



The University of North Carolina

GENERAL ADMINISTRATION

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October 12, 2010

2011-13 Budget Memorandum – Number 6

TO: The Chancellors

FROM: Alan Mabe, Senior Vice President for Academic Affairs *AM*
Ernie Murphrey, Vice President for Finance *EM*

SUBJECT: 2011-13 Enrollment Planning and Budgeting

In order to prepare the University's 2011-13 Budget Priorities, each campus should conduct a thorough assessment of enrollments for 2010-11 and provide projections for 2011-12 and 2012-13. The process, as outlined in this memo, will result in funding adjustments for your campus for enrollment change in the 2011-13 Budget Priorities.

As you know, the President and Board of Governors have stated that enrollment growth funding and campus performance on student retention and graduation will be linked. A draft of a performance plan was sent to the Chancellors and Chief Academic Officers on October 6. In the President's cover letter he stated the following: "I previously said that we could not start developing the enrollment expansion budget until we had guidance for performance funding and enrollment growth restraints in place. While the model is open for discussion and potential modification, it can provide the starting point for enrollment planning. In developing your enrollment requests, you should follow the limitations on enrollments that are currently in your campus' attached data sheet assessments." (Data sheets with assessments were included in the October 6 campus mailing.) This performance plan will be discussed at the Chancellors Administrative Council on October 18.

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The 2008, 2009, and 2010 Sessions of the North Carolina General Assembly passed legislative provisions that impact the enrollment change request process. The provisions from the 2010 session are attached to this memo. The required reports from your campus, **due by November 2**, will serve as the starting point for developing the Board of Governors' request for enrollment change for 2011-13 to the General Assembly.

As in the past, we are collecting information related to headcounts, student credit hours and average annual FTEs for the regular term, as well as headcounts and student credit hours for distance education. This data will be collected through the web-based system. Please provide a list of appropriate individuals to be granted access to the system by Thursday, October 14, to Jonathan Pruitt by email (jpruitt@northcarolina.edu).

The enrollment change funding manual has been updated to include changes made by the 2010 General Assembly and information regarding several areas of special attention such as funding for full scholarship students. The revised manual will be posted on the web-based enrollment system. As in the past, enrollment in Early College High Schools and enrollment of nonresident students taking distance education courses from a location outside the state continue to be considered not fundable. In addition, please note that FTEs previously funded under the athletic portion of the full scholarship provision are no longer eligible to be considered for the in-state tuition rates and therefore have been moved to the nonresident category in the base budgeted enrollments.

We strongly encourage you to establish an interdisciplinary team on your campus to participate in the enrollment projection process. The individuals on your team should have expertise in institutional research and data analysis, budget and finance, and enrollment planning, including both distance education and regular term enrollments. It has been our experience that enrollment projections are stronger when assembled and reviewed by a multidisciplinary team.

We hope that campus enrollment projections submitted to General Administration will have been vetted as fully as possible given the time constraints by your campus enrollment team to ensure consistency with the enrollment budgeting manual and all applicable policies and statutes

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governing enrollment. ***Enrollment projections need to include an accompanying memorandum that explains the biennial enrollment projection process used by the campus, including a description of how the projections reflect the assessments of performance and restraints on enrollment change. Also provide a list of the individuals and their titles included on the enrollment budgeting team, and a summary of any significant variations from previous enrollment projections.***

Once received by this office, the campus enrollment projections will undergo an internal analysis that could necessitate a meeting between the enrollment planning and budgeting teams at General Administration and your campus. When the process within GA is completed, each campus will need to submit final confirmation of the projections.

If you have any questions about the procedures for preparing your estimates (**due by November 2**), please refer them to Jonathan Pruitt at 919-962-4600 (jpruitt@northcarolina.edu) or to Ginger Burks at 919-962-4604 (ginger@northcarolina.edu).

Thank you for your cooperation.

Attachment – New Legislative Provision Regarding UNC Enrollment Budgeting

cc: Chief Academic Officers
Chief Fiscal Officers
Directors of Institutional Research

Special Provision excerpted from Senate Bill 897 (S.L. 2010-31)

UNC ENROLLMENT GROWTH

SECTION 9.22. In considering potential increases in enrollment growth for The University of North Carolina for the 2011-2013 fiscal biennium, the Board of Governors shall consider all of the following items:

- (1) The general economic conditions of the State as reported by the Office of State Budget and Management and the Fiscal Research Division.
- (2) The possible increases and decreases in the State's revenue, particularly General Fund revenue as reported by the Office of State Budget and Management and the Fiscal Research Division.
- (3) Any other non-State revenue resources available to The University of North Carolina that may be used to assist with the recurring costs of enrollment growth.