

NC State University
Emergency Budget Guidelines
January 20, 2009

Effective immediately and until further notice, NC State has implemented institutional spending restrictions for all state-appropriated funds (projects 201000 – 249999 and 301000-349999). Even if an exception is granted for a specific situation, the general budget reduction requirement for the college and division must still be met. Exceptions requiring Chancellor, Vice Chancellor or Dean approval may not be delegated further.

PERSONNEL EXPENDITURES:

1. Hiring of faculty positions directly related to classroom instruction is permitted, both tenure-track and non-tenure-track faculty positions, using the normal approval process. Hiring of positions in research and/or extension, that are paid entirely from non-state appropriated resources is also permitted using the normal approval process.
2. A vacant position that reports directly to an Executive Officer and that is paid fully or partially from state appropriations, requires the prior approval of the Chancellor before an offer may be extended.
3. All other EPA and SPA positions paid fully or partially from state appropriations require the prior approval of the appropriate Dean or Vice Chancellor before an offer may be extended. Such approval cannot be delegated further.
4. Creation of a new position that is funded fully or partially with state appropriations requires the prior approval of the Provost (for the Provost's units and the colleges) or Vice Chancellor for Finance and Business (for all other administrative divisions). Any such request must describe how the new position will impact the unit's budget reduction strategy for 2009-10 at the 7% level.
5. Salary reallocations to state appropriated funds are not permitted except in the case of a contract or grant that specifically requires retroactive cost sharing or matching.
6. Any salary increases for any reason on incumbent personnel, that include state appropriated funds require the prior approval of the Chancellor, Vice Chancellor or Dean (e.g., retention, promotion, transfer, probationary adjustment, position reclassification, equity adjustment, market adjustment, additional duties, increase in FTE or career banding adjustment.)
7. Any new personal service and fixed term contracts require the prior approval of the Chancellor, Vice Chancellor, or Dean.
8. Current staffing contracts with employment agencies and contractors (e.g., temporary staffing, IT contractors, etc.) are permitted. New contracts require the prior approval of the Chancellor, Vice Chancellor or Dean.

9. Current temporary labor appointments, including students, may be continued. New temporary appointments for longer than 60 days require the prior approval of the Chancellor, Vice Chancellor or Dean. Temporary employees cannot be retained if comparable permanent SPA positions are being reduced-in-force (RIF'd) as part of the unit's budget reduction plan.
10. Recruitment and selection processes may be initiated or continued if a position has not been identified for elimination in the unit's 2009-10 budget reduction plan at the 7% level.

NON-PERSONNEL EXPENDITURES:

No purchase orders or vouchers may be issued for goods or services that will require the expenditure of general fund appropriations except as noted below. Any expenditure that does not meet these guidelines requires the approval of the Chancellor, Vice Chancellor or Dean.

1. Expenditures related to the purchase of supplies, equipment and materials required for classroom instruction are permitted.
2. Expenditures related to the health and safety of employees, students or the general public are permitted.
3. Purchases of computers for new faculty members are classified as permissible expenditures related to the classroom, as they are necessary for class preparation, for responding to student emails and for performing other instruction-related activities.
4. Commitments made to incoming faculty for start-up packages (e.g., scientific equipment, lab renovations and related expenses) should be honored.
5. Postage, printing, copying, telecommunications and other costs should be kept to a minimum and should address required university operational needs.
6. Expenditures that provide matching funds to secure federal or other non-state funds are permitted.
7. Purchases of gasoline, other fuels and other supplies required to operate maintenance equipment and delivery vehicles are permitted.
8. Continuing payments on existing contractual obligations (maintenance contracts, service contracts, insurance premiums, software licenses and ongoing maintenance and repairs) are permitted.
9. Expenditures related to commencement (program printing, postage and other costs) are permitted.

10. Payments of internal charges from campus service units that are related to contractual arrangements that cannot be terminated or are essential to day-to-day operations are permitted.

TRAVEL RELATED EXPENDITURES:

All travel and training funded by appropriations is to be limited to instances involving public safety, public health, job requirements, economic development opportunities and emergency situations related to the custody and/or care of persons for whom the state is responsible. Guidelines are noted below. Any exception to these guidelines requires the approval of the Chancellor, Vice Chancellor or Dean.

1. Travel directly related to delivering classroom instruction is permitted.
2. In cases where the university has already expended significant funds (more than 50% of the entire anticipated cost of the travel) for travel that are non-refundable, the travel is allowed to continue.
3. In-state travel directly associated with the recruitment of potential students is permitted.
4. In-state travel by employees engaged in extension activities is permitted.
5. Travel associated with meetings of the Board of Governors, the Board of Trustees and the legislature is permitted.
6. Travel directly associated with commencement is permitted.

CAPITAL EXPENDITURES:

Appropriated capital improvement funds designated for repair and renovation projects are on hold unless they are obligated by contract. Emergency repair needs should be reported to Facilities. Exceptions for capital expenditure shall be approved by the Vice Chancellor for Finance and Business.