

TO: Campus
FROM: Mary Jo Anderson, Budget Director
DATE: August 20, 2019
RE: **Invitation to Submit Budget Requests for Fiscal Year 2021**

The President's Council, along with the Office of Planning & Budget, invite campus personnel to submit Ongoing budget requests for Fiscal Year 2021 and One-time requests for FY 2020 **by November 1, 2019**.

Reviewing and Submitting Requests:

All requests should be prepared and submitted through the respective department or division between August and October 2019. All requests will be reviewed and prioritized by the departments, division heads, and vice president **prior** to the November 1, 2019 deadline. The timeline for submission and review of budget requests is included in the instructions that can be found on the Office of Planning and Budget website (linked below).

To submit a request, use the New E&G Funding Request form available on the forms page of the Office of Planning and Budget [website](#). Once the prioritized requests have been submitted, the Office of Planning and Budget will review and analyze all requests during November and December making recommendations to the President's Council prior to public hearings scheduled for January.

Tie to Strategic Plan:

All budget requests must have a direct tie to institutional goals and objectives outlined in the University Strategic Plan. Additionally, priority will be given to requests directly addressing challenges related to enrollment growth, retention, and student completion.

Carryforward Funds Plan for Use:

As a reminder, annual carryforward funds should be utilized for small dollar requests rather than submitting those for University consideration. Requests that total less than \$3,000 will not be reviewed or considered in the formal budget process. Due to increasing carryforward balances each department is required to submit a plan for utilizing carryforward funds before the carryforward funds will be rolled into the current fiscal year.

Unit Effectiveness Plans:

The Office of Institutional Planning and Effectiveness is working with campus departments and divisions to implement annual Unit Effectiveness Plans (UEP) tying resources back to strategic outcomes. These UEPs will be a critical element of assessment by the Office of Planning and Budget in making budget recommendations. Please make available to the Office of Planning and Budget electronic copies of UEPs.

Public Hearings of Budget Proposals:

In January, the President's Council will hold a series of public hearings for each Vice President, or Cabinet member, to present their prioritized budget proposals. The Council and public will have an opportunity to question proposals in order to seek clarity in understanding the associated needs and justification. The use of handouts, PowerPoint, Prezi, or other clarifying visuals is strongly encouraged for these hearings. The Council will make recommendations to the University President following these hearings.

April Campus Forum:

In March and April, as state/legislative funding and tuition revenue amounts are determined, the President will finalize all budget allocations based on input from the President's Council, Cabinet, and public hearings. The President will host a spring forum in late April where he will announce final budget allocations for ongoing fiscal year 2021 and one-time fiscal year 2020 funding.

Any questions about budget requests and necessary details may be directed to Mary Jo Anderson, andersonm@suu.edu, or Zachary Murray, zacharymurray@suu.edu

Thank you for your continued efforts.

Attachment 1: Scoring Rubric

Office of Planning and Budget Scorecard Rubric

Criteria	1	2 to 3	4 to 6	7 to 8	9 to 10
Effect on Quality (Educational, Job Skills etc) 25%	No likely impact on quality	Low impact on quality	Moderate impact on quality	High impact on quality	High impact on quality for more than one area (improves educational quality AND Job skills AND other)
Effect on Outcomes (Educational, Grad Rates, Job Placement) 25%	No likely impact on outcomes	Low impact on outcomes	Moderate impact on outcomes	High impact on outcomes	High impact on outcomes for more than one area (improves educational outcomes AND grad rates AND job placement)
Impact on Enrollment (Growth, Retention) 25%	No likely impact on growth AND No likely impact on retention	Low impact on growth OR Potential for moderate growth OR Low impact on retention OR Potential for moderate impact on retention	Moderate impact growth OR Potential for high growth OR Moderate impact on retention OR Potential for high impact on retention	Moderate to high impact on growth OR Somewhat likely potential for high growth OR Moderate to high impact on retention OR Somewhat likely potential for high impact on retention	High impact on growth AND High impact on retention
Tie to Strategic Plan 15%	No connection to the objectives listed	Loosely connected to the objectives listed OR to action plans	Connected to the objectives that were listed AND ties to an action plan for the objective	Strong connection to objectives listed AND multiple action plans for the objectives	Strong Connection to the objectives listed AND the action plans AND the measure of achievements
Funding Availability 10%	Department has received funding for this initiative or has more than sufficient funding available	Department has sufficient funding available for most or all of the request	Department has sufficient funding for current operations, but no excess funding that could be used on request	Department doesn't have sufficient funding for current operations or request	Department has no funding for current operations or new request

Budget Calendar and Process

	Task	Current Year												New Year			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
1	Commissioner's Office requests input on system budget proposal for Governor's Office & Regents	█															
2	President invites budget requests by releasing Guidelines at Welcome Back to Campus meeting		█														
3	Strategic Plan based budget requests are formulated by departments/divisions			█	█												
4	Budget Requests, as prioritized through Vice Presidents, DUE to the Budget Office - Nov 1, 2019					█											
5	Budget Office reviews and analyzes budget requests - formulating recommendations for Pres. Council					█	█										
6	President's Council holds public hearings for budget requests and related topics (VPs to present)							█									
7	Annual Legislative Session - 45 calendar days beginning 4th Monday in January							█	█	█							
8	Program and student fee planning, reviews, and hearings for the new academic year						█	█									
9	Preliminary estimated tuition increase reviewed/determined for New Year								█	█							
10	Public Truth-in-tuition hearing held on campus to address tuition and fee proposals									█							
11	Tuition and student fee proposals submitted to Board of Trustees and Utah Board of Regents									█							
12	Finalize allocation of ongoing E&G funds from tuition and legislative appropriations									█							
13	President's Spring Campus Forum to include announcing final budget decisions for the New Fiscal Year										█						
14	One-time funding requests finalized and funds available to campus departments										█	█					
15	Annual contract process establishing salaries for the New Year											█	█				
16	New line-item E&G budgets posted to the Banner system												█				
17	Annual review of scholarship matrix and adjustments with Ruffalo Noel Levitz for new recruiting													█			
18	Unit Effectiveness Plans from all schools/colleges/departments due by September 1st																█
19	E&G Operating budget surpluses/deficits rolled forward and posted to Banner																█

Notes

- A Each "unit" at SUU (colleges/schools, and divisions) will be required to build their own Unit Effectiveness Plans outlining the unit vision, priorities, and fulfilling their own mission dovetailing into SUU's master Strategic Plan.
- B Each VP will establish a budget prioritization process within their respective areas that encourages participation from entire division and promotes transparency.
- C The Budget Office will provide revenue estimates on an on-going basis throughout the process to help set financial parameters for budget requests
- D President's Cabinet members will have established times to present their requests/proposals to the President's Council with the opportunity to invite (include) college and department personnel as appropriate.
- E E&G (Appropriated) operating budget surpluses & deficits brought forward to new year after final "closing" entries are made in Accounting Department for old year. Current expense and travel budget balances to carry forward year to year. Departments will be required to submit plans identifying the proposed use of carryforward funds.

Key Dates - Budget Process - for FY 2020-21

August 21, 2019	Budget Guidelines Released During Welcome Back Week - Invitation to submit requests
Aug - Oct 2019	Departments, Divisions, and Vice President's formulate and prioritize budget requests
November 1, 2019	Prioritized Budget Requests DUE to the Budget Office
Nov 2019 - Jan 2020	Budget Office analyze budget recommendations and formulate recommendations
January 2020	Public Budget Hearings - VP's to make formal presentations to President's Council
March 2020	President & Cabinet make final appropriation decisions (ongoing & one-time)
April 2020	President's Spring Campus Forum - announce final budget decisions
April 2020	Newly appropriated one-time funds available to departments
May 2020	Salary Sheets for Fiscal Year 2021 Salary Amounts Due to Budget Office