

**Budget Manager's Meeting
Agenda
Monday, November 19, 2001**

- Salary Increases
 - Eligible if on payroll June 30, 2001
 - Must get \$625 (or prorated share if FTE < 1.00)
 - SPA (\$625) - effective July 1, 2001 - in October paychecks
 - SPA (\$150K from HR)
 - Normally do equity study by job classification
 - This year targeted those personnel with salary < \$30,000
 - Offset for increased health care costs
 - Effective October 1, 2001 - in November paychecks
 - EPA (BD-119) - effective July 1, 2001 - in November paychecks

- Travel restrictions - excess lodging
 - Restrictions lifted effective November 1, 2001

- FY 01-02 Permanent Reductions (\$1.3M)
 - Funds removed from your base budgets to start year
 - If cut SPA/EPA positions to meet reductions
 - Cannot "backfill" position
 - Must abolish position and create new one

- 4% "one-time" reductions (FY 01-02)
 - Total funds being held by Budget Office = \$2.4M
 - Don't actually give funds to state budget until close out fiscal year
 - Nov 1, 2001 memo from UNC-OP
 - Count on 2.7% cut, but plan for 4%
 - If actual cut less than 4% - will "return" funds to divisions
 - VC's will decide
 - Don't expect answer until late Jan/early Feb
 - Can "swap" cuts if needed

- 2% permanent reductions (FY 02-03)
 - Chancellor's request at last cabinet meeting
 - "Expected" reduction - not firm yet
 - Cuts based on permanent base budgets (all object codes)
 - Responses due to me - **Friday December 7, 2001**
 - with impact statements
 - Target: promulgated via email later today

- 95% expenditure targets (FY 01-02)
 - Based on legislative language surrounding the permanent reductions taken this fiscal year
 - Target = FY00-01 expenditures * 95%
 - Travel (oc: 31xx)
 - Temp wages (14xx)
 - Contracted services (1990)
 - "Swap" target with another division if can't live within yours