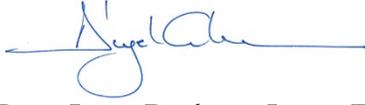




**MEMORANDUM**

**TO:** Deans, Vice Presidents, Vice Provosts and Major Unit Heads

**FROM:** Angel Cabrera, President 

**Cc:** Chaouki Abdallah, Rafael Bras, Lynn Durham, James Fortner, Frank Neville

**Date:** January 27, 2020

**SUBJECT:** Institutional Budget Process for Fiscal Year 2021

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The following is intended to provide guidance on the budget process for Fiscal Year 2021 (FY 21), which starts on July 1, 2020. Governor Brian Kemp's budget proposal to the General Assembly continues the state's strong support for higher education. He proposed the following for the University System of Georgia (USG) for next year (Georgia Tech's share to be determined):

- Full funding of the enrollment-based formula of \$78 million requested by the BOR;  
NOTE: Georgia Tech continues to be a substantial contributor to the formula funding generated by the system. The Board of Regents (BOR) will determine how these funds are allocated to the individual institution.
- State funding to provide a \$1,000 pay raise to full-time, regular employees with current salaries of \$40,000 or less;
- Funding for the 75% state share of cost increases for health insurance;
- Funding for payments to TRS for employees who transferred to ORP;  
NOTE: The \$4.5 million in payments satisfies the audit concerning payments to TRS from the University System of Georgia.
- \$50 million for Major Repair and Rehabilitation (MRR) funding to support physical plant renewal and preventive/deferred maintenance activities for the USG.

Additionally, the Governor included construction bonds for Tech Square Phase 3 following last year's approval for planning funds. We are grateful for the Governor's support considering there are so many competing priorities for the State in FY 21.

## Budget Development

The budget process is summarized below and detailed in the Institute's [FY 21 budget calendar](#):

- Budget planning with individual Executive Leadership Team members	February
- Budget planning meetings with full ELT and other campus leadership	first 2 weeks of March
- Completion of Annual Appropriations Act by General Assembly	late March/early April
- BOR approval of: formula allocations, tuition/fee rates	April 14 <sup>th</sup>
- GT submission of Original Budget	May 1 <sup>st</sup>
- Final BOR budget approval	May 12 <sup>th</sup>
- FY 21 begins	July 1 <sup>st</sup>

For the budget planning meetings with the full ELT, deans and other division heads should concentrate on the following:

1. Strategic initiatives and basis for programmatic priorities (non-monetary);
2. Brief summary on how funds allocated to the division in FY 20 have been utilized (and/or plan to be utilized) to the benefit of instruction and research efforts and how the efforts relate to the existing Georgia Tech Strategic Plan;
3. cursory review of prioritized program expansion and new initiatives proposed for FY 21 – new funding proposed and funding from the division's internal budget to be applied;
4. Summary of the impact to the division from the recently approved Comprehensive Administrative Review (CAR) Action Plan, if appropriate.

While preparing your budget request, please visit the [Georgia Tech budget guidelines](#) posted on the Budget Office's website. These guidelines provide additional details on the process and timeline.

## Comprehensive Administrative Review (CAR)

Georgia Tech's CAR action plan was recently approved by University System of Georgia Chancellor, Dr. Steve Wrigley. The approved plan:

- Redirects resources toward improving student affordability, access, and the quality of experience for our students;
- Will help the Institute achieve greater long-term efficiency and effectiveness of administrative operations.

Details of the CAR redirection plan are in the process of being distributed to each Executive Leadership Team (ELT) member, along with instructions to summarize the impact to the unit and budget for FY 21.

## OneUSG Connect

As you know, Georgia Tech has embarked on a comprehensive business transformation project to adopt leading business practices, align our systems with the University System of Georgia (USG), and utilize a new Human Capital Management (HCM) system that is integrated, efficient, modern, and supports data-driven decision-making.

OneUSG will empower leadership, managers, and employees through the adoption of a more transparent and efficient workflow, higher levels of accountability, and increased scrutiny and maintenance of employee data.

System implementation will begin March 22, please visit the [transformation website](#) for additional information on the project and how it will impact you and your teams.

Thank you for your support and efforts, as we work to continue Georgia Tech's tradition of excellence.