

Budget Manager's Meeting
Agenda
Tuesday, May 18, 2009 (9:00 AM)

----- *FY 2008-09* -----

- **FY 2008-09 Budget Restrictions**
 - OSBM memo dated April 9, 2009
 - Link to Budget Office website:
<http://www.uncw.edu/ba/finance/Budget/08-09BudgetRestrictions.html>
 - Most likely will not end on July 1, 2009 ... Could go well into FY 2009-10
 - Exceptions being handled rather quickly by Chancellor / OSBM
 - Do not waste your time if exception not authorized...we will not send it up to OSBM
 - Accounting / Travel / Purchasing / Human Resources cc'd on my responses back to requesting office
 - Timing of exception approval determines which month we can actually pay the invoice / travel reimbursement, etc.
 - Hiring against vacant positions
 - VC's have discussed alternative funding solutions

- **FY 2008-09 Flexible Furlough Program**
 - 0.5% pay cut in May & June
 - Pay cuts apply to all funding sources !!!
 - Link to Budget Office website:
<http://www.uncw.edu/ba/finance/Budget/FlexibleFurloughProgram.html>
 - Link to Human Resource website:
http://www.uncw.edu/hr/flexible_furlough.html
 - HR has the lead on this issue...direct all questions to them
 - Employees / Pay Actions that ARE affected by the pay cut:
 - SPA employees
 - EPA employees (9-, 10-, 11-, 12-month)
 - Hourly non-student temps (unless intermittent)
 - RIF'd employees
 - Time-limited employees
 - Employees on FMLA
 - Part-time faculty
 - Faculty on phased-retirement
 - Employees on H1B visas, if hired above prevailing wage

 - Employees / Pay Actions NOT affected by the pay cut:
 - Work study, student temps, graduate assistants
 - Hourly non-student temps who are intermittent
 - LWOP status in May and June
 - Longevity
 - Workman's / unemployment compensation
 - Short-term disability
 - Law enforcement supplement
 - Severance pay
 - Overtime, shift premium, on-call, call-back
 - Summer School stipends for permanent faculty
 - Pay stub – earnings code (FRL) will show the amount reduced
 - Furlough time off – university exploring options
 - Pro-rated if less than full-time
 - SPA temps – additional guidance from JoAnn McDowell
<http://www.uncw.edu/ba/finance/Budget/documents/SPATemporaryEmployeesFlexibleFurloughReductions.pdf>

- **Year End Negatives**
 - No fund can end in the red.....if so, come see us ASAP
 - No negative budget pool lines...in General Funds
 - Look at the Lapsed Salary report.....if positions are negative, ok, but they can't be sending the salary lines negative in your funds

- **Cost Redistributions**

- Due to Budget Office **NLT Noon June 22, 2009**

----- *FY 2009-10* -----

- **FY 09-10 Special Fund Budgets**
 - Packages were due to my office last Friday (5/15)
 - AA, IT, SA, UA – done
 - PS, Athletics, OIP – working w/ my office
 - BA – still missing a few
- **FY 09-11 Budget Reductions**
 - 7% budget reduction scenarios addressed by Cabinet / VC's
 - Strategic, rather than “across-the-board” reductions taken
 - Reassignment Plan
 - HR finalizing reassignment plan
 - Supervisors should be notified w/in next few weeks
 - RIF's – Chancellor has made it clear she wants to avoid at all costs
 - Final cut % will determine whether RIF's will happen
 - House --- talking of cuts in the 12 – 20% range / Senate – about 5%
 - Nothing more specific to report
 - Will still have to be debated in Conference
 - Cuts greater than 7% a real possibility
 - Vice Chancellors will address when we get more firm information
- **FY 2009-10 Annual Allocation Process**
 - Has been delayed (reference my May 5, 2009 email)
 - Need to balance new / existing funds against commitments / budget reductions
 - FY 09-10 CITI funds – all items approved by BOT / BOG still expected to be funded
 - Exception – no salary increase funds
 - Will be tied to strategic priorities being developed by Planning Council
 - Expect guidance to be very specific
 - We will be using the automated system again

----- **Miscellaneous** -----

- **HR Online Action Reminder**
 - Please make sure you have adequate budget in your trust fund account code salary lines to cover all HR on line actions that need to be approved.
 - When you click the Approve button on an HR On line action, you are also saying there is enough budget to cover the pay action.
 - By doing this, you can avoid processing delays.
- **FY 2009-10 Time-Limited Positions**
 - Excel file sent out yesterday
 - HR 3.30's due to my office June 15, 2009
- **ORG changes**
 - HR 3.30's / budget revisions -- Due June 1st for a 7/1/09 change
- **Future Budget Managers' Scheduled Meetings**
 - Tuesday, July 21, 2009 9:00 – 10:20 AM AL 215
 - Tuesday, September 22, 2009 9:00 – 10:20 AM AL 215
 - Tuesday, November 17, 2009 9:00 – 10:30 AM AL 215