



CALIFORNIA STATE UNIVERSITY, STANISLAUS

February 18, 2010

TO: Interim Provost & Vice President Herman Lujan
Vice President Russell Giambelluca
Vice President Stacey Morgan-Foster
Vice President Susana Gajic-Brueya
Associate Vice President Carl Whitman

FROM: Ham Shirvani, President

SUBJECT: FY 2010 – 2011 Budget Planning Process – Call for Budget Reduction Scenarios

The budget negotiation process in the State of California has begun with the issuance of the Governor's budget proposal. While we await the results of the deliberation and negotiation process in the legislature, we must begin our own planning process for the coming year using the information available to us at this time. Based upon the level of uncertainty of future budget cuts, I am requesting that each division prepare a series of budget reduction scenarios for FY 2010-11 Campus Operating Fund. The instructions and forms to be used are also included with this letter. Please follow them in developing and submitting the Division budget scenarios to the University Budget Office in accordance with the timeline provided below.

Scope

The scope of this budget planning is the university's general operating fund. Other funding sources are not included although we will ask you to identify all other fund sources available to mitigate base budget reductions. Depending on the outcome of the state budget process we may ask divisions to apply some or all of these funds to the general operating fund base budget reduction.

Budget Process

Each Division should provide three budget reduction scenarios showing a 5%, 10% and 15% reduction to base budget. These reduction targets are designed to foster discussion of alternative ways to respond to potential future State budget reduction actions. The purpose of creating multiple scenarios is intended to help us as a university community, understand the impacts of potential changes different levels of reductions upon what we do and how we do it. These scenarios will then be considered in university wide discussions as we prepare our 2010-11 budget plans. The budget plans must be built within full consideration of our university mission and our strategic goals and priorities. It is assumed that Division goals will be based on continuing University activities needed to serve the student population (adjusted to new target levels), meet campus operational requirements, and preserve the quality of critical programs and services as much as possible. Reductions should not be "horizontal" or across the board

but should be “vertical” or more targeted in nature. Reductions should not be made by offering up O&E money on a permanent basis. Also, reduction recommendations should seek to preserve the core of our liberal arts nature as an institution.

Timeline

February 18, 2010	Budget Call for Fiscal Year 10/11 general operating fund budget scenarios from each Division.
March 25, 2010	Division budget scenarios due to the Budget Office
March and April	Deliberations and discussion of scenarios with UBAC, UEPC, and other University constituencies to provide tentative budget recommendations
April 30, 2010	Recommendations to President from UBAC, and other University and Community constituencies
May	Campus Submission to Chancellor’s Office and President’s Preliminary allocations to Divisions

Attachments

Attached to this request are all of the forms and templates needed to complete your budget planning exercise. The Campus Budget Office will provide you with electronic versions of the hard copy attachments to this request. For assistance, in completing the budget scenario request, please contact Michelle Legg, University Budget Manager or Jeanetta Hazelwood, Associate Budget Analyst.

Cc: University Budget Office