

UNIVERSITY OF HAWAII AT HILO

Administration
Administrative Affairs

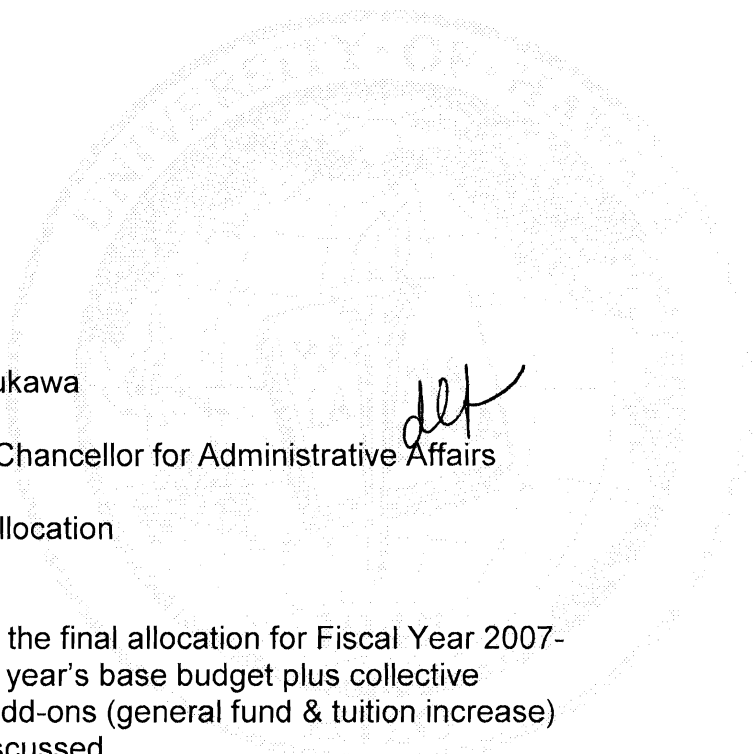
October 31, 2007

MEMORANDUM

TO: Chancellor Tseng
Vice Chancellor Castille
Vice Chancellor Miser
Director DeMello
Director Chen
Executive Assistant Furukawa

FROM: Debra Fitzsimons, Vice Chancellor for Administrative Affairs

SUBJECT: FY 2007-2008 Budget Allocation

A large, faint watermark of the University of Hawaii seal is visible in the background. A handwritten signature, likely of Debra Fitzsimons, is written over the seal in the right-hand side of the memorandum header.

Attached for your distribution is the final allocation for Fiscal Year 2007-2008. This allocation is based on last year's base budget plus collective bargaining augmentation, legislative add-ons (general fund & tuition increase) and adjustments as requested and discussed.

As in previous years, all salary savings are in the allocation distributed to each major unit, i.e. vice chancellors, deans and directors. The administration does not have a salary reserve, therefore all units are responsible for salary adjustments due to promotion, equity, merit or market adjustments. There is no central pot of money for this purpose.

Any units that use salary savings to purchase equipment must prepare to absorb the cost of future maintenance. It is recommended that your salary savings be used for one-time, nonrecurring cost items.

In the next few days, this memo and the allocation will be placed on the Vice Chancellor for Administrative Affairs' website. I encourage you to share this with your units.

Attachment

cc: Lois Fujiyoshi
Jo-Ann Nishioka