

MICHIGAN STATE UNIVERSITY

February 1, 2016

MEMORANDUM

To: James Dunlap, Police Chief
Marilyn Tarrant, Director, Internal Audit
David Weismantel, University Physician

From: Bill Beekman
Vice President and Secretary of the Board of Trustees

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.

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.



**Vice President
and
Secretary of
the Board
of Trustees**

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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 during the spring budget request process 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.

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 18** to Mike Zeig (zeigmich@msu.edu), with copies to Margie Aimery (aimery@msu.edu) and Kami Smith (smit2358@msu.edu). Address questions/concerns to Mike by email or phone (353-1746).

I look forward to our conversation on your materials when we meet later in the spring.

cc: Dave Byelich
Mike Zeig