

## **Provost's FY18 Planning and Budget Development Guidelines to ASA Managers**

In his October 24th email, Dr. Olivas outlined his priorities in [Looking Ahead to FY18 Budget](#) for the planning and budget development process. Now for the Division of Academic and Student Affairs, I will provide some of the details of the process.

### **Planning Assumptions for Operating**

The [Revised 2015-2020 Strategic Plan](#) and the [UHD Progress Card](#) must continue to guide our annual planning and budgeting.

The four priorities are:

- Student Success – as measured by retention and graduation rates
- Student Access – as measured by enrollment growth, both broadly and in targeted areas
- Academic Achievement through Community Engagement – critical thinking increasingly woven into curriculum and essential to our QEP
- Administration and Infrastructure – to recruit, retain, and reward high-performing faculty and staff

As President Olivas states: “Improving retention and graduation rates are essential for UHD, not only for reputational reasons but because future state funding is likely to be tied to these measures”.

While it is not clear what the Texas legislators will appropriate to higher education this spring for FY18, we do not anticipate any significant cuts or increases. The Board of Regents has approved a 4.2% tuition increase for FY18 which will yield slightly over \$2M depending on enrollment. Currently, enrollment is down approximately 1.1% in SCHs.

Additionally, President Olivas has asked UHD's leadership team to make the establishment of a base salary increase pool the highest institutional priority for FY18. This means that we have to rely on our ability to reallocate existing resources to fund other priorities.

In developing the faculty hiring plan use vacant lines to fund your highest priorities. These priorities should meet the criteria of at least one of the following:

- Enrollment growth in the program
- New program development
- Accreditation requirements

In developing the staff hiring plan you must reallocate existing funds from lesser needs to greater needs.

The primary means of funding new projects in FY18 will be:

- Reallocation: Redirecting funds from previously-funded initiatives to new ones that will more effectively achieve the university's goals.
- Operating Efficiencies: Savings resulting from more efficient scheduling, reducing expenses, and other means of cutting costs while maintaining effectiveness.
- Fund Equity: Existing fund balances may be used for one-time items.

### **Planning Assumptions for HEAF**

HEAF funds is projected to be approximately \$11.7M for FY18. HEAF funding can be used for library materials, technology enhancement, equipment, as well as space renovations.

## **Components of the Planning Narrative**

### Unit Strategic Plan and Progress Card Evaluation

The first section of your FY18 narrative will be an evaluation of your college/unit strategic plan and progress cards. Since assessment of past performance is critical to informed planning, your performance evaluation should provide the context for the new initiatives you propose.

### Executive Summary of Plan

This section of your plan will be a description of the recent accomplishments (such as faculty and staff hiring, new degrees, new co-curriculum programs, course innovations, improvements and learning outcomes, research/scholarship achievements, business process improvements, etc.) of your unit as well as the proposed initiatives for FY18. You should justify your initiatives by explaining how they will improve key indicators such as enrollment, retention and graduation rates, number of degrees awarded, competitive awards, and philanthropic gifts. In addition to hiring proposals, initiatives can include requests for additional space, renovations, faculty and staff development, technology, maintenance and operations.

### Planning and Budget Forms

- Fiscal Year 2018 Initiative Request: This form is to be completed for each proposed initiative.
- Summary of Initiatives: This form is a summary of proposed initiatives in priority order.
- Total Budget Summary: On this form, complete the unit's budgets and actuals for FY2016 and FY2017 (Nov) and FY18 (proposed) to be presented at the college/unit meetings.

### Submission and Review of Plans

College plans are due in the Provost's Office by February 20, 2017. Between now and then Deans will work with my office and with personnel in your unit according to the Planning and Budget Development calendar which you have received.

- January 9, 2017: Department chairs submit draft plans to dean.
- February 6, 2017: Dean sends preliminary draft of college plan to faculty for their review and to the Provost.
- Week of February 6th or 13th: College-wide meeting to discuss plan and receive faculty feedback.
- February 20, 2017: Units submits plan to Provost.