

# MICHIGAN STATE UNIVERSITY

1 December 2022

## MEMORANDUM

**TO:** EVPA MAU Leaders

**FROM:** Melissa Woo, Executive Vice President for Administration

**SUBJECT:** FY 2023-24 MAU Strategic Planning and Budget Development

In keeping with the process implemented last year, we will pursue a holistic discussion of financial, space and facilities, and technology needs as we look ahead to planning and resource allocation for the 2023-24 fiscal year.

We expect the narrative, asks, and justifications to be concise and aligned with both EVPA and university-wide strategic direction and values.

Please provide your unit's report by **January 13, 2023**, to Roushell Mignott-Nesbitt ([mignotr@msu.edu](mailto:mignotr@msu.edu)).

### **FY24-FY28 Strategic Direction Narrative**

Summarize your MAU's 5-year strategic plan, including how it aligns with and can contribute to, the MSU 2030 Strategic Plans (including DEI and RVSM). This is intended to be a brief, direct, objective, conceptual overview that reinforces the justification and highlights the need for additional investments. (< 500 words).

Be sure to address the following points:

- a. Efforts to increase the diversity of your teams, including your DEI accomplishments over the past year.
- b. Implementation of DEI in annual reviews.
- c. Employee recognition and your unit's efforts to increase awards and recognition.

Provide a brief review of last year, including accomplishments and unmet goals.



OFFICE OF THE  
**EXECUTIVE  
VICE PRESIDENT FOR  
ADMINISTRATION**

Melissa Woo  
Executive Vice President  
for Administration

Michigan State University  
Hannah Administration Building  
426 Auditorium Road, Room 412  
East Lansing, Michigan  
48824

Phone 517.355.5014  
Fax 517.353.6772  
[www.evpa.msu.edu](http://www.evpa.msu.edu)

**FY24 General Fund Budget Request Summary**

	(a)	(b)	(c)	(c-a)	((c-a)/a)
	FY23 Budget	FY23 Forecast-*	FY24 Budget (excluding requested URRs)	\$ Incr (Decr) from FY23B	% Incr (Decr) from FY23B
Beginning balance/carryforward	\$	\$	\$	\$	%
Budget Allocations					%
Expenses					%
Annual operating result					%
Ending balance	\$	\$	\$	\$	%

\*FY23 forecast should be calculated using FY23 Q1 and Q2 actuals, plus known expenses and commitments (such as ongoing salary costs, supplies and services, etc., excluding transfers to reserves).

**Overview of FY24 Unit Resource Request**

Outline how your MAU plans to support the MSU 2030 Strategic Plans over the next five years, noting specifically how these actions will impact your budget and how you have accounted for that impact. Describe what you will contribute from existing internal funds and collaboration with other MAUs. Further, describe measurable impacts to your budget because of the strategic plan work to date. Provide a review of prior budgetary commitments carrying forward to FY24 in Planning Analytics, the budget and planning system of record. Please note any discrepancies between Planning Analytics and your budget and planning system. Lastly, explain any one-time funding requests for this budget cycle and how you plan to use those funds.

**New Revenue Streams and Shifting Costs**

Describe plans to develop new revenue streams and/or reprioritize expenses within your unit. Developing and reallocating resources are vital to realizing our 2030 Strategic Plan. What plans do you have to grow revenues, reallocate existing resources towards new priorities, or contain or reduce existing expenses?

**Strategic Staffing Plans**

Summarize your MAU’s strategic staffing plans. Are you planning to make strategic new hires, or to add new or grow existing departments? If yes, how much do you

expect to invest in these hires? What are the risks to your MAU or the University if new hire or programs are not funded?

**Space Planning and Alteration and Improvement Requests**

Note relevant updates to the unit's prior year space requests. If you have new requests for space to accommodate new programs or hires, please provide a summary.

**Technology (TLE) Planning Requests**

Identify requests for consideration within the Strategic Investment Projects (SIP) pool of TLE funds. Investment in technology that will support areas identified in programmatic. All requests must be submitted through Planning Analytics.

**Existing Reserves**

Provide a review of existing reserves and any plans to deploy them in the upcoming year.

**Common Good**

Services that should be funded as "Common Good," justification, relevance to the University Strategic Plan and EVPA Mission/Vision/Values, and current funding mechanism

**Deferred Maintenance**

Provide estimates for deferred maintenance, current funding mechanism, and funding gaps.

**Additional Details**

In addition to answering the above questions and providing the required attachments, please include other commentary or documentation to further support your MAU's budget development and strategic planning process.

I will meet with each of you during the week of January 5th to discuss your respective unit's plans and review your draft report. Thank you for your continued leadership during what has been and continues to be challenging times. I appreciate your willingness to work together and collaborate to improve stakeholder experience, make best use of resources, and support the University's mission.

cc: Lisa Frace, Senior Vice President, Chief Financial Officer & Treasurer  
Rebecca Barber, Vice President, Financial Planning and Analysis  
Mike Stokes, Assistant Vice President, Office of Financial Planning and Budget  
Roushell Mignott-Nesbitt, EVPA Business Operations Administrator