




BOISE STATE UNIVERSITY
VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

MEMORANDUM

To: Matt Freeman, Executive Director
Office of the State Board of Education

From: Mark Heil, Vice President and Chief Financial Officer 

Date: December 13, 2019

Subject: Budget Reductions

Boise State University has developed a plan to address the Governor's request to accommodate a 1% general fund appropriation rescission for this 2020 fiscal year and a 2% reduction in the general fund appropriation for fiscal 2021. This memo outlines the actions the University is planning to take to satisfy these requests.

The University will fund the 1% rescission for FY20 through a reduction in our re-appropriated carryforward. The carryforward reduction will be allocated to each division or college on a proportional basis.

The FY21 reduction will be effectuated through the annual budget process. The total amount of the reduction is determined as follows:

FY20 general appropriation	\$105,196,800
Reduction	<u>2%</u>
	\$ 2,103,936

We have analyzed areas in which budget reductions may occur with the least negative impact on student service and support, focusing on less high-demand programs and areas seeking to identify vacant positions that could remain unfilled.

Anticipated reductions in administrative and operations areas, which represent approximately 29% of the University's general fund appropriation, may include:

- Reduce personnel costs through the elimination or deferral of backfilling vacant positions or backfilling at lower pay grades. These actions will generate approximately \$345,000 in savings.
- Reduce levels of preventative maintenance and upkeep of the facilities on campus. These reductions are estimated to generate cost savings of approximately \$115,000.
- Other reductions in other expenses including subscriptions, memberships, travel, and training. Savings from these reductions are estimated to be approximately \$265,000.

Anticipated reductions in academic areas, which represent approximately 71% of the University's general fund appropriation, may include:

- Reduce teaching positions from the appropriated budget through the elimination of vacant positions and shifting teaching loads to other positions, as well as transfers to other funding sources. These changes are anticipated to remove approximately 6 positions from the appropriated budget and reduce costs by approximately \$390,000. Impacted areas would still strive to retain student access to critical courses.
- Reduce student support positions from the appropriated budget through the elimination of vacant positions and shifting funding sources. These initiatives would remove approximately 5 positions from the appropriated budget and reduce costs by approximately \$380,000. Impacted areas would strive to mitigate the impact on the student experience.
- Reduce library costs through the reduction of one-time book purchases and short-term book loans, and the elimination of certain subscriptions generating approximately \$125,000 in cost savings. To mitigate the impact of this reduction, the University would enhance aid to students and faculty in accessing resource materials.
- Reduce financial support for Boise State Public Radio (BSPR) by approximately \$100,000. BSPR would strive to replace these funds through additional fundraising.
- Reduce support for the Idaho Council on Economic Education through the elimination of a staff position and reduced operating expenses. These reductions are anticipated to total approximately \$90,000.
- Reductions in other expenses including subscriptions, memberships, travel and training. These reductions are estimated to total approximately \$295,000.

cc: Dr. Marlene Tromp, President
Alicia Estey, Chief of Staff and Chief Compliance Officer
Roger Brown, Director of Government and Community Relations
Scott Christie, Financial Manager, Office of the State Board of Education
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