WUE – pays 150% of resident tuition
 - NON-RESIDENT – pays 370% of resident tuition
- Annualized student full time equivalent (FTE) represents Summer FTE + Fall FTE + Spring FTE, divided by 3, slide 12.
- State support is based on resident FTE only; revenue level follows the enrollment trend, slide 13.
- Overall mix of student types impacts revenue, slide 15. High School Connections students are paying no tuition; University Connections paying \$51 per credit.
- Non-instructional percentage peak was a year when we had extra revenue which is difficult to spend in instruction. This was spent in retirement, scholarship reserves etc. A lot of one time expenditures after spring collections are final. Slide 26.
- Term “program” is a function of the institution and how it is budgeted. Guidelines for these programs come from NACUBO and are considered generally accepted accounting principles.
- Designated, slide 29, are funds coming through something other than tuition and state support. Auxiliary, slide 31, is completely self-supported.
- Plant budget, slide 36, is not all for facilities. Equipment and computer fees are in there even though they are distributed in a different manner.

6. Budget Director reviewed the MUS Operating Budget Metrics. MUS took out the one time only expenditures from the total so the instructional program is a higher percentage than the numbers internally used at MSUB. These metrics reflect the General Operating funds only.

UBC was asked to take some time to review the metrics and bring questions to next meeting.

Discussion:

- Contract Admin/Contract Prof categories are rolled together because not all campuses classify all positions the same way. There is currently a Montana University System group working to bring consistency to job classifications.

7. Moving December meeting to the 13th since several key UBC members will be out the 6th. Adding a meeting November 15th to cover item 5 above, Recruitment Scholarship Update.

Additional upcoming agenda items are:

- a. Biennial revenue projections
- b. Scholarship proposal
- c. University Budgeting 102: Auxiliary Operations