

**East Carolina University**  
**Non-Recurring Budget Management Guidelines**  
**2008/09**

To deal with the possibility of a state revenue shortfall and to ensure that the budget is balanced, the Governor through the Office of State Budget and Management (OSBM) has implemented a 2% non-recurring appropriation budget reduction for all state agencies, including the UNC System. This action translates into approximately a \$5 million reduction for East Carolina University (ECU). Furthermore, OSBM plans to monitor the situation monthly and adjust budget management strategies appropriately. This could result in the budget reductions being reduced but conversations with members of General Administration indicate that it is more likely that this reduction will continue throughout the fiscal year and additional non-recurring reductions are possible.

Given these circumstances, the university's leadership has agreed to the following actions to meet the current reduction and prepare for a possible additional nonrecurring reduction. **These guidelines apply to transactions involving state funds only.**

- All vacant positions, including those resulting from new funding in 2008/09 must remain vacant until at least January 5, 2009. All savings from these positions will be used to meet the 2% non-recurring reduction and any possible additional reduction in 2008/09. Positions for which a written employment commitment has been made may be filled. All other requests for exceptions must be justified and approved by the appropriate vice chancellor.  
To prepare to fill vacancies during the spring semester, recruitment activities for vacant positions may be initiated now with the caveat that a final employment commitment is dependent on the availability of funds.
- All travel, especially out-of-state travel, must be limited as much as possible. In particular, out-of-state travel for staff (non-faculty including non-faculty EPA) will not be permitted. Requests for exceptions must be justified based on the essential nature of the travel (fundraising, admissions, athletic competition, etc.) and approved by the appropriate vice chancellor. In addition prepaid, non-refundable travel may be permitted but must be approved by the appropriate vice chancellor. Out-of-state travel by faculty should be limited to trips deemed essential by the appropriate dean and approved by the appropriate vice chancellor.
- Purchase of materials, supplies, services, furniture, equipment, etc. must be limited to the most essential items. For example, purchases for law enforcement, health care and public safety are approved exceptions to this policy. In addition, expenditures for student financial aid are also an approved exception. Ongoing commitments for items such as subscriptions, maintenance agreements, leases, etc. may be continued.
- Appropriate energy conservation efforts must be increased to reduce utility costs. Information regarding the university's energy conservation efforts can be found at [http://www.ecu.edu/facility\\_serv/energy/energypage.html](http://www.ecu.edu/facility_serv/energy/energypage.html)

The budget management guidelines are in effect immediately and will remain in effect until modified by the Chancellor. While these guidelines are expected to result in some disruption of normal operations, these actions are necessary to keep the state budget in balance. Additional reductions may not be necessary. Requests for exceptions to these guidelines should be addressed to the appropriate vice chancellor. General questions regarding these guidelines should be addressed to Anne Jenkins at 737-1133 or [Jenkinsa@ecu.edu](mailto:Jenkinsa@ecu.edu)