

Memorandum

TO: Cynthia Matson
President

CC: **URC Members**

Faculty Senate President – Claire Nolasco
Faculty Senate VP – Joe Simpson
Faculty At-Large Representatives – John Smith, Pablo Calafiore, and Brian Brantley
SGA President – Marissa Lyssy
Student Affairs Representative – Edwin Blanton
University Advancement Representative – Anthony Medina
Enrollment Management Representative – Margie Vasquez
Staff Council President – Brandon Oliver
Staff Council President –Elect – Nancy Larson
President’s Selections – Dennis Elam and Deanna Reynolds
Chairs (*ex officio*) – Dr. Mike O’Brien (Provost) and Dr. Bill Spindle

Budget Support Team

Lloyd Butler
Carroll Adams
Denis Cano
Sharon Otholt
Jane Mims

FROM: Bill Spindle
Vice President for Business Affairs and CFO

DATE: October 16, 2018

RE: Updated - URC Recommendations on FY19 Budget Requests for Presidential Approval

This document is a follow-on revision to the memo submitted by me on May 23, 2018, titled “Updated - URC Recommendations on FY19 Budget Requests for Presidential Approval”. It also responds to the President Memo, May 2, 2018, titled, “Budget Decisions for FY19”.

On behalf of the University Resources Commission, that met on Sep 10 and Oct 15, 2018, I am submitting for your approval an updated new funding resource allocation recommendations for the FY19 Budget. This update is necessary to account for funding adjustments based on reduced enrollment targets. Our original budget projections submitted to you on May 23 2018 was based on 7274 HDCT and 72210 SCH. In September, the budget is based on 6671 HDCT and 67389 SCH. Consequently, the following are the revised revenue estimates and available funds for initiatives in FY19:

Projected net revenue growth	\$ 2,447,593 *
Less: Fixed costs	
Compensation (FY 2018 post-budget adjustments)	74,351
Mandatory set-asides (new - FY 2019)	331,923
Service contracts & utilities (new - FY 2019)	785,285
Less: Strategic plan investments	
Research Initiative Fund	100,000
Faculty equity adjustments (final year of 3-year plan)	50,000
Pay adjustments in support of Strategic Plan Goal 1	185,000
Total fixed costs and strategic plan investments	1,526,559
New recurring revenue available for allocation	\$ 921,034
Allocations by Division	
Academic Affairs	756,000
Student Affairs	58,686
Business Affairs	-
Enrollment Management	100,258
University Advancement	-
Total recurring revenue allocations	\$ 914,944

One-time funding	
Sources:	
Projected over-realization of tuition and fees - FY 2018	\$ 639,848
Use of prior year accumulated reserves	1,921,205
Total available for one-time funding from reserves	\$ 2,561,053
Allocations by Division	
Academic Affairs	\$ 776,160
Student Affairs	391,565
Business Affairs	231,915
Enrollment Management	45,274
University Advancement	249,190
Less:	
Academic Affairs	(560,000) **
Total allocations by Division	1,134,104
Other one-time funding	
Central IT items (hardware and software)	882,000
Total one-time funding allocations from reserves	\$ 2,016,104

* Based on revised enrollment forecasts for FY 2019.

** Academic Affairs one-time requests to be partially funded from a separate source.

APPROVED--Cynthia Matson
Cynthia Terence Matson

Additionally, below are updates on the requested FY19 Budget Actions listed in your memo, Budget Decisions for FY19, dated May 2, 2018.

- 1) A reexamination of campus wide technology priorities through the various governance groups
 - a. A strategic plan is being finalized with the Governance Groups and will be submitted to Cabinet no later than **1 Nov 2018**.
- 2) The Vice President for Business Affairs will work with the Budget Office on the following:
 - a. A report to the President's Cabinet on the USF. Still on schedule for **NLT 31 May 2019**.
 - b. A report to the President's Cabinet on the Student Rec Fee and the pending athletics program development will be ready, as scheduled, **NLT 1 Nov 2018**.
 - c. An update on Administrative Costs will be provided as soon as the final FY17 numbers are reviewed **NLT 1 Nov 2018**.
 - d. An all-funds presentation was made in **May and Aug 2018** showing the continuing implementation of the campus master and space planning.
 - e. A professional development task force will be formed by **1 Nov 18** and will deliver a recommendation to the Cabinet **NLT 15 Dec 2018**.
 - f. A staff recognition task force convened and developed a new staff awards program which was presented and accepted by the Cabinet on **30 July 2018**.

APPROVED--Cynthia Matson



FY 2019 Recommendations by Division

Division	College / Department	Item Description	Approved Amount	Recurring Funds	One-Time Reserves
Academic Affairs	Office of the Provost	Faculty Searches	44,000		44,000
Academic Affairs	Office of the Provost	Faculty Professional Development	44,000		44,000
Academic Affairs	Office of the Provost	Salary Adjustments for Staff	24,000	24,000	
Academic Affairs	Office of the Provost	Distance Learning Licensure/Certification	44,000		44,000
Academic Affairs	Office of the Provost	Convocation	10,000		10,000
Academic Affairs	Office of the Provost	Cisneros Director	120,000	120,000	
Academic Affairs	Office of the Provost	Heather Ologue's Position	76,000	76,000	
Academic Affairs	Office of the Provost	Additional Budget for Adjuncts	40,000	40,000	
Academic Affairs	Office of the Provost	Commencement	86,000		86,000
Academic Affairs	Office of the Provost	SACSCOC Reaffirmation	20,000		20,000
Academic Affairs	Arts & Sciences	Lecturer - Sociology	48,500	1,000	47,500
Academic Affairs	Arts & Sciences	Lecturer - Political Science	48,500		48,500
Academic Affairs	Arts & Sciences	Lecturer - Geology converted to TT	15,000	15,000	
Academic Affairs	Arts & Sciences	8 Work-Study Positions	5,180		5,180
Academic Affairs	Arts & Sciences	MacLab & Newsroom Dues	12,080		12,080
Academic Affairs	Arts & Sciences	Art Supplies	8,000		8,000
Academic Affairs	Arts & Sciences	Equipment Maintenance	10,000		10,000
Academic Affairs	Arts & Sciences	Chemistry Lab Supplies	16,000		16,000
Academic Affairs	Arts & Sciences	Biology Labs	98,000		98,000
Academic Affairs	Arts & Sciences	Mathematics Program	4,000		4,000
Academic Affairs	Arts & Sciences	Univision Part-time Student Worlers	20,000		20,000
Academic Affairs	Business	Administrative Assistant (Accounting & Finance)	30,000		30,000
Academic Affairs	Business	ABET Coordinator	5,000		5,000
Academic Affairs	Business	Computer Science Lecturer	60,000	60,000	
Academic Affairs	Business	Marketing Lecturer	60,000	60,000	
Academic Affairs	Business	Finance Lecturer	60,000	60,000	
Academic Affairs	Business	Management Lecturer	60,000	60,000	
Academic Affairs	Business	Economics Lecturer	55,000	55,000	
Academic Affairs	Business	Graduate Advisor	48,000	48,000	
Academic Affairs	EHD	Lecturer Converted to TT	17,000	17,000	
Academic Affairs	EHD	Curriculum & Instruction Lecturer	60,000	60,000	
Academic Affairs	EHD	Curriculum & Instruction Lecturer	60,000	60,000	
Academic Affairs	EHD	Graduate Assistantship	10,000		10,000
Academic Affairs	Academic Coaches	Various	65,000	-	65,000
Academic Affairs	Academic Advising	Various	46,000	-	46,000

FY 2019 Recommendations by Division

Division	College / Department	Item Description	Approved Amount	Recurring Funds	One-Time Reserves
Academic Affairs	University Library	Administrative Associate III	30,400	-	30,400
Academic Affairs	University Library	Library Specialist I	27,500	-	27,500
Academic Affairs	University Library	Journal Subscription Increase	45,000		45,000
Subtotal - Academic Affairs			1,532,160	756,000	776,160
Student Affairs	Disability Support Services	2 Student Workers	22,098		22,098
Student Affairs	International Affairs	Immigration Coordinator	58,686	58,686	
Student Affairs	International Affairs	Immigration Coordinator - Telephone & Computer	1,500		1,500
Student Affairs	International Affairs	NAFSA & AACRAO Membership	5,950		5,950
Student Affairs	International Affairs	Immigration Services Contract	3,250		3,250
Student Affairs	Student Activities	Workshops (Clifton Strengths)	24,500		24,500
Student Affairs	Student Activities	Development Programs (Financial Management Skills)	34,226		34,226
Student Affairs	Student Activities	Greek Life Support	8,000		8,000
Student Affairs	Student Counseling & Wellness	Student Worker	10,621		10,621
Student Affairs	Student Counseling & Wellness	Increase for Programming Budget	15,730		15,730
Student Affairs	Student Engagement	EverFi (Drug & Alcohol Contract)	13,500		13,500
Student Affairs	Student Engagement	Title IX Software	2,500		2,500
Student Affairs	Student Engagement	Drug & Alcohol Education	7,000		7,000
Student Affairs	Student Engagement	Student Worker	5,563		5,563
Student Affairs	Student Engagement	NSSE Registration	6,000		6,000
Student Affairs	First Year Experience	Jagtrack / Jag-X (Recruiting Budget)	97,500		97,500
Student Affairs	Mays Center - CELCE	Career Advisor - Career Services	51,660	-	51,660
Student Affairs	Mays Center - CELCE	Handshake Career Portal	1,646		1,646
Student Affairs	Mays Center - CELCE	Increase in Professional Development Budget	10,115		10,115
Student Affairs	Mays Center - CELCE	Civic Engagement	11,175		11,175
Student Affairs	Mays Center - CELCE	Professional Development	3,785		3,785
Student Affairs	Mays Center - CELCE	AmeriCorp Ally	13,955		13,955
Student Affairs	Mays Center - CELCE	AmeriCorp Ally - Housing Allotment	14,000		14,000
Student Affairs	Mays Center - CELCE	1 Student Worker	9,675		9,675
Student Affairs	Mays Center - CELCE	1 Student Worker	9,675		9,675
Student Affairs	Mays Center - CELCE	Career Advisor - Telephone and Computer	2,750		2,750
Student Affairs	Mays Center - CELCE	Additional Professional Development Budget	5,191		5,191
Subtotal - Student Affairs			450,251	58,686	391,565
Business Affairs	Human Resources	1 Student Worker	9,880		9,880

FY 2019 Recommendations by Division

Division	College / Department	Item Description	Approved Amount	Recurring Funds	One-Time Reserves
Business Affairs	Information Technology	Audio - Speakers for Events	2,695		2,695
Business Affairs	Information Technology	Subscriptions and Licenses	14,976		14,976
Business Affairs	Information Technology	Accessibility / Learning Technology	50,000		50,000

FY 2019 Recommendations by Division

Division	College / Department	Item Description	Approved Amount	Recurring Funds	One-Time Reserves
Business Affairs	Risk & Compliance	Additional Professional Development Budget	16,600		16,600
Business Affairs	Student Business Services	Increase to Contracts	5,335		5,335
Business Affairs	Student Business Services	Professional Development / Training	5,614		5,614
Business Affairs	Student Business Services	25% for Workstudy Position	1,000		1,000
Business Affairs	University Police	Computer Software and Hardware	14,565		14,565
Business Affairs	University Police	3 Vehicles	94,000		94,000
Business Affairs	University Police	Professional Development / Training	17,250		17,250
Subtotal - Business Affairs			231,915	-	231,915
Enrollment Management	Enrollment Management	CRM Software Renewal	100,258	100,258	
Enrollment Management	Welcome Center	ID Card Software/Supplies	30,774		30,774
Enrollment Management	Office of Admissions	Additional Recruiting Budget - Office of Admissions	2,500		2,500
Enrollment Management	Office of Admissions	Additional Professional Development Budget - Office of Admission.	12,000		12,000
Subtotal - Enrollment Management			145,532	100,258	45,274
University Advancement	Advancement	Software Upgrades	35,000		35,000
University Advancement	Advancement	Professional Development / Travel	13,050		13,050
University Advancement	Alumni Relations	Alumni Program	25,000		25,000
University Advancement	Development Regional & Intl	Professional Development / Travel	24,000		24,000
University Advancement	Development	Development Officer II	65,000		65,000
University Advancement	Development	Donor Cultivation	55,000		55,000
University Advancement	Marketing & Communications	3 Student Workers	32,140		32,140
Subtotal - University Advancement			249,190	-	249,190
			2,609,048	914,944	1,694,104
Total Recurring Requests			914,944		
Total One Time Requests			1,694,104		
Total of All Requests			2,609,048		