

UTAH VALLEY UNIVERSITY
PBA Guidelines
2020-2021

2020 PBA CONVERSATIONS

Updated September 14, 2020

Wednesday, October 21 Microsoft Teams	Office of the President	9:00 AM – 9:55 AM
	Planning, Budget & HR	10:00 AM – 10:35 AM
	Finance & Administration	10:40 AM – 11:50 AM
Thursday, October 29 Microsoft Teams	Student Affairs	1:00 PM – 2:15 PM
	Institutional Advancement	2:20 PM – 3:05 PM
	Digital Transformation	3:10 PM – 3:55 PM
Monday, November 2 Microsoft Teams	Academic Affairs	9:00 AM – 11:00 AM
Tuesday, November 3 Microsoft Teams	Academic Affairs	9:00 AM – 11:00 AM
Wednesday, November 4 Microsoft Teams	Academic Affairs	9:00 AM – 11:00 AM
Friday, November 13 Microsoft Teams	Post PBA Conversations & Observations (only need one hour – holding 2 in case)	9:00 AM – 11:00 AM

2020-21 Planning, Budget, and Assessment (PBA) Guidelines

Purpose

UVU's Planning, Budget, and Assessment (PBA) process facilitates the alignment and prioritization of initiatives throughout the university in support of UVU's mission, Values, Action Commitments and Objectives and Organizational Sustainability. The institution, as well as its various divisions, follows a planning model in which objectives are defined and progress is assessed through the use of a range of evaluation methods. Based on assessment, quality improvement initiatives are developed and prioritized in support of four-year strategic plans. The PBA conversations provide a public forum to promote collaboration, alignment, integration, and transparency in discussing initiatives, priorities, and the allocation of resources.

Planning & Assessment

UVU uses a four-year, rolling strategic planning process to communicate vision, set priorities, and focus units' efforts on fulfilling their own missions and that of the university. All units at the director/department chair or above are expected to be addressed in a strategic plan. In most cases, each unit will maintain their own plan. Where particularly close coordination of units is necessary, executives may plan for subordinate units in a single strategic plan.

The PBA process ensures that resource allocation is aligned with unit and university missions by connecting resource requests to unit strategic plans. Units' missions and objectives describe what the unit will accomplish. Assessment allows units to identify needs for quality improvement initiatives. Initiatives may involve expanding, restructuring, reallocating, reducing, or eliminating resources, programs, or services. Where new resources are needed, units develop PBA resource requests that derive from their quality improvement initiatives or objectives and reflect assessment findings. In the prioritization process within divisions and in final resource allocations by the Cabinet, priority is given to PBA requests aligned with unit and university strategic plan objectives and initiatives.

For 2020-21, units should review, revise, and extend their four-year strategic plan by October 1, 2020. Strategic plans are completed using Microsoft Word document templates and are managed through Box folders assigned to unit leaders. Supporting documents for this process are available at <https://www.uvu.edu/insteffect/planning/strategic.html>. Institutional Effectiveness and Planning will conduct workshops on the planning process through September.

Cabinet will place funding priority on PBA resource requests aligned with strategic plan objectives and strategies.

Guiding Principles for Resource Allocation

The following principles provide guidance for the resource allocation process and decision-making:

- Aligned with UVU's mission, Values, Action Commitments, and Objectives.
- Transformational and strategic in moving forward the University's plans and unit four-year strategic plans.
- Aggressively build capacity in preparation for projected enrollment growth.
- Strengthen foundations for success under current and future funding models (such as performance funding).
- Fulfill commitments made during legislative process.
- Decisions made over an appropriate period of time with provision for one-time allocations as on-going commitments are identified and implemented.

PBA Request Preparation, Submission and Prioritization

Not all quality improvement initiatives require additional resources, and some resource needs tied directly to unit objectives will emerge outside of the quality improvement process. For those that do, requests must be submitted through the PBA Resource Request System. This system will be available for units to complete and submit beginning **September 1**. Leaders may submit updated requests should initiatives change and/or new opportunities arise. New opportunities may arise out of collaboration with others' initiatives. **PBA requests must be submitted by October 9.**

Requests for new resources and/or new salaried positions should be submitted through the PBA process regardless of funding source (with the exception of sponsored programs/grants). Based on revenue projections, each division is strongly encouraged to limit the amount of on-going and one-time requests for appropriated funds aligned with the ceilings below. Requests for resources from non-appropriated funds require the identification of non-appropriated revenue to support the request.

DIVISION	ON-GOING REQUEST CEILING	ONE-TIME REQUEST CEILING
Academic Affairs	TBD	TBD
Development & Alumni Relations	TBD	TBD
Finance & Administration	TBD	TBD
Planning, Budget & Human Resources	TBD	TBD
President	TBD	TBD
Student Affairs	TBD	TBD
University Relations	TBD	TBD
General (O&M, Scholarships, Software Inflation)	TBD	TBD
Grand Total	\$TBD	\$TBD

Please note: PBA Requests which generate revenue (such as new degree programs not yet approved by Trustees) may be submitted and prioritized above the ceiling.

In the process of developing and prioritizing requests, Deans and Associate Vice Presidents are expected to hold PBA discussion(s) within their Colleges/Schools and Divisions and involve their respective leadership teams. Prior to the PBA Conversations, prioritization need only occur at the College/School or Division level. Deans and Associate/Assistant Vice Presidents are encouraged to review their prioritized requests with their individual Vice President prior to the PBA Conversations and communicate their priorities with their leadership team and constituent units. With the exception of critical, time-sensitive requests, prioritization at the Vice President level need not occur until after the PBA Conversations closer to January and March allocation decision points.

Divisions are encouraged to collaborate on projects that meet joint needs or leverage services and activities. Leaders are encouraged to consolidate, as appropriate, requests to reduce the number of low dollar requests. Requests for compensation increases (with the exception of broad requests from Academic Affairs, Human Resources, PACE, or Faculty Senate) are not appropriate PBA requests but should be directed through the appropriate leader to Human Resources.

In order to facilitate information for Cabinet decision-making, deadlines established and communicated by the Budget Office must be adhered to.

Training will be provided in September (see 2020-21 PBA Request Timeline). Questions regarding the PBA Resource Request Online System or process may be directed to the Budget Office:

Scott Wood, Director
Becky Zabriskie, Budget Analyst
Thomas Grooms, Budget Technician

PBA Conversations

Each Vice President will be allocated time and assigned a day/time for his/her PBA Conversation (see page 1). Updated schedule will be available at <http://www.uvu.edu/pba/current.html>

DIVISIONAL PBA CONVERSATIONS		
Wednesday, October 21	Office of the President	55 Minutes
	Planning/Budget/HR	35 Minutes
	Finance & Administration	1 Hour 10 Minutes
Friday, October 30	Student Affairs	1 Hour 15 Minutes
	Institutional Advancement	45 Minutes
	Digital Transformation	45 Minutes
Monday, November 2	Academic Affairs	2 Hours
Tuesday, November 3	Academic Affairs	2 Hours
Wednesday, November 4	Academic Affairs	2 Hours
Friday, November 13	Post PBA Conversation & Observations	1 Hour

By October 1, each Vice President will communicate to the Budget Office the allocation of their assigned time by College/School and Division (PBA Reporting Units). The Budget Office will publish and communicate the detailed PBA Conversation Schedule by October 15.

All members of the campus community are invited to attend the PBA Conversations. Members of UEC are strongly encouraged to attend all PBA Conversations.

Presentations are to include a brief overview of the College/School or Division mission and objectives from their four-year strategic plan. For 2020-21, presentations are to include brief key highlights of accountability for PBA allocations made during the 2017-18, 2018-19, and 2019-20 cycles and examples of Affordability and Efficiency Actions identified and submitted by the division during its planning process.

Leaders are encouraged to include only the highest priority funding requests in their presentations. *Please note: There is no expectation that all submitted PBA Resource Requests be presented during the conversations.* All submitted PBA Resource Requests, even those not presented during the PBA conversations, will be considered for possible funding.

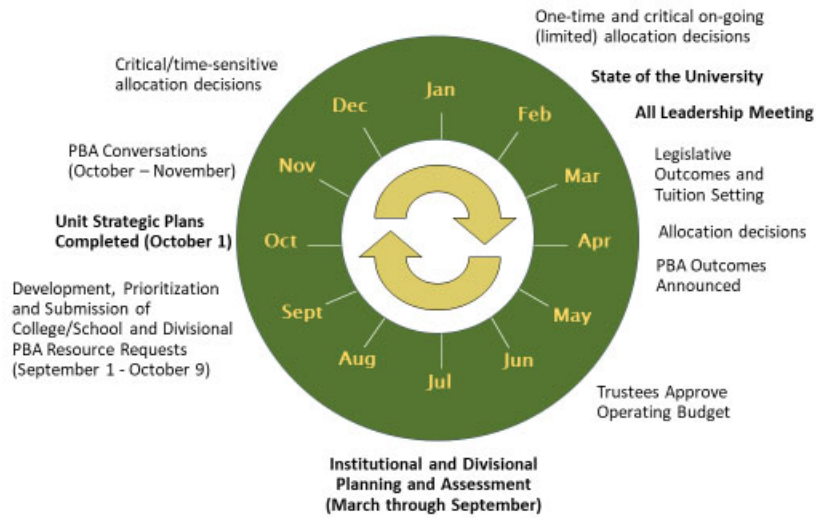
Vice Presidents must submit a PowerPoint or PDF file of presentation material to the Budget Office by the end of the day of their PBA Conversation for posting to the web.

2020-21 PBA Resource Request Timeline (as of August 26, 2020)

PLANNING, PREPARATION, AND PBA RESOURCE REQUEST SUBMISSION			
September 1	PBA Resource Request Online System will be available		Campus
September	Hands-on Trainings for PBA Resource Request Form/Process:		-VP Administrative Assistants -Assistants to Dean for Finance -UEC Administrative Assistants
	Wednesday, September 9	10:00-11:00 am	
	Budget office staff is available to provide individual or group training. Please contact us to schedule at (801)863-6887.		
TBD	Divisions/Colleges/Schools hold internal PBA discussion with leadership team, faculty and staff		Divisions, Colleges/Schools
October 1	Divisions/Colleges/Schools submit four-year strategic plans to Institutional Effectiveness & Planning		Divisions, Colleges/Schools
October 9	Last day for PBA Resource Request submission and prioritization in the PBA Online System. <i>(Please note: at this point of the process, priorities need only be made within each College/School or Division; Deans and Associate Vice Presidents should review their priorities with their respective Vice President)</i>		Divisions, Colleges/Schools
PBA CONVERSATIONS			
July	PBA Conversation Schedule by Vice President posted to web and e-mailed to UEC, Faculty Senate and PACE		Budget Office
October 1	Vice Presidents allocate PBA Conversation time among College/Schools and Divisions		Vice Presidents
October 15	PBA Conversation Schedule updated with individual College/School and Division time assignments and posted to web; e-mailed to UEC, Faculty Senate and PACE; and communicated through UVAnnounce		Budget Office
October/November	PBA Conversations		Campus
PBA RESOURCE ALLOCATION DECISIONS			
November to Early December	Critical and/or time-sensitive on-going and one-time allocations (Allocations communicated to UEC/posted on PBA website)		Cabinet with review/input by Deans & Associate Vice Presidents
November to March	Prioritization, as appropriate, at the Vice President's Division Level		-Vice Presidents -Deans -Associate Vice Presidents
January/February	One-time allocations for initiating and completing during 2019-20 and limited critical on-going allocations (Allocations communicated to UEC/posted on PBA website)		Cabinet with review/input by Deans & Associate Vice Presidents
January	Cabinet identifies initial range for tuition increase and allocation plan		
	Legislative session begins		
February-March	Truth in Tuition hearing including proposed tuition increase		
	UVUSA recommends general student fee changes to President Council		
March	Legislative session concludes; new tax funds identified		
	Tuition & Student fees approved by Board of Trustees and Board of Regents		
	Compensation & Benefit recommendations to President's Council		
	Cabinet reviews new tax funds, tuition revenue, enrollment projections		
April	Cabinet develops funding allocations for review by Deans/Associate Vice Presidents		Cabinet with review/input by Deans, Associate Vice Presidents
	President's Council reviews and affirms operating revenue and PBA allocations prior to campus-wide communication		Cabinet
	PBA outcomes announced; allocations communicated to UEC and posted on PBA website		President and Budget Office

2020-21 PBA Cycle

2020-21 Planning, Budget & Assessment (PBA) Cycle



2020-21 PBA Reporting Units

Office of the President

- President's Office
- Chief of Staff
 - University Marketing and Communications
- Chief Diversity & Inclusion Officer
- General Counsel

Academic Affairs

- Provost
- Academic Programs
- Engaged Learning and Innovation
- Academic Administration
- Community Outreach/Economic Development
- College of Health and Public Services
- College of Humanities and Social Sciences
- College of Science
- College of Engineering & Technology
- School of Education
- School of the Arts
- University College
- Woodbury School of Business
- Faculty Senate

Digital Transformation

- Vice President Digital Transformation
- Information Technology
- Academic and Student Digital Services

Finance and Administration

- Vice President Finance and Administration
- Athletics
- Facilities and Planning
- Finance/GRAMA
- University Relations

Institutional Advancement

- Vice President for Institutional Advancement
- Major Gifts and Development Programs
- Central Advancement/UVU Foundation COO

Planning, Budget and Human Resources

- Vice President Planning, Budget and Human Resources
- Human Resources
- PACE

Student Affairs

- Vice President Student Affairs
- Student Life/Dean of Students
- Student Success and Retention
- Enrollment Management
- Grants & Outreach
- UVUSA