



MEMORANDUM

To: All Departments

From: Carin Ioannou, Sr. Dir. of Business Affairs

Date: January 20, 2010

Re: 2010-2011 Budget Reduction Scenarios

The State Budget Director, Charles Perusse, has requested budget cut scenarios for **permanent** reductions of 3%, 5%, and 7% from all state agencies. For UNCSA, 3% is \$842,685, 5% is \$1,404,476, and 7% is \$1,966,267. The amount we will need from your department is on the attached Excel file. Reduction strategies should address the following:

1. Eliminating duplicative and underperforming programs
2. Streamlining and consolidating of programs, offices and services
3. Reducing operating funds due to service efficiencies
4. Reducing layers of management and administration
5. Budgeting receipts where appropriate to offset appropriation requirements

The attached file will provide you with target amounts and worksheets for your 3%, 5%, and 7% scenarios. There is also an example to assist you. Please provide as much detail as possible to explain each cut and what impact that will have on your department. If your department was targeted for the current year's 5% holdback, that will be listed as well. Some departments may choose to revert the items already specified as permanent for next year. Other departments have stated they need to identify new items because they need the items held back this year in their budgets next year.

The State has yet to determine its cash status from the revenues from the holiday season and the upcoming income tax deadline in April. Therefore, please note that this is an exercise. We will give you a chance to make last minute changes if UNCSA is notified of a definite cut.

Your scenarios should be emailed to Sue Miller at suemiller@uncsa.edu no later than February 5th. I will then meet with COO Burnette and Interim CAO Jenkins to discuss the departmental submissions. Once the reduction scenarios are reviewed, the Chancellor will receive a consolidated report for his approval and submission to the Office of State Budget.

As always, should you have any questions Sue Miller and I will be available for assistance.

Cc: Burnette
Jenkins
Miller