April 8, 2008

TO: Vice Presidents, Deans, Department Chairs, Other Administrators & Account Managers

SUBJECT: Budget Instructions, 2008-2009 Fiscal Year

Owing to no new state funding, FY 2009 will be a very tight budget year. While our Board of Regents has approved some changes in student tuition and fees, the anticipated income must be used to offset our dependence on local reserve dollars.

While no across-the-board salary increases are being considered in the first budget draft, the administration is carefully analyzing the overall financial condition of the university to see if we might consider mid-year salary adjustments. This also depends on the amount of funding we receive of the $100 million that was allocated for FY 2009 but has yet to be distributed among higher education institutions.

For salary information and related staff benefits, the Budget Office will work with the Human Resources Office to ensure that all “current and continuing” personnel appointments appear in the initial budget draft. Any new faculty/staff positions that have not been funded this year will require a letter of justification to be reviewed by the Provost or respective Vice President and submitted to the President for review.

Additionally, your department/division is asked to determine the “extraordinary” or “exceptional” needs you anticipate for budget consideration. These exceptional needs should be included in the attached form. A second form is attached to be used for HEAF requests.

Please follow the appropriate protocol in the submission of these documents to include respective Deans/Administrators, VP’s or Provost, and President. The Vice Presidents/Provost will be asked to itemize those requests in priority order for the President’s review and consideration.

✦ Apr 9 Budget Instructions and HEAF/Capital Outlay forms distributed by the Vice Presidents, Provost, and President to their appropriate budgetary units.

✦ Apr 21-May 7 All Budget Worksheets and HEAF/Capital Outlay forms are due to the Vice Presidents, Provost, or President’s Office, as appropriate (specific due dates will be determined by the VPs/Provost and President).
May 12  All Budget Worksheets and HEAF/Capital Outlay forms from VPs/Provost due to President (schedule individual meetings with him).

May 30  Deadline for President to turn in all original copies of the Budget Worksheets and HEAF/Capital Outlay forms to Budget Office.

Any questions regarding the preparation and submission of the attached forms may be addressed to Valarie Maxwell or to me at 397-4117.

Juan R. Sandoval, VP Administration & Finance

Cc:  Dr. Jesse Rogers
       Ms. Valarie Maxwell

Attachments:  HEAF/Capital Outlay Form
              Exceptional Needs Request Form