

FORM A

PROPOSED 2009-2011 REDUCTIONS

Planning Unit:

PRESIDENT'S OFFICE (SAMPLE REDUCTIONS)

LINE 5 State Operating Budget -- Reduction Goal: \$ 171,323 \$ 232,323 Reduction Goal to be established by Division Vice President

Item #	DESCRIPTION	Reduction Amount		FTE Reduction		Position Type	Position Number	Fund-Org-Program Code	CONSEQUENCES Relationship to Unit's long term vision? University's? Will reduction be covered by other funding sources so that service continues?
		2009-10	2010-11	2009-10	2010-11				
1	Eliminate 1.00 FTE Office Assistant position in President's Office (salary only) -- requires 28% benefit cut, line 7	29,456	29,456	1.000	1.000	Classified	999969	10200-1100-081xxx	Reducing clerical support to the President's office will result in reduced administrative efficiency and productivity.
2	Eliminate a .50 FTE position in President's Office (salary only)-- requires 28% benefit cut, line 7*	28,000	28,000	0.500	0.500	Professional	999970	10200-1100-081xxx	Loss of administrative support resulting in reduced productivity and efficiency.
3	Reduce a 1.00 FTE to a .50 FTE Administrative Assistant position in President's Office (salary only) -- requires 16% benefit cut, line 6	27,105	27,105	0.500	0.500	Professional	999971	10200-1100-081xxx	Loss of administrative support resulting in reduced productivity and efficiency.
4	Reduce Operating Budgets of reporting units	19,182	50,000					14000-1100-081xxx	Reduce travel, supplies, professional services, etc. in all units reporting to the President.
5	Reduce budget for President's Strategic Initiatives Reserve	47,156	77,338					14000-1100-081xxx	President's ability to be responsive to strategic initiatives drastically reduced.
Corresponding Benefits from Pooled Benefits									
6	Benefits corresponding to reducing a full-time position to part-time to be deducted from the pooled benefits budget at 16%**	4,337	4,337						
7	Benefits corresponding to permanently budgeted full-time positions (50% or greater) that are eliminated to be deducted from the pooled benefits budget at 28%**	16,088	16,088						
8	Limited Term Faculty positions are a special case. Please contact Diana Cline xt 4762 for benefit amounts related to LTF.	-	-						
TOTAL		171,323	232,323	2.000	2.000				
Balance (Over)/Under Reduction Goal (Line 5)		(0)	(0)						

*If eliminating a part-time position that is currently below .50 FTE, then a 16% benefits cut is required, line 6.

****Note: Please contact Diana Cline xt 4762 at UPB for instructions on benefits associated with the elimination of temporary positions.**

FORM B

**OPPORTUNITIES or NECESSITY FOR
NEW INVESTMENT**

Planning Unit:

XYZ PLANNING UNIT

STATE OPERATING BUDGET (State Appropriations & Tuition)

Item #	DESCRIPTION	Amount		New FTE		Position Type	Position Number	Fund-Org-Program Code	IMPACT Relationship to Unit's long term vision? University's?
		2009-10	2010-11	2009-10	2010-11				
1									
2									
3									
4									
5									
	Corresponding Benefits for all New Positions (to be paid into Pooled Benefits)								
6	Benefits corresponding to adding a part-time positions (less than 50%) at 16%								
7	Benefits corresponding to adding a full-time position (50% or greater) at 29%.								
8	Limited Term Faculty positions are a special case. Please contact Diana Cline xt 4762 for benefit amounts related to LTF.								
	TOTAL	-	-	-	-				

Note: Please include benefit amounts when calculating the cost of new positions as indicated above. If you have questions on this calculation, please call Diana Cline, Associate Budget Director Xt. 4762

FORM C

REALLOCATION OF EXISTING RESOURCES

Planning Unit:

XYZ PLANNING UNIT

What action has your Planning Unit taken to eliminate an activity or program funded by the 2008-09 state operating budget in order to use those funds to support a priority activity or program?

This list is intended to demonstrate how Planning Unit base budgets are efficiently managed.

Item #	DESCRIPTION	Amount		FTE		Position Type	RATIONALE
		2009-10	2010-11	2009-10	2010-11		
1	2008-09 salary differential from retired administrator helps support operating budget increases	10,000	10,000			professional	Administrator retired and a replacement was hired at a lower salary. The difference was moved to help cover operating budget costs
2	2010-11 salary differential anticipated from retiring administrator to be used to promote existing position and increase its duties		5,000			professional	Anticipate administrator retirement and will use differential to increase duties of other administrator
3	In 2009-10 will eliminate program x and fund program y	65,000	65,000				
4							
5							
TOTAL		75,000	80,000	-	-		

Note: Please consider benefit amounts when transferring resources. If you have questions on this, please call Diana Cline, Associate Budget Director Xt. 4762