Planning, Programing and Budgeting Execution Model

Strategic Planning Budgeting Committee

2018-2019 Budget Enhancement 1-N List

Wednesday, 28 February 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 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 <u>non-recurring</u> 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.

<table>
<tr><td colspan="2">For criteria 1-7 and 10</td><td colspan="2">For criteria 8 & 9 only</td><td>If viewed as a requirement:</td></tr>
<tr><td>Nice to have</td><td>1.0 – 1.9</td><td>1.0 – 1.9</td><td>Extremely Likely</td><td rowspan="2">Law   6</td></tr>
<tr><td>Some Value</td><td>2.0 – 2.9</td><td>2.0 – 2.9</td><td>Likely</td></tr>
<tr><td>Moderate Value</td><td>3.0 – 3.9</td><td>3.0 – 3.9</td><td>Neither likely or Unlikely</td><td rowspan="2">Safety   7</td></tr>
<tr><td>Significant Value</td><td>4.0 – 4.9</td><td>4.0 – 4.9</td><td>Somewhat Likely</td></tr>
<tr><td>Extreme Value</td><td>5.0</td><td>5.0</td><td>Not Likely</td></tr>
</table>

Strategic Planning and Budgeting Committee 2018 - 2019 Budget Enhancement 1-N List

ENHANCEMENT	COST	1	2	3	4	5	6	7	8	9	11	12	15	16	17	TOTAL	
Drain Cleaning Machine	600	48.5	35.8	31	45	45	50	50	33	45	44	39.7	37	50	50	604	
Upgrade ROTC Water Fountains	2,140	50	44.5	33	44	36	50	47	35	34	41.5	33	36	50	39	572.5	
Chair Risers for Graduation	12,000	38.5	36.5	34	37	0	70	50	33	42	34	36.5	39	50	70	570	
Recruiting Banners and Table Covers	4,860	43.5	49	38	44	39	41	50	35	39	45.5	36.5	38	19	40.5	557	
Reno of Bienvenu Auditorium Classroom	64,950	45	50	47	42	37	35	47	32	37	38.5	42.9	30	40	33	555.9	
Portable X-Ray Generator for Vet Tech	12,628	38	48.1	37	39	37	41	44	34	35	42	41.3	28	50	39	553.4	
Upgrade Leesville Library Facilities	17,894	32.5	46.6	35	40	36	50	47	24	35	41.5	35.5	34	50	41	548.1	
Upgrade of Apple Computers	21,214	37.5	44.4	45	44	38	40	43	26	36	42	38.5	33	40	37.5	543.9	
Teacher Education Building Upgrade	24,350	46	45.9	43	46	37	40	48	26	37	41	37.4	29	25	38.5	539.3	
English Outreach Project Travel Display	1,000	42	49.5	38	44	42	41	45	30	39	42.5	33.3	20	30	41	536.8	
Student Lounge Furniture	6,910	34.5	45	38	44	38	39	50	35	39	35.5	34	32	30	38.5	532	
Kiln	3,244	44.5	48.9	31	29	35	45	49	39	33	42	35	36	19	45	531.3	
Microbiology Lab Equipment	42,193	34.5	47.5	36	43	36	32	42	35	35	40	38.3	29	50	28.9	526.6	
Clinical Labs Floor Repl Shreveport Campus	20,000	39.5	43.9	45	21	39	40	48	24	39	41	40.1	32	50	24	526	
Spectrometer	64,688	32	40.1	38	49	39	39	48	28	39	40	31.6	22	50	28.9	524.5	
Update Landscaping	5,630	40	62.5	22	36	30	38	49	31	31	45.5	36.2	33	25	33	511.7	
Upgrade of TV facility in Keyser Hall	185,511	38.5	47.5	46	47	34	29	45	27	34	42	32.3	23	35	28.9	509.1	
Drill and Ceremony Gear	3,750	46.5	44.9	30	37	36	32	45	35	35	43.5	32	37	19	32	504.9	493,562
Library Access Equipment	26,000	34.5	27	34	44	36	38	48	26	35	40	35.3	29	40	38	504.8	
Upgrade Watson Library	50,000	22.5	42	32	43	36	35	48	26	37	36.5	30.5	31	40	35	494	
Speaker for Diversity and Inclusion	1,500	27	47.7	35	42	35	47	48	28	34	36.5	28	17	20	47	491.7	
History Faculty Training	5,594	19	47.4	38	36	37	40	44	27	36	25.5	38.6	21	30	50	489	500,656
Renovation of Pod C Second Floor	42,000	33	31.1	41	36	35	34	46	28	40	41.5	36.5	26	25	33.5	485.6	
Tech Upgrades for Russell 224 and 225	10,000	25	44.2	38	44	44	0	46	28	43	34	29.7	24	40	41	480.9	
Carpet Replacement	9,000	39	37.3	20	44	0	50	47	25	34	35	27.5	30	50	30	468.8	
NAFSA Academy 1 Year Training	2,000	29	37.7	20	17	43	32	50	25	32	35.5	36.6	35	40	32	464.8	
Supplies	5,500	25	39.2	20	34	40	29	50	22	40	33.5	34	34	35	29	464.7	
Convert Motor Pool Building into Offices	87,000	24	35.9	34	34	33	50	43	23	33	36	31.5	17	50	19	462.9	
English Outreach Project Travel	3,000	15	42.3	38	27	38	36	45	32	36	34.5	32.5	20	30	36	461.8	
Anthro -Festival Attendance	3,150	27	46.9	38	28	33	36	44	26	31	25.5	36.1	21	30	34	456.5	
Student Athlete Nutrition Center	25,000	42	44.9	34	40	36	22	43	24	36	34.5	39.3	21	19	17	452	
Rec Complex Floor Replacement	25,728	25.5	28.3	37	35	35	26	45	25	40	36	32.5	32	29	26	451.8	
John Deere Gator	14,000	30	29.5	32	34	0	43	43	25	29	37	33.5	19	39	43	437	
Pro Drive Shallow Water Boat Motor	6,770	29	29	31	42	0	40	48	28	23	34	31.4	26	35	40	436.4	
English Outreach Project Activities	5,000	22	38.6	38	19	36	30	45	25	34	35.5	27	20	30	30	429.6	
Dept Faculty/Staff Office Desks	32,701	24	44.5	42	33	0	29	47	25	36	39	29.3	20	30	28	426.8	
National NAFSA Conference - 3 employees	9,500	18	38.7	20	38	0	26	46	25	31	27.5	35.7	31	40	25	401.4	
T750 Bobcat Loader with Tree Spade	61,440	23	23.8	31	35	0	29	45	25	32	38	31.8	21	30	30	394.1	
Polaris Ranger	15,000	0	23.6	33	33	0	43	43	26	23	30	33.5	19	39	43	388.6	
	933,445																

ENHANCEMENT	COST	1	2	3	4	5	6	7	8	9	11	12	15	16	17	TOTAL
Strategic Planning and Budgeting Committee 2018 - 2019 Budget Enhancement 1-N List																
Funding for the below projects has already been provided - awaiting contract award.																
Elevator Flooring	5,000															
Completion of rappel tower	35,171															
Campus Maintenance Man Lift	71,797															
University Printing Showroom Copier	48,979															
Tennis Court Resurface	48,000															
Replace Seating in David Morgan Room	40,000															
	248,947															
Identified as having a Legal - Safety concern and therefore should be prioritized for another funding source.																
Repl of Fume Hoods in Bienvenu - Biology	54,148	Safety														
Repl of Fume Hoods in Fournet - Chemistry	120,934	Safety														
Parking Lot Enhancement Russel Hall	20,000	Safety														
Roof Replacement for PE Major's Building	300,000	Safety														
5 Dragon Naturally Speaking 13/pro programs	3,000	Legal														
Asbestos 3 year walk-through	2,500	Safety														
Chemical, Bulb, Battery and Ballast Disposal	29,000	Safety														
Cameras for Leesville Campus	20,000	Safety														
i-Reader Desktop Scanners	4,000	Legal														
Metal Detector	1,500	Safety														
All-Terrain Vehicle	20,000	Safety														
	575,082															
Identified as having recurring costs associated and therefore should be conisdered for another funding source or funding when appropriate.																
Campus Comput Repl Life-Cycle Jumpstart	180,000	35.5	39.5	47	44	39	35	47	34	39	38	34	24	50	31	536.5
20 Protoring Lab Computers	21,924	0	45.4	37	40	41	36	48	37	41	41	33.5	26	30	36	491.4
MSDS Online Service	8,500	0	29.9	28	42	43	50	48	23	43	39	28.5	22	39	49	484.4
Adviser's Manual	500	0	44.2	30	37	0	60	49	22	33	34	36.5	29	35	49	458.7
Designate NSU as sponsor for Exch. visitors	4,000	0	41.2	20	42	0	38	50	29	34	33.5	36.3	35	50	36.5	444.5
Computer Lab for Testing Services	44,074	0	39.7	37	32	0	40	48	29	39	41	37	26	30	40	438.2
7 Office Computers	8,086	0	44.1	17	43	0	36	47	31	38	42.5	35.3	27	30	36	426.9
Maxient Software	9,000	0	47.5	29	50	43	10	49	25	43	39.5	32.6	21	25	10	424.6
7 Laptop Computers	7,271	0	40.5	17	38	0	38	50	25	40	42.5	34.2	27	25	37.9	415
8 Office Computers	10,421	0	37.5	21	40	0	35	46	31	38	41.5	33.3	27	25	35	410.3
Dept Faculty/Staff Office Computers	52,500	0	44.5	17	47	0	28	46	31	36	40.5	33	19	30	28	400
Conference	4,500	0	39.3	20	36	0	31	46	25	30	28.5	35.4	33	35	31	389.7
English Student Scholarships Program	5,000	17	42.7	37	0	3	10	49	33	30	25.5	25.8	21	19	10	322.5
	355,776															
Total all categories	2,113,250															

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.

- 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)