

MICHIGAN STATE UNIVERSITY

November 26, 2019

MEMORANDUM

To: Vice Presidents and Executive Officers

From: Samuel L. Stanley, Jr., M.D., President

Re: 2020-21 Fall Planning Materials

I would appreciate your assistance in assembling the Fall Planning materials outlined below. While specific information is requested, I anticipate a conversation addressing these areas when we meet. Budget allocations for the 2020-21 period will be discussed in the spring.

Fall Planning materials are based on the initial priorities that I discussed in my presentation to the MSU Leadership on September 23, building upon MSU's contributions as the nation's premier land-grant institution.



Office of the President

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- Ensure a safer, more respectful and welcoming campus
- Promote student success and well-being
- Increase accountability
- Expand the research agenda
- Increase diversity, equity and inclusion

Planning will necessarily occur within the parameters of an inflation-based budget with continuing uncertainty around enrollment and other external factors. It will also likely occur within the context of developing a longer-term institutional strategic plan.

Components of the Fall Planning Letter for the 2020-21 period include:

1. Please comment on your unit's strategic directions, their relevance to the emerging priorities noted above, as well as any revisions you might be considering.
 - a. Please provide a copy of your unit's existing strategic plan, if available, and commentary on any planned revisions upcoming.
2. With respect to the 2020-21 period, what are the unit's new or ongoing initiatives that best align with the initial priorities noted above?

3. What metrics does your unit use to assess success, progress, effectiveness, and efficiency?
 - a. Have you added or deleted any metrics from the previous year to better address unit performance?
 - b. As a reminder, note the following metrics guidelines:
 - i. Metrics should focus on outputs and performance.
 - ii. Limit the number of metrics to the most important top-level areas of your unit (approximately 10 or fewer).
 - iii. Metrics should demonstrate your unit's current performance, internal goals, and peer institution benchmarks. Radar charts may be an effective format for displaying metrics, but you are welcome to utilize other data visualization tools as well.
4. Briefly describe any space needs related to ongoing or projected projects over the next three years.
5. Review your unit's FY19 unrestricted fund balance and discuss any material changes you anticipate as of June 30, 2020 (Attachment A).
 - a. Detailed account-level information is available through Planning Analytics.
6. Provide a brief paragraph on each of the following topics:
 - a. Comment on administrative functions where process improvements, policy changes, or technological enhancements could ease administrative pressures on the unit.
 - b. Describe efforts within your unit to shift resources toward high priority projects.
 - c. Describe your unit's succession planning efforts, inclusive of developing future institutional leaders and cross-training staff across unit functional areas.
7. In the context of resource uncertainty, please provide commentary on contingency planning for up to a 3 percent budget reduction in FY21. For general fund units, please use your most recent Reducible Base as the basis for calculating the 3 percent parameter. For auxiliary units, please use FY19 expenditure totals offset by any Administrative Fee assessments.
8. Please complete the attached Administrative Unit Profile Template (Attachment B)

I would appreciate your commentary to be summarized to no more than 10 pages. Copies of any existing strategic plans etc. will of course require additional pages.

All materials should be submitted electronically by **Friday December 20, 2019** to Brent Johnston (john1096@msu.edu), with copy to Margie Aimery (aimery@msu.edu). Address any questions/concerns to Brent by email or phone (353-5519).