




Office of the President

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**DATE:** April 30, 2015  
**TO:** Deans and Vice Presidents  
**FROM:** Garrey Carruthers, President   
**SUBJECT:** NMSU Las Cruces – FY16 I&G Budget Reduction

The University administration presented and received approval from the Board of Regents on April 6, 2015, to proceed with identified Instruction and General (I&G) budget sources and uses for each of the NMSU campuses for the upcoming fiscal year. As I previously communicated to the campus, the NMSU System must reduce I&G expenditures by over \$9.1 million for next year's budget. This figure and the budget guidelines approved by the Board incorporated a reduction of \$7.2 million for NMSU Las Cruces including \$1.5 million related to fees. Through the work of the Student Fee Review Board, the fee budget adjustments have been accomplished but the remaining \$5.7 million must be achieved through permanent reductions of the Las Cruces campus I&G budgets. Each community college president will establish a separate process to make the necessary budget reductions for their campus.

To initiate the process, I am asking NMSU Las Cruces colleges/units for 1 percent, 3 percent, and 5 percent cut scenarios in their budgeted expenditures. The process followed will be similar to the one-time reduction exercise completed last fall but since we are capturing permanent budget reductions, the format, required information and guidelines have been modified. The Budget Office will be distributing your college's/unit's FY15 budget subject to cut by department and will provide you with the breakdown for each target percentage. In addition, they will provide Guidelines for Budget Reduction Process including required forms along with college/unit specific data to assist you in developing reduction proposals.

Please submit your reduction proposals to the Budget Office, no later than Friday, May 29, 2015. Upon receipt of proposals, the Budget Office will perform a preliminary review of each to ensure accuracy and consistency with established guidelines. Any proposals containing personnel related actions will then be routed to Human Resources for review and compliance with established policies and procedures. The Provost and I will work with the Budget Office to select specific reductions from the proposals to achieve the necessary \$5.7 million target. The final budget reduction proposals will be presented to the President's Academic Council for discussion and input to be considered in finalizing the overall reduction plan.

Once again, I thank you for your cooperation and efforts in making the necessary budget adjustments as together we work to "right size" the NMSU System. Throughout this effort, the Budget Office stands ready to provide whatever assistance your college/unit needs so please do not hesitate to contact them with questions or requests.

C: Dan Howard, Executive Vice President and Provost  
Angela Throneberry, Sr. Vice President for Administration and Finance  
Paula Pierson, Budget Director