

MICHIGAN STATE UNIVERSITY

November 19, 2019

MEMORANDUM

TO: Deans & Chief Executive Officer

FROM: Norman Beauchamp, Jr., MD, MHS, Executive Vice 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 President Stanley expressed on September 23 in his presentation to MSU Leadership, building upon MSU's contributions as the nation's premier land-grant institution.

- 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



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EXECUTIVE
VICE PRESIDENT

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 provide a copy of your unit's existing strategic plan, if available, and comment on related accomplishments, relevance to emerging priorities, as well as any necessary revisions. Please also include a brief review of critical challenges faced by the unit and planned responses.
2. With respect to the 2020-21 period, what are the college's new or ongoing initiatives that best align with President Stanley's initial priorities?
 - a. What funding plans are in place to support implementing outlined initiatives?

3. Please comment on how your unit assures the safety of all patients, students, faculty, and staff and what prospective changes are anticipated in the near term.
4. Through what metrics does your unit assess progress towards accomplishment of strategic objectives and effectiveness across each mission (education, research, clinical)?
 - a. What metrics does your college use to assess financial health?
 - b. Existing Key Metrics for the college are included for review where relevant (Attachment A).
5. Please comment on how your unit will contribute to the success of MSU Health Care.
6. Provide an update to last year's faculty recruitment and retirement plan (Attachment B). In the absence of a submitted plan, a template is provided for your use. Additionally, please provide a brief written review of steps the college will take to promote diversity, equity and inclusion.
7. Comment on administrative functions where process improvements, policy changes, or technological enhancements could ease administrative pressures on the college.
8. Are there areas of collaboration or opportunities for synergy across the health colleges that could be realized that would not negatively impact the unique mission of your college?
9. Review your college's FY19 unrestricted fund balance and discuss any significant planned balance accumulations or expenditures as of June 30, 2020 (Attachment C).
10. Update the College Profile to reflect the college's current strategic and operating environment (Attachment D).
11. In the context of resource uncertainty, provide commentary on contingency planning for up to a 3 percent budget reduction in FY21. Please note that the basis for determining the 3 percent parameter is your unit's most recent Base Budget Reconciliation.

Please provide responses and related materials to me (beauch66@msu.edu) with copy to Brent Johnston (john1096@msu.edu) and Margie Aimery (aimery@msu.edu) in the Office of Planning and Budgets no later than December 20, 2019. I would appreciate your commentary to be summarized to no more than 10 pages. Copies of Strategic Plans etc. will of course require additional pages.