



# FY2021 Unit Budget Development Guidelines

## Overview

Idaho State University is facing several budgetary challenges in the near term. Our structural deficit of \$6 million will increase due to enrollment-related tuition and fee shortfalls. Additionally, the State of Idaho has held back 1% appropriation for all state agencies in FY 2020 and plans to hold back an additional 1% in FY 2021. An expected tuition rate freeze and 1-2% CEC without a fund shift further compounds our challenges.

Fortunately, we have strategically planned to rely on some cash reserves over the next few years while a new and more sustainable budget model is developed. We are also actively focused on recruitment and retention of our students as our primary mission. We have discussed this plan with the State Board of Education, and they are supportive of this approach.

While our reserves are sufficient to bridge some of these near term challenges, they cannot be our only balancing strategy; we need to begin developing budgets that support long-term fiscal sustainability.

Rather than imposing a centrally-developed budget reduction or across-the-board budget cuts, we are asking all units to develop options and ideas that will contribute toward realizing this University-wide goal by June 2022. The FY 2021 budget development process will provide a framework for capturing budget savings and also investment in essential needs and priorities.

## FY 2021 Budget Development Parameters and Guidelines

- Please consider all planned and anticipated funding needs when developing FY 2021 budgets, including salaried positions, irregular salaries, operating and capital expenditures. Opportunities for mid-year adjustments will be limited to only those opportunities and needs that could not have been reasonably anticipated during the budgeting process.
- Budgets should be developed through collaborative engagement with unit faculty and staff. Academic Deans are expected to engage with chairs, faculty, unit heads, and staff throughout the development process. And non-academic Vice Presidents are expected to engage with directors and staff to support this process, as well. [Academic Unit Budget Development Engagement Plans](#) are due to the Provost's Office on or before January 17, 2020.
- Base salaried position budgets will include all currently-occupied positions plus previously approved vacancies. Units will have the opportunity to review and hold open previously approved vacancies. Any new position requests will be considered as part of the comprehensive budget development process.