FY2018-19 Divisional Budget Dashboard Narrative

***DIVISION:***XXXX

**Top 3 Discussion Points – prototype is 220 characters using Calibri size 11 font**

* List the 1-3 most critical components of your budget you’d like to discuss with the EVCP and CFO during your 35-45 minute meeting.

**Productivity – prototype is 234 characters using Calibri size 11 font**

* Describe key elements of your division’s pedagogical strategy you’d like the EVCP and CFO to consider in the context of your division’s productivity metrics.
* Describe pedagogical differences that should be considered such as class size, teaching workload, ladder faculty, and other faculty metrics.
* Describe current and future staffing workforce planning efforts and how those might affect other divisions.
* Describe divisional teaching guidelines.

**Resource Capacity – prototype is 234 characters using Calibri size 11 font**

* Describe how FFE balances have changed over time and the origination (surplus, etc.).
* Describe how available funds in ending balances might be used to fund revenue generation activities.
* Describe how available funds in ending balances are or might be used to fund capital projects.
* Describe how you might use available funds as contingency funding for federal and state research funding.

**Ending Balance Resource Request – prototype is 500 characters using Calibri size 11 font**

* List requests for use of ending balance by category. All requests have to be approved by the CFO.
	+ Rev Gen Investment—project name, type of investment, amount.
	+ Plant expenditures from current funds—project name, description of improvements or betterments (repairs and replacements are not eligible) amount.
	+ Equipment—equipment name, useful life, amount.
	+ Software—name, useful life, amount.
	+ Other—name, description, useful life, amount.

**Revenue Generation – prototype is 234 characters using Calibri size 11 font**

* Describe the key opportunities you’ve identified in your revenue generation plan.
* Describe the key risks you’ve identified in your revenue generation plan.
* Describe the resources you will need to support your revenue generation plan.
* Describe campus resources and incentives that will be required for you to be successful.

 **Budget Improvement Target Plan– prototype is 510 characters using Calibri size 11 font**

* Provide detailed explanations of actions taken or planned to achieve the Budget Improvement Targets for FY2018-19, FY2019-20 and FY2020-21.
	+ If the plan includes compensation reductions include position titles and numbers. Additional schedules may be attached, if needed. Please indicate if reductions are permanent or temporary for FY2018-19 and beyond.
	+ Describe the effect of the implementation of revenue generation programs or budget reduction activities to your division.
	+ Describe the effect of the implementation of revenue generation programs or budget reduction activities to other campus divisions.

**Philanthropy – prototype is 522 characters using Calibri size 11 font**

* Describe divisional fundraising goals.
* Describe the resources that will be required to attain your fundraising goals.
* Describe strategies to raise funds for core operations/budget relieving activities.