

## Guidelines for FY17 I&G Budget Reduction Process

As outlined in the memorandum from the Chancellor, the overall goal is to approach our budget reduction strategically, rather than as an across-the-board reduction of all I&G budgets. The attached materials are provided to assist with development of the targeted budget cuts for your college/unit.

- I&G budget schedule for your college/unit identifying 1% and 7% cut amounts
- FY17 Permanent Budget Reduction Proposal form for your college/unit
- Administrative Unit – Program and Function form
- Human Resource Services (HRS) Guidelines for FY17 I&G Budget Reduction Process

The Budget Office and HRS will hold a training session with all Business Managers and other appropriate representatives to review the budget reduction process and respond to questions.

### COLLEGE/UNIT REQUESTED ACTION

- Each Dean/Vice President will utilize the attached spreadsheet to document their proposed budget reduction plan to achieve the 7% targeted cut.
- Deans/Vice Presidents should pay particular attention to identifying vacant positions for elimination to achieve the targeted cut.
- Proposals may include certain I&G savings identified through review of Span and Layers being managed by Project Team 1 of Transforming NMSU into a 21<sup>st</sup> Century University. Anticipated savings related to the downward reclassification of a filled position should not be included in proposals. Span and Layers savings included will be subject to appropriate approvals (Project Team 1, HRS).
- Vice Presidents will utilize the Administrative Unit - Program and Function form to provide an overview of the primary operations within their unit.
- Plans must be approved and submitted by the Dean/Vice President to the Budget Office by May 27, 2016. It is suggested colleges/units allow employees an opportunity to provide input and feedback.
- **Decisions regarding elimination or reorganization of academic units or programs are not approved and should not be announced until formal approval is received following opportunity for Faculty Senate Review per Rule 4.40 (H).**
- All HR related reduction proposals must follow the FY17 Budget Reduction HRS Guidelines. Colleges/Units have full autonomy under current HR policy to laterally transfer within their specific college/unit, as long as their pay and grade remain the same and they meet the qualifications of the new position. Use of non-I&G positions in your overall staffing plan is acceptable, but the budget cuts must be from I&G funded positions. Utilization of student employees is encouraged. **Communication with employees impacted by possible position reassignments should only take place once**

**the plan has been approved and in conjunction with HRS.**

- Colleges/units proposing position eliminations must work directly with Employee and Labor Relations prior to submission of the formal plan. In situations when employee notice is required, the period of time needed to provide notice may impact proposed permanent savings. In such cases, the college/unit must provide temporary savings to cover the reduced permanent savings amount in FY17.
- HRS will work with colleges/units to identify possible position assignments for placement of employees in a position identified for elimination as part of the FY17 I&G budget reduction.

**SUBMITTAL/REVIEW PROCESS**

- Budget Office will perform a preliminary review of plans to ensure accuracy and consistency with established guidelines. Proposals containing personnel related actions will be routed by the Budget Office to HRS for review of compliance with policies and procedures.
- After completion of preliminary reviews by the Budget Office and HRS, the Chancellor will review all administrative unit plans and the Provost will review all academic plans.
- The Chancellor's and Provost's recommended administrative and academic budget reductions will be presented to the President's Academic Council.
- Chancellor Carruthers and Provost Howard will meet to finalize budget reductions.
- The final reduction plan will be presented to the President's Academic Council and then shared with the NMSU Las Cruces campus community.
- Target completion date is July 2016.