

MICHIGAN STATE UNIVERSITY

November 11, 2016

MEMORANDUM

TO: Academic Support Units

FROM: June Pierce Youatt, Provost

RE: Planning Update and FY18 Budget Requests

During the past year we made significant progress on a number of important university initiatives.

- In terms of research and scholarship, 25 faculty members will join us this academic year as part of the first round of the Global Impact Initiative (GII) hiring. The ongoing dedication of our current faculty and the infusion of new talent through the GII and other hiring processes continue to enhance MSU's national and international reputation.
- We continue to focus on ensuring success for all students, especially for lower income and first generation students, through initiatives such as the Student Success Transformation Program and Neighborhood Student Success Collaborative. Specifically, the integration of advising platforms allows us to utilize data to more effectively impact student progress, retention, and graduation.
- The launch of the Hub for Innovation in Learning and Technology has already paid dividends in ensuring our curriculum and pedagogies continue to evolve with the expectations of what a world-class education entails, and there are many more exciting Hub projects in progress and on the horizon.
- Finally, through our collective hard work and commitment, we received a successful reaffirmation of accreditation from the Higher Learning Commission following the team's visit this past spring.



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In order to maintain and build upon our successes, it is important to continue 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. Please address each of the following items:

5. Attached is an overview of your unit's monetary reserves. Review your unit's status and indicate reasons for increases or reductions and planned uses of reserves. Commentary on the summary overview is appreciated. A detailed view of each account is provided for reference, but you do not need to provide a response for each account. During your review, keep in mind that as a public institution, MSU needs to recognize both concerns over accumulated fund balances and the need to provide units with flexibility to utilize funds to plan for and catalyze new strategic initiatives.
6. Attached is a chart outlining your unit's historical General Fund / Non-Academic Staff FTE levels. Review this document to: 1) identify any discrepancies, 2) discuss where and for what purposes any increases occurred either overall or within specific subunits, specifically within the past year, and 3) describe how your unit is working to limit future growth in non-academic staff FTE counts.
7. Given the State's long-term funding needs for big ticket items such as infrastructure funding, Flint, and the Detroit Public Schools, we anticipate tepid support for higher education in the coming years. We will refine projections as information becomes clearer, but at this time it is prudent to plan for at least a potential 1% budget reduction for units for the 2017-18 fiscal year. Outline the areas a potential budget reduction would most likely impact should that be necessary.

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

8. Review the attached budget report indicating our understanding of prior budgetary commitments carrying forward to FY18 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.

9. List (in priority order) new recurring and non-recurring budget requests on the attached budget workbook template for FY18;
 - 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, January 6, 2017** 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