

UHD Planning and Budget Development Overview, Guidelines, and Process

Overview

As President Flores indicated in his memo, the FY2017 plan and budget will be grounded in the **mission, vision, revised strategic plan, and the priorities of the UH System**.

In order to be realistic in our planning and budgeting efforts it is important to estimate the revenue that will be available to UHD. We do know the following:

- General revenue will be flat, with no increase over FY2016.
- With undergraduate SCHs below projection for FY2016, it will be very difficult to generate new FY2017 dollars through enrollment growth. We will need significant growth just to cover the budget we already have (FY2016).
- Tuition/fee increases for FY2017 will be more modest than what was experienced over the past two years.
- Dollars to fund new base initiatives are going to have to come from reallocation of existing base dollars and greater operational efficiency.
- Some one-time initiatives may be funded from reserves/balances.

The documents central to the Planning and Budget Development process can be found at: http://www.uhd.edu/facultyandstaff/budget_and_procurement/BudgetDevelopment.html

Guidelines

Unit Plan Narrative: At the College and business unit level, Deans and unit heads will need to provide a *Unit Plan Narrative*. This narrative should provide a high level summary of the initiative requests being submitted for FY2017, with a focus on how the proposed new initiatives support **UHD's mission, vision, and goals** and how they will bring about improvement on key metrics reflected on the **UHD Progress Card**. A single *Unit Plan Summary* template for both Academic/Student Affairs and Administrative units is available on the website.

Initiative Request Form(s): Each specific request for funding to support a new initiative (or expand a current activity) must be submitted on an *Initiative Request Form*. There are two such forms, one for Academic/Student Affairs units and another for Administrative units. Both forms have multiple tabs.

- If a unit is planning to self-fund any one-time initiatives from their existing fund balances this should be noted on an *Initiative Request Form*.

Plan/Budget Development Calendars: Because there are varying organizational structures across the divisions of the university, there is a need to work from two calendars, one for Academic/Student Affairs and another for Administrative units. The calendars are synchronized at the beginning and end, but deviate in the middle. The respective calendars are posted on the website.

Process

- The VPs will kick off the Planning and Budget process with a Look-Back Exercise for funds allocated for the last completed fiscal year, FY2015.
- Proposed FY2017 initiatives will be prioritized at every level.
- Deans and unit heads will propose realistic lists of priorities that reflect projected resources.
- Each VP will present their divisional plan to the Planning and Budget Development Committee for consideration.
- Based on the feedback, the VPs will combine all the items from the divisional plans into a single ranked list and put forth a recommendation to PBDC.
- Once finalized, PBDC will send the Plan and Budget to the President.