

## Budget Realignment Initiative (BRI) Guidelines and Timelines – First Phase FY21 Las Cruces I&G Budget

Now that we have completed the preliminary phase of the Budget Realignment Initiative (BRI) by reviewing budget reduction scenarios, evaluating metrics, and using them to set dollar targets for reduction in colleges and administrative units. The first phase of budget reduction needs to begin by implementing reductions at roughly half of the overall 8% or \$9.4 million goal, over two fiscal years, for budgeted positions and operating budgets. These budget reductions impact our current fiscal year, FY 21 and also FY 22 and will be completed in two planned phases to conclude, January 29, 2021 and April 30, 2021.

All reductions in spending need to be strategic and aligned with LEADS 2025 goals and the adopted budget realignment principles <https://budget.nmsu.edu/budget-resources/>.

The Budget Office will contact each college and administrative unit to identify permanent reductions, including operating budgets and filled or vacant positions to eliminate or, where possible, move to non-I&G funds. The reductions need to match the targeted amount for this first phase for permanent budget reduction established by the BRI. The deadline to complete this work is January 29, 2020. Considerations and provisions include:

1. Use budget reduction scenarios to identify positions for elimination – coordinate with Budget Office
2. Updated vacant position listings will be provided as of the end of each month
  - a. This list will include positions vacated during the hiring pause established July 1 through December 31, 2020 and include employees with a recent retirement date.
3. A list of employees completing Voluntary Retirement Incentive Program (VRIP) agreements will be provided as agreements are signed or by the December 18 as these positions may provide a new budget realignment or reduction opportunity.
  - a. Retirement incentive positions are not to be posted prior to being vacant for three months from the retirement date.
  - b. Exceptions for filling positions vacated by incentive retirees sooner may be made if equivalent resources are available after January 1. This excludes one-time dollars saved from the July 1 to December 31 hiring pause.
4. Although salary savings from the hiring pause will not continue to be swept past December 31, the posting of vacant positions will continue to require Dean or Vice President approval in January and February of 2021.
5. Position reassignments or layoffs included on budget reduction plans will be communicated by the Budget Office to Human Resource Services (HRS) after submission. HRS will then reach out to the college dean or administrative officer to discuss position management. The position reassignment or layoffs must be pre-approved by the appropriate dean or vice president in coordination with HRS before communications with the employee (Please see attached HRS guidance).

6. An updated form is provided on the budget office web site <https://budget.nmsu.edu/budget-resources/> which requires all of the pertinent information to eliminate a position, change position funding to a non-I&G source, reallocate between budgeted positions and operating budgets, or reduce operating budgets.
7. More than one permanent budget reduction form can be submitted to the budget office during this process. The budget office will keep track of the budget reduction amounts towards the college or administrative unit target. These data will be available for review.

College or administrative units should engage their employees to provide input and feedback on the budget reduction approach and plan. Please remember the goal is not just to eliminate positions, but to repurpose position savings as appropriate to realign and budget strategically. Again, these first phase permanent budget reductions need to be completed in the budget office by January 29, 2020.

Additional work is underway to identify opportunities for general reorganization, rightsizing, process improvements, and efficiencies. If you have ideas, please send to <https://leads2025.nmsu.edu/leads-budget-realignment-initiative/>.

For additional information or questions, please contact Andy Burke or Kim Rumford at 646-2431.

Thank you for your hard work on this important budget realignment work for NMSU LC Campus.