

February 5, 2009

University of Minnesota FY2010 Compact Instructions for Academic Units

These instructions provide guidance for academic units reporting to the Senior Vice President for Academic Affairs and Provost¹ to develop their FY2010 and FY2011 compacts.

Compacts should be submitted to Joe Shultz (shul0048@umn.edu) no later than 10 working days prior to the compact-budget meeting (5 days if the unit's compact occurs on or before Feb. 19) so they may be circulated for input prior to the meeting. The compact document must not exceed seven standard pages (12 point font, 1" margins).

Budget materials should be submitted to Julie Tonneson (tonne001@umn.edu) no later than five working days prior to the meeting. (See FY10 budget planning guidelines – separate attachment.)

Units are encouraged to review their sponsored research and expenditures data prepared by OVPR (which will be sent to each unit by Joe Shultz in the Provost's Office) and their academic data profile (available at (<http://www.irr.umn.edu/profiles/>)).

Compact-budget meetings will occur with Senior Vice President Sullivan from February to mid-April 2009. Participant lists will be finalized in advance of the meetings (see Compact Meeting Participants and Logistics below). No other formal presentation materials are necessary or encouraged.

Economic Environment and Compact-Budget Planning

As outlined in the budget instructions, Gov. Pawlenty has recommended an additional reduction of \$156 million to the University of Minnesota's base appropriation for the biennium as part of his budget recommendations to the Minnesota Legislature. Although the exact amount of the State's appropriation to the University will not be known for several months, we must proceed with our compact planning and budgeting for the coming year knowing that substantial budget cuts are extremely likely. In this challenging environment, it is even more essential that academic units maintain a sharp focus on their strategic priorities.

Completing the Compact

Accordingly, this year's compact document will consist of the following components:

1. A candid assessment of the unit's strengths and challenges given the financial outlook for the next several years and the unit's strategic direction.
2. A prioritized list of legal/contractual, safety, or compliance commitments.

¹ Carlson School of Management, College of Biological Sciences, College of Continuing Education, College of Design, College of Food, Agricultural, and Natural Resource Sciences, College of Education and Human Development, College of Liberal Arts, Humphrey Institute of Public Affairs, Institute of Technology, Law School, Provost's Academic Units (TEVP), Student Affairs (Academic)

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3. Other multi-year commitments from prior compacts.
4. A brief description of one extremely compelling opportunity that could transform the unit and keep it on track vis a vis the unit's and the University's strategic goals.
5. A list of the unit's lowest priority activities.
6. A brief description, including dollar estimates, of current and future cost-saving initiatives and productivity gains.
7. Given items 1-6 above, a list of activities recommended for elimination or curtailment (see budget planning guidelines page 28 related to Reallocations for a coordinated response).
8. The unit's vision statement and highest priority initiatives for capital campaign gifts.

Compact Meeting Attendance and Logistics

Units are requested to limit attendance from the unit to the dean, the unit's budget person, and other highly relevant colleagues.

No formal presentations, except those directly related to the points above, will be required or expected.

Compact and Budget Finalization

From March to May 2009, University senior leaders, working with unit leaders, will finalize the unit's compact document and budget. The senior vice presidents and the Office of Budget and Finance will develop analyses, models, summaries, and recommendations related to the all-funds budget for the President's review. Units will be informed of the President's budget recommendations to the Board of Regents for what is likely to be both its review and approval in June 2009.