

NC STATE UNIVERSITY

An Equal Opportunity/Affirmative Action Employer

919.515.2155 (phone)  
919.515.5121 (fax)

July 7, 2009

**MEMORANDUM**

TO: Deans and Executive Officers

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



SUBJECT: Instructions for UNC-GA Required Budget Reduction

Earlier today we sent you your recurring budget reduction allocation for 2009-10 and told you that we would send you new instructions for submitting your final reduction plan to the University Budget Office later this week. The instructions for completing a template and writing an accompanying narrative are below. **Your reduction template and narrative must be received by the University Budget Office no later than noon, Friday, July 10** (barbara\_moses@ncsu.edu).

**Step One.** Make your list of reductions that sum to the final, "Grand Total" budget reduction amount (see Attachment 1 of this morning's message). *List each item as a program or service to be reduced or eliminated. Do not list items as resources, i.e., an expense account like "reduce administrative assistant position" or "reduce operating budget."*

List your reductions as programs and services like these:

- An academic program, e.g., a degree program, general education program
- A center or institute
- A research program focused on a particular issue or discipline
- An extension program that provides a specific service to an identified client group
- An academic or student support service, e.g., library collection, tutorial services, advising, faculty professional development, a student leadership program, services for students with disabilities
- An administrative service, e.g., purchasing, motor pool, program assessment, blue light telephones, alumni magazine, network services, a marketing program, groundskeeping, events planning, employee background checks, web services, an in-house training program

Avoid listing your reductions as resources like these:

- Reduced travel or other operating expenses
- Contracted services
- A sum of vacant or filled positions of a certain type or classification

Memorandum  
July 7, 2009  
Page 2

**Step Two.** Transfer your list of programs and services to be reduced or eliminated to the template (Attachment 1).

We understand that significant one-time budget adjustments may be necessary throughout 2009-10 to balance your budget, but all amounts submitted on the template must be recurring reductions.

**Step Three.** Prepare a narrative for each program and service to be reduced or eliminated. This narrative will be used by the President to assess the overall impact on NC State University and to decide how large a reduction to give our campus compared to other UNC institutions.

Please use the same title for each program or service as you used in the template, so we can easily find the matching budget information. Please try to limit this to one-half page per program or service, so that we do not risk trimming what you believe are the most important points. Where relevant, include your responses to the following questions, which were posed by UNC-GA.

- Is the proposal to completely eliminate, substantially reduce, or marginally reduce the program or service?
- What is/was the purpose of the program or service? Was it created before or after 2000?
- What is the overall impact of reducing or eliminating the program or service?
- How will the reduction affect
  - class size,
  - seats and sections (also reported on budget template),
  - campus security,
  - compliance with state/federal regulations,
  - academic support service for teaching, learning, and student success, and/or
  - faculty and staff workloads?
- In what other ways will students, faculty and/or staff be affected?

**Step Four.** Submit the template (Step Two) and narrative (Step Three) to [barbara\\_moses@ncsu.edu](mailto:barbara_moses@ncsu.edu) no later than noon, Friday, July 10.

These instructions are based on preliminary information from UNC-GA. Once the final UNC-GA instructions are received, we may need additional information. Therefore, please include with the transmittal appropriate contact information (name, phone number, email) for July 10-17.

We will compile your information into a university response that makes the strongest case possible for NC State.

cc: Chancellor Woodward  
University Budget Advisory Committee  
University Budget Officers