

**FY20 Q3 and FY21 Budget Planning
(Spring 2020)
Updated Guidelines as of 4/3/20**

As a follow-up to Provost Ka Yee Lee's memo for Managing the Financial Impact of COVID-19, the Budget Office is providing the following set of assumptions for the FY20 Q3 forecast and the FY21 budget submissions to units in order to establish a consistent set of planning guidelines.

Guidance for FY20 Q3 Forecast (Due Friday, April 17)

The assumptions below are meant to provide a singular set of guidelines which all units should use in completing their FY20 Q3 forecast in Delphi. Adopting a singular set of assumptions will provide for a consistent University-wide view of the financial impacts of COVID-19. As we have seen over the last few weeks, circumstances can change quickly. We will need to remain nimble and flexible as we plan and forecast for the remainder of FY20.

Q3 Assumptions:

- All instruction/courses will be remote for the remainder of FY20.
- Tuition will continue to be charged at the full rate for the Spring Quarter.
- Student fees will be reduced per communicated [guidelines](#).
- Room and board fees will not be assessed for students not residing in a residence hall.
- Expendable gift receipts will be minimal for the remainder of the year, with the exception of pledges and bequests.
- Personnel costs will remain at pre-COVID-19 levels as we continue to pay faculty, OAAs, staff, and students at the same levels during the Remote Teaching/Working period.
- There will be freeze on staff hiring. The Position Control Committee will approve only positions that are 100% grant-funded or that are critical to the mission of the university. All other positions will be held unless mandated by contractual obligations.
- All travel, and travel-related costs such as business meals, and meeting & conference expenditures will be curtailed for much of the remainder of FY20 given current travel restrictions.
- Faculty meetings, conferences, end of year activities and other events will be held remotely or cancelled. Savings from these events should be included as estimates in your FY20 Q3 forecasts.
- Units will be responsible for funding items such as new equipment and technology along with meeting and conference cancellation fees and other costs associated with COVID-19. These new expenses will be offset by cost savings from reductions in travel, events and business meals. If units are unable to absorb the net financial impact of COVID-19

within their existing budgets, please be clear on those impacts in the Q3 forecast submission.

- In keeping with Banked Surplus policy, units may only plan on utilizing the bank if they have an approved request.

Guidance for FY21 Budget Delphi Submission (Due Friday, April 17)

The guidelines below should be used for your FY21 budget submission in Delphi and are meant to provide a singular set of assumptions which all units should use in completing their FY21 Budget in Delphi. Adopting a singular set of assumptions will provide for a consistent University-wide view of our FY21 financial situation.

FY21 Assumptions:

- There will be very limited on-campus summer academic activity, but the campus will return to normal administrative activity.
- Traditional in-person teaching will resume at the beginning of the Autumn Quarter 2020, and housing and dining will also be open for Autumn Quarter.
- For FY21 (FY20 merit cycle), we will be unable to give merit increases or incentive compensation, unless they are contractually required, explicitly listed in employment agreements, or resulting from promotions to Associate Professor or to Professor. This includes faculty, other academic appointees, staff, and students.
- The staff hiring freeze will continue through FY21.
- Faculty hiring will be slowed to the extent possible without significant impacts to the academic mission.
- Beginning in Autumn Quarter, restrictions on large gatherings will be partially lifted. We will continue to adhere to State guidance.
- Beginning in Autumn Quarter, travel restrictions will be eased but limited to University-approved essential travel only due to ongoing need to avoid contagion.
- For Autumn Quarter, international students will have the ability to enroll, without major disruptions due to visa issues or travel restrictions.
- Beginning in Winter Quarter, travel schedules will return to pre-COVID-19 levels.
- Expendable gift receipts will be slow to recover in the first half of the fiscal year. Expect levels to begin to rise in Q3. ARD has provided a more detailed set of FY21 planning assumptions and guidance that can be found in your unit shared drive.

FY21 Alternative Budget Assumptions (Due Wednesday, April 22)

In addition to your submission in Delphi, units need to provide a very high level alternative FY21 budget scenario. This alternative version of the FY21 budget will be submitted to the Budget Office using the attached template, rather than submitted through Delphi. Generally, this alternative budget should provide a more pessimistic view of FY21 operations and reflect a scenario wherein remote teaching continues through the end of Autumn Quarter 2020. If not specified, guidance provided for the FY21 budget will apply to the FY21 alternative scenario.

- Traditional in-person teaching will resume in the Winter Quarter (January 2021); remote learning will continue through the end of Autumn Quarter 2020.
- Restrictions on large gatherings will continue through the end of Autumn Quarter 2020.
- Beginning in Winter Quarter, travel restrictions will be eased but limited to University-approved essential travel only due to ongoing need to avoid contagion.
- Beginning in Spring Quarter, travel schedules will return to pre-COVID-19 levels.

International Student Enrollment

- As a variant to both the Delphi Submission and the Alternative Submission, we are requesting units to assume international students will **not** have the ability to enroll when the campus reopens due to international travel restrictions and visa challenges. However, schools and divisions will make some mitigation options to engage students programmatically from abroad who might arrive a month late or later, but still able to participate and enroll.