

UtahStateUniversityEastern

To: All Employees and Officers of Student Government
From: Budget Council
Subject: Budget Process
Date: November 20, 2017

Budget Requests

Each year, the University goes through a budget planning process to review available funds, gather input from employees and student government, and set priorities for the coming year. All full-time employees and student government officers are invited to make budget requests for projects or expenditures that they believe are important. This budget process is one of the main forms of shared governance at Eastern. All employees and student government officers have the opportunity to recommend and promote changes in the University's operations.

Budget requests are either *one-time* requests (paid for out of the current year's budgets and do not repeat in upcoming years) or *ongoing* requests (require a year-to-year flow of funding). Examples of one-time requests are upgrades or repairs to facilities, instructional technology enhancements, equipment, and specific training or travel expenditures. Examples of ongoing requests are new academic programs, permanent increase in operating budgets, new employee positions, and ongoing subscriptions. Please think creatively and constructively, and bring your ideas forward as budget requests.

To make a request, full-time employees and officers of student government will fill out the attached request. Once the request is filled out, please email a copy to your AVC/VC and Donna Blake. AVCs/VCs may later discuss the requests with you, help finish the forms, make priority rankings of requests from all of those they supervise, and submit the prioritized list to the Budget Council. The Budget Council will then use the requests and priority rankings to make final budget decisions.

Student Government Recommendations on General Student Fees

The Student Governments at both Price and Blanding review allocations of the general student fees and submit recommended changes to the Budget Council by January 18.

Faculty Council Recommendations on Faculty Lines

The Faculty Council is invited to recommend changes in faculty positions. By January 18, the Faculty Council is asked to make written recommendations regarding these questions:

1. What new faculty positions (additions) should be considered, and in what priority order?
2. What changes in faculty positions (discontinuations, re-allocations) should be considered?

Calendar

Following are deadlines and description of the Budget Council's work:

- November 20: Distribute *Budget Process Memorandum* and *Request Forms* to all campus employees and officers of student government, soliciting their budget requests (due January 16).
- Dec-Jan 12: VCs and AVCs meet with the employees they supervise regarding budgetary needs, review student fees, lab fees, and tuition schedules, and solicit requests.

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- Dec 7: The Finance Officer, Donna Blake, gives a past year budget overview, and Budget Council reviews past-year budget projects.
- January 12: REQUEST DEADLINE: All budget requests from employees are due to AVCs for review and ranking.
- Dec-Jan 16: Greg Dart and Garth Wilson work with student organizations on recommended alterations to student fees (if any) and budget requests and submit fee-change recommendations by January 18. Recommended changes in fees should include this year's required change in library fees.
- January 18: VCs and AVCs rank one-time and ongoing requests from the employees and student officers they supervise (a prioritized list of one-time requests, and another prioritized list of ongoing requests), and present the lists to the Cabinet for review. Faculty Council submits its recommendations to the Budget Council.
- January 25: At Budget Council meeting, AVCs present and explain their priority lists to the Budget Council. Budget Council combines the multiple priority lists into a single, combined list of institutional priorities.
- February 2: Cabinet finalizes the student fee allocation and submits to Logan.
- February 8: Budget Council reviews budget projections of one-time and ongoing funds.
- March 1: Budget Council meeting regarding possible tuition and student fee adjustments and ongoing and one-time requests.
- March: Regents provisionally set Tier 1 and 2 tuition levels.
- March 5: Chancellor holds the *Truth in Tuition Hearing*, if Regents recommend Tier 2 adjustments.
- March 8: Final day of legislative session, at which point tuition changes and legislative budget adjustments become official.
- March 15: Final Budget Council meeting to finalize budgets in light of legislative adjustments.
- April 4: Budgets due to Logan. Chancellor announces results to all employees.