President’s Retreat
Team Comments and Feedback Relating to Budget
August 19, 2008

- RSS feed—new information or communication regarding budget discussion and planning (communications subcommittee in charge of drafting communication)
- Implement better reporting from B, P, A sub meets to constituents (input from constituents also)
- Blog
- Post Minutes
- Wiki
- Publicize who to talk to
- Suggestion box online
- Survey
- Meetings
  1) Prioritize/justify spending
  2) Ask people for ideas about what they want to fund (blue sky/strategic)

*********************************************************************************************
- "SavemoneyMSU@MNSU.edu" generic email address to save money
- Put ideas on website
- Reward/incentive for savings (i.e. 10% of savings)
- Outsource when/where cheaper
- Share among regional academic institutions
- Examine year-end spending practices. Really needed? Ask secretaries; other workers
  - Do we really need the stuff?
- Develop incentive plan for rewarding employees who come up with cost savings that are implemented
- Good old fashioned suggestion box
- Regularly scheduled “auto” email message to solicit ideas for cost savings at the university level

- Gather information on ways that the institution can contain costs (institutional level) prior to beginning discussions at the divisional level

I. Feedback on budget process – how to get information?
   A) Reduce travel; increase telecommunication technology use
   B) Outsource motor pool
   C) Alternative energy

- Anonymous suggestion boxes
- Keep the process simple
- Recognize people for their proposals
- Consider allowing carry forwards
- Provide incentives for individuals willing to reduce annual appointment to less than 1.0 FTE

- Web page form
- Quiet/anonymous submission
- Educate about greater good
- Reward saving the university money
  - College/unit may keep some of the money
• Use it or lose it (money) process doesn’t work every dept/college-someway to spread across campus

• General web form for all to use for suggestions

• Updates to (all) campus on (general) budget standings

Savings/Cost Containment Strategies:

- Employee involvement
- Include lab fees/student fees in cost containment discussion
- Know costs...make costs of programs available for discussion

• Cash back to departments for ideas

• Opportunities to comment on initiatives, ideas, news stories, etc. immediately and safely

• Create a blog where people can post (by Avra)

• Give a report on ideas that are implemented to all staff so that all can implement if appropriate to their area (recognize person who contributed idea)

1) Communicate budget information and establish parameters for suggestions
   ○ Open Forums

2) Anonymous suggestion box
### Minnesota State University, Mankato
#### Budget Planning Process Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Office Due Date (Final Budget Decision)</td>
<td></td>
</tr>
<tr>
<td>April/May - Biennial Budget Year (1st year of biennium)</td>
<td></td>
</tr>
<tr>
<td>Nov/Dec - Bonding Budget Year (2nd year of biennium)</td>
<td></td>
</tr>
<tr>
<td>Academic Affairs Plan (To allow early fall searches)</td>
<td>April 1 of previous year</td>
</tr>
<tr>
<td>Divisional Plan to Budget Office (Plan with % Inc and % dec)</td>
<td>September 1</td>
</tr>
<tr>
<td>Post to Budget website</td>
<td>September 15</td>
</tr>
<tr>
<td>BU Preliminary input and comments</td>
<td>October 15</td>
</tr>
<tr>
<td>Cabinet One day Retreat to Prioritize Scenario Plan</td>
<td>October 31</td>
</tr>
<tr>
<td>Present to Meet &amp; Confers</td>
<td>November</td>
</tr>
<tr>
<td>Final Scenarios</td>
<td>December 1</td>
</tr>
<tr>
<td>Cabinet Monitoring</td>
<td>December-April</td>
</tr>
<tr>
<td>Cabinet Proposed Final Budget to Meet &amp; Confer</td>
<td>April</td>
</tr>
<tr>
<td>Final Budget Approved by Cabinet</td>
<td>May</td>
</tr>
</tbody>
</table>
Minnesota State University, Mankato
Divisional Investment Base Funding Plan Form

Division ____________________________________________
Date ________________________________

1. Which Strategic Goal does this funding request support? See link for Strategic Priority definitions. http://www.mnsu.edu/president/priorities/definitions/

   Strategic Priority

   __________________________________________________________

2. Provide a brief description of your divisional base need and rationale:

   Need:

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

   Rationale:

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

   Inter-department partnerships and collaboration

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

   National Assessment tools that supports this request:

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

3. How will the funding request support the Strategic Priority of the University?

   a. _______________________________________________________

   b. _______________________________________________________

   c. _______________________________________________________
4. Describe the measurable outcomes:
   a. 
   b. 
   c. 

5. Assessment Measures – Define what methods will be used in assessing the effectiveness of the project and the timing of the assessment
   a. 
   b. 
   c. 
   d. 

6. Budget Request:
   Please contact the Budget office at #3242 with any questions on projecting the budget.
   Be specific and identify any fringe attached to salary

   Salary  
   Fringe  

   (Contact budget office for current rates)

   Non Salary  
   (Supplies, equipment, copies, phone, travel, etc.
   Describe: 

   Graduate Assistant  
   (For full time GA, current rate is $9,000/semester)  
   Graduate Assistant Stipend  
   (Number of credit hours x tuition rate)  

   TOTAL  

   $0.00

   Space needs (including office, furniture, equipment, etc.)

   Impact to other departments and/or divisions: 
Division ________________________________
Date ________________________________

1. Provide a brief description of your divisional Reduction Plan.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. How will the funding reduction impact your division and/or University?
   a. ______________________________________________________________
   b. ______________________________________________________________
   c. ______________________________________________________________
   d. ______________________________________________________________

3. Describe the measurable outcomes:
   a. ______________________________________________________________
   b. ______________________________________________________________
   c. ______________________________________________________________

4. Assessment Measures – Define what methods will be used in assessing the impact of this reduction
   a. ______________________________________________________________
   b. ______________________________________________________________
   c. ______________________________________________________________
   d. ______________________________________________________________

5. Budget Reduction Amount: __________________________________________
Cost Containment Strategies

As the University enters into challenging economic times and limited resources, we encourage the campus community to participate in offering Cost Containment Strategies.

Comments:

Your Name (optional):

Your email (optional):

Responder Type:
Select One

Submit Form  Reset

Your Comments will be sent to the MSU Budget Officer for analysis.

Thanks for your input.

Comments

http://www.mnsu.edu/finadm/comments/index.html
### Passenger Fleet Self-Sustaining Cost Center - 216043

#### Advantages in Renting State Vehicles
- **Reduced costs** for departments as opposed to paying for employees driving their personal vehicles. 45.56¢ per mile dept. cost if employee uses personal vehicle when state vehicle is available.
- **On-line reservation capability**; state vehicles are on campus; personal vehicle left in secured area; state has heating block hookup.
- **No wear & tear on personal vehicles** if state vehicle is used.
- **Physical damage on personal vehicle while on state business affects driver's personal insurance.** In general, damage to state vehicle covered.
- Unlimited miles and no gas chargeback to departments. Use of Enterprise Fleet A-Car requires use of personal funds for fuel which then have to be reimbursed by departments.

#### 2004-05 to 2006-06

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Prior Year Carry Forward Cash Balance</td>
<td>($6,041)</td>
<td>($24,444)</td>
<td>($57,798)</td>
<td>($43,644)</td>
<td>($22,981)</td>
<td>($23,986)</td>
<td>393,595</td>
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<tr>
<td>Finance Plan</td>
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<td></td>
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<td></td>
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<tr>
<td>Passenger Fleet Vehicle Rental Income</td>
<td>269,061</td>
<td>311,241</td>
<td>382,810</td>
<td>319,977</td>
<td>371,000</td>
<td>2,996</td>
<td>342,004</td>
<td>393,595</td>
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<tr>
<td>Misc. &amp; Insurance Recovery Income</td>
<td>37,169</td>
<td>33,503</td>
<td>17,520</td>
<td>21,940</td>
<td>10,000</td>
<td>4,802</td>
<td>5,396</td>
<td>10,000</td>
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<tr>
<td>Fiscal Year Income Subtotal</td>
<td>306,230</td>
<td>344,744</td>
<td>400,330</td>
<td>341,917</td>
<td>381,000</td>
<td>33,798</td>
<td>347,402</td>
<td>403,595</td>
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<tr>
<td>Adjusted Available Cash Total</td>
<td>$296,155</td>
<td>$326,300</td>
<td>$340,532</td>
<td>$295,773</td>
<td>$336,019</td>
<td>$10,617</td>
<td>$347,402</td>
<td>$363,600</td>
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<tr>
<td>Fixed Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Fringes</td>
<td>$69,000</td>
<td>$73,607</td>
<td>$95,596</td>
<td>$104,056</td>
<td>$108,000</td>
<td>$88,695</td>
<td>$21,182</td>
<td>$123</td>
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<tr>
<td>Student Payroll</td>
<td>19,112</td>
<td>19,430</td>
<td>12,569</td>
<td>15,060</td>
<td>10,000</td>
<td>2,924</td>
<td>7,076</td>
<td>14,000</td>
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<tr>
<td>Insurance</td>
<td>15,978</td>
<td>12,914</td>
<td>58,800</td>
<td>17,586</td>
<td>64,500</td>
<td>64,500</td>
<td>21,000</td>
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<tr>
<td>Insurance Dividend Refund</td>
<td>(12,177)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Supplies and Parts</td>
<td>25,031</td>
<td>12,244</td>
<td>96,766</td>
<td>29,759</td>
<td>24,000</td>
<td>600</td>
<td>19,994</td>
<td>30,000</td>
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<tr>
<td><em>Net</em> Body Work (after insurance payment offsets)</td>
<td>17,994</td>
<td>20,108</td>
<td>20,091</td>
<td>26,520</td>
<td>16,000</td>
<td>22,229</td>
<td>(6,429)</td>
<td>20,000</td>
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<tr>
<td>Overhead Contract with Enterprise Fleet-A Car</td>
<td>8,267</td>
<td>11,510</td>
<td>6,137</td>
<td>8,724</td>
<td>11,700</td>
<td>7,500</td>
<td>449</td>
<td>3,751</td>
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<tr>
<td>Environmental Safety and Hazardous Waste Disposal</td>
<td>306</td>
<td>475</td>
<td>717</td>
<td>522</td>
<td>500</td>
<td>500</td>
<td>400</td>
<td>400</td>
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<tr>
<td>Miscellaneous</td>
<td>2,870</td>
<td>1,195</td>
<td>1,510</td>
<td>1,098</td>
<td>850</td>
<td>400</td>
<td>462</td>
<td>12</td>
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<tr>
<td><strong>Fixed Costs Subtotal</strong></td>
<td>$146,461</td>
<td>163,443</td>
<td>226,434</td>
<td>$199,154</td>
<td>$235,550</td>
<td>$117,824</td>
<td>$282,223</td>
<td>$88,503</td>
</tr>
<tr>
<td>Variable Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gasoline (March Plan FY'09: 30,100 Passenger Fleet gallons x $3.20)</td>
<td>75,545</td>
<td>83,672</td>
<td>109,585</td>
<td>122,064</td>
<td>125,100</td>
<td>9,176</td>
<td>115,944</td>
<td>150,490</td>
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<tr>
<td>Vehicle Replacement</td>
<td>91,386</td>
<td>116,970</td>
<td>51,876</td>
<td>0</td>
<td>0</td>
<td>24,910</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Leasing, Registration, Titles</td>
<td>10,065</td>
<td>8,013</td>
<td>4,328</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>2,600</td>
<td>0</td>
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<tr>
<td><strong>Variable Costs Subtotal</strong></td>
<td>$177,146</td>
<td>$205,655</td>
<td>$165,752</td>
<td>$132,100</td>
<td>$125,100</td>
<td>$8,176</td>
<td>$115,944</td>
<td>$150,490</td>
</tr>
<tr>
<td><strong>Self-Sustaining Cost Center Expenditure Totals</strong></td>
<td>$233,607</td>
<td>$326,945</td>
<td>$232,261</td>
<td>$217,554</td>
<td>$230,670</td>
<td>$117,824</td>
<td>$282,223</td>
<td>$88,503</td>
</tr>
</tbody>
</table>

#### Proposed Receipt of 2006 Budget to Reflect Fuel Increases, Insurance Changes, & Equip. Buy

#### Passenger Fleet June 30 Net Operating

<table>
<thead>
<tr>
<th># of Vehicles</th>
<th>MSU Passenger Fleet</th>
<th>Revised Daily Rate</th>
<th>Receipt Estimates</th>
<th>Per Trip Across Border Surcharge</th>
<th>2008-09 Totals</th>
<th>vs. (161) 2/23/06</th>
<th>vs. (19,995)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Sedan</td>
<td>$38</td>
<td>$146,351</td>
<td></td>
<td></td>
<td>($22,981)</td>
<td>($2,651)</td>
</tr>
<tr>
<td>12</td>
<td>Minivan</td>
<td>$63</td>
<td>133,102</td>
<td></td>
<td></td>
<td>($17,824)</td>
<td>($22,098)</td>
</tr>
<tr>
<td>5</td>
<td>12 Passenger Large Van</td>
<td>$83</td>
<td>91,142 x 500 per trip</td>
<td></td>
<td></td>
<td>$83,565</td>
<td>$141,956</td>
</tr>
<tr>
<td>44</td>
<td>Sedan</td>
<td>$36 Sedan</td>
<td>$36 Mini</td>
<td>$36 Large</td>
<td></td>
<td>($2,651)</td>
<td>($22,098)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>($17,824)</td>
<td>($22,098)</td>
</tr>
<tr>
<td></td>
<td>$35 Sedan</td>
<td>$58 Mini</td>
<td>$77 Large</td>
<td>Initial FY'09: $350,000</td>
<td>$21,000</td>
<td>$371,000</td>
<td>$308,247</td>
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<tr>
<td></td>
<td>$33 Sedan</td>
<td>$55 Mini</td>
<td>$73 Large</td>
<td>2007-08</td>
<td></td>
<td>$308,247</td>
<td>$308,247</td>
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</tbody>
</table>

*Revised 12 Plan assumes 3.90 per gallon gas. Phase out of 12 passenger van begins with one replacement vehicle under 10 passengers.*