

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

WPG #2a: The Central Budget Office should continue to attend state budget officer meetings each month to stay abreast of continuous education opportunities and gain insight on leading practices.

Recommendation: Members of the University Budget Office will continue to attend the Illinois Public University budget officer meetings each month. The University Budget Office will continue to utilize this resource as an opportunity to seek clarification on state reporting requirements to ensure that SIUE is ahead, and not behind the reporting conventions across state universities. This practice will also help SIUE budget leaders glean understanding on best practices from peers.

WPG #2b: Implement standing monthly meetings with department fiscal managers, budget, and fiscal offices to develop greater cohesiveness in fiscal and budget management, minimize confusion, and make policy or procedural changes easier to implement.

Recommendation: The University Budget Office will hold monthly meetings with VC level budget directors. The goal of these meetings will be to:

- Improve communication between the University Budget Office and the units,
- Relay expectations and timelines as it relates to budgeting, forecasting, and interim reporting requirements,
- Discuss methods and best practices to provide more accurate data on a timely basis, including discussions of barriers, and new technologies that could help achieve the goal,
- Provide periodic updates on budget related items from the state legislature and SIU system, i.e., budget timelines, state appropriations, other initiatives, etc.
- Present areas of concern to the University Budget Office, i.e., timeliness and accuracy of budget forecasts,
- Discuss implementation of new budget policies and procedures, i.e., lapsed salary dollar recovery, position control, new forecasting methods, cost shifts, etc.
- Provide an opportunity to ask questions, share ideas, best practices, and to hear how the University Budget Office can support them.

SOUTHERN ILLINOIS UNIVERSITY

EDWARDSVILLE

In addition, the University Budget Office will hold a meeting each Fall and Spring term with a broader group of budget directors and analysts. The goal of these meetings will be to:

- Communicate directly with staff responsible for providing data to the University Budget Office for budgets, forecasts, and other reporting requirements. The intent is to reduce miscommunication of important updates, policies, and requests due to informational relays,
- Foster the relationship between the University Budget Office and budget directors and analysts to improve transparency of budget and spending plans, accountability, and to create an atmosphere of approachability to the University Budget Office,
- Discuss best practices as they relate to budgeting,
- Provide updates on policies and other budget related items from the state legislature, SIU system, and the Chancellor,
- Explain how the information they provide is used and why it is important to be accurate, thorough, and timely,
- Provide an opportunity for this larger group to ask questions, discuss concerns, share ideas, and best practices, and to hear how the University Budget Office can support them.

WPG #2c: Create decisions on budgeting and fiscal management that consider insight from end-users to improve functionality and user satisfaction.

Recommendation: The Associate Vice Chancellor for Budget and Finance, or the Director of University Budget and Analytics, will regularly attend Chancellor’s Council meetings to gather input on the data and analytics that would be most valuable for decision-making. These discussions will also cover the optimal formatting and timing of the data.

WPG #16a: CBO should enlist assistance from budget managers to develop a “shadow” report template that will be adopted by all departments to capture actual spend, as compared to approved budgets. This would enhance reporting uniformity and consistency.

Recommendation: The Power BI financial data dashboard will replace the need for shadow systems, providing users with direct access to transaction-level details for in-depth analysis of spending trends. It will also include comprehensive salary expense information, by employee and payroll earnings code. Through customizable filters, users can easily explore salary expenses from various angles, generating valuable insights.

SOUTHERN ILLINOIS UNIVERSITY

EDWARDSVILLE

Additionally, the Data Analytics subgroup will explore the use of “what if” scenarios within the dashboard to create budget forecasts.

WPG #16b: Until Banner functionality is enhanced, AIS (Oracle) tools for budget reporting should be maximized to provide more timely data on actual spend and potentially reduce certain estimates or missing data in the “shadow” reports.

Recommendation: Administrative Accounting will automatically deliver transaction details to fiscal officers and their delegates through OneDrive folders, streamlining the process and enhancing both efficiency and accuracy. This eliminates the need to manually re-enter data from AIS reports into Excel spreadsheets.

WPG #16d: To supplement AIS limitations, consider deploying data warehousing or data lake solutions such as Microsoft Fabric, currently under review.

Recommendation: The Data Analytics subgroup will create a Power BI dashboard that will feature transaction data and detailed salary expenses by individual and payroll earnings code. The workgroup recommends immediately hiring an external consultant to help finalize the dashboard and provide training for current employees to ensure they can effectively maintain the system in the future.

WPG #28a: Deploy both a short and long-term solution to create dashboards for executives and operating units that leverage Fabric (a data warehousing/lake solution) and Power BI (data management solution).

WPG #28b Define the data elements for collected data so one will achieve clarity on the data centrally needed to monitor and drive metrics for the Strategic Plan.

WPG #28c: Leverage the analytical tools in place such as Power BI (or engage a new one) get clarity on the data.

WPG #28d: Create University-wide Dashboards using Microsoft Fabric for data warehouse at \$5 per Terabyte and then develop Power BI to develop data analytics and “Dashboards” that provide University wide reporting on Strategic Pillar KPI’s.

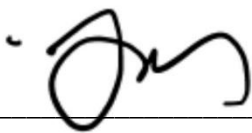
SOUTHERN ILLINOIS UNIVERSITY

EDWARDSVILLE

WPG #28e: Identify a dashboard resource staff member who has responsibility to develop Power BI dashboards relevant for decision makers. Leverage SIUE Center for Predictive Analytics that developed dashboard for grant accounts.

Recommendation: In collaboration with CPAN, the Data Analytics subgroup has developed a Power BI dashboard featuring data from four University departments. The group has presented the dashboard to various user groups, including the Chancellor's Council, to gather feedback on the data elements, different data views, and potential future capabilities of the system. Additionally, Academic Affairs has created a data dashboard with unique features that will be integrated into the final version. For optimal results, the committee recommends immediately engaging a consultant with expertise in Higher Education Financial data to assist with finalizing the dashboard and providing training to current employees, ensuring they can maintain the system with minimal manual effort in the future.

The Data Analytics subgroup and the full committee have selected initial data elements that are crucial to the University community for inclusion in the dashboard. The committee also recommends expanding the subgroup to include staff from Academic Affairs who are working on a similar dashboard, so the best features from both can be combined in the final version. To gather further input, the subgroup will distribute Qualtrics surveys to the University community to identify additional data elements to be highlighted.



WPG #2, 16a, 16b, 16d, 28

Approved: James T. Minor, Chancellor

February 14, 2025

Date