



February 9, 2010

MEMORANDUM

To: Provost, Deans, and Vice Presidents

From: G. P. "Bud" Peterson, President

Re: FY 2011 Institute Budget Planning Process

As part of the ongoing strategic planning process, our campus community has been thinking expansively about what Georgia Tech might look like in 25 years when we celebrate our 150th anniversary. I have been very impressed with the campus community's engagement in this effort and believe that we are making good progress in this regard. Each of the eight subcommittees has now completed draft reports and a "writing team" is working to combine these reports into a first draft of the overall Strategic Plan. A quick review of the "big ideas" contained in these reports, which are available on the web site, will show that we have many opportunities and challenges ahead. However, in the short term, one of our greatest challenges is the current economic circumstances and outlook.

Throughout the current economic downturn, we have worked very hard to preserve Georgia Tech's core missions of academics and research. The Institute and individual departments have been faced with difficult choices in prioritizing resources and executing required budget reductions, while at the same time positioning Georgia Tech for the future. "Keeping an eye to the future" while planning for today's challenges has been one of the keys to Georgia Tech's continued success.

In an effort to determine how to best utilize our limited resources, I have asked Steve Swant to arrange a series of meetings with each of the units that report directly to the Office of the President and each of the Academic Deans so that you have an opportunity to articulate and share your proposed actions and plans.

While the possibility of a turnaround in the economy does exist, I believe it is unlikely and hence, I am asking that you focus your efforts on how the Institute and your unit has responded to the budget reductions, maintained momentum during these difficult economic circumstances, and how we might begin to address some of the objectives outlined in the initial draft of the Institute's Strategic Plan.

As part of our institutional budget process, each unit and college should prepare a brief presentation to describe how they have addressed the recent budgetary reductions and what their plans are for the future. While you are welcome to define the precise format of your individual presentations, I would ask that you address the following points:

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1. Provide a description of the FY 2009 and FY 2010 budget reduction actions taken and the impact of those actions on your unit(s);
2. Describe how your team has used this period of financial challenge as an opportunity to redirect and re-prioritize your efforts and resources;
3. Outline your priorities for re-investment or growth, once the financial situation recovers;
4. Provide some initial thoughts about the forthcoming strategic plan and how your unit can play a role in helping to achieve some of our “big ideas.”

In the next few days, the scheduling and more detailed instructions and guidance will be forthcoming from James Kirk, Institute Budget Director. In addition, we will continue to provide information regarding the progress of the budget discussions in the Legislature throughout the next few months, as we finalize and prepare to submit the Institute FY 2011 Operating Budget to the Board of Regents in May 2010.

I understand and appreciate the time that you and your teams will be investing in this endeavor, but I firmly believe that these budget planning meetings can and will serve as a springboard by which we can best understand and adapt to the current economic situation and effectively plan for the future.

I look forward to learning more about your individual units and your vision for the future.

cc: S. Swant
G. Schuster