



UTAH VALLEY UNIVERSITY
PBA Guidelines
2021-2022

2021 PBA CONVERSATIONS

August 31, 2021

Wednesday, October 27 1:00 p.m. – 3:30 p.m.	PBA Introduction	1:00 p.m. – 1:30 p.m.
	Office of the President & Office of General Counsel	1:30 p.m. – 1:50 p.m.
	University Marketing & Communications	1:50 p.m. – 2:20 p.m.
	Break	2:20 p.m. – 2:30 p.m.
	People & Culture	2:30 p.m. -- 3:00 p.m.
	Administration & Strategic Relations	3:00 p.m. -- 3:30 p.m.
Tuesday, November 2 1:00 p.m. – 3:15 p.m.	Institutional Advancement	1:00 p.m. – 1:30 p.m.
	Planning, Budget & Finance	1:30 p.m. – 2:00 p.m.
	Student Affairs	2:00 p.m. – 2:45 p.m.
	Digital Transformation	2:45 p.m. – 3:15 p.m.
Wednesday, November 3 9:00 a.m. – 11:00 a.m.	Academic Affairs	9:00 a.m. – 11:00 a.m.
Thursday, November 4 2:30 p.m. – 4:30 p.m.	Academic Affairs	2:30 p.m. – 4:30 p.m.

Updated 9/8/2021

All 2021 PBA Conversations will be held on Teams.

2021-22 Planning, Budget, and Assessment (PBA) Guidelines

Purpose

UVU's Planning, Budget and Assessment Process (PBA)

- Focuses planning on UVU's mission, action commitments, and objectives
- Integrates and aligns resource allocation with planning and assessment at all levels of the university
- Enhances communication and coordination across the University
- Promotes accountability for existing and new resources
- Provides engagement opportunities in the planning, assessment and budget request processes across the university
- Present budget requests, priorities, and decisions transparently through PBA conversations, Talk with Tuminez, and public website

Planning & Assessment

UVU uses a four-year, rolling strategic planning process to communicate vision, set priorities, and focus units' efforts on fulfilling their missions and that of the university. All units at the director/department chair level or above are expected to be addressed in a strategic plan. Where particularly close coordination of units is necessary, executives may plan for subordinate units in a single division-wide 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 2021-2022, units should review, revise, and extend their four-year strategic plan by September 24, 2021. 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/upe/planning/strategic.html>. University Planning and Effectiveness 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:

- Focus on mission, action commitments, and Vision 2030 to ensure future strength of the university
- Safeguard quality of core academic and university experience for students
- Evaluate programs and services for alignment, cost effectiveness, and impact of outcomes
- Review existing resources for cost control/reduction and strategic reallocation
- Adopt innovative technologies and strategies to transform campus services and optimize student learning
- Identify opportunities for collaboration and shared services; eliminate duplication

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 requests 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 8.**

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). Requests for resources from non-appropriated funds require the identification of non-appropriated revenue to support the request.

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.

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

2021-22 Changes to PBA

To improve the efficiency and impact of the PBA process, the following changes to the process beginning in the current year PBA cycle (2021-22) have been implemented:

1. All unit strategic plans shall include evidence of assessment and incorporate key performance measures such as Completion/Quality/Efficiency (CQE).
2. All resource requests shall be tied to the unit's strategic plan and articulate how the resource request supports UVU's Vision 2030, Inclusion Plan, Completion Plan, or other key university initiatives.
3. Leaders shall identify a recommended funding source for new resource requests. For example,
 - a. Growth funding (additional tuition or tax fund revenue) --tied directly to increased enrollment at the department, school/college, or university level.
 - b. Performance funding (additional tax funds) --tied directly to core initiatives of the university or directly to a performance funding category established by the Utah System of Higher Education.
 - c. Tuition or general student fee increase
 - d. Non-appropriated revenue
 - e. Reallocation of existing resources
4. All requests will be evaluated based on the projected impact to the CQE metrics and the amount of carry-forward funds available within the divisional budget.

With a greater focus on data-centered conversations and evaluation of CQE metrics, it is expected that the PBA process will be more strategic with increased attention to the impact of existing resources.

Training will be provided on September 8th via Teams, see PBA website for details. If you would like individual or departmental training, please contact the Budget Office. Questions regarding the PBA Resource Request Online System or process may be directed to the Budget Office:

Scott Wood, Director
Becky Zabriskie, Budget Analyst
Anthony Hamilton, Budget Technician

PBA Conversations

All 2021 PBA Conversations will be held on Teams. Each Vice President will be allocated time and assigned a day/time for their PBA Conversation (see page 1). An updated schedule and Teams link(s) will be available at <http://www.uvu.edu/pba/current.html>

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

As in the past presentations are to include a brief overview of the College/School or Division mission and objectives from their four-year strategic plan. For 2021-22, each presentation is to address either CQE metrics (Academic Schools/Colleges) or key performance measures appropriate for the division. Additionally, leaders are encouraged to present summary information of sources of revenues, expenditures, and carryforward funds. Example slides will be provided during training and will be available on the PBA website.

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.

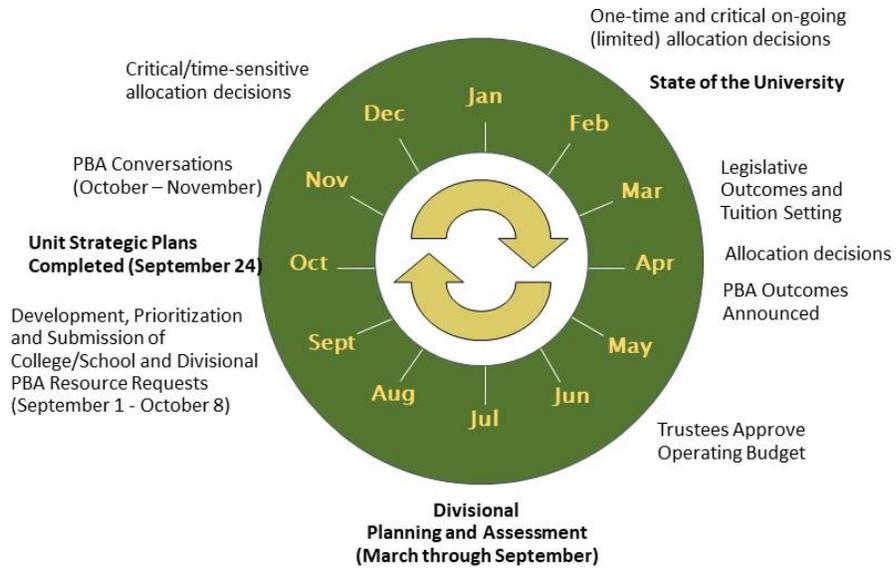
Vice Presidents must submit a PowerPoint or PDF file of presentation material to the Budget Office by the end of the day of their PBA Conversation for posting to the web.

2021-22 PBA Resource Request Timeline (as of August 9, 2021)

PLANNING, PREPARATION, AND PBA RESOURCE REQUEST SUBMISSION			
August -September	Hands-on Trainings for PBA Resource Request Form/Process:	-VP Administrative Assistants -Assistants to Dean for Finance -UEC Administrative Assistants	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Tuesday, August 31</td> <td style="text-align: center;">9:30-10:30 am</td> <td style="text-align: center;"><u>Teams</u></td> </tr> </table> Budget office staff is available to provide individual or group training. Please contact us to schedule at (801)863-6887.		Tuesday, August 31
Tuesday, August 31	9:30-10:30 am	<u>Teams</u>	
September 1	PBA online system opens	Everyone	
TBD	Divisions/Colleges/Schools hold internal PBA discussion with leadership team, faculty and staff	Divisions, Colleges/Schools	
September 24	Divisions/Colleges/Schools submit four-year strategic plans to University Planning & Effectiveness	Divisions, Colleges/Schools	
October 8	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			
August	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 (all 2021 PBA Conversations will be on Teams)	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	Possible one-time allocations for 2021-22 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	Cabinet with review/input by Deans & Associate Vice Presidents	
February-March	Legislative session begins		
	Truth in Tuition hearing including proposed tuition increase		
March	UVUSA recommends general student fee changes to President Council		
	Legislative session concludes; new tax funds identified		
	Tuition & Student fees approved by Board of Trustees and Board of Higher Education		
April	Compensation & Benefit recommendations to President's Council		
	Cabinet reviews new tax funds, tuition revenue, enrollment projections		
	Cabinet develops funding allocations for review by Deans/Associate Vice Presidents		
April	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	

2021-22 PBA Cycle

2021-22 Planning, Budget & Assessment (PBA) Cycle



2021-22 PBA Reporting Units

Office of the President

- President's Office
- Chief Diversity and Inclusion Officer
- General Counsel

Academic Affairs

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

Administration and Strategic Relations

- Vice President of Administration and Strategic Relations
- Athletics
- Facilities and Planning
- University Relations

Digital Transformation

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

Institutional Advancement

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

People and Culture

- Vice President of People and Culture
- Human Resources
- PACE

Planning, Budget, and Finance

- Vice President of Planning, Budget, and Finance
- Finance/GRAMA

Student Affairs

- Vice President of Student Affairs
- Enrollment Management
- Grants, Outreach and Partnerships
- Student Development, Health and Wellbeing
- Inclusive Excellence
- UVUSA

University Marketing and Communications

- Vice President of Marketing and Communications
- University Marketing and Communications