

Monitoring:

ETSU has planned a pro forma budgetary strategy for addressing the projected additional January 2009 appropriation reduction of 5% (that is, a reduction of \$2,992,700), and that plan will require—in addition to the possible use of some part of the University’s required 2% Reserve—that we achieve current year reductions in personnel costs of \$1 million and in operating costs of an additional \$1 million. In order to assure that the University meets those two requirements of the reduction, the Task Force has proposed that the Vice President for Finance and Administration carry out a **monitoring protocol** that includes the following:

1. Each Vice President will provide the VP of Finance and Administration an initial list of reductions in budgeted 2008-09 personnel and operating costs by Friday, November 14.
2. The VP of Finance and Administration will provide periodic reports detailing the status of the required reductions to appropriate constituents.
3. Each Vice President will continue to identify reductions during the fiscal year and will report them by memorandum to the VP for Finance and Administration on or before the last day of each month.
4. The VP for Finance and Administration will continue to monitor the University’s progress in identifying the required reductions in Personnel and Operations cost.
5. If the trend does not indicate that specific reductions have been identified to accomplish meeting the required targets, more direct actions will be taken (e.g., freezing expenditures in defined areas) to ensure that they are met.
6. All academic and administrative units will be encouraged to achieve maximum end-of-year fund balances that—as rollout—could mitigate challenges associated with our 2009-10 budget.