To: Todd Barre  
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From: Chih Loo

Date: July 3, 2019

Subject: Staff Vacancy Dollars – Block Allocation by Division

As you know, President Altenkirch introduced the budgetary guidelines of centralization of faculty and staff vacant pool two years ago, with the ultimate goal of capturing the departmental vacancy credits centrally, and indirectly shifting the year-end savings from the departments to the central University reserves.

President Dawson has directed the Budget office to change this budgetary policy to a “block allocation” model:

- The Budget Office will continue to monitor and capture vacancy credits, however, these vacancy credits will be pooled at the division level.
- The vice president for each division is responsible for the utilization of the “block pool”. Under no circumstances will the division exceed the “block allocation”.
- On a biweekly basis, the Budget Office will distribute the current vacant position listing to the respective vice president for his or her division.
- On a rare occasion, when a special need arises and the “block pool” is exhausted, and new money is needed, the vice president will request the funding needed during the next budget development process. If approved by the President, recurring budget will be added to the division base on October 1 in the next fiscal year.
• At the end of the fiscal year, any unused vacancy credits will be retained at the vice president level. The vice presidents may decide to allocate these vacancy credits to departments or retain at the vice president level for future investments.
• The President will no longer sign every personnel action approved and submitted by the vice presidents.
• The revised guidelines above are for state-accounts only. There will be no change for externally funded (federal) accounts.

The new budgetary policy will be effective immediately and the University will implement this on a one-year trial basis. We will re-assess to see if these changes result in improving operating efficiency.

Please let me know if you have any questions.

cc: President Dawson