Date: June 22, 2018

To: Deans of Faculties, Directors of Schools, University Librarian, Heads of Colleges, and Heads of Administrative Units

From: Dr. Janice Ristock, Provost and Vice President (Academic)
Ms. Lynn Zapshala-Kelln, Vice President (Administration)

Re: 2019/20 Planning and Budget Development

At the June 14th Provost Council meeting, we provided an update on the planning and budget development process for 2019/20. Templates and further details for budget development and submission will follow in July and September, but please use the following for your scheduling and preliminary planning purposes.

As the second year implementing a significant shift in budgeting framework and process, it is anticipated that 2019/20 will be another transition year. Over this year, we will continue to refine our process and our understanding of the budget model and our supporting software (UM Plan). Through this transition year, we will also implement the ‘Phase 2’ budget model redesign decisions. A summary of the key ‘Phase 2’ decisions is provided as an attachment to this correspondence.

PRELIMINARY PLANNING PARAMETERS
At this time, we are anticipating that the 2019/20 process will be consistent with 2018/19 principles with respect to carryover and subvention, and that the concept of 'hold harmless' will be applied once again in 2019/20.

Our planning parameters will be refined throughout the budget development process, as we learn new information from government, review our projected enrolment levels, and consider other external factors. The following preliminary planning parameters are consistent with the recent letter from the Province, which requests estimates of our budgetary requirements:

- 0% growth in Provincial grant funding
- 0% growth in enrolment
- 5% + CPI increase in tuition

A Strategic Allocation Process is currently planned for 2019/20; unit requests for one-time strategic funding will be considered along with budget submissions. The strategic funding available will be determined as the budget picture is solidified, but it is anticipated that any funds will be limited and targeted to one-time allocations assessed in terms of their alignment with unit priorities and the University's strategic priorities as outlined in Taking Our Place.
BUDGET DEVELOPMENT TIMELINES
From a unit perspective, the key elements of the 2019/20 budget planning and development process include:

- Submission of unit Strategic Priorities templates
- Submission of requests to introduce new, or revise existing, unit-specific course fees
- Development of proposed budget, including budget entry in UM Plan and supporting budget submissions
- Meetings to review submissions (CUAC and with Provost)
- Revisions to budget as needed (iterative)

Central Units
July/ August
Plan for the 2019/20 year
Submit unit Strategic Priorities templates
Complete budget entry in UM Plan and budget submissions
Request strategic allocations, if required

September
Central Unit Allocations Committee meetings

October to March
Revise budget as needed (iterative)

Academic and Ancillary Units
July to September
Plan for the 2019/20 year
Review unit-specific course fees

October
Submit proposed unit-specific course-related fees for approval
Submit unit Strategic Priorities templates

November/December
Receive feedback on Strategic Priorities and course fee requests
Complete budget entry in UM Plan and budget submissions
Request strategic allocations, if required
Receive initial feedback on budget submission from Office of the Provost and Financial Planning Office

January
Meet with Provost

February/March
Revise budgets as needed (iterative)

In closing, we look forward to working with you on the development of the upcoming budget and to communicating further details over the coming months. Thank you for your continued attention to planning for the 2019/20 budget year and in engaging with this important process for our University.

c. Unit Business Managers
   Financial Planning
   Integrated Planning
Budget Model Redesign Implementation ‘Phase 2’ Decisions

Excluded Central Academic Administrators
- All excluded central academic administrators (serving the entire university) will be fully budgeted, including professorial and administrative stipend/supplement, in the Central Support Unit where the academic administrator position is held.

UMFA Promotion
- Units will budget for UMFA promotions.

External Decanal Bridge Funding
- Academic Units will budget for all expenses relating to their Dean/Director searches, administrative leaves, and recruitment expenses.

Recruitment and Relocation Allowance
- All amounts will be budgeted and funded at the unit level. There will no longer be a central pool of funds.

Spousal Appointment Funding
- The current process used for 2018/19 will continue. A central budget resides with the Provost and funding is provided, as approved by the Provost, normally up to three years.

Indigenous Scholars
- The 2017/18 Indigenous Scholar positions will be funded for up to three years: from the start date of the hire to the fiscal year end, followed by two full years.

Research Chairs
- Beginning with appointments in 2018/19, recruitment Chair positions will be funded for up to three years: from the start date of the hire to the fiscal year end, followed by two full years.

Research Overhead Revenue
- 100% of Overhead revenue will be budgeted in academic units.
- Policy will be revised. Researcher will be provided 25%, consistent with current policy.

Research Start-Up Funding
- No changes to the current process.

Research Support Funding
- No changes to the current process.

Note: As described in the June 14th, 2018 discussion of these items, where the decision shifts budgeting from a central budget to units, training and/or support will be provided. Follow-up communications with Business Managers in the coming months will further clarify and inform units' budgeting for these items.