

## President's FY22 Budget Development Memo - DRAFT

February 15, 2021

Dear faculty and staff,

Oregon Tech's annual budget build process for the next fiscal year (FY2021-2022) has begun.

Once again, we will develop a balanced general fund operating budget for the next fiscal year to present to our Board. This year, each division, through its functional vice president (FVP) will prepare a single budget proposal with a budget target for their division's general fund indices. Divisional budget targets will be distributed by Friday, February 19. It is within the FVP's discretion to compile and make decisions on their respective divisional budgets. I encourage the FVPs to involve Directors, Deans, Department Chairs, and other direct reports while building their budget proposals. The Budget and Planning Office (BPO) is in the process of building and distributing detailed budget templates and conducting budget trainings with the FVPs. Budget proposals are due to the BPO by 5:00 pm, Tuesday, March 16. All operating budget proposals will be compiled into one institutional operating budget. Depending on the availability of funding, a process to identify new strategic investments will be developed separately, after the operating budget is built.

FOAC and the Senior Leadership Team will then review the compiled institutional operating budget and provide their recommendations to me by Thursday, April 22.

I will review the proposals and feedback, make any necessary adjustments, and request the Board to consider approval of the operating budget at the May 26-27, 2021 meeting.

If you have questions or suggestions on your unit's budget, I encourage you to contact your direct supervisor. Also, please contact your FVP or their designee with any questions you have on the budget build process.

Sincerely,

**Nagi G. Naganathan, Ph.D., ASME Fellow**  
President