



**University Budget Committee  
Minutes  
Sept. 7 2017**

In attendance:

Rosi Keller -Chair  
Beckie Christiaens  
Ben Kuiper  
Michelle Jensen  
Annie Burgad

Hillary Stowell  
Dawn Ressel  
Valerie Crepeau  
Scott Whittenburg  
Chris Comer

**Introductions**

**Subcommittee Updates**

**Benchmark and metrics:**

Most of the work focused on personnel as this is an ongoing discussion on campus. The committee really drilled down to see where FTE came and went and how it looked over time (trends). This information was also shared with the APASP committee.

See the University Budget Committee web site for the full report.

**Budget Allocation Model:**

- 1% of the total budget will be allocated to strategic initiatives each year until a level of 5% is achieved and then maintained at 5%.
- 50% of the total budget will be allocated for instruction
- The draft model has been presented to cabinet and Academic Deans. Minor modifications were suggested. The committee is reviewing those suggestions and where appropriate incorporating them into the model.

See the University Budget Committee web site for meeting summaries.

**Communication:**

The committee has included a great deal of information on the web site to inform and educate.

To include:

- Headlines & Highlights
- By the Numbers
- Budget Paws – mini videos on topics regarding budget processes
- Timelines – dates & milestones

## **BOR Document Review**

### **Revenue:**

1.5 million remaining from FY17 & a 1.8 million one-time funding was used to balance FY18

### **Expenditures:**

Some of the percentages look high however some of this is due to shifting of staff and department money being moved to different indexes.

Discussion about waivers. A lot of work to pull this together with all the different components. Scott asked about graduate waivers and how they fit into the formula as well as the peer list.

Chris asked if inflation was taken into consideration when looking at the change in the cost of instruction. OCHE does not adjust the presentation to constant dollars.

### **Staffing:**

Staff FTE is an actual calculation based on the hours worked and recorded in the HR system. An estimate is made for the budget FTE based.

### **Enrollment:**

Based on annual FTE not heads count. The percentage may be lower than we thought. The mix may not be what we want.

### **Waivers**

Expenditures are up. This decision was made to increase the waiver amounts as a return on investment.

This document will be reviewed at the Sept. BOR meeting  
FY18 is balanced and will be presented at the BOR meeting for approval by Oct. 1. It is expected to be approved knowing there will be an amended budget based on the Governor's budget reductions.

Governor's budget has called for 5 & 10 percent reduction across the board.

### **Housekeeping Items:**

Meeting will be scheduled for once a month and will be cancelled if there is not a need to meet in any given month,

Please contact the Chair if there is anything you would like to discuss or would like to see on the agenda.

<http://www.umt.edu/committees/universitybudget.php>