

January 21, 2011

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MEMORANDUM

TO: Vice Chancellors and Deans

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor
Charles D. Leffler, Vice Chancellor for Finance and Business



SUBJECT: 2011-13 Budget Planning Memorandum #3

As a follow up on our previous memorandum on January 12, 2011, we offer the following clarifying points:

- Your submission (template and narrative) is due to the University Budget Office (budshare@gw.ncsu.edu) no later than close of business Monday, January 31, 2011.
- This is a planning process that, in essence, could replace the 5%/10% reduction plans you submitted in the fall. Once the University is notified of our actual budget reduction for FY 2011-12 you will be given the final reduction amount for your college/division. Allocation of the actual reduction will not be made “across-the-board” and we encourage you to also avoid an “across-the-board” allocation methodology.
- As you consider organizational changes within your college/division that will generate efficiencies, we encourage you to submit these plans as part of your reduction proposal. All such efficiencies will be considered for implementation as we solidify the University’s plan for organizational restructuring.

We will keep you updated via future memorandums as additional details become available. Thank you for your patience as we work together to get through this very difficult budget challenge.

cc: W. Randolph Woodson
University Budget Advisory Committee
University Finance Officers