

UNIVERSITY OF WYOMING

Office of Academic Affairs

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To: Warrie Means, Cheri Frank, Megan Degenfelder, Doug Vinzant, Don Richards,
Robert Aylward, Ben Blalock, Bill Gern, Sara Axelson, Tom Burman,
Academic Deans and Directors

From: Myron Allen

Subject: Budget planning for the 2013-2014 biennium

Date: 22 November 2011

Copy: President Tom Buchanan

This memo outlines a process through which UW will respond to the request by the Legislature's Joint Appropriations Interim Committee for budget reduction scenarios for the 2013-2014 biennium. On November 4 that committee asked all state agencies to prepare plans for five- and eight-percent reductions in general fund appropriations. Subsequently, the Governor reiterated those directions, asking also for plans for two-percent reductions. *UW must submit these budget reduction scenarios to the Governor no later than Friday, December 16.*

Although this deadline is near, I would like UW's response to benefit from input and perspective from the UW community. To accommodate the tight schedule, I propose building on work that 11 constituency groups developed in preparation for the budget reduction that UW underwent in 2009. In UW's current organization chart, these constituency groups are as follows:

- Associated Students of the University of Wyoming
- Faculty Senate
- Staff Senate
- Division of Administration
- Division of Government and Community Affairs
- Division of Information Technology
- Division of Institutional Advancement
- Division of Intercollegiate Athletics
- Division of Research and Economic Development
- Division of Student Affairs
- Deans and directors in the Division of Academic Affairs

In April 2009, each group submitted a "white paper" that identified core elements of UW's mission, high-priority activities that support the core, and enhancements. Each constituency group had an opportunity to discuss the principles that should govern budget reductions at the institutional level.

For the current process, I invite each constituency group to undertake the following tasks:

1. Review the group's 2009 "white paper," along with other materials developed in connection with the 2009 budget reductions. These documents are retrievable on the Academic Affairs website at the following URL: <http://www.uwyo.edu/acadaffairs/plans/Budget-2009.html>.
2. Review other information about UW's budget, also retrievable on the Academic Affairs website at the following URL: <http://www.uwyo.edu/acadaffairs/plans/budget-planning.html>
3. Develop a one- to two-page memorandum, addressed to me, containing any updates or fresh perspectives on budget reductions and focusing on key principles that UW should follow if reductions are required.

Because President Buchanan must submit UW's plans by December 16, I would like to receive these memoranda, in .pdf format via email to me, no later than *Friday, December 9*.

I recognize the difficulty of providing thoughtful analysis within such a short time frame. However, UW has no practical alternative to meeting the Governor's deadline in good faith, and I welcome the best thinking you can offer on this task. We won't know what UW's budget for the 2013-2014 biennium will be until the Governor signs the Legislature's budget bill in March. But in the meanwhile, as legislative deliberations unfold, President Buchanan will make the strongest possible case for the budget requests that UW submitted this past August.