

**MEMORANDUM**

**TO:** Deans, Directors, Other Administrative Leadership

**FROM:** Marilyn Sheerer  
Provost and Senior Vice Chancellor for  
Academic and Student Affairs

Phyllis H. Horns  
Interim Vice Chancellor for  
Health Sciences

**DATE:** January 23, 2009

**RE:** Implementation Guidelines for Budget Reduction:  
Divisions of Academic and Student Affairs and Health Sciences

As you are aware, the Office of State Budget and Management (OSBM) has issued stringent guidelines to state agencies increasing the 2008-09 budget reversion requirement to 7%. In addition to the guidelines issued by OSBM, Chancellor Ballard and Vice Chancellor Seitz have issued specific guidelines for ECU in this regard. The OSBM guidelines provide some flexibility to the universities in certain areas, which have been incorporated into the attached "Implementation Guidelines for Budget Reductions: Divisions of Academic and Student Affairs and Health Sciences" (Implementation Guidelines). Also attached is a copy of the OSBM guidelines, along with the ECU Guidelines issued by Vice Chancellor Seitz.

We have attempted to provide as much flexibility as possible while responding to the OSBM requirements. Please note that these guidelines specify prior approval at the Chancellor, Vice Chancellor or Dean level for certain types of expenditures. This approval authority may not be delegated further. The Vice Chancellors and Deans will have final approval authority except for personnel actions as noted in these implementation guidelines and as related to direct reports of the Vice Chancellors. For those actions requiring such approvals, it will be necessary that you maintain adequate documentation for audit purposes.

While this immediate budget crisis is focused on the current 2008-09 fiscal year, it is anticipated that the Governor and General Assembly will continue to face budget challenges as they work on crafting the 2009-11 budget. Therefore, our continuing budget planning for a reduced 2009-11 appropriation must stay on track. As indicated by Chancellor

Ballard, "Vice Chancellors and Deans are responsible for protecting our strategic priorities. I expect to see that the commitments we have made in ECU Tomorrow and in our responses to UNC Tomorrow are protected." Even if an exception is granted for a specific situation, the general budget reduction requirement for the college and division must still be met.

As specific questions arise regarding these implementation guidelines, we will attempt to put together a FAQ (Frequently Asked Questions) for distribution at a later date. In addition, we anticipate posting as much information as possible on our respective web sites and will send the URL as soon as possible.

Questions related to personnel actions (searches, hiring, separations, etc.) should be directed to Ruth Ann Cook in the Division of Academic and Student Affairs or to Lisa Sutton in the Division of Health Sciences.

Questions related to purchasing, travel, or accounting transactions should be directed to Joe Gaddis in the Division of Academic and Student Affairs or to Gary Vanderpool in the Division of Health Sciences.

Questions related to purchasing, travel, or current transactions related to external grants, start-up funds, internal research awards, and grant matching funds should be directed to Andrea Harrell in the Division of Research and Graduate Studies.

Specific questions regarding ECU's guidelines issued by Vice Chancellor Kevin Seitz should be addressed to Anne Jenkins at 737-1133 or [Jenkinsa@ecu.edu](mailto:Jenkinsa@ecu.edu)

It will be necessary for us to work closely together in meeting ECU's required budget reversion/reduction and we are very appreciative of your help and cooperation.

cc: Chancellor Steve Ballard