

MICHIGAN STATE UNIVERSITY

January 11, 2016

MEMORANDUM

To: Executive Officers,
Administrative and Operational Services

From: Satish Udpa
Executive Vice President for Administrative Services

Re: FY17 Budget Materials

Accomplishments

Your budget submission should begin with a list of major accomplishments or significant progress toward goals during the past academic year, and identify any developments since the fall planning meeting that may reflect a change or potential change in your unit's strategic direction.

Performance Metrics

Provide an update on the top performance metrics your unit tracks with comparisons to university peers and/or private industry standards where applicable.



Note: Since data for metrics is gathered at different times for different units, it is recognized that some items may not be able to be updated from the Fall Planning submission. Include all metrics you are tracking even if updates are not possible at this time.

OFFICE OF THE
EXECUTIVE
VICE PRESIDENT FOR
ADMINISTRATIVE
SERVICES

Satish Udpa
Executive Vice President
for Administrative Services

FTE Counts

In the Fall you were asked to respond to a report outlining your unit's employee FTE counts. Although this exercise will not explicitly be part of this Spring's budget submission, you are encouraged to continue to evaluate ways to limit growth in General Fund Non-Academic Staff FTE counts. We are planning to have additional conversations on personnel counts across the university in the coming months.

Prior Budget Commitments

If there are prior budgetary commitments carrying forward to FY17 for your unit, a budget report outlining these commitments is attached. Please review these commitments and identify any potential discrepancies. For multi-year projects, please provide a brief update on progress of the initiative and how resources will continue to be utilized for the duration of the project.

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New Budget Requests

Earlier this academic year, our planning meeting focused on long-term unit goals and strategies to meet those goals. Your planning materials should now guide budget requests that identify what resources are needed to execute your plans. There are always more good ideas proposed than what is available to support. Funds available to the Provost and EVPAS to distribute during the budget request process only constitute less than 0.5% of the entire university budget. Centrally allocated resources should be utilized to catalyze new initiatives and are not expected to fully fund entire new projects. Units are encouraged to develop multiple funding plans for implementing strategic priorities, including: internal reallocations, internal funds matching central support, and partnering with other units on campus. Funding requests aligned with unit strategic priorities and the university's Bolder by Design framework will be best positioned to receive funding. Additionally, we encourage units to put forth requests that will help streamline processes to improve operational efficiency, reduce transaction costs, and deliver excellent customer service. As a reminder, units will continue to be assessed a 1% efficiency reduction (PERF) that will be pooled centrally and re-distributed to fund high priority strategic initiatives.

Please provide a description of your unit's budget requests within the body of your submission, along with completing the attached budget workbook.

Materials to Submit

To aid in completing your spring materials, a letter template and budget workbook are attached.

All materials should be submitted electronically by **Friday, March 4, 2016** to Mike Zeig (zeigmich@msu.edu), with copies to Margie Aimery (aimery@msu.edu) and the EVPAS Office (adminsv@msu.edu). Address questions/concerns to Mike by email or phone (353-1746).

cc: Dave Byelich
Bill Latta
Mike Zeig
Christine Carter