

MEMORANDUM

TO: Richard Brown Robert Dooley
 Jerald Ainsworth Jeff Elwell
 John Delaney Linda Frost
 David Blackburn Theresa Liedtka
 Chuck Cantrell Will Sutton
 Terry Denniston Valerie Rutledge
 Deborah Arfken Randy Walker

FROM: Steve Angle, Chancellor

DATE: February 21, 2014

SUBJECT: 2014-15 UTC Unrestricted Operating Budget Instructions

I want to thank each of you for your outstanding service to this campus. Your leadership and good stewardship of the campus resources have placed UTC in a position of strength as we move forward.

Attached you will find materials to assist you in developing your budget proposals. One of my major goals for this process is to ensure collaborative and transparent budget planning. It is important for all of us to understand how the budget is constructed and how the process works.

Please take note of the important dates and deadlines in the process. If you have any questions regarding the proposal development or submission process, please contact Danny Grant, ext. 4714, or Tyler Forrest, ext. 5770, for assistance.

Thank you in advance for your participation in this important university fiscal and operational process.

cc: Tyler Forrest
Deborah Hyde
Vanasia Parks
Danny Grant