FY 2023
Planning & Budget Development Workshop

Preeminence with Purpose
"Sustaining our Legacy through Access, Leadership and Transformative Excellence"

March 9-10, 2022

Dr. Makola Abdullah, President

Dr. Donald Palm, Provost/Senior Vice President for Academic and Student Affairs

Mr. Kevin Davenport, Vice President for Finance/Chief Financial Officer

Dr. Tia Minnis, Vice Provost for Academic Success, Planning, and Institutional Effectiveness

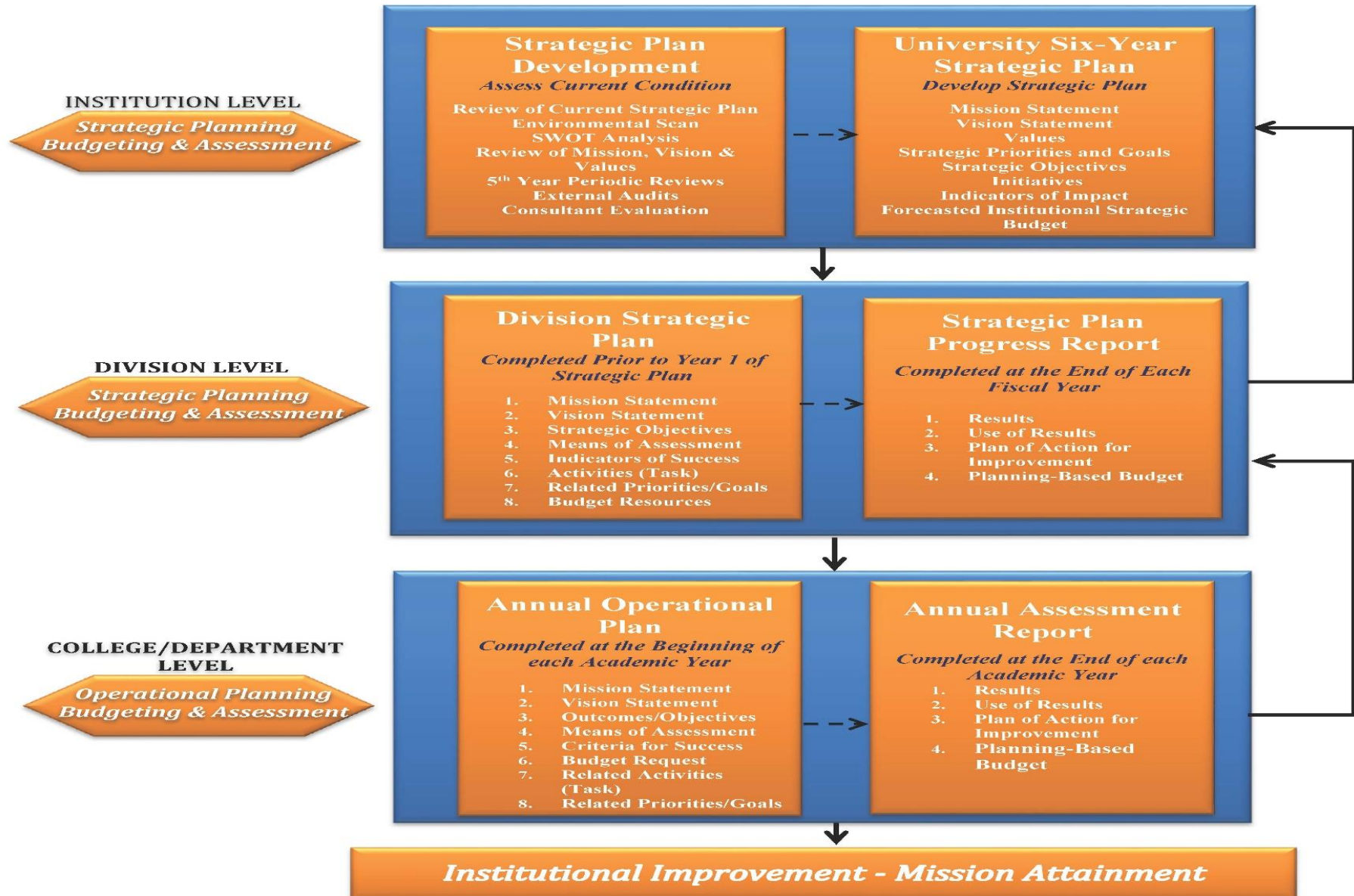Ms. Adrian Petway, Associate Vice President for Budget and Finance

Agenda

I. Welcome

II. Integrated Assessment, Planning & Budgeting Cycle

III. FY 2022 Budget Overview (current year)

IV. IT Request Process

V. FY 2023 Budget Development Process

VI. FY 2023 Budget Timeline and Instructions

VII. Planning and Budget Work Session

Vice Provost for Academic Success, Planning & Institutional Effectiveness

Integrated Assessment, Planning & Budgeting Cycle

Virginia State University
Institutional Effectiveness Model

INSTITUTION LEVEL

Strategic Planning Budgeting & Assessment

Strategic Plan Development
Assess Current Condition

Review of Current Strategic Plan
Environmental Scan
SWOT Analysis
Review of Mission, Vision & Values
5th Year Periodic Reviews
External Audits
Consultant Evaluation

University Six-Year Strategic Plan
Develop Strategic Plan

Mission Statement
Vision Statement
Values
Strategic Priorities and Goals
Strategic Objectives
Initiatives
Indicators of Impact
Forecasted Institutional Strategic Budget

DIVISION LEVEL

Strategic Planning Budgeting & Assessment

Division Strategic Plan
Completed Prior to Year 1 of Strategic Plan

1. Mission Statement
2. Vision Statement
3. Strategic Objectives
4. Means of Assessment
5. Indicators of Success
6. Activities (Task)
7. Related Priorities/Goals
8. Budget Resources

Strategic Plan Progress Report
Completed at the End of Each Fiscal Year

1. Results
2. Use of Results
3. Plan of Action for Improvement
4. Planning-Based Budget

COLLEGE/DEPARTMENT LEVEL

Operational Planning Budgeting & Assessment

Annual Operational Plan
Completed at the Beginning of each Academic Year

1. Mission Statement
2. Vision Statement
3. Outcomes/Objectives
4. Means of Assessment
5. Criteria for Success
6. Budget Request
7. Related Activities (Task)
8. Related Priorities/Goals

Annual Assessment Report
Completed at the End of each Academic Year

1. Results
2. Use of Results
3. Plan of Action for Improvement
4. Planning-Based Budget

Institutional Improvement - Mission Attainment

Planning Cycle Principles

Assessment

What was done?
How? Why? The
Impact? Not
Done?

Planning

Current Year
Goals, Objectives

Budgeting

Support Planned
Activities

Virginia State University Strategic Plan

Strategic Priorities

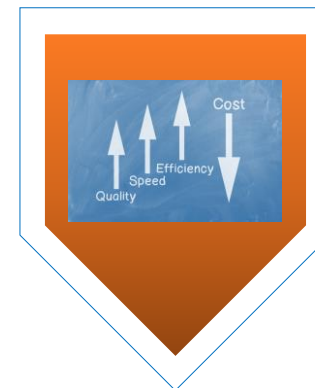**VSU Priority 1:** Increase Student Opportunity and Access to Higher Education

VSU Priority 2: Sustain Academic Excellence

VSU Priority 3: Provide a Transformative VSU Experience that Supports the Holistic Development of Students

VSU Priority 4: Define the VSU Brand and Tell our Story

VSU Priority 5: Diversify Financial Resources and Enhance Operational Effectiveness

VSU Priority 6: Enhance the Land-Grant Mission of the University

FY 2023 Planning & Budget Development Process

Chairs/Account Managers	Deans/Directors of Administrative and Educational Support (AES) Units	OPIE (Office of Planning and Institutional Effectiveness)/Provost Office/Budget Office	Provost and Exe. VP/VPs
1. Develop department **annual plan** and determine department **budgetary needs.** 2. Meet with respective college dean and Department head to discuss **plan** and **budgetary needs** and determine final department plan and budget proposal.	1. Develop college- or unit-wide **annual plan** and **budgets** based on department needs and College and/or Unit priorities. 2. Present College and Unit **plan and budget** to Academic & Student Affairs. Non-Academic Units present to Directors.	1. Review all proposed **Annual plans** and **budgets.** 2. Provide feedback to plan developers as needed. 3. Present proposed plans to Exe. VP or VPs for AES Units for final review and approval.	1. Provost/Exe. VP approves plans for Academic Affairs and Student Affairs. 2. Appropriate VP approves all other plans. 3. Plans submitted for President & BOV Approval

Planning & Budget Development Process

WHAT MUST BE SUBMITTED

#1 Annual Plans and Budgets for FY 23 (FY 2022-2023)

Virginia State University
Annual Assessment Plan – Non-Academic Units

Academic Year: _____
Department/Unit: _____

Mission Statement: *Who you are? What you Do? For Whom?*

Vision Statement: *Futuristic Depiction of Your Unit.*

Goals: *Broad Overarching Change – What? Where? Who?*

#2 Budget Additional Fund Request Form

Planning & Budget Development Process

#1 Budgets will **not** be considered without an annual plan.

#2 All plans **must** be aligned with the University's Strategic Plan.

#3 Budgets approved by the Provost/Ex. VP or VP are **tentative** pending the President and final Board of Visitors approval.

#4 **Final budget approval** will be reported back to the Deans and AES Unit Heads after the final Board of Visitors' approval.

Contacts for OPIE

- Dr. Tia A. Minnis
- tminnis@vsu.edu

- Dr. Justina Osa
- josa@vsu.edu

- Ms. Tanya Harris
- taharris@vsu.edu

- Ms. Deressa Miller
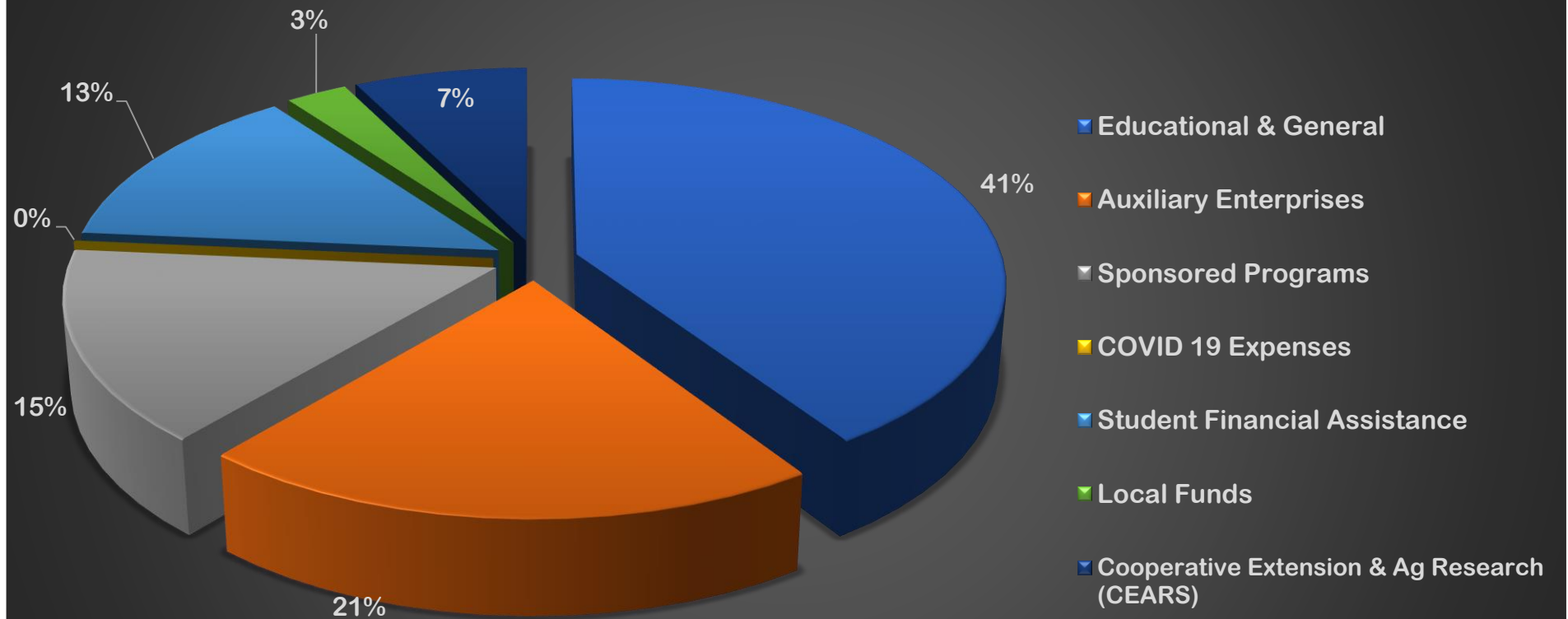- dmiller@vsu.edu

Vice President for Finance Chief Financial Officer

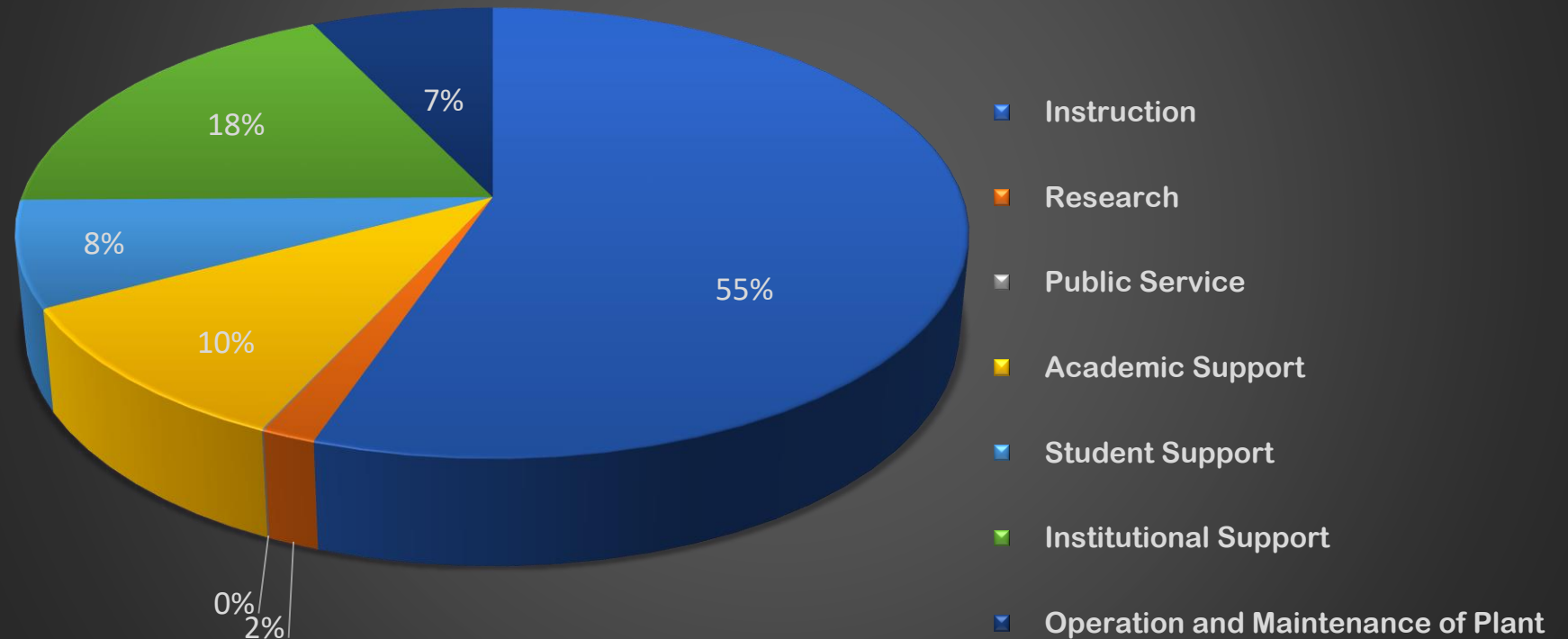**FY 2022 Budget Overview (current year)**

& FY 2023 Budget Assumptions

$187.3 Million

FY 2022 Expenditure Budget

- Educational & General — 41%
- Auxiliary Enterprises — 21%
- Sponsored Programs — 15%
- COVID 19 Expenses — 0%
- Student Financial Assistance — 13%
- Local Funds — 3%
- Cooperative Extension & Ag Research (CEARS) — 7%

$76.1 Million

FY 2022 E&G Expenditure Budget

- Instruction — 55%
- Research — 2%
- Public Service — 0%
- Academic Support — 10%
- Student Support — 8%
- Institutional Support — 18%
- Operation and Maintenance of Plant — 7%

FY 2022 Additional E&G Budgets

	Budget	Percent
Instruction	$ 3,040,939	31%
Academic support	2,265,000	23%
Inst. Support	2,332,819	23%
O&M	30,000	0%
Student Support	1,216,846	12%
State salary increase	1,067,955	11%
Total	$ 9,953,559	100%

FY 2022 Highlights
as of 12/31/21

Fall 2021			
	Budget	Actual	Difference
Head Count	3,839	4,300	461
Full – Time	3,572	3,911	339
On – Campus	2,000	2,271	271

1. Higher than budgeted enrollment

2. $8.9 Million CARES funding spent

3. $5 Million E&G Carry-forward from FY 2021

4. The State provided additional financial aid of $741k

FY 2023 Budget Assumptions

Projections are being developed:

➢ Student Headcount

➢ Full-Time Students

➢ On-Campus Students

➢ % (In-state) / % (Out-of-state)

FY 2023 Budget Assumptions
(Continued)

Proposed tuition and fee rates:

➢ 0% increase in Tuition for all students

➢ 0% increase in Mandatory Fees for all students with the exception of the Technology Fee

➢ $500 increase in the Technology Fee

➢ 0% increase in Housing rates/0% increase in Dining rates

Proposed State funding:

➢ Waiting for the State's approved budget for FY 2023

Questions?

Comments!

Concerns.

Chief Information Officer
Planning for Technology Needs

Associate Vice President for Budget and Finance

FY 2023 Budget Development Timeline and Instructions

Planning & Budget Development Timeline

Due Date	Action
March 3, 2022	Distribution of Budget Information
March 9-10, 2022	FY 2023 Budget Working Sessions 9:00 AM to 12:00 PM Session 1 1:00 PM to 4:00 PM Session 2
March 15, 2022	**Final budget requests Due to Provost Office or your VP/Final 2022-2023 Plans Due to Institutional Effectiveness**
March 15 -18, 2022	Final budget requests Due to Budget Office
March 21, 2022 – March 25, 2022	Budget Office Prepares Budget Packages
March 28, 2022	VP of Finance Final Discussion with President
April 21-22, 2022	BOV Approves FY 2023 Budget
June 24, 2022	FY 2023 Budget Approval Communication sent out
June 17, 2022 – July 1, 2022	Annual Plan and Budget Adjustments based on approved budget

FY 2023 Budget Instructions

University Departments
E&G and Auxiliary

Non-Personal Services (NPS)

To request additional budget over your current base budget:

1. Complete Form – Request Additional Funds

2. Submit through the appropriate approval process

3. Approved requests will be submitted to the Budget Office

Request for Additional Funds

1. Use this form to request additional funds over the current base budget.

2. Obtain required approvals.

3. Approval will be communicated back to you once the President and BOV approves the budget.

Budget Contacts

- **Joyce Wilkins** – jwilkins@vsu.edu Academics (Agriculture, Business, Humanities and Social Sciences)

- **Adrian Petway** – apetway@vsu.edu Academics (Education, Engineering and Technology, Natural and Health Sciences)

- **Mary Weaver** – mweaver@vsu.edu Board of Visitors, President, Auxiliaries (AE), Finance (AE), Student Success and Engagement (AE), Police, Technology

- **Cynthia Pegram Ervin** cpegram@vsu.edu – Academic Support, Library, Internal Audit, Finance (E&G), External Relations, Student Success and Engagement (E&G), Agency 234

- **Barbara Taylor** btaylor@vsu.edu – Support Staff