

ANNUAL REPORT

Strategic Planning and Budget Study Committee

**University of North Alabama
Florence, Alabama**

Dr. Sandra Loew
Committee Chair

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Date submitted

Submitted to:
Dr. Lee Renfroe, 2017/2018 SGEC Chair

June 7, 2018
Date received

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

I. Executive Summary

The Strategic Planning and Budget Study Committee focused the 2017-18 academic year on disseminating information to past and potential requestors, prioritizing requests made to the committee, and sharing that information with the President.

II. The Committee's Charge (from the Shared Governance Document)

1. To participate in all aspects of strategic planning, including:
 - a. Recommending procedures for planning;
 - b. Relating the planning process to the annual and long-range financial allocation processes; and
 - c. Reviewing progress and recommending updates to the University's Strategic Plan annually.
2. To conduct systematic reviews of expenditure needs and revenue needs including:
 - a. Reviewing and prioritizing recommendations from all areas of the University concerning financial resource needs, based on the University's Strategic Plan, goals, objectives, and Institutional Effectiveness Plan;
 - b. Reviewing results reported by the Institutional Effectiveness Committee to support the looping process of assessment, evaluation, change based on evaluation, and budgeting and to monitor how allocations of financial resources affect prioritized requests;
 - c. Reviewing prioritized recommendations from the Infrastructure Development Committee to monitor conformity with the University's Strategic Plan; and
 - d. To conduct systematic reviews of actual and planned expenditures.
3. To communicate its deliberations and findings to the President, and after discussion with the President, to the University community.

III. The Committee met on the following dates:

September 20, 2017
October 25, 2017
November 29, 2017
March 21, 2018
April 25, 2018

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

The committee conducted reviews of expenditure needs and prioritized recommendations of those requests.

V. What were the Committee's formal recommendations?

See Prioritized Funding Proposal (attached)

VI. What does the Committee plan to accomplish

A. In the coming year?

The committee intends to begin the academic year by looking at the budget for FY 2019 to become aware of the overall budgetary restrictions. As in the past, this committee will explore ways to be more involved in the overall strategic planning of the University budget.

B. In future years?

See above.

VII. What are the Committee's weaknesses?

This committee focuses on funding requests with limited information concerning the overall strategic planning. While all requests have been vetted and line up with requestors' annual/long-term goals, it has been difficult to see how these requests line up with the University Strategic Plan.

A. What can the Shared Governance Committee help you do to address the weaknesses?

- (1) As the new Strategic Planning Committee develops a University Strategic Plan, there should be direct communication between the two committees.
- (2) After the University Strategic Plan is developed, having a work session with the VPBFA and other administrators to explain the overall plan and the new directions and goals so that the committee members have an understanding of the overall Strategic Plan. This may be necessary for the first meeting of every academic year as new members join the committee.

VIII. Comments.

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| Section 1 | The Strategic Planning and Budget Study Committee shall meet as necessary during the regular school semesters. The committee will typically meet once each month starting in September and concluding in April, but can meet more often at the discretion of the chair. |
| Section 2 | All meetings of the Strategic Planning and Budget Study Committee shall be open to any member of the university community to attend. |

- Section 3 The Strategic Planning and Budget Study Committee may convene in an executive session, which will only be open to members of the committee, to discuss and/or vote on sensitive issues and funding requests.
- Section 4 A majority of voting members present shall constitute a quorum.
- Section 5 Voting by the membership shall be by voice or by show of hands. The chair shall only vote when his/her vote would affect the outcome (i.e., to make or break a tie).

ARTICLE IV

REQUESTS FOR FUNDING

- Section 1 Requests for funding are submitted during the academic year prior to the implementation of the new budget year, which begins each October 1. Submissions are accepted from October 1 to March 1. Except in rare and unique circumstances, the request must be linked to the goals of the annual report of the unit, and a rationale must be provided that supports UNA's Strategic Plan.
- Section 2 Requests for funding must be made through, and approved by, the appropriate vice president, utilizing the approved form and transmitted to the committee for consideration.
- Section 3 Requests must be received by the recording secretary at least 14 days prior to the meeting at which it will be considered.
The recording secretary must forward funding requests to the committee members at least 10 days prior to the meeting.
- Section 4 Someone representing the funding request shall attend the meeting at which the request is considered. If no representative attends, the appropriate vice president will serve as the representative or it will be tabled to a subsequent meeting. The representative will provide a 1-2 minute overview of the funding proposal and then answer questions from the committee.
- Section 5 Once all proposals have been discussed, the committee will vote in executive session or at a later date.
- Section 6 The committee will revisit all funding requests each April before forwarding a prioritized list to the president for consideration in the next year's budget.
- Section 7 One-time requests for new funds are secured through the appropriate vice president and submitted to the Strategic Planning and Budget Study Committee as an information item.
- Section 8 Final funding approval is made by the Board of Trustees prior to the start of each budget year.

ARTICLE V

AMENDMENTS

Section 1

This document may be amended by a majority vote of the committee.

Strategic Planning and Budget Study Committee - Prioritization List* 2017 - 2018
 *Please note that these are not ranked within each category.

Department	Request	Amount Requested
Athletics	Graduate Assistants	(\$134,448) (resubmit)
Counselor Education	Graduate assistant	(\$9000) (resubmit)
Enrollment Management	Graduate admissions specialist	(\$24,078 + benefits)
HPER	6 Graduate assistants	(\$54,000 (stipend + tuition))
HPER	Faculty/Staff Wellness Program	(\$139,282)
Sociology and Family Studies	Sociology and Family Studies Graduate Assistantships — Full Time Adjustment	(\$9,000)
Student Engagement Center	Increase in tuition scholarships for graduate assistants	(\$4,132)
Art	Art Faculty Position	(\$65K+benefits) (resubmit)
COAS	Band Administrative Assistant – Full-Time Adjustment	(\$10,712)
COAS	Communications Staff Position (Studio Coordinator)	(\$40K+benefits)
Planetarium	Planetarium Projector System (Upgrade)	(\$221,000)
Student Engagement Center	Permanent budget line for Fraternity & Sorority Life	(\$15,000)
Career Planning and Development	Internship & Co-op Specialist	(\$43,420.08) (resubmit)
COAS	Collegiate Singers	(((\$12,200) (resubmit)
COAS	Associate Director of Bands	(\$35K +benefits)
COAS	Percussion Instructor	(\$40K +benefits)
COAS	Communications Instructor Position	(\$50K+benefits)
Student Engagement Center	Reinstate position of Assistant Director for Programming	(\$55,059)
Total Requested		\$ 961,331.08
Fixed Costs	Fixed Cost Requests (Information Only)	
ETS	a. Faculty Experience Factor Salary Increases - \$39,780 + benefits	
Academic Affairs	b. Faculty Promotions Salary Increases - \$173,266 + benefits	
Academic Affairs	c. Supplies and Travel Monies for "NEW" Faculty Positions - \$4000 (\$500 for travel & \$500 for supplies per faculty member)	
Academic Affairs	d. Inflationary Increases for Membership and Accreditation Fee - \$10,000	
Academic Affairs	e. Inflationary Increases for Faculty Interviews Budget - \$6,713	