

# **Administrative and Educational Support Report**

**Budget Office**

**Annual Action Plan  
Annual Assessment Report**

**June 2005 – May 2006**



**Annual Action Plan: June 1, 2005–May 31, 2006**

**Unit:** Budget Office

**UTPA Mission:** The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

**Division:** Business      **Unit Head:** Juan C. Gonzalez

**Unit Mission:** To support optimized resource allocation decisions made by University management through budget, financial and other related decision support services.

**Unit Goal:** To facilitate and optimize resource allocation and executive decision-making

**Link to UTPA Goal(s):** 3. Improve UTPA’s organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY06
Have Oracle Public Sector Budgeting (PSB) module ready for use. (1)	7	<ul style="list-style-type: none"> <li>Module will be ready for use by budget process participants.</li> </ul>	<ul style="list-style-type: none"> <li>Study all aspects of the PSB module using available written &amp; online resources.</li> <li>Identify training opportunities and ensure that each team member receives the necessary training.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from volunteer module users that will help us exercise the module before go-live.</li> </ul>	<ul style="list-style-type: none"> <li>Budget staff time</li> <li>Training resources</li> </ul>

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			<ul style="list-style-type: none"> <li>Continue to refine the module implementation plan.</li> <li>Perform tests on the module and work closely with project consultants and business analysts assigned to the module to resolve issues.</li> <li>Generate training materials for UTPA budget participants customized to how budgeting is done at UTPA.</li> </ul>		<ul style="list-style-type: none"> <li>Contract consultant time</li> <li>UTPA business analyst time</li> <li>Volunteer user time</li> </ul>
Document budget business processes. (2)	7	<ul style="list-style-type: none"> <li>Electronic and hardcopy materials documenting the business processes of the budget cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Assign a specific analyst to the task</li> <li>Ensure that BP instructional materials are available to the analysts.</li> <li>Provide off-site training to analysts if needed to augment other instructional materials.</li> </ul>	<ul style="list-style-type: none"> <li>Review of resulting product by the entire budget team.</li> <li>Distribute draft materials to selected departments for review and feedback.</li> <li>Release a report to executive administration presenting the materials before broader release to the University community.</li> </ul>	<ul style="list-style-type: none"> <li>Staff time</li> <li>Training</li> </ul>
Develop written	7	<ul style="list-style-type: none"> <li>Electronic and</li> </ul>	<ul style="list-style-type: none"> <li>Assign the task</li> </ul>	<ul style="list-style-type: none"> <li>Presentation of draft</li> </ul>	

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procedures for the institution's fee cycle. (3)		hardcopy materials documenting the procedures of the fee cycle.	<ul style="list-style-type: none"> <li>• Work with the assigned analyst and with the comptroller's office in an iterative cycle of development and review until finalized.</li> </ul>	materials to executive administration for broader review by persons involved in the fee establishment process.	
Assess physical plant project funding processes & present recommendations to VPBA and/or the Executive Council. (4)	7	<ul style="list-style-type: none"> <li>• Report</li> <li>• More robust, efficient and well-documented process for allocating project funds</li> </ul>	<ul style="list-style-type: none"> <li>• Receive go-ahead from VPBA</li> <li>• Establish and meet with task force/working group</li> <li>• Identify tasks</li> <li>• Follow-up, get it done!</li> </ul>	<ul style="list-style-type: none"> <li>• Iterative cycle of review with the working group, soliciting input from the VPBA, comptroller and key physical plant personnel as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>
Reconfigure the budget team to better serve the needs of each division. (5)	7	<ul style="list-style-type: none"> <li>• Better budget decision-making and follow-up in budgeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess current workloads and expertise of the analysts.</li> </ul>	<ul style="list-style-type: none"> <li>• Solicit feedback from each division head and department.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time</li> </ul>



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Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Have Oracle Public Sector Budgeting (PSB) module ready for use. (1)	7	<ul style="list-style-type: none"> <li>Module will be ready for use by budget process participants.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from volunteer module users that will help us exercise the module before go-live.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing; go-live was postponed. However, business processes were identified and redesigned. Feedback was solicited in an open forum.</li> </ul>	<ul style="list-style-type: none"> <li>Module is currently being tested.</li> </ul>
Document budget	7	<ul style="list-style-type: none"> <li>Electronic and</li> </ul>	<ul style="list-style-type: none"> <li>Review of resulting</li> </ul>	<ul style="list-style-type: none"> <li>Determined that</li> </ul>	<ul style="list-style-type: none"> <li>Determined that</li> </ul>

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business processes. (2)		hardcopy materials documenting the business processes of the budget cycle.	product by the entire budget team. <ul style="list-style-type: none"> <li>• Distribute draft materials to selected departments for review and feedback.</li> <li>• Release a report to executive administration presenting the materials before broader release to the University community.</li> </ul>	much of this objective's work would be addressed by the work related to installing the PSB module.	another assessment would be needed after the PSB module installation is complete.
Develop written procedures for the institution's fee cycle. (3)	7	<ul style="list-style-type: none"> <li>• Electronic and hardcopy materials documenting the procedures of the fee cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of draft materials to executive administration for broader review by persons involved in the fee establishment process.</li> </ul>	<ul style="list-style-type: none"> <li>• Determined the need to refine the existing spreadsheet which tracks all fees, related statutes, accounts &amp; purposes. This was done.</li> <li>• Guidelines provided by UT System in October negated some of the work.</li> <li>• The student engagement document approved, in relation to the newly formed Cost of Education</li> </ul>	<ul style="list-style-type: none"> <li>• Determined that a reassessment, incorporating the substantial changes in the fee area, may be indicated.</li> </ul>

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				Committee, also negated some of this work.	
Assess physical plant project funding processes & present recommendations to VPBA and/or the Executive Council. (4)	7	<ul style="list-style-type: none"> <li>Report</li> <li>More robust, efficient and well-documented process for allocating project funds.</li> </ul>	<ul style="list-style-type: none"> <li>Iterative cycle of review with the working group, soliciting input from the VPBA, comptroller and key physical plant personnel as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Various linked spreadsheets were developed to track these funds. Communications with the newly appointed accountant for the construction &amp; planning unit was substantially strengthened.</li> </ul>	<ul style="list-style-type: none"> <li>Determined that, given other existing ongoing work in the unit, work on this objective will have to continue into subsequent action/assessment periods.</li> </ul>
Reconfigure the budget team to better serve the needs of each division. (5)	7	<ul style="list-style-type: none"> <li>Better budget decision-making and follow-up in budgeting.</li> </ul>	<ul style="list-style-type: none"> <li>Solicit feedback from each division head and department.</li> </ul>	<ul style="list-style-type: none"> <li>Determined that creating silos would inject too much risk given the staffing levels.</li> </ul>	<ul style="list-style-type: none"> <li>Determined that this objective needs reassessment for practical viability and perhaps determining reconfiguration for greater effectiveness without increasing risk.</li> </ul>