

MICHIGAN STATE UNIVERSITY

March 19, 2019

MEMORANDUM

TO: Academic Deans
FROM: June Pierce Youatt, Provost
RE: FY 2020 Budget Requests

Earlier this academic year the planning process focused on strategic initiatives, specifically related to supporting faculty, elevating scholarship, and enhancing student success. The materials you prepared earlier should now guide budget requests that identify what resources are needed to execute your plans.

Budget Context

We are anticipating only a minimal increase in state support for higher education for this year, and in the near future. Given this challenge, MSU will continue to operate in an environment of limited new funds for strategic re-investment. There are always more good ideas proposed than new resources available to support. The Provost's pool of recurring funds available to distribute is less than \$4.0M. Additionally, due to ongoing multi-year funding commitments, the Provost begins the budget cycle with more than half of that pool already encumbered. Newly allocated resources are expected to catalyze new initiatives and are not expected to fully fund entire new projects. Units are encouraged to develop multiple funding plans for their strategic priorities, including: internal reallocations, internal funds matching central support, and partnering with other units on campus. Funding requests aligned with unit strategic priorities will be best positioned to receive funding.

Additionally, as referenced in the fall planning memo, please find enclosed non-academic staff FTE counts and key metrics (where applicable) for your unit. Also enclosed, please find a budgetary template for use in identifying specific budgetary requests for FY20 and a copy of your unit's FY19 budget narrative as a guide for shaping this year's submission.

Please review the FTE document to: 1) identify any discrepancies, 2) discuss where and for what purposes any increases occurred either overall or within



OFFICE OF THE PROVOST

Michigan State University
430 Administration Building
East Lansing, MI 48824-1046

517-355-6550
Fax: 517-355-9601
provost.msu.edu

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.

Following your review of the metrics report, provide commentary on both ideas for what the college and university can do to make progress in key areas as well as feedback on these and other metrics that can be utilized to best measure and monitor progress in the future

In both cases, commentary can be included in the budget narrative.

Budget Instructions

For your spring budget request submission, please respond to the following:

1. Briefly identify any developments since the fall planning process that may reflect a change or potential change in your unit's strategic direction.
2. Review the attached budget report indicating our understanding of prior budgetary commitments carrying forward to FY20 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.
3. Identify and prioritize new funding requests, addressing the following:
 - a. Provide a description and justification for each funding request, including what is being requested centrally and what may be provided internally and/or from partnering units.
 - b. Identify how each request connects with the University's and your unit's strategic direction.
 - c. Complete the attached budget spreadsheet template.

Please send all materials electronically to David Byelich (byelich@msu.edu), with a copy to Margie Aimery (aimery@msu.edu) by **Friday, April 19, 2019**. If you have any questions, please feel free to contact Dave Byelich at 355-9271.

cc: Dave Byelich