

MICHIGAN STATE UNIVERSITY

January 11, 2016

MEMORANDUM

TO: Academic Support Units

FROM: June Pierce Youatt, Provost

RE: Planning Update and FY17 Budget Requests

During the past year we made significant progress on a number of important university initiatives. The Global Impact Initiative will continue to support key faculty hires in areas with high potential to attract external support and recognition and enhance our university's collective reputation. We continue to make progress toward our Capital Campaign goal, which remains vital to our long-term sustainability and the ability to achieve our highest ambitions. Our recent successes coupled with our goals emphasize the need to deliberately plan for the future in an integrated manner.

Consistent with prior years, begin your letter by:

1. Identifying updates/changes to your unit's strategic direction (if any).

At my Spring 2015 LEAD session, I outlined my top priorities (<https://provost.msu.edu/priorities/index.html>). These priorities served as the main framework for this year's College planning process. Describe how your unit contributes to supporting each of the following areas. Your unit may play a larger role in some of these areas than others; please address accordingly. Brief, succinct examples are welcome.

2. Providing support for faculty resulting in greater scholarly productivity and instructional effectiveness.
3. Pursuing multiple strategies for expanding, enhancing, and elevating scholarship.
4. Pursuing multiple strategies for enhancing student success (retention, graduation, achievement).

In order to achieve our academic goals, it is important to continually evaluate the efficiency of our operations and ensure maximum resources are devoted to our core academic mission. As such, please address each of the following items:

5. Attached is an overview of your unit's monetary reserves for the past four years. Review your unit's status and indicate reasons for increases or reductions and planned uses of reserves. Emphasis should be placed on a broad overview of your unit's reserves. I do not need a detailed accounting of every item.



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6. Attached is a chart outlining your unit's General Fund / Non-Academic Staff FTE levels for the past seven years. Non-academic staff fill vital roles in supporting the academic mission of the institution. Still, it is important to regularly review the personnel makeup of the institution, and non-academic staff positions will be a focus of continuing conversation across the university in the coming months. Please review the attached document to: 1) identify any discrepancies in FTE counts, 2) discuss where and for what purposes any increases occurred either overall or within specific subunits, and 3) describe how your unit is working to limit future growth in non-academic staff FTE counts. Again, this review should focus on broad trends and explanations. I do not need an analysis or description of every FTE change that occurred.

Additionally, we will continue with considering budgetary needs in conjunction with your planning meeting. I ask that you address the following budgetary items:

7. Review the attached budget report indicating our understanding of prior budgetary commitments carrying forward to FY17 and note any discrepancies;
 - a. For selected multi-year projects, noted by being highlighted in yellow:
 - i. Provide a brief update on progress-to-date of the initiative and how prior years' funding has been utilized.
 - ii. Provide a brief overview of how new funds will be utilized.
8. List (in priority order) new recurring and non-recurring budget requests on the attached budget workbook template for FY17;
 - a. Additionally, in the body of your planning letter, provide a succinct overview and justification for each new funding request, including identifying how requests connect with the University's overall strategic direction.

As in previous years, I would appreciate a **narrative limited to 6-7 pages**, although I appreciate the difficulty of creating a thoughtful, integrative commentary within the page constraints. I hope the information requested prompts discussion within your leadership team, and I look forward to our conversation in the spring. Please submit all materials electronically by **Friday, February 19, 2016** to Mike Zeig (zeigmich@msu.edu), with a copy to Margie Aimery (aimery@msu.edu). If you have any questions, please feel free to contact me directly or to chat with Dave Byelich or Mike Zeig at 355-9271.

cc: Dave Byelich
Mike Zeig