

Budget Advisory Group  
Minutes  
September 22, 2009, 12:45 p.m. – 1:45 p.m.  
Atwood Memorial Center, Glacier Room

Attendees: Diana Burlison, John Eggers, Jo Flanders, Dan Gregory, Sarah Larson, Amos Olagunju, Steve Ludwig, Mark Springer, Kristi Tornquist, and Leslie Valdes.

I. Introduction

Attendees introduced themselves.

II. Discuss FY 10 Meeting Schedule

Steve Ludwig announced that because the former co-chair of the group now holds an interim administrative position, the Faculty Association has initiated the process to appoint a new co-chair. The FY 10 schedule will therefore remain subject to change, as the schedule is contingent on the schedule of the new co-chair. It is anticipated that even when established, the frequency of the schedule could increase or decrease based on the need.

III. Carry Forward

It was shared that the discussion between the vice presidents regarding the FY 10 carry forward decisions is not final. The FY 10 plan shared at the Town Hall Meeting was to use \$1 million from FY 09 carry forward to balance the FY 10 budget, and \$1 million from FY 09 carry forward for investments/contingencies. Since that time the final allocation as a result of the legislative session necessitated the use of the \$1 million for budget contingency rather than investment.

- Presidential Directive for FY 11 Budget Preparation

It was conveyed that President Potter is drafting a FY 11 Budget Preparation Directive which will hopefully be announced soon. Preliminary information reflects a greater deficit than anticipated.

IV. Preliminary FY 12 & 13 Budget

The [Budget Overview](#) page from the Budget session of Convocation was distributed and discussed. It reflects an anticipated \$3.8 million deficit in FY 11 and \$7.8 million deficit in FY 12. In anticipation of this condition, President Potter has asked that a plan to carry forward an additional \$1 million into FY 11 be implemented. It is hoped more can be known about the current biennium and future expectations after the State of Minnesota releases a forecast in November.

Any FY 13 projections reflect continuing budget concerns but without further guidance from the Office of the Chancellor at this time, any information would only be speculation.

The [Budget Summary FY 11](#) document was distributed and discussed. The document has been discussed among President Potter and the vice presidents and will be shared with the deans and campus. This meeting is the first publication of the draft document which is the initial opening to the very difficult conversation regarding how to manage continuing deficits.

Some feedback included that it appears certain centers or areas are being specifically identified. It was stressed that the estimates listed in the draft document would be applied similarly across centers/units that fall into the same criteria. The impact of all changes is not reflected in this document. One objective of distributing the document is to identify variables, through wider discussion, that need to be considered when planning changes that will be required to balance the budget. It is expected, for example, that the business plan for the Graduate Center can become a model for other campus operations such as the Welcome Center.

The Intensive English Center was shared as an example of a program that is revenue generating while currently having M&E funds directly and indirectly support the costs of the program. SCSU is exploring the history and options of charging such revenue generating programs for the services provided as one way to help balance the budget.

It was clarified that questions/discussion/feedback regarding proposed changes to the budget can be discussed through department chairs and deans and the Provost for academic issues. General budget questions can be directed to Administrative Affairs.

It was reiterated that the projections include deficits. There are difficult questions to be asked and hard decisions to be made. The goal is to have an open plan for the budget.

Meeting adjourned at 1:48 p.m.

Future topics:

- Program and Market Based Tuition Reporting Procedures
- Reserve Requirements/Goals
- Assessing Programmatic Fiscal Issues

**Proposed** future meetings:

Tuesday, October 6, 2009	Tuesday, January 26, 2010
Tuesday, October 20, 2009	Tuesday, February 9, 2010
Tuesday, November 3, 2009	Tuesday, February 23, 2010
Tuesday, November 17, 2009	Tuesday, March 16, 2010
Tuesday, December 1, 2009	Tuesday, March 30, 2010
Tuesday, December 15, 2009	Tuesday, April 13, 2010
Tuesday, January 12, 2010	Tuesday, April 27, 2010

Note taker: Lucie Schwartzkopf, OAS, Int., Office of Administrative Affairs