

**Jay D. Bry**

Vice President for Finance and Administration

January 11, 2019

Dear Colleagues,

As we start a new year and look forward to a new semester, it is time to start thinking about the FY2020 fiscal year budget. January marks the beginning of state budget deliberations, and given the many competing needs for state resources, we do not anticipate any significant change in the amount to support public higher education. With our goal of providing quality, affordable education for our students, and understanding of the state funding climate, collective bargaining costs, and enrollment trends, ***we are asking each Vice President/President division to submit budgets reflecting 5% reductions.***

***The approach this year will be slightly different, in that your Vice President/President will provide direction on how this reduction will be implemented by their reporting departments. To facilitate this change, we are initiating the university budget development process earlier, to allow more time for review and discussion at the divisional level before departments will be required to complete budget entry and submission of strategic requests.***

As in the past, we recognize not all new strategic initiatives will fit within this year's budgeting parameters, and will once again provide the Strategic Funds Request process for any funding requests in excess of your departmental operating budget (as determined within your Division). ***The strategic funding request process will be simplified this year, in that all requests – whether for projects, programs, personnel, equipment, technology or capital improvements, etc. will use the strategic funding request form.*** When completing a strategic funding request, clearly and comprehensively outline the need, objective, and proposed outcome(s).

**Budget entry into Banner, as well as Strategic Funding and Work Study Requests must all be submitted to Financial Services by February 22<sup>rd</sup>.**

In the coming days you will receive further information from Financial Services regarding additional resources to assist with budget development, including Banner 9 budget training workshops and new comparative reports that are available for your use.

In closing, let me assure you that we continue to be committed to supporting our mission and strategic plan, keeping you informed throughout the process, and tying decisions to critical review to ensure the best use of our resources. Together, we can develop a budget that is fiscally responsible, yet moves the university forward.

Sincerely,



Jay D. Bry