Get AHEAD!
February 22, 2010

WEINBERG COLLEGE OF ARTS & SCIENCES
Office of Budget and Planning

NORTHWESTERN UNIVERSITY
Large, Diverse and Exciting!

- Largest of Northwestern’s schools with more than 4,300 undergraduates, 1,000 graduate students and 650 full-time faculty
- Diversity in intellectual pursuits: range of choices includes 44 majors and minors and 30 interdisciplinary degrees
- Best of both academic worlds:
  - Nurturing liberal arts experience
  - Dynamic research environment
- Excellent place to pursue your career!
Organizational Structure

- Dean of the College
- 7 Associate Deans: Facilities, Lecturer Faculty, Research & Graduate Students, Faculty Process & Governance, Administration & Finance, Faculty Affairs, Undergraduate Studies
- Director of Financial Operations
Director of Financial Operations

- Oversee financial operations of 4 staff accounting positions within the Dean’s Office and approximately 50 staff in the Departments and Programs
- Key player in the implementation of the new financial system within Weinberg
- Responsible for compliance in all financial areas
- Manage faculty and staff payroll
- Stewardship of Weinberg endowments and gifts
- Budgeting....
Budget & Planning Organization

- Associate Vice President for Budget and Planning
- Senior Director
- Director of Budget Analysis and Development
- 6 Senior Analysts and 4 Junior Analysts
  - Assigned specific schools and areas
  - Monitor central university expense and revenue activities
## Budget Process

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>September</td>
<td>Provost call letter</td>
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<tr>
<td>October – Feb.</td>
<td>School and unit meetings</td>
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<tr>
<td>December</td>
<td>Trustee Budget Committee Planning Parameters</td>
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<td>February</td>
<td>Trustee Budget Committee Tuition and Financial Aid</td>
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<tr>
<td>March</td>
<td>Planning and Budget Committee deliberations</td>
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<tr>
<td>April</td>
<td>Communication of preliminary budgets</td>
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<tr>
<td>May/June</td>
<td>Budget preparation</td>
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<tr>
<td>June</td>
<td>Trustee Budget Committee Budget approval</td>
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</table>
Weinberg and Budget Office Collaborate

- Monitor Current-Year Budget
- Provost Letter
- Strategic Planning
- Faculty Salary Planning
- Faculty Hiring Plan
- Budget Allocations
Monitoring the Budget

- Budget Office monitors the budget at the School level and drills down as necessary
- WCAS Dean’s Office monitors the budget at the department/program level
- The goal is to identify issues as early as possible
- WCAS often brings concerns to the Budget Office
- At the end of the year, understand what happened, not just in terms of the numbers, but the narrative storyline
Letter from Provost to Deans & Vice Presidents regarding planning for coming fiscal year

- Requests updated strategic plan
- Identifies questions to be addressed - areas of strategic focus and concern
- Requests all-funds budget presentation and description of how area strategically allocates its resources
Strategic Plan

- Budget Office reviews strategic plan prepared by WCAS for its planning meeting in February
  - Provide feedback on requests and presentation
  - Quantify any fiscal implications
  - Prepare executive summary for President, Provost, and members of Planning and Budget Group
Faculty Salary Planning

- In April, the Budget Office distributes faculty salary planning materials (% + total dollar pool)
- In May/June, WCAS returns its proposal
  - Increases by faculty member
  - Analysis of the distribution of increases
  - Reconciliation to the school’s budget allocation
- Budget Office submits an analysis of the faculty salary proposal to the Provost’s Office
Faculty Hiring Plan

- In June, WCAS submits its faculty hiring plan to the Provost.
- Budget Office works with WCAS to reconcile central support for specific faculty lines.
- Budget Office submits an analysis of the school’s ability to afford its faculty hiring plan to the Provost’s Office.
Budget Allocation Materials

- In May, Budget Office distributes budget allocation materials that aggregate expenses by funding source and expense category, across all chart strings (non-grant, non-plant)
  - Describes any new central commitments
- In June, WCAS submits budget at detailed deptid-account code level
- After review by the Budget Office, the budget is uploaded into NU Financials
## Proposed Budget: FY 2011

- Appropriated Funds – Salary $88,542,077
- Appropriated Funds – Non Salary $6,761,311
- Self Supporting/Recharge $2,200,000
- Carry Forward $760,000
- Designated Funds $20,080,000
- Endowments $15,030,883
- Gifts $5,678,000
- Sponsored Research $58,318,000
- **Total Budget** $197,370,270
Proposed Budget: FY 2011

<table>
<thead>
<tr>
<th>FY 2010 Appropriated Budget (1)</th>
<th>Increases (2)</th>
<th>Total FY 2011</th>
<th>Self-Supporting Budget</th>
<th>Recharge Ctr &amp; Recharge</th>
<th>Carry Forward</th>
<th>Designated Funds (4)</th>
<th>Endowments</th>
<th>Gifts</th>
<th>Research</th>
<th>Total</th>
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<tbody>
<tr>
<td>Revenues:</td>
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<td>Appropriation</td>
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<td>Tuition (where applicable)</td>
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<td>Gifts</td>
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<td>Other income</td>
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<tr>
<td>Total</td>
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<td>$2,332,399</td>
<td>$95,303,387</td>
<td>$220,000</td>
<td>$20,000,000</td>
<td>$15,030,863</td>
<td>$5,678,000</td>
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<td>$197,370,270</td>
</tr>
</tbody>
</table>

| Expenses                         |               |               |                        |                         |                     |                   |             |       |          |       |
| Salaries                        |               |               |                        |                         |                     |                   |             |       |          |       |
| Faculty                         | $60,744,381   | $1,214,888    | $81,959,269            | $425,000                |                     |                   |             |       |          | $88,218,669  |
| Staff                           | $8,537,338    | $167,461      | $8,704,799             | $515,000                |                     |                   |             |       |          | $9,219,799   |
| Fringe Benefits                 | $15,033,775   | $944,234      | $17,878,009            | $237,829                |                     |                   |             |       |          | $19,591,932  |
| Total                           | $86,215,494   | $2,326,583    | $88,542,077            | $1,177,829              | $0                   | $0                 | $3,161,563  |       |          | $97,030,400  |

Non-Salary                      |               |               |                        |                         |                     |                   |             |       |          |       |
| Supplies, Contracts, Other      | $8,537,794    | $5,792        | $6,643,586             | $397,180                | $780,000            | $20,080,000       | $7,720,380  | $5,678,000 |          | $100,037,146  |
| Equipment                       | $217,000      |               | $55,000                |                         |                     |                   |             |       |          | $32,000      |
| Total                           | $8,754,794    | $5,792        | $6,768,586             | $1,022,180              | $760,000            | $20,080,000       | $7,720,380  | $5,678,000 |          | $100,339,146  |
| Financial Aid                   | $703          | $25           | $725                   |                         |                     |                   |             |       |          | $32,000      |
| Total Budget                    | $92,970,988   | $2,332,399    | $95,303,387            | $220,000                | $20,080,000         | $15,030,863       | $5,678,000  |       |          | $197,370,270 |
Get AHEAD!

- Hard work pays off
- Try to relate your work to the big picture
- Relationships are important
- Customer service goes a long way
- Learn from good **and** bad management experiences
- Find a mentor
Get AHEAD!

- Educate yourself
- Think about what the issues are a step above you
- Volunteer for extra work
- Be aware of gaps and offer to help fill them
- Be honest when assessing your strengths and weaknesses
- Change positions thoughtfully
- When you do apply….present a complete package
Get AHEAD!

- Make your boss happy
- Again, make your boss happy
How Did My Co-workers Get AHEAD?

- Cathy Berardi: Financial Assistant > Financial Coordinator > Financial Analyst
- Lee Copeland: Accounting Assistant > Financial Assistant
- Erin Denney: Program Assistant > Business Coordinator
- Ben Polancich: Financial Assistant > Assistant Director of Financial Operations
- Beth Clifford Smith: Program Assistant > HR Consultant > HR Manager
- Ann Wheatley: Financial Assistant > Administrative Coordinator > Business Administrator
Thank you!

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