



Louisiana State University System

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Chief Financial Officer

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TO: LSU System Chief Business Officers

FROM: Wendy C. Simoneaux, CFO

SUBJECT: 2011-2012 Operating Budget

DATE: July 5, 2011

The Board of Supervisors will consider the FY 2011-2012 operating budget at the August 26, 2011 meeting. At that time, I will make a presentation to the Board summarizing the significant issues in the budget. The printed FY 2011-2012 operating budget will again consist of the budget forms issued by the Board of Regents. Please e-mail me all budget materials at wendys@lsu.edu and a copy to Mr. Willis Brewer at wbrewe3@lsu.edu **no later than July 29th** for the mail-out to the Board on August 18th.

Operating Budget:

The forms, detailed instructions for completion, and the memorandum for the “formula institutions” from the Board of Regents are available on the following website:

<http://regents.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=347>

The BOR forms and process are the same as those submitted last year with two exceptions:

The first is an inclusion of a new form (BOR3-A). This form is being included in the electronic workbook to detail the “other” categories in regard to the revenues on the BOR-3.

The second change is that an electronic version of the BOR-5 must also be submitted with the electronic workbook. Please note that the BOR3-A is the only form where lines can be added. All other forms should not be modified or edited.

In addition to the BOR-1, BOR-2, BOR-3, BOR-3A, BOR-4, BOR-5, BOR-6, ATH-1, and ATH-2, the System is again requiring the BOR-4A in electronic format.

For your information, please find attached the file entitled “TOTRE2011K_HB1_mailout_7-5-2011” which details the ending FY 10-11 and beginning FY 11-12 operating budget that should be used in your budget submissions.

The Health Affairs and Medical Education Division will work with the Health Care Services Division on submissions and timelines.

Tuition and Mandatory Fees:

The mandatory tuition and fee survey is the same as last year's survey and the form and memorandum from the Board of Regents are available on the following website:

<http://regents.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=87>

The annual amount provided should include only Fall and Spring Fees and not include summer or intersession.

Maximum Support for Athletics:

Although the LSU System does not encourage the use of state funds to subsidize athletics, the amount of maximum state support for FY 2011-2012 pursuant to the Board of Regents policy has not yet been released and will be forwarded to you once received.

FY 2011-2012 LSU System Salary Reporting and Guidelines:

In recognition of the continuing fiscal challenges in FY 11-12 and the Governor's request to the System as provided by section 2 of executive order BJ 2011-9, the LSU System will once again suspend merit increases for unclassified employees. In addition, the System will extend its hiring freeze for the new fiscal year. Exemption requests should follow current procedure and should focus on those positions that are considered critical to the institution. Requests for salary adjustments on a case-by-case basis should follow PM-69 Section VII guidelines.

New this year, and as a response to House Concurrent Study Request No. 5 of the 2011 Legislative Session, each institution must provide for administrative employees (those coded as a primary function of not instruction or research in the EMPSAL database) who are paid in excess of \$99,999 per year a salary comparison of that person's position in accordance with the provisions of PM-69 section VII A. The salaries should be validated with all available information, including but not limited to information provided by the latest College & University Professional Association for Human Resources (CUPA-HR) survey.

If you have any specific questions, please do not hesitate to contact Wendy Simoneaux at wendys@lsu.edu or Willis Brewer at wbrewe3@lsu.edu.