Presidential Budgetary Guidance Meeting Minutes


2. Purpose. To provide an overview of the new budgeting process and provide initial guidance for the development of the 2018-2019 budget. Please see: http://businessaffairs.nsula.edu/vii-budgets/

3. Objective. Maintain the momentum of positive change stressing inclusiveness and transparency throughout the process. Provide the information necessary for sound decision-making, support innovation, and entrepreneurship, and help the University maximize both internal and external resources in order to realize our vision.

3. Concept. President and Chief Financial Officer (CFO) introduced and presented the Strategic Budgeting Process and associated budget guidance to University Senior Leadership (Enclosure 1).

4. Minutes:

University President, Dr. Maggio

Key Points:

- Opened the meeting at 0903 and welcomed everyone.
- Appreciated everyone’s hard work. Stressed this is a process that needs everyone’s support.
- Discussed financial outlook – Big picture
  - Waiting on a resolution for continuing state support from the governor and legislators.
  - Our finances are primarily dependent on our success in recruiting and retaining our students.
- Discussed financial standing of the institution.
  - We are in good shape.
  - Waiting on the governor and legislators to determine if we will have a mid-year budget reduction – if so, we are prepared.
- Prior year projects
  - Student Union Bridge
  - Shreveport coffee kiosk
  - Post Office drive
  - Rec Complex upgrades
  - WRAC equipment
  - Warren Easton parking lot
- Discussed current investments - projects
  - Natchitoches/Shreveport coffee kiosk
Presidential Budgetary Guidance Meeting Minutes

- Post Office drive
- Rec Complex upgrades
- Sam Sibley Drive
- WRAC weights

- Privately funded projects
- Future critical investments
- Critical to success, improvement, or reinforcement areas:
  - Recruitment
  - Retention
  - Excellent faculty and staff
  - Continued improvement of infrastructure

- Must implement the budgeting process within capabilities; we cannot do everything at once. Currently, we do not have the capability, but we are moving on the right direction.
- Focus on enhancement proposals for FY 2018-19 - $300-$500,000 has been set aside to initiate this process.
- Announced Dr. Gentry as the Chair of the Strategic Budgeting Committee

Director of Institutional Effectiveness, Frank Hall

Key Points:

- We are making great progress with our Institutional Effectiveness Model.
- The Budget is the fourth major component - Strategic Planning, Assessment, and QEP being the other three.
- All components are supportive of the other.
- Budgeting process we are using is the Planning, Programming, and Budgeting Execution System (PPBES).
- It is transparent, predictive, aligned to our Strategic Plan, and driven from the bottom up – requires participation.
- Every request moves forward – cannot say no.
- It has taken two years to set the conditions to make the move to a new process.
- There will be some lessons to learn, but we will grow this process collectively.
- Success is based on positive support - Information Operations. We are continuously striving to improve.
- We simply are not in the financial position as of yet to fully implement the process as written. However, we can move forward by implementing it in two areas right now.
  - Budget Enhancement Proposal Requests. Those non-recurring requirements you feel are of value to your organization, the University, and aligned to the Strategic Plan. The President has set aside funding.
Presidential Budgetary Guidance Meeting Minutes

This is a competitive process. It will be the SPBC’s job to rank order all submitted enhancements 1- N. (Form IV)

- Support Cost Reallocation Request. Realignment within your budget. (Form II)

- This is a dynamic process, which can be leveraged throughout year as the financial situation changes. It will become more mature over time.

Vice President for Business Affairs, Carl Jones

Key Points:

- Review of the Process – How it will work – How to access, etc.
  - Budget Development User’s Guide and All Budget Development Forms can be found in the Budget section of the Business Affairs Policy and Procedures User Guides (http://businessaffairs.nsula.edu/vii-budgets/)

- Training
  - Training sessions will be provided.

- Key Dates
  - Oct 27 – Initial budget brief
  - Nov 18 – Submit budget request to Unit/Department Head
    - Non-Academic Divisions submit budget request to appropriate VP
    - Academic Affairs Divisions submit budget requests to Dean
  - Jan 31 – Division/College / Academic Unit budget hearings
  - Feb 10 – Presentations of Colleges / Academic Unit budget request
  - Feb 20 – Strategic Planning & Budgeting Com. reviews budget request
  - Feb 28 – Submit to President’s Advisory Committee
  - Mar 15 – Strategic Planning & Budgeting Committee brief to President’s Advisory Committee
  - Mar 30 – President’s Advisory Committee reviews budget
  - Apr 15 – President’s Advisory Committee back brief to University
  - Jun 1 – Final budget awaiting adjustment of executive budget
  - Jul 25 – ULS Budget due to Board
  - Aug 30 – BOR Budget due to Regents
  - Oct 1 – Continuation budget/new and expanded program request (Future Year)

- 0950: Opened for Questions
- 1000 – Meeting Adjourned
Presidential Budgetary Guidance Meeting Minutes

Enclosure 1 (Senior Leaders – Attendees)

Note. Meeting mode and if someone was represented by someone they are in italics

President: Dr. Chris Maggio

Vice Presidents:
Dr. Vickie Gentry, Interim Provost and Vice President for Academic Affairs
Mr. Jerry Pierce, Vice President for External Affairs
Dr. Marcus Jones, Executive Vice President for University and Business Affairs - VTC
Dr. Darlene Williams, Vice President for Technology, Innovation, and Economic Development
Ms. Frances Conine, Interim Vice President for the Student Experience – Jana Lucky
Mr. Carl Jones, Vice President for Business Affairs

Deans:
Dr. Vickie Gentry, Dean, Gallaspy College of Education and Human Development, and Graduate School
Dr. Dana Clawson, Dean, College of Nursing and School of Allied Health – Dr. Pamela B. Simmons
Dr. Greg Handel, Interim Dean, College of Arts & Sciences and Director, Dear School of Creative & Performing Arts
Dr. Margaret Kilcoyne, Dean, College of Business and Technology

Directors:
Mrs. Roni Biscoe, Executive Director, Institutional Effectiveness and Human Resources
Dr. Kirsten Bartels, Director/Louisiana Scholars’ College
Dr. Joel Hicks, Director/School of Allied Health – Becky Farmer
Dr. Fran Lemoine, Director/School of Biological and Physical Sciences
Mr. Jason Parks, Director/CenLA Campus
Mr. Greg Burke, Director of Athletics – Roxanne Freeman
Ms. Martha Koury, Director/NSU-Fort Polk - VTC

Department Heads:
Mr. Joe Morris, Head/Criminal Justice, History and Social Sciences
Dr. Paula Furr, Head/New Media Journalism and Communication Arts - VTC
Dr. John Dollar, Head/Health & Human Performance Department
TBD, Head/Engineering Technology Department
Dr. Susan Barnett, Head/Psychology Department
Dr. Frank Serio, Head/Mathematics – Dr. Ben Rushing
Dr. Wade Tyler, Head/Social Work Department
Dr. Kim McAlister, Head/Teaching, Leadership and Counseling
Dr. Jim Mischler, Head/English, Foreign Languages, and Cultural Studies
Mr. Matt DeFord, Head/Art
Mr. Scott Burrell, Head/Theatre
Presidential Budgetary Guidance Meeting Minutes

Dr. Malena McLaren, Head/Music
Dr. Mark Melder, Program Director, Homeland Security