University Planning and Budget Committee
Academic Year 2008-2009

Membership:
President Szymanski (ex-officio, non-voting), Rinita Dalan (IFO), Jeff Goebel (Facilities & Administration Director), Brittney Goodman (Dean), Doug Hamilton, Jean Hollaar (ex-officio, non-voting, Chairperson), Joan Justesen, Dan Kirk, Bryan Kotta (MAPE), Nancy Kruse (AFSCME), Barb Matthees (IFO), Bette Midgarden, Doug Peters (Athletics representative), Dave Renecker (AFSCME), Jean Sando (enrollment management), Kim Samson (Student Affairs Director), Cliff Schuette (MSUAASF), Larry Schwartz (IFO), Scott Seltveit (IFO), Wil Shynkaruk (IFO), WarrenWiese, vacant (neighborhood representative)

Athletics Representative
   Karla Nelson (December 2008 - January 2009 meetings)

Student Representatives
Academic Year 2008-09:
   Laura Zeiher, Student Senate President
Fall Semester 2008:
   Christopher Mickelson, Student Senate Treasurer
   Jennifer Weil, Student Senator
Spring Semester 2009:
   Maria Camargo, Student Senate Treasurer
   Dan Bartholomay, Student Senator
University Planning and Budget Committee
Academic Year 2008-2009

Meeting Notes:

Thursday, May 7, 2009
Absent: Camargo Midgarden Zeiher
Agenda:
Thank you to Cliff Schuette for his years of service to the committee & congratulations on his upcoming retirement
MSUM programs and services review briefing:
   Facilities & Administration – VP Kirk
   Revenue Fund & Auxiliary Services – VP Wiese

Thursday, April 30, 2009
Absent: Camargo Justesen Renecker Wiese Zeiher
Agenda:
Strategic Planning Task Force – Szymanski
MSUM programs and services review briefing:
   Library & Technology – Assoc. VP Goodman
   Academic Affairs Budget Advisory Committee – VP Midgarden

Thursday, April 23, 2009
Absent: Bartholomay Kotta Sando Zeiher
Agenda:
Revised MSUM programs and services review schedule – Szymanski
   ▪ Vice Presidents present budget plans (including reductions) to UPBC for discussion
     Wednesday, July 8; 8:00 a.m. – 4:30 p.m.
     Thursday, July 9; 8:00 a.m. – 4:30 p.m.
   ▪ President presents final University budget plan to UPBC
     Wednesday, July 15; 8:00 a.m. – 4:30 p.m.
   ▪ President and UPBC present final University budget plan to bargaining unit executive committees
     Thursday, July 16; 8:00 a.m. – 12:00 p.m.
MSUM programs and services review briefing:
   Academic & Student Affairs Support and others – VP Midgarden & VP Wiese

Thursday, April 16, 2009
**Present:** Bartholomay Erber (proxy for Kotta) Goebel Hamilton Hollaar Justesen Kirk Kruse Matthees Peters Renecker Samson Sando Schwartz Shynkaruk Szymanski Wiese  
**Absent:** Camargo Dalan Goodman Kotta Midgarden Schuette Seltveit Zeiher  
**Guest Presenter:**  
Diane Solinger, Interim Director, Housing & Residential Life  
Joel Haugrud, Accounting Officer, Housing & Residential Life  

**Agenda:**  
FY 2010 budget plan, planning parameters, and assumptions:  
- Housing & Residential Life – Interim Director Solinger  
- Bookstore – Director Samson (re-scheduled from March 26)  
MSU Moorhead programs & services review process  
- Changes to process – Szymanski  
- Revised meeting schedule (OW 201) – Hollaar  
  - Thursday, April 23 8:00 a.m. – 10:00 a.m.  
  - Thursday, April 30 8:00 a.m. – 10:00 a.m.  
  - Thursday, May 7 8:00 a.m. – 10:00 a.m.  
Materials web-site (upbc.mnstate.edu) – Hollaar  
Campus community web-site – Hollaar  
[https://appserv.mnstate.edu/president/upbc](https://appserv.mnstate.edu/president/upbc)  
Confidentiality of materials – Szymanski

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**Thursday, April 9, 2009**  
**Present:** Camargo Dalan Goebel Goodman Hamilton Hollaar Justesen Kirk Kotta Kruse Matthees Midgarden Peters Renecker Samson Sando Schuette Seltveit Szymanski Wiese Zeiher  
**Absent:** Bartholomay Schwartz Shynkaruk  
**Guest Presenter:**  
Judy Johnson, Preschool  

**Agenda:**  
FY 2010 budget plan, planning parameters, and assumptions:  
- Preschool – Judy Johnson  
- Athletics – Director Peters (re-scheduled from April 2)  
FY 2009 General Fund budget: 3rd quarter report – Hollaar  
2009 Legislative update  
- Governor & Senate budget recommendations – Hollaar  
MSU Moorhead programs & services review process  
- Materials web-site (upbc.mnstate.edu) and log-in – Kotta  
- Use of Institutional Research data – Szymanski  
Proposed meeting schedule (OW 201) – Hollaar  
  - Tuesday, April 21 no meeting; Student Academic Conference  
  - Wednesday, April 22 8:00 a.m. – 12:00 p.m.; brief sector reports  
  - Thursday, April 23 12:00 p.m. – 3:00 p.m.  
  - Friday, April 24 8:00 a.m. – 4:00 p.m.  
  - Monday, April 27 12:30 p.m. – 4:30 p.m.  
  - Tuesday, April 28 8:00 a.m. – 12:00 p.m.; UPBC briefs President Edna  
  - Thursday, April 30 8:30 a.m. – 10:00 a.m.; regularly scheduled meeting
Thursday, March 12, 2009

**Present:** Bartholomay Camargo Dalan Goebel Goodman Hamilton Hollaar Justesen Kirk Kotta Kruse Matthees Midgarden Peters Renecker Samson Schuette Seltveit Shynkaruk Szymanski Wiese

**Absent:** Sando Schwartz Zeiher

**Guest Presenter:**
Michael Parks, Director, Campus Security

**Agenda:**
FY 2010 budget plan, planning parameters, and assumptions:
  - Parking – Michael Parks and Jeff Goebel
  - State of Minnesota February 2009 economic forecast – Hollaar
  - MSU Moorhead current budget analysis & 4-year plan – Szymanski
  - MSU Moorhead programs & services review process
    - Materials web-site – Kotta
    - Confidentiality of materials – Szymanski

  - Proposed meeting schedule – Hollaar
    - Tuesday, April 21: no meeting; Student Academic Conference
    - Wednesday, April 22: 8:00 a.m. – 12:00 p.m.
    - Thursday, April 23: 12:00 p.m. – 3:00 p.m.
    - Friday, April 24: 8:00 a.m. – 4:00 p.m.
    - Monday, April 27: 12:30 p.m. – 4:30 p.m.
    - Tuesday, April 28: 8:00 a.m. – 12:00 p.m.

Thursday, February 26, 2009

**Present:** Bartholomay Dalan Hamilton Hollaar Justesen Kirk Kotta Kruse Matthees Midgarden Renecker Samson Sando Schwartz Seltveit Szymanski Wiese Zeiher

**Absent:** Camargo Goebel Goodman Peters Schuette Shynkaruk

**Guest Presenter:**
Carol Grimm, Director, Hendrix Health Center & Dragon Wellness Center
Karen Lester, Business Manager, Hendrix Health Center & Dragon Wellness Center

**Agenda:**
Introduce and welcome new member
FY 2010 budget plan, planning parameters, and assumptions:
  - Hendrix Health Center & Dragon Wellness Center – Director Grimm

MSUM programs & services review process – Szymanski

Thursday, February 12, 2009

**Present:** Camargo Dalan Goebel Goodman Hollaar Justesen Kirk Kotta Kruse Matthees Midgarden Peters Renecker Samson Sando Schwartz Seltveit Shynkaruk Szymanski Wiese Zeiher

**Absent:** Bartholomay Hamilton Kirk

**Guest Presenter:**
Karen Mehnert-Meland – Director, Student Union & Activities

**Agenda:**
Introduce and welcome new member
FY 2010 budget plan, planning parameters, and assumptions:
  - Comstock Memorial Union and Student Activities – Director Mehnert-Meland
FYs 2010-2011 Governor’s budget recommendations – Hollaar
MSUM programs & services review process – Szymanski

Thursday, January 22, 2009
Absent: Bartholomay Midgarden Schuette Zeiher
Guest Presenters:
   Mark Rice, University Comptroller
   Shannyn Jacobsen, University Financial Reporting Officer
Agenda:
Introduce and welcome new member
FY 2009 General Fund budget – 2nd quarter report – Hollaar
MSUM projected base budget change – FYs 2009-2011 – Hollaar
FY 2009 & 2010 budget planning scenarios with list of frozen positions – Hollaar
FY 2009 unallotment – Hollaar
Budget reduction strategy and calendar – Szymanski
MSUM programs & services review process – Szymanski

Thursday, December 11, 2008
Absent: Kotta Mickelson Weil Zeiher
Agenda:
Committee charge and membership – Hollaar
Introduce and welcome new members
FY 2009 MSU Moorhead Presidential Work Plan – posted on the University web-site
State of MN November 2008 Economic Forecast – Hollaar
MnSCU Biennial Budget Request – Hollaar
FY 2009 & 2010 Budget Planning Scenarios – Hollaar
List of frozen positions – Hollaar
Tuition and fee structure study group – Kirk

Thursday, November 13, 2008
Present: Dalan Goodman Haugrud (proxy for Kotta) Hollaar Kruse Matthees Renecker Schuette Schwartz Seltveit Szymanski
Absent: Hamilton Kirk Kotta Mickelson Midgarden Ohren Wiese Zeiher
Agenda:
FY 2009 & 2010 Budget Planning Scenarios – Hollaar
List of frozen positions – Hollaar

Thursday, October 9, 2008
Present: Dalan Hamilton Hollaar Kirk Kotta Kruse Matthees Midgarden Ohren Schuette Seltveit Szymanski Wiese Zeiher
Absent: Goodman Mickelson Renecker Schwartz
Guest: Mark Rice, University Comptroller
Agenda:
University division FY 2008 master work plan final reports
   Facilities & Administration – Vice President Kirk
   Student Affairs – Vice President Wiese
FY 2009 General Fund budget - 1st quarter report – Hollaar
FY 2008 carryforward – Hollaar
FY 2009 enrollment update (30th day) – Hollaar

Thursday, September 25, 2008
Present: Dalan Goodman Hamilton Hollaar Kirk Matthees Midgarden Schuette Schwartz Seltveit Szymanski Wiese
Absent: Kotta Kruse Mickelson Ohren Renecker Zeiher
Agenda:
Budget and Planning for FY 2010 – Szymanski
University division FY 2008 master work plan final reports
   Academic Affairs – Vice President Midgarden
   University Advancement – Executive Director Hamilton

Thursday, September 11, 2008
Present: Dalan Goodman Hollaar Kirk Kotta Kruse Matthees Mickelson Ohren Renecker Schuette Schwartz Seltveit Szymanski Wiese Zeiher
Absent: Hamilton Midgarden
Guest Presenters:
   Doug Peters, Athletic Director
   Joan Justesen, Interim Vice President, Alumni Foundation
Agenda:
FINAL FY 2008 General Fund Budget report – Hollaar
FY 2007 Carryforward report – Hollaar
FY 2009 Enrollment update – Hollaar
University division FY 2008 master work plan final reports
   Alumni Foundation – Interim Vice President Justesen
   Athletics – Director Peters

Thursday, August 28, 2008
Present: Dalan Goodman Hollaar Kirk Kotta Kruse Matthees Mickelson Midgarden Ohren Renecker Schuette Seltveit Szymanski Wiese Zeiher
Absent: Hamilton Schwartz
Agenda:
Committee introductions
Proposal to revise the committee charge and membership – Hollaar
FY 2009 General Fund budget planning FINAL – Hollaar
ORIGINAL FY 2009 General Fund Budget – Hollaar
FY 2010 General Fund budget planning draft – Hollaar