



MEMORANDUM

TO: **Academic Deans:**
George Petersen, Interim Dean, CAAC
Greg Yarrow, Acting Dean, CAFLS
Nicholas Vaszonyi, Dean, CAH
Leslie Hossfeld, Dean, CBSHS
Wendy York, Dean, BUSINESS
Kristin Gehsmann, Dean, EDUCATION
Anand Gramopadhye, Dean, CECAS
Christopher Cox, Dean, LIBRARIES
Cynthia Young, Dean, SCIENCE
Steven Marks, Deans, CVM

RBB Leadership:
Bob Jones, EVPAA and Provost
Tony Wagner, EVP Finance & Ops
Rick Petillo, VP & CFO
Tyler Saas, AVP Budget, Fin/Analytics
Carla Bennett, AVP Academic Fin/Adm

Executive Leadership Team:
George Askew, VP PSA
Tanju Karanfil, SVPR
Brian Voss, VP/CIO

FROM: Robert H. Jones, Executive Vice President for Academic Affairs and Provost
Anthony E. Wagner, Executive Vice President for Finance & Operations and Chief Operating Officer

DATE: August 28, 2023

SUBJECT: **TRANSITION ADVISORY COUNCIL CHARGE**

Thank you for your service as Steering Committee members over the past year, your participation has been invaluable. Now that we move to implementation of the budget model, we request that each of you serve on the Transition Advisory Council beginning this fall.

As you remember, the RBB Steering Committee has spent the last year developing the new budget model that will be used for the implementation phase. Over the next two years, we will slowly transition to full implementation for a FY26 launch. The implementation phase requires decisions from key stakeholders that will be divided into a separate committee called the Transition Advisory Council (TAC). The purpose of this council is to gather implementation feedback and make recommendations.

TRANSITION ADVISORY COUNCIL CHARGE

Provides transition governance of the newly established budget framework over the next two years by ensuring that the model supports Clemson University strategic priorities in each of the three mission areas: Teaching, Research and Service. The TAC should advise executive leadership on key decisions concerning the implementation of the new budget model to ensure successful launch of the model.

RBB Transition Advisory Council (TAC) Memorandum & Meeting Framework

APPROXIMATE TIMELINE

The following reflects a summary schedule of the Transition Advisory Council's objectives over the course of the next two years. A detailed timeline will be distributed at the initial meeting.

August 2023	Committee Charge and Charter Established & Delivered
September 26, 2023	Kick-Off TAC meeting
October 2023 - June 2025	Bi-Monthly meetings to address implementation items
July 2025	Go-Live of new budget model (FY26)
September 2025	Post Go-Live monitoring and conclusion of TAC
January 2026	Finalization of the new budget model approach

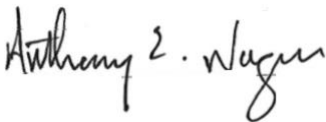
COUNCIL STRUCTURE

The Transition Advisory Council is comprised of college deans and vice presidents, led by the Executive Vice President for Academic Affairs and Provost and the Executive Vice President for Finance & Operations and Chief Operating Officer. Due to the nature of the complexity of the topics that will be presented and the need to expeditiously make decisions, delegation of attendance or voting authority is not permitted. The TAC will be further supported by the findings of the Transition Implementation Committee and functional workgroups which are developing the implementation components of the model.

Attached you will find the **Transition Advisory Council Meeting Framework** that provides additional details concerning this key role you will play over the next two years.



Robert H. Jones
Executive Vice President for Academic Affairs and Provost



Anthony Wagner
Executive Vice President for Finance & Operations and Chief Operating Officer

TAC MEETING FRAMEWORK

Revenue Based Budgeting: Transition Advisory Council (TAC)

August 2023

Beginning in April 2022, the Revenue Based Budget Steering Committee worked with the Division of Finance and Operations and the Office of the Provost to establish a new budget model based on six key model components:

1. Tuition/Fees & State Appropriations
2. F&A Returns
3. Financial Aid
4. Administration Overhead
5. Space & Facilities
6. Strategic Investments

Now that the initial framework of the budget model has been established, the detailed work of implementation begins. Workgroups have been established to address the numerous implementation items that need resolution prior to the launch of the new budget model:

- **Business Intelligence:** Provide accurate and up-to-date data and information.
- **Budget Operations:** Transition our support teams and collegiate partners to new procedures and guidelines for budget development and management.
- **Budget Modeling:** Continue to challenge the model, making sure it meets Clemson's needs.
- **Communications:** Establish regular communication with the campus community specific to the multiple stakeholders, including a website where key information can be found.

As these implementation workgroups work through the identified issues, key items will need guidance and advice from the TAC to the Executive Sponsors. Other items presented to the TAC will be informational in nature.

Goal (Vision)

Support the establishment of the agreed upon budget framework by providing input and guidance on key budget model implementation issues by aligning academic authority with financial responsibility to better enable entrepreneurship and enhance local and central decision-making.

Objectives of the Council

1. Evaluate model framework outputs from the implementation workgroups.
2. Identify and recommend blueprint adjustments during the shadow years.
3. Recommend approach and structure of a Cost and Services Committee.
4. Provide guidance on tools and communication to campus.
5. Provide input into the establishment of guidelines and criteria driving blueprint model components as needed (e.g., Strategic Investments).
6. Facilitate feedback from revenue and support centers on model impact.
7. Meets once every two months during shadow years.

Scope

The Transition Advisory Council's scope involves providing key oversight and advice to implementation working groups and executive leadership concerning the establishment of the new budget model.

Governance Authority

Committee makeup is representative of college deans and vice presidents, led by the Executive Vice President for Academic Affairs and Provost and the Executive Vice President for Finance & Operations and Chief Operating Officer. Due to the nature of the complexity of the topics that will be presented and the need to expeditiously make decisions, delegation of attendance or voting authority is not permitted. The committee leadership will work with members as needed to accommodate your schedule.

Transition Advisory Council Membership:

Chairs, Voting

Executive Vice President for Academic Affairs and Provost
Executive Vice President for Finance & Operations and Chief Operating Officer

Members, Voting

Academic College Deans and Dean of the Libraries
Senior Vice President for Research
Chief Information Officer
Vice President for Public Service & Agriculture

Ex Officio, Non-Voting

Vice President and Chief Financial Officer
Associate Vice President for Budget, Financial Planning and Analytics
Associate Vice President for Academic Finance & Administration
Executive Director of Budget & Financial Planning

Meeting Schedule

September 26, 2023	3:00pm – 4:00pm
November 28, 2023	3:00pm – 4:00pm
January 30, 2024	3:00pm – 4:00pm
March 26, 2024	3:00pm - 4:00pm
June 4, 2024	3:00pm – 4:00pm