November 11, 2009

To: Deans/VPs, Senior Unit Administrators
From: Strategic Alignment/Budget Review Committee

Re: Submission of reports/proposals to the Review Committee

The Strategic Alignment and Budget Reduction Implementation Plan for 2009-2011 released October 8, 2009 articulated a variety of actions to be taken by academic and support units. Each of these actions has an associated timeline and due date. The Review Committee has tried to streamline this process, clarifying what is needed and when. For most academic and support units we are holding to two deadlines:

1. **November 20, 2010** (Note extension from earlier November 15 deadline). The Implementation Plan calls for all administrative units to submit their “process and timeline” plan for achieving strategic alignments and budget reductions. Because FY 2010 budgets have been allocated, and senior unit administrators have distributed those budgets, we are asking that this November 20 report include both:

   a. **A report on how units have met their FY 2009-10 budget cuts.** While Appendix B of the Implementation Plan provides cuts to the 2010 base budget, units were also given recurring cuts in November 2008 and March 2009, and many of these reductions were accomplished using fund balance. Therefore, in this report, unit administrators should address recurring cuts in FY 2010 base budgets compared to FY 2009 base budgets. We realize that you will need time to obtain this information from department and unit administrators and therefore the deadline is now November 20.

   Please articulate the actions taken based on the approved administrative and academic guidelines, as well as other actions taken to achieve budget targets. To the extent possible, please indicate the budget reduction actions (and associated dollars) related to:

   i. Eliminating courses; identify those eliminated because they did not meet system guidelines, and those which met guidelines but were cuts because of budget
   ii. Eliminating sections of courses, with or without increasing the size of others
   iii. Leaving open positions unfilled, or eliminating unfilled positions
   iv. Leaving GTA and Instructor positions open or eliminating them
   v. Reducing supplies and services budgets
   vi. Use of reserves or fund balances to offset cuts temporarily
   vii. Developing mechanisms for increasing revenues to offset cuts
   viii. Other strategies.

   b. **The process and timeline for units to plan for realignments and biennium reductions.** These documents should include some discussion of:

      i. What decisions need to be made?
      ii. What is the timeline for making those decisions?
      iii. Who needs to be engaged?
      iv. What process will be used to engage who, and who will make the decisions?
      v. Who will need to be informed of the decisions?
2. **March 15, 2011.** The Implementation Plan calls for all administrative units to submit their proposals for **strategic realignment and biennium reductions** by no later than March 15. The Review Committee welcomes draft proposals at any time. After a final proposal is submitted, the Committee will review and route it to the appropriate person/group. Some proposals will need to go through Faculty Senate reviews; the routing chart will be posted as soon as it is ready.

There are several other actions that have different deadlines. All of these can be seen either in the Implementation Plan, or in the Dashboard developed for our review process. This Dashboard is developed both as a type of checklist to indicate that material has been submitted to the Review Committee, as well as a way to link to all plans/proposals and committee response.