University of Minnesota
FY2012 Compact Instructions for Academic Units

These instructions provide guidance for academic units reporting to or meeting with the Senior Vice President for System Academic Administration¹ on their FY12 and FY13 compact plans.

**Compact and budget materials** should be submitted to Chris Frazier (cfrazier@umn.edu) and Julie Tonneson (tonne001@umn.edu) no later than seven days prior to the compact-budget meeting. Please contain your compact documents within seven pages. The University Budget and Finance Office will provide units with instructions for submitting budget materials in early 2011.

Compact-budget meetings will occur with Senior Vice President Jones from February to mid-April 2011. Participant lists will be finalized in advance of the meetings (see Compact Meeting Participants and Logistics below). No other formal presentation materials are necessary.

**Compact-Budget Planning**

The FY12 academic unit compact process is designed to align University planning and budgeting with strategic positioning goals and objectives. Generally, given the biennial budget challenge, the funding of legal, contractual, compliance and safety obligations will receive top priority. Other critical needs can be presented, but the budget restraints will not permit significant new investments.

**Completing the Compact**

**PART 1: Unit Priorities and Strategy**

1. What is the status of the unit’s *Blue Ribbon Committee* or equivalent effort? What recommendations and actions are being taken as a result of this effort? How will these recommendations inform a three-year strategic and budget plan?

2. What are the unit’s strategic priorities and academic goals?
   a. What are the core priorities from 2009-10 (FY10), or from the most recent compact, that were reached and how did they contribute to the unit’s mission? Describe the measured outcomes and impacts.
   b. What, in priority order, are the unit’s core priorities that will be pursued over the next three to five years? How does each one align with the strategic goals of the unit and the University?

¹ Crookston, Duluth, Morris, and Rochester campuses; Agricultural Experiment Station; Intercollegiate Athletics; University of Minnesota Extension; System Academic Administration Academic Units; Auxiliary Services
3. In the context of the current fiscal challenges, what specific strategies and activities will the campus or college employ to advance its priorities and goals over the next three to five years?

4. What strategies and activities will the campus or college employ to advance University-wide priorities and goals, such as those involving the new student academic profile and preparation, student success (including retention and timely graduation), internationalization, equity and diversity, and research activity?

5. What are the unit’s e-learning plans? What is the current status of e-learning including assessment of successes to date, goals, and challenges? What suggestions do you have regarding central support that would be helpful?

6. What are the unit’s current plans to:
   a. Expand the sources and amounts of revenue produced by the unit, including growing tuition revenue and leveraging resources from central administration, alumni, donors, foundations, other philanthropic contributors, or other sources?
   b. Increase administrative and academic effectiveness, reduce costs, and boost efficiency?
   c. Sharpen the unit’s mission to advance a distinctive constellation of excellent academic programs, research and scholarship, and public engagement?
   d. Develop and execute a three-year strategic and financial plan?
   e. Develop long-term workforce management strategies?

**PART 2: Major Capital Investment Priorities**

List, in priority order, up to three major capital projects that might reasonably be addressed in the next six years. For each project, include a one-sentence description, proposed funding source, and an approximate cost (if available). Do not include HEAPR (Higher Education Asset Preservation and Renewal) requests. In preparing this list, review the most recent six-year capital plan approved by the Board of Regents (see http://www1.umn.edu/regents/docket/2008/may/boardhandout3.pdf).

Major capital projects are defined as meeting one or more of the following criteria:
- Projects costing more than $1 million
- Projects seeking state appropriations
- Projects requiring University-issued debt
- Projects seeking permission to raise funds from philanthropic organizations or individuals
- Projects with exterior visual or physical campus impact

**Compact Meeting Attendance and Logistics**

Please invite relevant colleagues to the compact meeting.

January 2011
**Compact and Budget Finalization**

In May and June 2011, University senior leaders, working with unit leaders, will finalize the unit’s compact document and budget. The senior vice presidents and the Office of Budget and Finance will develop analyses, models, summaries, and recommendations related to the all-funds budget for the President’s review. Units will be informed of the President’s budget recommendations to the Board of Regents for review and approval in June 2011.