



University of Colorado
Colorado Springs



University of Colorado

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Guiding Principles

The principles are as follows:

- **- Be transparent, offer consistent communications, and foster collaboration to instill trust between decisionmakers and stakeholders**
- **- Align with the core mission and strategic plan and represent institutional values**
- **- Enable and encourage budget management responsibility and accountability across units**
- **- Provide an equitable, mission driven opportunity for resources to be allocated across units**
- **- Encourage growth of net resources while also recognizing the role of support units in promoting student success and other mission-critical outcomes**
- **- Incorporate improved infrastructure and data-informed decision making, providing an understandable link between resource allocation and revenue generation**
- **- Encourage innovative practices while ensuring that the necessary budget allocation to existing core and general education are sustained**

Summer Dean's Meeting

- **Review programs**
 - BI
 - UCCS Teach
 - Auxiliaries
 - Research
 - Grad School
- **Develop Governance**
- **Reserve Policy**
- **Online initiative**

Budget Model Timeline FY21

FY21 Parallel Year Time-Line



Initial Set up

Training & Analysis

Review & Pre-Roll Out

Final Roll Out and Budget Load

		Initial Set up	Training & Analysis	Review & Pre-Roll Out	Final Roll Out and Budget Load
Model	Model build	Load FY21 Tuition BOR Assumption in BAM.	Assumptions review; pending items check	Mid-Year review to check how things are working	FY22 Budget - Created in system with BAM
	Data sourcing	Pull all data reports to use in metric and allocation build.	Create BAM with existing metrics and assumptions.	Tweak any existing assumptions if we "break" the model.	Re-Create/Finalize BAM assumptions and metrics for allocations.
Process	Training	Train Budget Office Staff and introduce model assumption to financial assistants.	Continue in-depth training and outreach to School and Colleges	Additional training and meetings to share complete BAM deployment	
	Model variances	Actively work on finalizing pending items (e.g. BI, MOU, Telecom, aux)	Establish MOU process - metrics, holder of the agreements, etc.	Decision on MOU as potential exceptions to BAM	Finalize hybrid units, MOUs, and pending items for BAM
	Governance & Process	Work and establish as needed governance groups.	Clearly Define charge for all governance groups. BAM Training and Presentation.	ABR's - are Colleges and dept use BAM for presentation? New presentation?	Finalize any governance group and update group charge as needed.
Reporting	Campus Reports	Start identifying reports and worksheets needed for users (eg. Pro-Forma)	Build and test reports and worksheets	Educate campus constituents on use of tools and reports	Finalize and deploy all tools to campus
	Budget Software	Budget Software: Kick off meetings, technical requirements and Phase I (Operating Budget & Labor Plannign BOR: FY Set up, Roster, Comp 7	Budget Software: Phase 2- Allocations & Long Range planning modules	Budget Software: Phase3 -Tuition Planning and Forecasting Module	Budget Software: Finalize any pending items realted to the deployment.
	Regent & System	Efficiencies Carryfwd, Spending Plans, F&A , BDB, Fees,	BOR: Fees, UNP, CFWD, Tuition and Comps	BOR: Fiscal notes, SIR, Comp Pool, Tuition and Fees	BOR: Tuition Fees and Comp. FY Budget

Initial Set Up (July – Sept.)

Model Build	Load FY21 Tuition in model
Data Sourcing	Pull data for metrics and allocation build
Training	Train Budget office staff and introduce model to fin-admins
Model variances	Complete analysis of Dean's Meeting issues (BI, Aux, etc.)
Governance	Strawman governance groups
Campus Reports	Identify reports and workbooks needed for user
BOR	Carry-forward, UNP, Spend plans, Efficiencies

Training & Analysis (Oct. – Dec.)

Model Build	Assumptions Review; pending items check
Data Sourcing	Create BAM with existing metrics and assumptions
Training	Continue in-depth training and outreach to School/Colleges
Model variances	Establish MOU process – metrics holder of agreements, etc.
Governance	Clearly define change for all governance groups. BAM Training and Presentation
Campus Reports	Build and test reports & worksheets
BOR	Fees: UNP, CPWD, Tuition, Comps and Fees

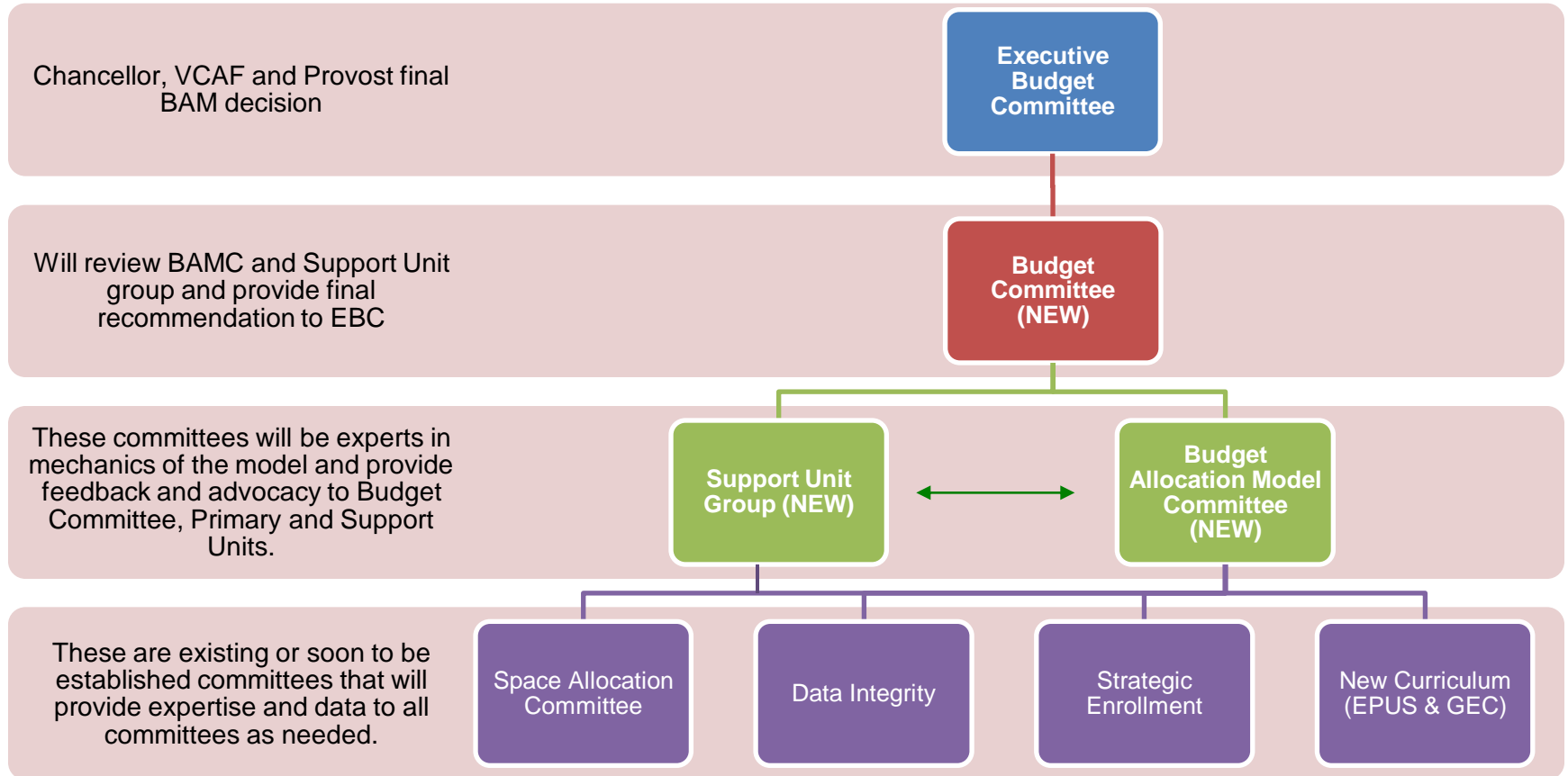
Review & Pre-Roll Out (Jan. – Mar.)

Model Build	Mid-Year Review/Check in to see how things are working
Data Sourcing	Tweak any existing assumptions if we “break” the model
Training	Additional training/meetings to share complete BAM development
Model variances	Decision on MOU as potential exceptions to BAM
Governance	ABR’s – Blend of new model and old budget process
Campus Reports	Educate campus constituents on use of tools and reports
BOR	Fiscal notes, SIR, Comp Pool, Tuition and Fees

Final Roll Out and Budget Load (Apr. – June)

Model Build	FY22 Budget – Created in system with BAM
Data Sourcing	Re-Create/Finalize BAM assumptions/metrics for allocations
Training	
Model variances	Finalize hybrid units, MOU's and pending items for BAM
Governance	Finalize governance group and update group choice as needed
Campus Reports	Finalize and deploy all tools to campus
BOR	Tuition, Fees and Comp. FY Budget

Committee Org-Chart –Version 2



Budget Committee Draft Charge

- **Existing charge:** *“UBAC shall review recommendations to the Chancellor in detail concerning the University budget for the short term and in broad outline for long term University budget policy. These recommendations should reflect the University’s Statements of Mission and Vision, the deliberations and decisions of campus committees, the actions of the Board of Regents, the President of the University, and the CU-Colorado Springs Chancellor. In addition to their advisory role to the Chancellor, all Committee members should consider themselves to be advisors to the general campus community about the nature and state of the budget and the budget process.”*
- **Proposed adding :**
 - *Ensure that any recommendation to changes in the incentive levers abide by the Guiding Principles and incentivize campus growth.*
 - *Review BAMC and SU recommendations and make final recommendations to EBC*
 - *Make recommendations to EBC about strategic investment pool use, reserve use/levels, new programs and overall subvention levels.*

Support Unit Group – Draft Charge

- **Proposed charge:**

- *Align all recommendations (decision) with the Guiding Principles*
- *Evaluate support units' cost allocations across Primary units*
- *Provide accountability process for support and Primary units as it relate to cost allocation and incentives*
- *Evaluate financial plans proposed by support and administrative units*
- *Bring forward recommendations and concerns regarding Support Units to the Budget Committee.*

Budget Allocation Model Committee (BAMC)- Draft Charge

- **Proposed charge:**

- *Uphold Guiding Principles*
- *Oversight of budget model metrics review (3-4 year review)*
 - *Provide expert input to support change or adjustment in tuition allocations, subvention tax rates, ETSP and cost drivers*
- *Provide expertise to all primary units and support units regarding the workings of the model*
- *Make recommendation to Budget Committee on Reserve Levels, Strategic Investment Pool, Subvention Level, ETSP and Depreciation pool.*
- *Bring model change recommendations to Budget Committee*
- *Set parameters for proformas and other analysis tools for model*

Thoughts on Committee Membership

- **Chaired by EBC members**
- **Representatives from Primary units**
- **Independent representatives from Shared Governance**
- **Appropriate Subject Matter Experts**
- **Ex-Officio Budget Office members**
- **Minimize dual membership due to meeting workload**