

Budget Office

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MEMO TO: State and IFR Account Managers

FROM: Clark M. Foster, Budget Officer

CC: John A. Ettlting, President
John R. Homburger, Vice-President for Administration
Robert E. Golden, Provost and Vice-President for Academic Affairs
William D. Laundry, Interim Vice-President for Student Affairs
Anne Hansen, Vice-President for Institutional Advancement

DATE: November 26, 2007

SUBJECT: 2008-09 Budget Call Letter

Welcome to the 2008-09 budget year! Because SUNY started its process earlier, (*campuses had to submit a 2008-09 budget needs analysis to SUNY by August 25, 2007*) *campuses have a better idea of the budget assumptions SUNY is using to build its budget request.*

At Plattsburgh, the Budget Office has prepared an estimate of our 2008-09 core operating budget. The estimate has two components. The first is Plattsburgh's share of taxpayer support. This is based on SUNY's Budget Allocation Process (BAP) which factors in our planned enrollment targets and other formulas for estimating contractual salary increases, mandatory costs and inflation. The second component is our revenue estimate which is based on our planned student enrollment and estimated increases in tuition and other fee rates. The assumptions built into this include:

- Budgeted AAFTE student enrollment increase of 183 from 5,417 to 5,600 AAFTE
- Full state funding for budgeted AAFTE student enrollment
- 3.4% tuition increase based on Higher Education Price Index (HEPI)
- 3.4 % General OTPS/Library acquisition inflationary increase
- 0.0% utilities increase
- Elimination of most temporary sources of funding
- Funding for new faculty/staff
- Elimination of PSR Savings
- Assumes no additional PSR increases (additional funds to be added when bargaining unit contracts are settled)
- Campus scholarship levels remaining the same

2008-09 is a remarkable year! Because of anticipated enrollment funding and tuition increases, we are able to eliminate the use of temporary funding sources, at least most of them. In addition, we have fully funded our PSR lines by eliminating both the offset FTE (-10) and PSR savings commitment of \$1,080,000. Basically this means we have used a significant portion of the budget increase to permanently pay ourselves back. Nonetheless, after taking this payback into account, each Division will still have its share of HEPI inflationary funds to distribute to its accounts.

The total estimated core operating budget for 2008-09 is **\$52,400,600**. This number has been further broken down into budget targets for each division. Each Vice-President is being asked to ensure that their total divisional budget request equals their estimated target amount.

As always, the campus will ensure that our budget reflects our campus strategic planning priorities. Plattsburgh's planning documents (*Campus Strategic Plan, Strategic Initiatives, Memorandum of Understanding (2005-2010), Academic Plan, and Comprehensive Enrollment Management Plan*) will continue to serve as guides in preparing and reviewing our budget requests.

Each department should review its core-operating budget to determine the basic level of support (allocation) required to cover essential departmental operating needs for a full 12-month academic/fiscal year. Please provide as much detail as possible, using the campus BANNER budget process, to support your departments budget request. Better information leads to better decisions.

2008-09 Budget Preparation Information

2008-09 Budget Completion Calendar

Nov 26, 2007	Budget Call Letter to VPs, Deans, and Departments
Dec 21, 2007	State Account (Departments) and IFR budget requests completed on Banner and forwarded to Deans or Directors
Jan 18, 2008	Deans & Non-Academic Affairs Directors complete review of departmental State and IFR budget requests and forward to VP's
Feb 1, 2008	VP's complete review of their divisional budget request
Feb 15, 2008	Presidents Cabinet completes initial review of campus budget request
Mar 7, 2008	Presidents Cabinet consultation with Resources and Planning committee
Mar 14, 2008	President's Cabinet completes review of campus budget request.
Apr 1, 2008	President's review & final approval of budget
May 14, 2008	May Planning Days, Report on 08/09 Budget

Please make every effort to adhere to the budget deadlines. It is extremely important so that budget decisions and actions can be made in a timely manner.

Instructions for completing your 2008-09 budget requests are included in a separate attachment. Thank you in advance for your cooperation and please email me at clark.foster@plattsburgh.edu or call me at extension 3601 should you have questions, concerns or comments.