



Office of the President

TENNESSEE TECH

MEMORANDUM

TO: Academic Deans, Administrative Officers, Chairs and Directors

FROM: Dr. Philip Oldham, President

DATE: February 5, 2019

SUBJECT: Budgeting Updates

Typically around this time each year, I send out a memo prepared by the Budget Office containing instructions on the preparation of the FY 2018-19 Current Estimate and FY 2019-20 Proposed Budgets. This year I've asked the Budget Office to provide more comprehensive budgeting instructions that you will find attached to this memo.

As most of you know we have had a small group of faculty and administrators working on a 5-year strategic financial plan for the University. This process was undertaken with the support of our Board of Trustees with the expectation the following outcomes would be achieved over the 5-year timeframe:

- Find ways to contain tuition increases and maintain quality
- Develop new business models that are more sustainable than current ones
- Develop expertise in scanning the market and implement innovative programs that meet market needs
- Improve processes to be more productive
- Experiment with and implement creative new delivery modalities

Effective with the Proposed Budget cycle for fiscal year 2019-20, departments/units have an opportunity to propose new initiatives for inclusion in the Proposed Budget. Any new requests that you might want to consider should be vetted against the expected outcomes listed above. Additionally, I encourage you to look within existing resources for potential reallocations to support these initiatives as preliminary enrollment projections indicate new resources will be limited.

Departments/units should submit their requests no later than March 1, 2019. Once all new and reallocation requests are received, the process of reviewing and prioritizing new initiatives will be based on multiple factors, including the University's strategic plan, enrollment data, budget model target margins, new programs, department priorities, and resources availability.

Thanks for all your assistance with the budgeting processes each year,