

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

In his November 4th email, Dr. Flores sketched the broad outlines within which the planning and budget development process will take place. Now I wish to fill in some of the details of the process as they apply in the Division of Academic and Student Affairs.

### **Planning Assumptions for Operating**

The 2015-2020 Strategic Plan must continue to guide our annual planning and budgeting, especially in regards to increasing our retention and graduation rates and meeting our enrollment targets. However, as the President has stated "for planning purposes it is prudent to assume that revenue will be down slightly for 2017", meaning "we will not be making recommendations on new monies, but rather recommendations on re-allocation of existing monies and existing positions".

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

Again, 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 FY2017 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**

There is projected a significant increase in HEAF funds (from the current \$7.4M/year to approximately \$11.5M/year) for FY17. 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 FY2017 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 FY17. 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 2017 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 FY2015, FY2016 (Oct.) and FY2017 (proposed) to be presented at the college/unit meetings.

### **Submission and Review of Plans**

Your plan is due in the Provost's Office by January 11, 2016. Between now and then you will work with my office and with personnel in your unit according to the Planning and Budget Development calendar which you have received.

- November 30: Department chairs submit draft plans to dean
- January 11: Dean sends preliminary draft of college plan to faculty for their review and to the Provost
- January 14-15: College-wide meeting to discuss plan and receive faculty feedback
- January 25: Units submits plan to Provost