



**Joint Budget, Planning and Assessment Sub-Meet and Confer Notes  
Friday, September 14, 2018  
Johnson Alumni Room and Adobe Connect**

**Welcome and Introductions (John Paul)**

**Strategic Budget Planning Review Process Phase (Lynn Akey/Rick Straka)**

- The University adopted a General Fund Strategic Budget Planning Process in May 2017.
- The Process consists of four phases: data, initial categorization, final categorization, and process review and evaluation.
- The Final Categorization Phase concluded at the end of the 2017–2018 academic year
- Now Entering Process Review and Evaluation Phase
  - Establish Process Review and Evaluation Work Groups:
    - Overall Process Work Group
    - Academic Program Work Group
    - Non-Academic Program Work Group
- Reviewed timeline on handout *Our General Fund Strategic Budget Planning Process: What's Next?*

**Small group discussion**

- A. How would you propose the structure of the work groups?
  - Academic Workgroups should be majority from academics
  - Non Academic Workgroup should be majority from non academics
  - Should be an even mix academic and non-academic
  - Should be small groups so they can work effectively
- B. Process: Timeline and Evaluation
  - Timeline seems short, need to extend
  - Would like more time with the Joint Sub Meet to reflect
  - Don't need more feedback on the feedback on the feedback...let's just do it
  - No urgency to get this done, so allow more time

**Armstrong Hall Pre-design Update (Paul Corcoran)**

**Request and Pre-design Schedule:**

- August 1, 2018 The 50% of plan was submitted to the System Office
  - Document posted at: [http://www.mnsu.edu/facilities/planconst/AH\\_Solution\\_predesign.html](http://www.mnsu.edu/facilities/planconst/AH_Solution_predesign.html)
- September 21, 2018 - 95% Due to System Office
  - This version will be posted for campus review and feedback
- October 2018 - Presentation to System Office
- November 11, 2018 - 100% Due to System Office
- January 2-3, 2019 – Capital Scoring Event (by our Minnesota State peers)
- June 2019 – Board of Trustee's Approves 2020 Capital Budget Priority list
- August – October 2019 – Legislative Tours
- October 2019 – Final Capital Budget due to the State of Minnesota.

### **Current Project Schedule**

- 2020 Project Design and Construction for the CSB Basement.
- 2022 Construction of New Building
- 2024 Renovation Projects in Memorial library building, and potentially other small areas
- 2026 Demolition of Armstrong Hall

### **Elements currently being reviewed by Campus Administration**

- What are our goals for class size in 2026?
- Is all of our current space appropriately classified?
- Can some labs be more flexible or multipurpose?
- What areas do we expect growth or reduction and how much?

### **Comprehensive Facility Plan (CFP) - formally known as Facilities Master Plan (Paul Corcoran)**

- The CFP has a five year update cycle.
- The University will complete the plan during the 2018/19 academic year.
- The existing campus Planning Meet and Confer committee will assist with formation of a campus work group and recommendations.
- RFP for vendor selection Issued August 29, 2018
- Vendor proposals Due September 18, 2018
- Interviews at Minnesota State University, Mankato campus September 27, 2018
- Vendor notice to Proceed October 8, 2018
- Presentation to the System Office June 15, 2019

Comprehensive Facility Plan Guideline Document Dated July 1, 2017 can be downloaded from the following

link: <http://www.minnstate.edu/system/finance/facilities/capital-development/index.html>

Wrap-Up and Closing (Brooke Burk)

### **In Attendance:**

Adams, Kenneth  
Ahmed, Shaheen  
Akey, Lynn  
Alvarez, Linda  
Bergman, Barbara  
Bruns, Jason  
Buisman, Kevin  
Burk, Brooke  
Borum, Sue  
Clay, Matthew  
Constantine, Mark  
Corcoran, Paul  
Flannery, Brenda  
Fleischman, Robert P  
Haar, Jean  
Hughes, Catherine

Krosch, Jill Marie  
Lange, Jane  
Lassiter, Andrea  
Lehman, Joseph  
Loayza, Matthew  
Maki, Laura  
Mixon, Daardi  
Norman, Debra  
Norman, Thomas  
Olson, Michael James  
Paul, John  
Peterson, Leslie McPhail  
Pragman, Claudia  
Reding, Noreen Carol  
Reid, Kenneth  
Retherford, Kristine

Rusch, Evan  
Sargent, Sheri  
Schneider, Bryan  
Schulz, Debra  
Smith, Steven  
Straka, Richard  
Thoemke, John