

FLORIDA DEPARTMENT OF EDUCATION



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July 11, 2003

MEMORANDUM

To: State University Presidents

From: Debra Austin, Chancellor *Debra Austin*

Subject: 2004-2005 Legislative Budget Request (LBR)

Subsections 1011.40(1) and 1001.74(12), Florida Statutes, require each university to submit an institutional budget request within the guidelines established by the State Board of Education (SBOE). The SBOE approved guidelines (Attachment I) at their May 20th meeting placing emphases on instruction, strategic imperatives, other financial obligations and community needs.

As advocates for the University System, the Board of Governors will be intimately involved in reviewing and approving the LBR. It is anticipated that a Board of Governors meeting will be held the first part of August to review and approve the 2004-2005 LBR before it is submitted to the SBOE at its August 19 meeting. Based on this schedule, we are under a very compressed time-frame to develop the 2004-2005 LBR.

With assistance from your university, the Division of Colleges and Universities will be responsible for developing the following budget issues for the entire system: enrollment growth, major gift matching, plant operations and maintenance for new and phased-in space, medical school and law school phase-in, and health and salary annualization. We are, therefore, requesting that you submit your university's additional 3-5 top budget priorities, including fiscal needs, for the 2004-2005 LBR by July 25, 2003.

Please submit an Operating Budget (OB)-I and OB-II form (Attachment II and III) for specific university issues to the Division of Colleges and Universities. Issues should be placed in priority

DIVISION OF COLLEGES AND UNIVERSITIES

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order and issues requiring multiple year funding must also include an OB-I and OB-II form for each year additional funds will be requested. The OB-I and OB-II form should be submitted electronically to Mr. Bob Henker at Bob.Henker@fldoe.org.

If your staff members have questions regarding this submission, please have them contact Mr. Bob Henker at 245-9698 (SunCom 205-9698) or Mr. Tim Jones at 245-9397 (SunCom 205-9398).

DA/jh

Attachments

c: University Budget Officers
Ms. Carolyn Roberts, Chair, Board of Governors
Mr. John Dasburg, Vice Chair, Board of Governors
Dr. Larry Wood
Mr. Ray Monteleone
Mr. Bob Henker
Mr. Tim Jones

BUDGET GUIDELINES* 2004 – 2005

STATE BOARD OF EDUCATION

Guiding Principles (Section 1000.02, Florida Statutes)

- Seamless K-20 System
- Student Centered (customer focused)
- Maximizes Access to High Quality Education
- Safeguards Equity and Supports Academic Excellence
- Provides Local Flexibility with Accountability

General Guidelines

- Consider Potential Sources of Revenue for Operations and Capital Outlay Including Federal, State, Local, and Private
- Use the Most Current Estimates of Enrollment Demand and Available Capacity
- Allocate Funds Based Upon the State Board of Education's Priorities
- Maximize Access and Efficiency by Sharing Facilities
- 3 R's: Realistic, Relevant, Responsible

Specific Requirements

- Recommendations for 10% Performance Based Funding

Priorities

- Priority One: Instruction
 - Reading
 - Enrollment for K-12, including class size reduction funding
 - Access to Higher Education
 - Results Described in Terms of Additional Students Served and Output of the System (High School and Higher Education Graduates)
- Priority Two: Strategic Imperatives
 - Eight Imperatives Adopted by State Board
 - Each Imperative has Measurable Objectives and Associated Funding Assumptions
- Priority Three: Other Financial Obligations
 - Client services for Vocational Rehabilitation and Blind Services
 - Annualization of New Programs
 - Restoration and Renovation of Facilities
 - Partially Funded or Phased-In Projects
- Priority Four: Funds Allocated to Local Boards to Respond to Community Needs and Institution-Level Strategic Plans

*Developed pursuant to Sections 1001.02(2)(e); 1011.01; 1001.64(11); and 1011.40(1), Florida Statutes

State Board Strategic Imperatives

1. Increasing the Supply of Highly Qualified K-12 Teachers.
2. Applying Existing Academic Standards Consistently at all Levels.
3. Increasing Rates of Learning and Completion.
4. Improving the Quality of School Leadership at all Levels.
5. Setting and Aligning Academic Standards at Every Level of the K-20 System.
6. Aligning the Workforce's Education with the Skill Requirements of the New Economy.
7. Aligning Financial Resources with Performance Expectations.
8. Achieving world-class nationally recognized institutions of higher learning by improving access, funding, performance, and accountability.

State Board of Education Committees/Subgroups

- Commissioner's Cabinet
- Strategic Imperative Workgroups
- K-20 Budget Workgroup
- Florida School Finance Council
- Advisory Council on Universal Pre-Kindergarten Education

Calendar

- May: SBE Approval of LBR Guidelines
- June: Universities submit LBR issues to Chancellor
- August: SBE Approval of the LBR
- September: LBR is Submitted

**Educational and General
OB Form I**

University: _____

Issue: _____

Priority Number: _____

Narrative:

**EDUCATIONAL AND GENERAL
POSITION AND FISCAL SUMMARY**

UNIVERSITY: _____
ISSUE TITLE: _____
PROJECT/INITIATIVE TITLE: _____

POSITIONS
FACULTY
OTHER (A&P/USPS)

TOTAL _____ **0.00**

SALARY RATE
FACULTY
OTHER (A&P/USPS)

TOTAL _____ **\$0**

SALARIES AND BENEFITS
OTHER PERSONAL SERVICES
EXPENSES
OPERATING CAPITAL OUTLAY
ELECTRONIC DATA PROCESSING
SPECIAL CATEGORY (SPECIFIC)

TOTAL ALL CATEGORIES _____ **\$0**