

ANNUAL REPORT
Date Due: August 19, 2015

Strategic Planning and Budget Study Committee

University of North Alabama
Florence, Alabama

Dr. Christopher Maynard
Committee Chair

August 31, 2015
Date submitted

Submitted to: Dr. Marilyn Lee
2015/2016 SGEC Chair

August 31, 2015
Date received

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

I. Executive Summary

The Strategic Planning and Budget Study Committee focused the 2014-15 academic year on two central goals: (1) the creation of bylaws for the orderly function of the committee and (2) the development of a prioritized system for ranking approved funding proposals in order to provide the President with clearer recommendations for university priorities. The committee accomplished both goals. Additionally, the committee approved a work group and charged them with the task of a comprehensive examination of student fees. This work group will continue its work in 2015-16.

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 10, 2014
October 8, 2014
November 12, 2014
January 14, 2015

February 11, 2015
March 18, 2015
April 8, 2015
May 6, 2015

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

See Bylaws (attached)

- 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 examine ways to move away from its past focus of vetting individual funding proposals and be more involved in the overall strategic planning of the University's budget and overall financial health.

- B. In future years?

See above.

- VII. What are the Committee's weaknesses?

This committee is currently underutilized. It needs to move away from individual funding proposals and focus more on the strategic vision of the University. It needs to play a more central role in setting the expenditure needs and revenue needs of the University.

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

- (1) Help ensure that the committee has more direct access to the President throughout the development of the University budget.
- (2) Help ensure that committees such as the Scholarship Committee, the Institutional Effectiveness Committee, and the Infrastructure Development Committee submit recommendations to this committee in order to fulfill its charge.

- VIII. Comments.

COMPOSITION AND CHARGE

Section 1	The composition and charge for the Strategic Planning and Budget Study Committee can be found in the University of North Alabama's Shared Governance Document.
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ADMINISTRATIVE OFFICERS

Section 1 There will be three administrative officers of the Strategic Planning and Budget Study Committee: chair, vice-chair, and recording secretary.

Section 2 At the beginning of each year, the Strategic Planning and Budget Study Committee will select a chair and a vice-chair from among the eligible voting committee members. Normally, the previous year's vice-chair will assume the chair position upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. The chair shall preside at all meetings of the committee and shall be responsible for scheduling meetings and distributing agendas and minutes appropriate to each meeting. The vice-chair will have duties as assigned by the chair.

Section 3 The recording secretary will be appointed each year by the chair from outside of the membership of the committee and will have a non-speaking and non-voting role. The recording secretary will be charged with keeping detailed records of the decisions made by the committee and the task of collecting and distributing funding requests.

ARTICLE III

MEETINGS

- 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.

FY16 Budget Proposals Approved by the SPBS Committee

Highest Priority

- COAS, Dean's Office—\$44,639.40 (Senior Administrative Assistant)
- University Bands—\$12,000 (Part-time Auxiliary Trainer/Coordinator)
- Department of Music and Theatre—\$13,280.00 (9-month Events Coordinator)
- Department of Entertainment Industry—\$36,000 (Administrative Assistant)
- Department of Entertainment Industry—\$9,623 (Move part-time Instructor to full time)
- COAS, Dean's Office—\$113,328 (Graduate Assistantships)
- Center for Women's Studies—\$7,000 (Operating budget)
- Office of Sponsored Programs—\$50,000 (Faculty research)
- Department of Athletics—Approximately \$87,000 (Scholarships)
- University Police—\$73,728.39 (2 officers)
- Student Media—\$3,576.60 (Scholarships)
- University Success Center—\$22,870 (Tutorial support)
- University Success Center—\$55,307 (FYE funding)
- Vice President for Enrollment Management—\$124,800 (Administrative Assistant; Budget)
- Enrollment Management—\$56,500 (Military/Veterans Coordinator)
- Registrar—\$46,613.44 (Administrative Assistant; Staff)
- Undergraduate Admissions—\$254,500 (Admissions Counselors; Budget)
- Enrollment Marketing—\$112,844 (Various)
- Student Financial Services—\$49,500 (Staff; Budget)

High Priority

- COAS, Dean's Office—\$70,000 (STEM summer camps)
- Department of Communications—\$18,096 (Student workers for UNA radio)
- Career Planning and Development—\$86,840 (Career Counselor & Internship Specialist)

Priority

- Department of English—\$155,429.28 (2 Faculty: Composition)
- Department of History & Political Science—\$77,729.64 (Faculty: African-American History)
- Department of Social Work—\$77,729.64 (Faculty: Social Work)
- University Bands—\$48,000 (Travel/recruitment)
- Shoals Symphony at UNA—\$12,000 (Travel/recruitment)
- Plays and Performances—\$10,000 (Operating budget)
- Department of Music and Theatre—\$90,000 (Grand Piano)
- Department of Art—\$2,500 (Matching Scholarships)
- Graduate Admissions—\$5,825 (Travel)
- Honors Program—\$50,000 (Scholarships)

*Please note that these are not ranked within each category. They are listed in the order that they were received and reviewed by the committee.