

**Budget Manager's Meeting  
Agenda  
Tuesday, July 15, 2008 (9:00 AM)**

- Introduction of CFO / VCBA
- Diana Rivenbark – University Training update

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

- **FY 08-09 General Funds Budget**
  - Expansion:
    - enrollment increases (\$34M)
    - salary increases
      - EPA / Faculty -- 3%
      - SPA -- 2.75% or \$1,100 (whichever is greater)
    - distinguished teaching professorships (\$4.6M)
    - faculty recruiting and retention fund (\$3M)
    - campus safety (\$6M recurring; \$9M one-time)
    - graduate tuition remissions (\$1.5M)
    - research competitiveness (\$1M)
    - regionalization (\$500,000) -- UNCW's Onslow County program
    - fire sprinklers in residence halls (\$10M)
    - repairs and renovations (\$69M)
  - capital budget provides:
    - \$4.32M to plan the allied health and human sciences building
    - \$4.3M to design and construct a research oyster hatchery at the Center for Marine Science, in conjunction with the Division of Marine Fisheries
  - Reductions:
    - mgmt flexibility reduction (\$16M)
      - UNCW -- probably between \$500K - \$1M
      - added to \$290K from long-session ('07/08)
    - inflationary increases (utilities, library mat'ls, eqpt)
    - building reserve slippage (SON)
    - tuition surcharge (\$400K)
- **FY 2008-09 Annual Allocation Process**
  - Virtually no resources available (\$20M in requests over 5 years)
  - Analysis being done by my office (next several weeks)
    - Discussions w/ submitting offices / budget managers
    - Short turnaround on questions asked
    - Allocation tied to university priorities
  - Budget reductions need to be addressed / tied to allocation process
  - Process may take several months to complete ???
  - Facilities
    - need special project form before they can evaluate requests
- **FY 2008-09 EPA Salary Increase (BD-119) Process**
  - No change to overall process
  - Spreadsheets – expect them by Monday (7/21) for 6/30 verification
  - No guidance yet from UNC-GA, but expect September payroll
- **FY 2008-09 Time-Limited Positions**
  - EPA – all have been received (thanks !)
  - SPA – still need the following:
    - Academic Affairs
      - Psychology (# 7656)
      - Grants (# 8202, 7580)
    - Business Affairs
      - Warehouse (# 7521)
      - Post Office (# 7615)

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

- **FY 09-10 Tuition / Fee Increase Processes**
  - Expect guidance in August / September timeframes
  - Processes won't change significantly (if at all)
  - Expect tuition increases to be more closely tied to UNC Tomorrow
  
- **FY 09-11 Biennial Budget Process**
  - No guidance yet from OSBM or UNC-GA
  - Biennial Expansion --- most likely only tied to UNC Tomorrow

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

- **University Budget / Planning Calendar**
  - Been updated on website
  - Still some "tentative" dates, pending external guidance
  
- **Revised HR 3.30 form**
  - HR / Budget working on finalizing changes
  
- **Flex's / HR 3.30's -- attention to detail, please !!!**
  - Getting sloppy again
  - Descriptions getting weak
  - 3.30's & flex not together
  - LOOK AT THE SYSTEM (Banner HR) / Lapsed Salary Report
  - Will be sending back to originator
  
- **Benefits Budgeting (Judy)**
  - handout
  
- **Budget Workshop Training (integrated w/ Bus Aff Finance training)**
  - BGT 101    Tuesday, October 7        2:00 PM        AL 215
  - BGT 102    Thursday, October 9        2:00 PM        AL 215
  - BGT 103    Tuesday, October 14        2:00 PM        AL 215
  - BGT 104    Thursday, October 16        2:30 PM        AL 215
  - BGT 105    Wednesday, October 22        2:00 PM        AL 215
  - BGT 106    Tuesday, October 21        9:30 AM        AL 215
  - BGT 107    Wednesday, October 15        2:00 PM        AL 215
  
- **Future Budget Managers' Scheduled Meetings**
  - Tuesday, September 16, 2008        9:00 – 10:30 AM        AL 215
  - Tuesday, November 18, 2008        9:00 – 10:30 AM        AL 215