MEMORANDUM

TO: Ms. Teresa Hardee, Interim CFO and Vice President of Administrative and Financial Services
Dr. Barbara Barnes, Interim Provost and Vice President of Academic Affairs
Mr. Roland Gaines, Vice President of Student Affairs
Col. Ronald Joe, Interim Vice President for Development
Dr. Keith Jackson, Vice President for Sponsored Research
Mr. Charles O’Dour, Vice President of Compliance and Audit
Mr. Robert Seniors, Interim Vice President for Information Technology
Dr. Maurice Holder, President of Faculty Senate
Ms. Monique Gillum, President of SGA
Mr. Clarence Stallworth, Associate Vice President, Construction and Facilities Management
Ms. Nellie Woodruff, Assistant Vice President for Human Resources
Mr. Nelson Townsend, Director of Collegiate Athletics
Rosalind Fuse-Hall, Esq., Chief-of-Staff

FROM: President James H. Ammons

DATE: August 13, 2007

SUBJECT: Appointment to the University’s Budget Planning Council

I am pleased to inform you of your appointment to the University Budget Planning Council (UBPC). The formation of the UBPC is a continuation of the University’s efforts to integrate the University’s planning, budgeting, and evaluation functions.

The UBPC will assist me in the effective allocation of the University’s resources and facilitate in accomplishing the Strategic Plan that was approved in 2004 (see attached documents). The UBPC, through its university-wide representation, will provide recommendations for the strategic utilization of resources. Through routine meetings, budget planning, monitoring and recommendations for reallocation when necessary we will succeed in linking planning and budgeting.
Over the past few months I have carefully deliberated on comments from the Board of Trustees, the Board of Governor’s Task Force on Finance and Operations, the President’s Transition Team, the Leadership Team meetings and other meetings with the FAMU community. Based upon these comments and the University’s Strategic Plan, I have determined that the following will be our Strategic Priorities for FY 07-08:

- **Strategic Initiative 1: Enhance the processes of Access, Recruitment, Enrollment, Retention, Progression, and Graduation at the Undergraduate and Graduate Levels**
  - Goal 1.3: Academic enhancement and improvement
    - Strategy: Obtain Southern Association of Colleges and Schools (SACS) Reaffirmation
    - Strategy: Seek and obtain specialized accreditation of appropriate programs
    - Strategy: Enhance student retention, progression and graduation

- **Strategic Initiative 2: Improve the Effectiveness of University Processes**
  - Goal 2.1: Improve administrative processes throughout the University (for this goal our FY 07-08 focus will be on the financial reporting and accounting processes)
    - Strategy: Implement the Enterprise Resources Planning (ERP) System
    - Strategy: Develop university-wide policies and procedures
    - Strategy: Continually train and upgrade University employees

An operating budget for the 2007-08 fiscal year has already been distributed. However, I would like the UBPC to begin its work immediately by reviewing this budget and making appropriate recommendations to improve its congruency with the strategic priorities established for this fiscal year. The UBPC should use the goals identified above as a basis for making recommendations for reallocation. Please submit your recommendations to me prior to August 28, 2007.

A draft “Institutional Effectiveness Plan” was prepared by the SACS Institutional Effectiveness Committee. I would like the UBPC to immediately review and revise the draft “Institutional Effectiveness Plan” and make appropriate recommendations to me for its implementation. Please submit your recommendations to me by August 28, 2007.

Ms. Teresa Hardee, Interim CFO and Vice President of Administrative and Financial Services will serve as Chairperson of the UBPC and will convene a meeting to activate the UPBC very shortly.

Thank you very much for your willingness to serve the University in this capacity. I look forward to your special contributions to facilitate the efficient and effective integration of our planning, budgeting, and resource allocation processes.
Establishment and Functioning of University Budget and Planning Council

Name of Committee: University Budget and Planning Council (UBPC)

Purpose: To facilitate the effective planning, budgeting, and allocation of the University’s resources to accomplish the goals and objectives of the University’s Strategic Plan and to make associated recommendations to the President.

Scope and Function: Specific responsibilities of the UBPC will include:

- Recommending the annual distribution of resources to the various divisions based on:
  - (a) the annual strategic priorities set by the President and Cabinet; and (b) the relevant institutional data, assessments, and evaluations
- Recommending annual expenditure caps for the University
- Establishing annual set asides to ensure strategic priorities are accomplished
- Establishing timelines for the various University budget activities
- Routinely monitoring resource allocation and recommending changes as necessary
- Handling other resource allocation issues as assigned by the President
- Maintaining minutes of each meeting held.
- Overseeing the University’s institutional effectiveness.

Composition of the University Budget and Planning Council:

- CFO and Vice President of Administrative and Financial Services
- Provost and Vice President of Academic Affairs
- Vice President of Student Affairs
- Vice President for Development
- Vice President for Sponsored Research
- Vice President of Compliance and Audit
- Vice President for Information Technology
- President of Faculty Senate or Designee
- President of SGA or Designee
- Associate Vice President for Construction and Facilities Management
- Director of the Budget Office
- Director of Athletics
- Director of Human Resources
- Chief-of-Staff
- Additions as made by the President

The CFO and Vice President of Administrative and Financial Services will serve as the Chairperson of the UBPC.

Meeting Requirements and Plans:
The UBPC will meet as frequently as required to carry out its responsibilities but no less frequently than once per quarter.

Approved by: James H. Ammons
Date: 8/16/07

James Ammons - President
**Division/Department:**

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<tr>
<th>Priority #</th>
<th>Description of request</th>
<th>Link to FY 07-08 Strategic Priority</th>
<th>Amount Requested</th>
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<tbody>
<tr>
<td>Sample 1</td>
<td>This is a request to hire two Oracle consultants to train employees to use of the new upgrade to PeopleSoft. This item was not in the FY 06-07 budget and hence not a cost to continue item</td>
<td>Strategic Initiative 2, Goal 2.1: Strategy: Implement ERP System; Strategy: train and upgrade university employees</td>
<td>$ 150,000</td>
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<td>Sample 2</td>
<td>The is a request to hire 5 faculty (see attached details) to meet accreditation requirements for the Schools of XX, XX, and XX.</td>
<td>Strategic Initiative 1, Goal 1.3: Strategy: Seek and obtain specialized accreditation of appropriate programs</td>
<td>$ 400,000</td>
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**Sub-Total**

**Extraordinary request (based on a new government or other mandatory or safety requirements):**

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<th>Description of request</th>
<th>Link to FY 07-08 Strategic Priority</th>
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**Sub-Total**

**Total Request** $ -
INTEGRATED PLANNING AND BUDGETING
FY 07-08

Possible Ways Of Improving Efficiency And Effectiveness

1. Have a strong focus on teamwork
2. Have a strong focus on planning
3. Optimize the automation of functions
4. Consolidate functions where practicable
5. Outsource functions where practicable
6. Empower employees
7. Insist on accountability
8. Make time to analyze/improve existing processes
9. Re-distribute responsibilities where practicable
10. Cross-train employees
11. Conduct outreach to stakeholders
12. Solicit suggestions for improvement from all stakeholders
13. Seek to establish strategic partnerships where practicable
14. Re-locate or re-organize office space where practicable
15. Always recognize good performances by employees
16. Establish and maintain meaningful metrics (displayed graphically)