

Presidential Budgetary Guidance Meeting Minutes

1. Reference. NSU Budgeting Process Meeting 0900 27 October 2017, Henderson Conference Room, Caspari Hall and via WebEx.

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

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- 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.

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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

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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

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Dr. Malena McLaren, Head/Music

Dr. Mark Melder, Program Director, Homeland Security