

## BUDGET SUBMEET & CONFER

October 13, 2020

1:00-2:30 p.m.

Via Zoom

Please note: Budget SubMeet & Confer agendas and supporting documents are located on the Budget Website: <http://www.mnsu.edu/finadm/submeetconfer/>

Attendees: Rick Straka, Lisa Baures (Co-Chair), Gregg Marg, Sarah Kruse, Charles Lewis, Lynette Engeswick, Claudia Pragman, Scott Page, Bryan Schneider, Matt Potocnik, Joseph Lehman, Anne Ludvik, Deb Norman, Jane Kolars, Kim Rademaker, Mark Constantine, Jean Clarke, Mike Peters, Chris Brown, Aaron Budge, Matt Cecil, David Cowan, Brian Martensen, Kristine Retherford, Skye Dauer, Steve Smith, Matthew Loayza, David Jones, Laura Yin, Teri Wallace, Anna Dahlman, Jennifer Veltsos, Andrew Trenne and Vickie Hanson

### 1) Changes/Additions to the Agenda

### 2) Budget Planning Principles for FY22-FY27

[https://admin.mnsu.edu/globalassets/finance-and-administration/vpoffice/budgetpolicies/fy15\\_21budgetplanningprinciples.pdf](https://admin.mnsu.edu/globalassets/finance-and-administration/vpoffice/budgetpolicies/fy15_21budgetplanningprinciples.pdf)

Straka-We last looked at the principles for FY2015-FY2021. We are due to upgrade and make some adjustments or reaffirm our current Budget Planning Principles for another five-year period FY22-FY27.

The principles say:

*Minnesota State University, Mankato promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, region, and the global community.*

a. *In economic times of increased funding, investments need to be made in University initiatives.*

b. *Even in times of reduced resources, we need to make investments in the University.*

Straka-This statement and the fact that we didn't have a formal reallocation process is what was the driver for the Strategic Budget Planning Process and creating the Strategic Budget Planning Process was to create a more formal review and the process ended up creating candidates for investments, candidates for maintenance of funding and candidates for reduction/reallocation.

c. *The University shall develop a reallocation process to ensure funds are available for investment in the University.*

*The planning, budget and assessment process should reflect the University's commitment to building a diverse faculty, staff, and student body.*

Straka-Now we might want to incorporate reference to Equity 2030 and the System goals.

*Representatives from recognized constituencies of the campus community will be engaged in the planning, budget, and assessment process.*

*The University shall strive for a balanced annual operating budget that maintains reserve levels that comply with Minnesota State Colleges and Universities policies and procedures.*

*The University shall strive to increase external financial support in furthering the University's mission.*

*Planning, budget and assessment decisions must include recognition of the impact of enrollment and retention on this University.*

*Attention shall be devoted to continually evaluating the University's budget and staffing plan at all levels with the objectives of: (1) promoting involvement and collaboration; (2) restructuring for organization effectiveness; and (3) clarifying roles of authority and responsibility.*

*The University community values its employees and will work to allow retraining and reassignment opportunities when feasible.*

*The assessment and evaluation of resources on campus will provide information for the planning and budget process.*

Straka-This had a lot to do with rolling into the metrics used in the Strategic Budget Planning Process.

Baures-Would it be possible to provide 1c. to reflect the Strategic Budget Planning Process instead of referring to a reallocation process to specifically refer to the Strategic Budget Planning Process? Straka-That seems reasonable. We are bringing forward what we have from 5 years ago. Please review the document and bring back suggested edits to the November meeting. Send any suggested changes to [Vickie.Hanson@mnsu.edu](mailto:Vickie.Hanson@mnsu.edu) and [rick.straka@mnsu.edu](mailto:rick.straka@mnsu.edu) for compiling a list of changes. Is there something that is missing in this document? Is there something that is no longer relevant in this document? Or is there something where there is an update and we need to consider revising it.

### **3) Strategic Budget Planning - Is a Tool for Reallocation of Resources**

[https://www.mnsu.edu/planning/sbp\\_process\\_recommendation\\_4\\_28\\_19.pdf](https://www.mnsu.edu/planning/sbp_process_recommendation_4_28_19.pdf)

*During the 2015-2016 academic year, the Joint Budget, Planning and Assessment & Evaluation Sub-Meet and Confer engaged in conversation reflecting on the University's 2-year series of budget reductions. The budget reduction process employed was heavily reliant on an across-the-board method where reductions were fairly evenly distributed across divisions. While this method was successful in generating base budget reductions for the University, and had been employed previously by the University, several shortcomings were noted by the Joint body:*

*The distribution of reduction was not necessarily strategic.*

- *The reduction process was not sufficiently data-informed or guided by a shared understanding of institutional information utilized for decision-making.*

- *The reduction process employed did not fully uphold the University's Budget Planning Principles (<https://www.mnsu.edu/finadm/budgetoffice/>). In particular, with regards to investment:*

- a. In economic times of increased funding, investments need to be made in University initiatives.*

- b. Even in times of reduced resources, we need to make investments in the University.*

- c. The University shall develop a reallocation process to ensure funds are available for investment in the University.*

Straka-The reason this was brought up was to address this part of the Budget Planning Principles and why they go together.

*In Fall 2016, the Joint body recommended a process, timeline, and the formation of three work groups to bring forward a recommendation outlining a Strategic Budget Planning Process for the University. Membership of the three work groups was comprised of appointed Budget, Planning and Assessment & Evaluation Sub-Meet and Confer members. The work groups brought forward a process that was adopted and implemented in Fall 2017.*

*In accordance with the process adopted, work groups from the membership of the Budget, Planning and Assessment & Evaluation Sub-Meet and Confers were formed to review and evaluate the process implemented in the Fall of 2017 during the 2018-2019 academic year. The following revised process and supporting documents are recommended for campus feedback and consultation.*

Straka-I wanted to point out and show reference the interdependencies of these two processes and documents.

Baures-Can I assume there won't be any across the board cuts like there have been in the past where colleges said we need to cut x percentage from your budget, but that is not the way we are going to approach the budget reductions that we may need to make in the near future? Straka-At this point in time, I do not see an across the board approach coming forward in what the Cabinet has been discussing currently. We would look at using the data within the Strategic Budget Planning Process. One of the weaknesses of that was the financial data was all at the departmental level as opposed to program level. I know there has been some recent work to try to flush out some programmatic financial data and viability from departments. Cecil-We are looking at a lot of different data starting with Strategic Budget Planning as the foundation of the work. There is a lot there that we can use and then moving into to do a little bit more with cost accounting and trying to understand the actual costs at the department and program levels that can help inform the work. Another overlay on the overall picture is that we do have a real access of gen ed that is offered across our campus. We are overlaying a lot of different things, trying to get a sense of where we are right now. We are not near any kinds of decisions and understandings until we get the BESIs back at the end of the month. We will put together a whole bunch of different data sets and try to overlay some things. Also, there is an element of this that is about the future of the institution and where do we want to be and where do we think we can grow going forward. The Council of Deans has been having Friday meetings. The last two have been two hours each working through some of these ideas and trying to get a feel from where we are as an institution and where we need to be.

Straka-In our discussions at Cabinet we were clear that we did not want to move forward again with another across the board kind of decision and I don't believe we will be doing that as we look forward.

#### 4) Meet and Confer Budget Presentation Update

##### a. Balanced Budget Required for Presidential Transition

Straka-The projected impact of the \$4.7B state budget deficit was discussed at the main Meet & Confer meetings. We will get more information on that late in November, probably the first week in December with the state revenue forecast. The individual month's collections at the state are running slightly ahead of what was projected at the time of the \$4.7B deficit for 22-23. Consistent with some guidance we have been given by System Office staff is that in-state appropriation, we should be looking at that as a possible bookend for planning. The estimated State of Minnesota expense budget in some documents pulled off MMB for FY22-23 is a base budget of \$51.3B. The projected deficit is \$4.7B or 9% of the estimated biennial budget of the State of Minnesota for the next biennium.

Our state appropriation for this year was \$57M. If we multiply our state appropriation times the share of that percent of reduction in the state budget, it would be \$5.2M. I don't know what is going to happen at the Legislature, but the Legislature and Governor have three primary ways that they can deal with a projected deficit. 1) They can raise revenues (raising taxes) 2) They can reduce expenditures; they can also do a combination of those two things and 3) they can do some accounting shifts. We've seen accounting shifts in the past such as delaying the June payment to K-12 in Minnesota to July and making those school districts borrow locally from their banks the amount of the estimated appropriation for June. They just shifted back or delayed that payment a month and that creates a one-time accounting shift. The November forecast coming out in early December will help shape the Governor's budget proposal that he has to put forward. The Governor's budget that he will put in front of the Legislature in January/February will be based on the November forecast. The Legislature will wait for the February forecast which comes out in the first week of March, that is the official forecast that sets their checkbook for the next biennium. Then we will have a lot of discussions and usually it's late April before spending targets start to take

shape and in a year like this one depending on what the elections do to shape the House and Senate at the state level, it may be May, June or longer until we figure out how we are going to crack this nut of the \$4.7B deficit. The last year we had one this big, there was a partial state shutdown and they didn't finish the work until late July. Usually when there is this big of a deficit the state usually does not get its business done by its late May constitutional deadline and usually finish in special session.

If we take all the cuts out front, we would get credit for those cuts in the second year of the biennium. Maybe that is \$2.6M. If we look at our structural budget deficit from FY2021, about \$3M and an estimated share of the budget deficit at 50% would be 2.6 or if it takes us two years to come up with the cuts of \$5M, we are looking at this if there are no other assumptions involved, somewhere between \$5.6M and \$8.2M. Pretty similar to what we have been discussing a \$5M to \$7M deficit. Two entirely different pieces of this overall number. One for the current biennium we are in, last year when Moorhead and Winona and others made changes for this current fiscal year 2021, that is when they both made \$6M plans and adjusted their budgets to get balanced within this biennium. We knowingly and purposefully did put that decision off until this fall. We've been talking about this \$2-\$3M for over a year and a half since the last biennial operating budget year in 2019.

The next is trying to project what is going to happen in the upcoming biennium. We have basic planning variables. Our revenue variables are appropriation, and what happens with tuition. Tuition is made up of two things, there is rate changes and what kind of enrollment rate do we have. On the expense side the major change is our compensation budgets. Our academic year tuition is approximately \$100M so a 1% change in tuition is going to garner us about \$1M. Over the last couple of years that is what it's been, a 3% undergraduate increase plus coupled with a 3.9% increase in graduate tuition has led to about \$3.3M in additional revenues. 100 FYE change is about \$750,000 or about 133 FYE change would be \$1M. That is the tuition side. Appropriation is \$57M so just a little bit more then \$.5M for any percent change in appropriation and our compensation budget right now in the general fund is \$125M, so 1% change is 1.25.

The difficulty in saying what is exactly going to be our budget deficit next year. The very difficult part is a 1% change in tuition rate, plus either 100 FYE change or 1% change in enrollment, add those two things together, we could be \$1M and then we change by 133 FYE, that could be \$2M, then we have a 1% change in appropriation, could be \$2.5M and then a 1% change from planning in compensation, we could be at \$3.5M change and we really wouldn't have changed any one of the variables by more than 1%. That is what gets difficult. I can tell you that in some of the guidelines for building budgets at the state level, what they are saying is when we look at appropriation, we should be looking at anywhere from a 9% decline to a 3% increase in appropriation. That is a 12% increase in appropriation, so the book as we have been given by the System for us would be about \$6M.

Enrollment I do think we are firming in on. I would guess that the planning that we are going forward at the System and we will know more after the October Board meeting, I would guess 3% for a tuition increase and compensation budget there is still some things out there. I would like to thank the IFO leadership for stepping forward to try to be part of a solution to our budget woes as they were the last time the System budget was this big. The IFO led in trying to say that they would seek no across board increases at least for a year. I want to acknowledge that is happening. I'm always wanting to be careful how directly I address this in these situations. I want to make sure that collective bargaining should happen through the collective bargaining process. It shouldn't happen through other processes.

An average position at the university might be about \$100,000 with fringe benefits. There clearly are positions that are less than that and there are clearly positions that are higher. When we are 75-80% of our budget, \$125 of our \$165M is staffing, it means that is going to have to be a piece of what we are planning as we move forward. One of the first things that we did at Cabinet in planning when we determined that we were going to have that level of budget deficit is that we did decide to offer BESIs. We did put together a program to try to incent people to retire. We would rather not tell people who want to work here that they are not able to work here anymore. If we can give an incentive for other people so that we can have attrition and other kinds of things to affect our staffing plan that don't affect people who want to work here, then clearly that is what we want to do.

**5) FY22-23 Biennial Planning (Straka)**

The System institutions all needed to update by October 1 enrollment estimates. The final FY20 enrollment, we ended up at 13,202, we were down from our previous year of 13,256. Then looking at what we projected last May, significant declines everywhere. We were all anticipating last May when we put those numbers together. We were trying to figure out reenrollment and retention and other impacts, impacts of international students and new international students. Most institutions of the state universities were projecting between a 4-6% decline in enrollment. Now we have updated enrollment figures and what people are projecting for this year. Bemidji projecting to be down 450 FYE, Metro State down 105 FYE, Mankato is up 100 FYE in summer session. The big change we had last April/May when we had our preliminary enrollment figures and we were looking to be down about 8-9%. We had various areas reach out to our students to find out what was happening. We did listen and thank you to department chairs, faculty to departments to listening to what students say, what they wanted to have offered and we made adjustments to our summer session offerings and we went from being 8% down to being 100 FYE up. Thank you all for your reaction to what our students were wanting. That made a significant impact. It also had an impact on those students' desire to reenroll in the fall. We are steady with 3-4 FYE down in our incoming freshman numbers for last year. Though significantly up in our transfer students and our reenrollment rates and our retention rates were higher than anticipated. We are looking at an increase in enrollment and we are unique in our system with that. Moorhead is looking at being down 250 FYE, St. Cloud went significantly down from their last May enrollment estimate, down to 8,518 FYE or 1,029 FYE less than their last year enrollment. That is a \$7.5M tuition loss in one year. Southwest State is even from where they were last year. Winona is down significantly 450 FYE. I'm happy that we didn't have to make another enrollment adjustment in our FY22-23 projections. We are just looking at the impact of state appropriation as the primary impact.

In order to honor our collective bargaining agreements, they say that when the administration first starts to discuss whether we may need layoff or retrenchment that it is our duty to bring to the Meet & Confer and the bargaining leadership that we are considering retrenchment and layoff. It doesn't mean that we have a plan, idea of exactly how many positions we are going to be or what positions they will be, but the collective bargaining agreements state that when we start to discuss the possibility or option of that at the Cabinet level, that the President is supposed to inform the bargaining units. We did make that declaration in the September Meet & Confers that we as a university are considering retrenchment and layoffs. We are not far enough along to say we have additional plans, We do need to look again and review how much savings we can get from BESIs and once they are back we will look at results of Strategic Budget Planning and other areas in determining what other things we may use moving forward. For people who have ideas the link is live at the budget website.

We do have a budget input site where Gary Urban, Steve Smith and I will be reviewing any comments that come in. We are looking for comments again as we go through this process. It's an opportunity for

people to share their concerns, to share where they believe we may have opportunities as a university to save some money or to give input on areas where they think we really need to conserve or areas we need to make investments. There is the budget input link:

<https://admin.mnsu.edu/finance-and-administration/budget/budget-planning/budget-input/>

Jones-Thirty-day headcount is 14,604 or a 2.1% increase. We will know more about spring enrollment there have been concerns at Meet & Confers and other places about how engaged some of our students are in this primarily online learning environment and whether that might impact our spring enrollments. I do think that 13,450 is at a very reachable enrollment target for us.

Margg-I've had a couple of faculty who aren't involved in the leadership ask if you are going to have any open sessions about budget sometime in November? Straka-Yes, we are hoping the last week in October to get some open sessions scheduled. Tentative dates are October 28 from 11-12 and October 29 from 1-2 p.m. We are still trying to finalize the format of those. If we can in Ostrander or a bigger area, I may try to have a face to face option for those who might like to discuss this face to face and then interact with the zoom. Although there will be presentation, I would hope that the majority will be questions and answers and will be dialogue as opposed to presentation. The Board of Trustees is scheduled to have the first reading of their biennial operating budget request to the Legislature for the next biennium and we hope to have some guidance that we can share coming out of that Board of Trustees meeting that will help shape some of our discussion in that budget open forum. Additionally, by the end of that week we should have a better idea of how many BESIs have been accepted.

**6) BESI Update**

Straka-We put out a BESI, I believe there are approximately 30-35 BESI offered. They were primarily to IFO, but there were a handful of BESIs offered to non-IFO people. We will know more at the end of the month about how many people will accept those and how much money that might generate in savings that we can apply to our estimated deficit.

**7) Armstrong Hall Project-2021 Supplemental vs. 2022 Bonding Cycle (Straka)**

Yesterday the Legislature met to extend the Governor's emergency powers under COVID, and the Senate voted to rescind the executive powers and the House voted to maintain them. So, the executive powers will continue. There has also been some movement on the bonding bill. A little over \$1B bonding bill. There are some projects from MinnState. Our project is not on that list that is being talked about right now. There is about \$40M in HEAPR and there are 3 renovation projects that are on there that were on the MinnState list for 2020 and there is a smaller planning design project for Pine Tech. If this is approved three of the projects above us would be removed off that list so as we go into the 2022 cycle, we would expect that our Armstrong project would move forward. We are submitting the Armstrong project without any significant changes in the programming of predesign. The changes we do have to make is because it's going into the next biennium, the new B3 sustainability design standards will apply so there are some changes being made to the predesign to recognize those changes in design standards and then we will update some cost estimates and inflations figures. We plan on moving forward in the 2022 capital bonding cycle with Armstrong Hall being our first choice. If there is \$43M in HEAPR, the two projects that we believe we would get funding for would be the Trafton window curtain wall, where some of those rubber seals are cracking. The other thing would the link between Highland and Trafton, underground link, we would make repairs to that.

Margg-The work that is being done in Clinical Sciences Building, how is that proceeding? Straka-Very well. Upon completion of the Clinical Sciences Building we found out that the lower level was not as watertight and waterproof as we would have preferred. There is ongoing litigation surrounding that and the responsibility for that, whether that be a design issue, a contractor issue or an owner's issue. That litigation process continues. Meanwhile we have put in place mitigation, what they are doing is creating underground tiling and tearing out a lot of the concrete and putting in underground tiling and draining and we are very confident will take care of the water infiltration issue. Hope to have that finished up in the next few weeks. There is some insulation work where they are putting some material in the walls that it would not be unusual if they came back two or three times as a natural part of that process. We did have a really good bid in phase 2 of the Clinical Sciences project and we had savings in that bid that we were able to reallocate to the mitigation work. Now we hope that through the litigation that we would have some of that mitigation work costs reimbursed to us.

**8) Accounts Receivable Policy Temporary Waivers by Chancellor (Straka)**

**-No accounts being sent to collections**

**-Financial hold level raised from \$100 to effectively \$750**

We have worked with the System Office and the Chancellor on the concerns that we have on the financial impacts on our students. The Chancellor has put a temporary waiver on some board policies related to accounts receivable. The Chancellor did extend those waivers in September. Currently during this financial emergency COVID situation, no student accounts are being forwarded to collections and the financial hold level and policy saying we will put a financial hold on your ability to register if you owe more than \$100 was raised to \$200 automatically. Then upon recommendation of the President any balances between \$200 and \$750, we could lift that hold for all students who have those balances. Currently any student who owes less than \$750, we have lifted the hold for them to register. That will be the case heading into spring semester. Students who owe between \$100-\$200 automatically will have their financial holds lifted and students who owe between \$200 and \$750, I will recommend to the President and the President will likely recommend that we lift the financial holds for those students. We did a little bit of a review this last week with Jan Marble and took a look at what our current accounts receivable aging looks like for last spring term versus where we were a year ago and I will tell you it looks pretty similar. We have more people who owe balances than we did and it is all those students who owed between \$100 and \$750 who maybe a year ago got down under \$100 and this year have kept their balances between \$100 and \$750. The increase in the number of students who have owed is almost entirely in the category of students who owed between \$100 and \$1000.

Baures-This goes through the end of December 2020? Straka-Through next May. I will get clarification if that includes registering for next summer session and next fall. The collections policy for sure will extend as long as the Governor's emergency powers. As long as there is considered to be a state of emergency related to COVID, we won't be sending people to collections. That is an agreement we have with MMB.

Kolars-Is it similar to last year with the international students, the percentage of students who owe money has that changed? Straka-I haven't broken it out that way yet. I don't have any reason to say that there is anything material that there would be a significant difference in the accounts receivable aging from this fall for last spring to last fall for the spring prior.

9) **Review of Indirect Cost Procedure – Call for Volunteers**

<https://admin.mnsu.edu/globalassets/finance-and-administration/vpoffice/budgetpolicies/fafy15-20final12-18.pdf>

Straka-We started the process last year of talking about reviewing the Indirect Cost Procedure and how we allocate our federal and other grant indirects and how we determine those indirects and how we allocate them. Then COVID came and we didn't get to that last spring.

The Facilities and Administrative Cost Procedure has been effective from FY15-FY20 and defines what our F&A costs are (facilities and administrative costs). It talks about our federal rates, on and off campus, state and local foundation rates on and off campus. It is time to review this document and see if there are updates, we need to make to this document or this process and procedure.

We are looking for volunteers who would like to serve on a workgroup that Steve will head up to review. If you could share your interest and email Vickie Hanson at [Vickie.hanson@mnsu.edu](mailto:Vickie.hanson@mnsu.edu) and copy Steve that would be helpful. We will look at a schedule where in November or after the first of the year we will put together a calendar of having that reviewed and that subgroup can bring back some recommendations to Meet & Confer and this may be one we might want to take to Joint Budget Planning and Assessment?

10) **Rumors / Other**

Schneider-Interested to find out what St. Cloud is looking at and thinking about with being down so many FYE? Straka-I don't know it's been almost radio silence about St. Cloud. They have a new CFO so I'm sure she is trying to get her feet underneath her a little bit to try to figure out what the impact is. One of the budget documents that we saw, we believe they're planning on drawing down approximately \$10M of their \$30M treasury reserves just in this one year. Their enrollment loss is about \$7.5M, 1000 FYE and it depends on if they are grad, undergrad, how much is concurrent enrollment, and on-campus enrollment and other factors. They did do some retrenchment, but it was pretty minimal this fall, 3. That doesn't go a long way towards \$10M. I'm not sure what their plan is moving forward. It's a tough situation and I feel for that institution. They are a sister colleague/institution and I have developed a lot of friends who work there over the last thirty years. I hope they are able to figure out how to find a size that they can stabilize at and find an operating model and budget operating model that they can stabilize.

Baures-Do we have any idea when a decision is going to be made regarding spring break? Cecil-The MDH guidance on spring break is vague. It would be an easy decision if they said this would clearly be a decision that lessens the possibility of spread of COVID-19 but they didn't say anything close to that. We are left with a local decision and we will have to get a bunch of input from all the different bargaining units and from the students and then make a decision, I would guess sometime next week. The feedback we are getting back so far is let's just leave spring break where it is and try to communicate with people and make sure they are safe. Straka-Anything that doesn't change the beginning date and the end date of the semester doesn't create more administrative issues for us.

Margg-I've had a couple of conversations with some coaches and have you heard any changes coming along those ways? I know some of their competitors are having more practices. Anything along the line of athletics that you can tell us about that is new? Straka-The advice I tell you right now may change by 3 p.m. That is how quickly and how fluid the situation is. Appreciate the coaches survey of what their competitors are doing has not always been consistent with the Athletic Director and CFO surveys, especially of our sister institutions. Clearly other states have other guidance and they are moving along. The real difficulty is coming in the NCAA more recent guidance where we had hoped to get less testing or loosen up what the cost of competition would be or what the restrictions would be, the guidance has gone the other way. In order to compete and have contact and have those practices be real practices, we believe the guidance coming from the NCAA is expanding the number of times we will have to test. Division I sports and where a number of our competitors are and power five schools, they are going to

have the money to compete. In that level we may as well. It's important we are able to compete, but we have to have someone to compete against. There is a phone call going on that Kevin will be talking again, the impact and planning of what the NCAA may mean for the Northern Sun institution sister schools and their ability to afford a testing program to be able to stay in that level of contact practices. We are primarily talking about there is a difference between low contact sports, medium contact sports and high contact sports. High contact sports during competition will require testing three times a week. We have a bubble of a little over 700 people in the athletic department. We will have to see what that impact will be. Nothing has changed daily or weekly more for me than trying to predict what is going to happen with athletics. I hope I'm wrong, but there are some eerie similarities to the route we are taking to how fall played out, about being very excited about competing and then guidelines on resocialization and they it will ultimately go to the Board of Governors and they will push the championship decision down to the Division I, II and III Championship Committees and we will see what happens. There is a whole process playing out and we hope to have clarity.

Straka-The Provost's message about commencement included restructuring the semester to transition to remote learning following Thanksgiving holiday break. Yes, instruction is transitioning to remote. Will campus and housing remain open for those that can't go home? Yes, absolutely. It is our intent as an administration that housing will be open as they are every year during break, but especially for anyone who need or wants to stay on campus, we will offer the ability for people to say that they will choose not to come home for Thanksgiving break and that will be an opportunity for a refund and we have some estimates of what that refund amount will cost us. My hope is that we can use some remaining CARES Act money to help soften or eliminate that impact. As far as the rest of campus, view campus as what it looked like the week leading up to fall start as opposed to thinking of what campus looked like last April. We are not closing campus down; it is not our expectation that all of our support staff offices will close and all move to working remotely. There may be some positions who work with their supervisor and do that, but our expectation is that campus will remain open to serve those students who are here on campus. Campus services will remain open to serve those students who remain on campus. In my staff I don't expect to see much change in those two weeks after Thanksgiving. The Business Office will look like it does now, Financial Aid, Campus Hub, Cashiers, those areas should look and be staffed very similarly to how they are now. As opposed to how they were staffed late March/April.

Jones-Students will be able to notify us of their intention to stay after Thanksgiving or not on October 26. Straka-That is a piece of information we share as part of our COVID report/survey to the System Office weekly. A major focus at the Board of Trustees will be how institutions especially the vast majority of institutions with significant enrollment loss, how they expect to address in their budget the impact of the enrollment loss that they are seeing and also any other COVID impacts that they see on the campus beyond enrollment.

The meeting was adjourned.