

# UHD Planning and Budget Development Overview, Guidelines, and Process

## Overview

As is the case every year, **the FY2021 plan and budget must support the goals established in the UHD Strategic Plan and must move the University toward meeting or exceeding the performance targets reflected in the UHD Progress Card.**

In order to be realistic in our planning and budgeting efforts, it is useful to consider the resources that are expected to be available for the coming year:

- The Texas Legislature convened last spring and developed a biennial budget for FY2020 and FY2021, so UHD's level of state support for FY2021 is known. It is essentially equal to what was received for FY2020.
- Fall 2019 enrollment was up over the prior fall, marking the second consecutive year of enrollment growth. Further, this growth exceeded what had been projected in UHD's FY2020 budget, thus providing some new base revenue to support FY2021 initiatives. Continued enrollment growth will be the key to having additional resources for FY2021 and beyond.
- In spring 2020 the UH System component campuses will each present to the UHS Board of Regents a 2-year plan for tuition and fees (for FY2021 and FY2022). Any approved rate increase for FY2021 will generate additional revenue to fund new initiatives.
- To fund new base initiatives, some of the money is going to have to come from the reallocation of existing base dollars and through greater operational efficiency.

The documents central to the Planning and Budget Development process can be found at: <https://www.uhd.edu/administration/budget-procurement/Pages/budget-and-procurement-BudgetDevelopment.aspx>

## 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 FY2021, 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, FY2019.
- Proposed FY2021 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 FY2021 Plan and Budget to the President for review.