

# Planning, Programing and Budgeting Execution Model

Strategic Planning Budgeting  
Committee Members

*Monday – 29 January 2018 at 3:00 p.m.  
in the Henderson Conference Room*

# Strategic Planning Budgeting Committee Members

Chair - Provost/VP Academic Affairs: **Dr. Vickie Gentry**

College of Arts and Science: **Dr. Greg Handel**

College of Education and Human Development: **Dr. Kim McAlister**

College of Nursing and School of Allied Health: **Dr. Dana Clawson**

College of Business and Technology: **Dr. Margaret Kilcoyne**

Executive VP for University and Business Affairs: **Dr. Marcus Jones**

VP Student Experience: **Mrs. Frances Conine**

VP Technology Innovation and Economic Development: **Dr. Darlene Williams**

VP External Affairs: **Mr. Jerry Pierce / J.D. Drake Owens**

VP Business Affairs and Comptroller (*ex officio*): **Mr. Carl Jones**

Faculty Senate President: **Dr. Thomas Reynolds**

Executive Director Institutional Effectiveness & Human Resources: **Mrs. Roni Biscoe**

Student Government President: **Tre' Nelson - SGA / Olivia Guidry – SAB**

Faculty representative: **Dr. Ben Rushing**

Staff representatives: **Leigh Ann Martin / Mr. Gil Gilson**

# The SPBC has the following responsibilities:

- A. Align resources with institutional priorities:** Clearly communicate a commitment to support initiatives tied to the presidential priorities strategic intents of the University, as outlined in The Strategic Plan.
- B. Improve budget transparency:** Per Phase 2, implement a process that empowers stakeholders to make budget recommendations with the Budget Enhancement Proposal process to make the recommendation for the allocation of new resources. The committee will rank order proposed enhancements in its recommendation to the President and his advisory council for decision. Most importantly, the committee will conduct all briefings (colleges and appropriate administrative departments) in open and public forums, making available its recommendations to the entire University community.
- C. Reward entrepreneurial efforts:** In recommending the allocation of new resources and/or the reallocation of existing resources, the committee should favorably view and reward proposals that aim to increase net revenues to the University and support our strategic intents.
- D. Reconcile program costs and revenues:** In making recommendations, the budget committee should be equipped with standardized and up-to-date data on the expenses and revenues associated with programs and/or organizational budget units. This information is provided by the 90 –Budget Unit/Index Account Statement Argos Report for each Budget Unit Head’s budget unit/index.
- E. Enhance local autonomy:** With the approval of the appropriate supervisor(s), financial managers can give the latitude to develop and present proposals to the committee. Additionally, all support cost funds should be interchangeable and available for alternative uses. For academic departments within a college, this should be at the college level. For all other units, this should be at the division level. This type of enhanced flexibility would promote more thoughtful, efficient and creative uses of University funds.
- F. For Non-Operating Units Promote improved fiscal stewardship and accountability:** Non-operating fund budget units that end a fiscal year with a positive fund balance might be able to carry forward remaining funds to the following fiscal year some portion of the prior year balance. While the carry- forward amount would depend on the overall financial position of the University at year-end, the goal would be to allow as much carry-forward as fiscally possible. Likewise, an organizational unit that overspends its budget is accountable through some commensurate penalty.
- G. Develop timeline, schedule budget hearings, and present a University budget:** The SPBC committee develops the briefing calendar. Once the briefings are complete, the committee will develop a comprehensive University Budget proposal with a 1-N list of all enhancement requirements to the President and his Advisory Council (PAC) for consideration and decision.
- H. Reconsideration Process:** The committee will develop a process whereby a Dean or administrative equivalent can request a reconsideration of an unfunded requirement should additional compelling information warrant such. This process must occur prior to the submission of the draft budget to the President’s Advisory Council (PAC).

# Budget Enhancement Request

- Budget Guidance Brief 27 OCT 2017
- Budget Year 2018 - 2019
- Those non-recurring requirements you feel are of value to your organization, the University, and are aligned to the Strategic Plan.
- COB 25 January via Form IV
- This is a competitive process. (Form IV)
- Requests are tracked by our Budget Team and entered into “Centralized Repository – One Drive”
- Every request moves forward – cannot say no.
- It will be the SPBC’s job to rank order all submitted enhancements 1- N.

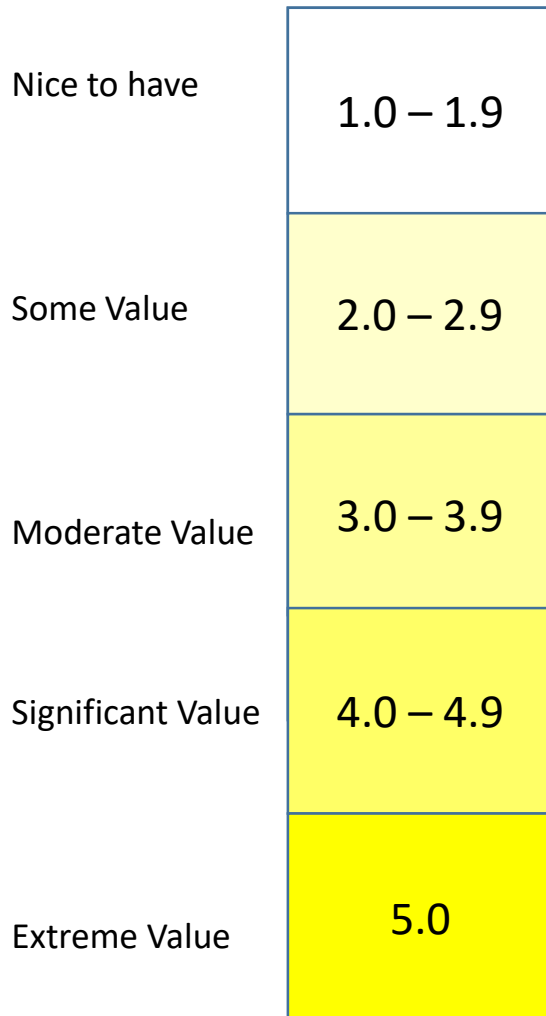
# 1-N List Evaluation Criteria *(rated 1.0 to 5.0 – higher is better)*

- 1. Institutional Value** The degree of positive impact (minimal, moderate, significant) to the university at large. Measured in number of students, programs, departments, etc. which would see a benefit.
- 2. Financial Value** The estimated duration of the benefit as compared to immediate cost (time, money, other variables). Value remains over time.
- 3. Operational Alignment** Is in direct alignment with objectives (#) for a Strategic Focus Area (s).
- 4. Technical Alignment** Fits within existing processes and architecture without significant cost.
- 5. Cost** Percent of total pool available. Is it the best use of resources at this time.
- 6. Sustainability** The likelihood of a continuation of tangible benefit over a period of time.
- 7. Relevance** The appropriateness of the request/resource to the problem/concern. Should this be a mandated requirement based on law or safety.
- 8. Implementation Risk** The risk of implementation being more expensive, taking longer than planned, or failing to occur at all.
- 9. Operational Risk** The risk of not getting the planned benefits from the investment.
- 10. Flexibility** The ease of funding through other means – options are available.

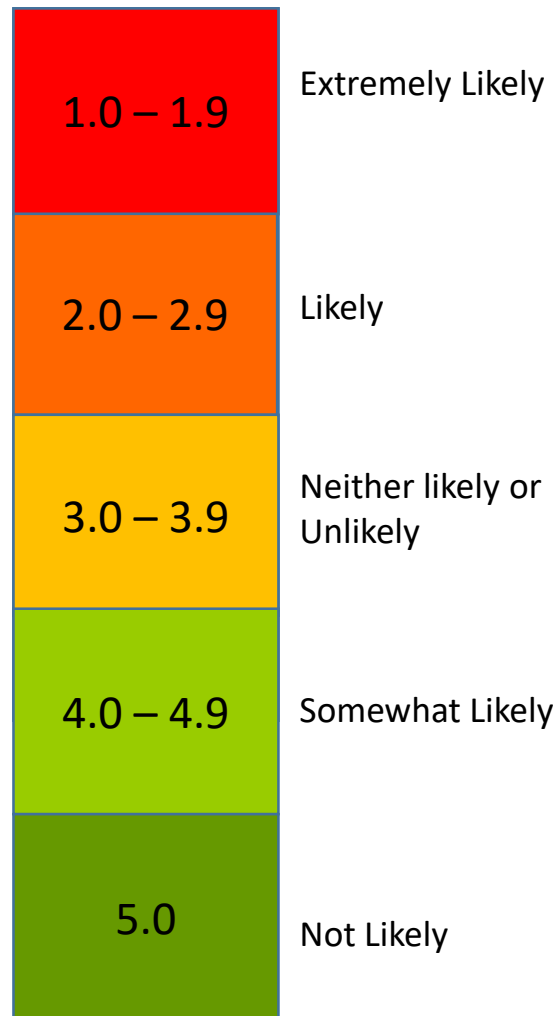
# 1-N List Evaluation Rating Options

*Every enhancement is rated 1.0 to 5.0 by each member of the SPBC.*

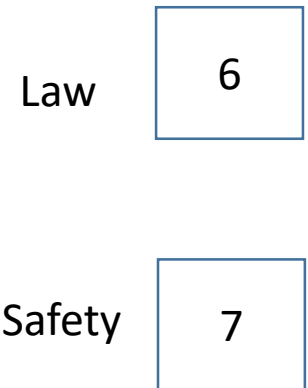
*For criteria 1-7 and 10*



*For criteria 8 & 9 only*



*If viewed as a requirement:*





# Key Dates - Timeline

- Oct 27 – Initial budget brief
- JAN 25 – Submit budget request to Unit/Department Head
  - Non-Academic Divisions submit budget request to appropriate VP
  - Academic Affairs Divisions submit budget requests to Dean
- 29 January – First SPBC Meeting –laying out the process / methods
- JAN 30 – FEB 27 SPBC reviews and ranks enhancement requests
  - May require information briefs / explanations / etc.
- Next Meeting 12 February at 1500?
- Feb 28 – SPBC submit to President’s Advisory Committee
- Mar 15 – SPBC 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)