

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
 - o Open Forums
- 2) Anonymous suggestion box

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Minnesota State University, Mankato Budget Planning Process Timeline

System Office Due Date (Final Budget Decision) April/May - Biennial Budget Year (1st year of biennium) Nov/Dec - Bonding Budget Year (2nd year of biennium)
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Activity	Timeline
Academic Affairs Plan (To allow early fall searches)	April 1 of previous year
Divisional Plan to Budget Office (Plan with % Inc and % dec)	September 1
Post to Budget website	September 15
BU Preliminary input and comments	October 15
Cabinet One day Retreat to Prioritize Scenario Plan	October 31
Present to Meet & Confers	November
Final Scenarios	December 1
Cabinet Monitoring	December-April
Cabinet Proposed Final Budget to Meet & Confer	April
Final Budget Approved by Cabinet	May

Minnesota State University, Mankato
Summary of Divisional Investment/Reduction Plan

Draft: 7/30/08

Division _____
Fiscal Year _____

Investment		Strategic Goal	Amount

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: _____

Minnesota State University, Mankato

Divisional Reduction Base Funding Plan Form

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

Page address: <http://www.mnsu.edu/finadm/comments/index.html>

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

Per Mile Reimbursement
 58.64 for state vehicle, available
 51.54 for state vehicle, defined

Advantages in Renting State Vehicles

- * Reduced costs for departments as opposed to paying for employees driving their personal vehicle. 43.5¢ per mile dept. cost if employee uses personal vehicle when state vehicle is available.
- * On-fine reservation capability; state vehicles are on campus; personal vehicle left in secured area, stalls have 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 Rent-A-Car requires use of personal funds for fuel which then have to be reimbursed by departments.

Passenger Fleet Self-Sustaining Cost Center - 216043

	2008-09					Proposed Recast of 2008 09 Budget to Reflect Fuel Increases, Insurance Changes, & Equip. Buy (9)
	March Approved FY'09 Budget (5)	Less Encumbrances (6)	Less Actuals as of 9/16/08 (7)	Balance (8)	(\$19,995)	
Finance Plan						
Passenger Fleet Vehicle Rental Income	268,051	311,241	319,977	371,000	28,996	383,595
Misc. & Insurance Recovery Income	37,153	33,503	21,940	10,000	4,602	10,000
Fiscal Year Income Subtotal	305,204	344,744	341,917	381,000	33,598	403,595
Adjusted Available Cash Total	\$298,153	\$348,532	\$298,273	\$358,019	\$10,617	\$383,600
Fixed Costs						
Salaries & Fringes	\$69,000	\$73,802	\$104,068	\$108,000	\$86,695	\$108,000
Student Payroll	19,112	19,439	15,680	10,000	2,924	14,000
Insurance	15,978	12,914	17,586	64,500	64,500	21,000
Insurance Dividend Rebate	(12,177)	0	(4,815)	0	0	0
Supplies and Parts	25,031	24,043	29,759	24,000	800	30,000
"Net" Body Work (after insurance payment offsets)	17,994	20,108	26,091	16,000	22,429	20,000
Overload Contract with Enterprise Rent-A-Car	8,287	11,510	8,724	11,700	7,500	9,000
Environmental Safety and Hazardous Waste Disposal	366	475	717	500	449	9,000
Miscellaneous	2,870	1,152	1,098	850	400	400
Fixed Costs Subtotal	\$146,461	163,443	\$199,154	\$235,550	\$117,824	\$203,600
Variable Costs						
Gasoline (March Plan FY 09: 39,100 Passenger Fleet gallons x \$3.20)	75,545	83,672	122,084	125,120	9,176	152,490
Vehicle Replacement	91,536	116,970	51,879	0	0	24,910
Vehicle Licensing, Registration, Titles	10,065	8,013	4,328	16	0	2,600
Variable Costs Subtotal	\$177,146	\$208,655	\$178,291	\$125,120	\$9,176	\$180,000
Self-Sustaining Cost Center Expenditure Totals	\$323,607	\$372,098	\$377,445	\$360,670	\$117,824	\$383,600

# of Vehicles	MSU Passenger Fleet	2008-09		Per Trip Across Border Surcharge	2008-09 Totals
		Revised Daily Rate Charge	Receipt Estimates		
27	Sedan	\$38	\$148,351		\$383,595
12	Mini-Van	\$63	133,102	210 trips	\$371,000
5	12 Passenger Large Van	\$83	91,142	\$100 per trip =	\$308,247
44	\$36 Sedan	\$63	\$372,595		
	\$35 Mini	\$77			
	\$33 Sedan	\$73			

Passenger Fleet June 30 Net Operating (\$24,444) vs. (\$22,981) Shortfall

Revised '09 Plan assumes \$3.90 per gallon gas. Phase out of 12 passenger vans begins with one replacement vehicle under 10 passengers.

(\$161) 2/23/06 Plan vs. (19,995) 2/12/08 Revised '08 Plan which reflected decline in reservations.

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