Office of Planning and Budgets
Budget Planning and Analysis

Fiscal Officers Update

April 28, 2020
Agenda

- Planning Environment and Timeline
- Carryforward
- Summer Instructional Administration
- RFA, OCCI, RBI Data Availability
- Tuition/Fee Rate Review and Update
- Executive Management/Dean’s Pay Reduction Savings
- Spring Budget Planning - PA Application
- Other Notes and Updates
Planning Environment & Timeline

Impressive Resilience

- “Overnight” virtualization of curriculum and instructional delivery
- “Overnight” conversion of administrative support to virtual/remote delivery
- Strong advocacy and support of “Team MSU” in face of disruption
- Many operating adjustments facilitated in units
- Executive pay reduction

Next Steps

- Summer instructional delivery (mostly) online
  - Numerous new financial channels to support expansion
  - Provide unit flexibility as we move into year-end (carryforward)
Planning Environment & Timeline

- Carefully monitor and assess changing dynamics for FY21
  - Enrollment and enrollment distribution
  - Tuition and fee rate freeze
  - Hiring chill
  - State appropriations
  - To name a few, many others

- Allocation review ongoing (mea culpa)
- RFA/RBI/OCCI processes on schedule
- Modified spring budget planning process available soon
- New application will aid in expediting budget request process
- Currently, “typical” board action and budget planning process this summer
Budget Calendar – Upcoming Dates to Note

- **May 4**: OOI requests due to OPB

- **May 5, 1:00-3:00**: BBR and SWA Training
  - see calendar for Zoom information

- **May 12, 1:00-3:00**: FEE, RBI, OCC and RFA Training
  - see calendar for Zoom information

- **May 12**: FEE, RBI, OCC and RFA applications available

- **June 4, 2:30-4:30**: BCN and UBP Training
  - see calendar for Zoom information
FY21 Carryforward

- To increase unit flexibility, 10% carryforward parameter authorized for balances in GA, GC, GD accounts
  - Memo request for balances in excess of 10% similar to previous cycles
- Other GF sub-funds unchanged – continues as automatic for GS, GE, GH, GT, GL, others
- Process and Timeline Unchanged – continues use of PA application, calendar indicates dates – possibility of expedited approvals of GA/GC/GD amounts
- Ongoing review of use of funds constraints
Summer Programming

- Most summer programming to be conducted online
  - APUE working with Associate Deans to facilitate curricular changes
- Instructional cost support facilitated through Lisa Rahall in Academic Services
  - As with previous periods, any course receiving instructional cost support through Academic Services will not be eligible for OCCI consideration
- FY18 cap remains in force for OCCI assessment
- New professional development channels available through the HUB:
  - Online education workshop, course development, quality review
- Professional development funding allocated monthly, 10% overhead allocated at conclusion of summer programming
Fee, RBI, OCC and RFA Application Updates

- Training and application available for use May 12
- Applications updated to better reflect detail and complexity of programming
  - Majors and courses detailed (RBI, FEE)
  - Improved rate input fields (RBI)
  - Streamlined true-up and transactional process (RBI)
  - Instructional faculty better detailed (RBI, OCC)
  - Additional detail for special allocations (OCC)
  - Improved reporting for RBI/OCC prioritization (OCC)
  - Improved articulation between FEE and RBI
Tuition and Fee Rates

- Freeze announced by President and Provost
- Applies across-the-board, few, if any exceptions
- May need to conduct “expedited” rate review process for RBI/market-rate programs to assure accuracy, capture rates for new programs
- Rate projections updated in RBI and OCCI to reflect freeze
Executive Pay Reduction

- President Stanley announced a pay reduction for Executive Management and Deans
  - Reduction ranges from 2%-7% based on salary, 10% for President Stanley
- Effective May 1 through June 30
- Academic Human Resources notifying impacted individuals, HR completing individual pay adjustment actions
- OPB will be following up with MAU fiscal officers to facilitate transfer of savings
Spring Budget Planning - Introduction

- New Planning Analytics application that –
  - Replaces static and labor intensive Excel submissions
  - Automates and streamlines request process for budget allocations
  - Improves communication between MAUs and OPB
  - Enables OPB to provide additional reporting per MAUs requests over time
  - User friendly interface and functionality
- MAU fiscal officers already established within the application
- Dean/VP roles available upon request
- Contact Bill Buddle in OPB to access the application, remediations available overnight
Notes and Other Questions

- **Share anything of concern**
  - Available on Teams, email, etc.
  - Use the Budget Officers channel for questions to the group
  - OPB will share pertinent information as soon as available

- **Responses to existing allocation review**
  - On top of OPB’s list, will respond to each request

- **Review any outstanding items as we move towards year-end**

- **Extensive revisions coming to OPB website and PA training materials**
Office of Planning and Budgets
Budget Planning and Analysis

Fiscal Officers Update

April 28, 2020