







# Values

To evaluate proposed administrative process changes, the committee developed a five -point “test”:

1. Does the process support UAF’s core mission themes of educate, discover, prepare, connect and engage?
2. Does the change improve service to students, faculty, researchers, staff, partners, or constituents?
3. Is the overall process time or cost reduced from the time the need is identified to when it is fulfilled (for the entire process beginning to end)?
4. Have you re-examined to assure only appropriate and necessary compliance and accountability steps are included?
5. Have you balanced process intensiveness with potential risk and have you accommodated anticipated adverse impacts resulting from the change?

A “no” answer to any of the questions would require a re-evaluation of the proposed change.

A very similar “test” was developed to guide individuals in their daily administrative and support practices:

1. Are your actions supporting UAF’s core mission themes of educate, discover, prepare, connect and engage?
2. Do you understand the process from beginning to end, including the role others have in the process and how your piece affects the entire process?
3. Are you providing timely and respectful customer service?
4. Have you identified best practices for the process and shared them with others involved?

Source: Administrative and Support Review Phase I Report – January 2011



- April Management Report
  - F1 UFB will be managed down to \$8M
  - Agreements are being made with units with high UFB to borrow funding with pay back in FY13 and FY14

### FY11 Projected UFB by Fund Type

Fund Type	April Projected UFB
F1 Unrestricted	8,049,934
F7/FE Recharge Centers	7,155,386
FL Leasing	6,028,082
Total	21,233,402



- Be prepared to describe FY12 use of FY11 UFB using the following categories for one-time investments:
  - Equipment /Library Books
  - Research Support/Match
  - Bridge Funding prior to base reduction or reallocation (be specific on reductions or source of reallocation)
  - Faculty Startups (use faculty names or positions number)
  - Facility Upgrades for Program Needs, Campus Infrastructure & Appearance/Space Moves
  - Special one-time Program Support

When submitting your request for FY11 UFB, we need totals by category but you don't have to be exact



- **FY12 Management Reporting**
  - Looking for a process improvement
  - Update Org Code Structure
  - Change paradigm to 10% gathering data and 90% analyzing and communicating context
  
- **FY12 Continuation Budget**
  - 1% PBB pull-back will be done at the Cabinet Level
  - \$1,359.6 (GF) is available for compensation increases (not incl. Exec Pool and SB savings)
  - Continuation sheets will be distributed as soon as possible. Due 1 week after receipt – Please send them in sooner if possible.



# FY12 Fixed Cost Analysis

## Fund 1 Budget Capacity





- FY12 Financial Managers' Meeting Schedule
  - August 30<sup>th</sup>
  - September 27<sup>th</sup>
  - October 25<sup>th</sup>
  - November 29<sup>th</sup>
  - January 31<sup>st</sup>
  - February 28<sup>th</sup>
  - March 27<sup>th</sup>
  - April 24<sup>th</sup>
  - May 29<sup>th</sup>
  
- All dates subject to change or cancellation