

**MEMORANDUM**

DATE: February 24, 2020

TO: Dr. Kate Fawver, Chair, University Budget Committee

FROM: Dr. Thomas A. Parham, President

SUBJECT: Approved Budget Funding for 2019-20

Thank you and the University Budget Committee for your hard work and efforts in crafting the recommendations forwarded to me. I have reviewed, consulted, and further interrogated your December 11, 2019 memorandum outlining the recommendations by the UBC. I approve these recommendations with the following modifications:

The Academic Affairs base mitigation allocation will be reduced from \$500,000 to \$393,200 to balance with available funds per UBC memo.

The attached spreadsheet has been updated to reflect that the approved funding for the Office of the President's Special Projects/Initiatives position will be increased from \$180,000 to \$211,400, which includes salary and benefits.

It is imperative that the University be intentional in aligning university budget allocations with our broad strategic goal of ensuring student success. It is in that spirit that the attached spreadsheet reflects a new position: a Student Success position in my administration to be budgeted at \$211,400, which includes salary and benefits.

Additionally, the UA Director of Development position in University Advancement (UA) will not be budgeted for this year, which amounts to \$141,000, which includes salary, benefits and O&E.

Also, reflected on the updated spreadsheet is the UA \$200,000 AADHT one-time funding for a feasibility study, deferred to FY 2020/21.

As a public higher educational institution, external forces including decisions made by the governor and legislature will continue to impact university revenue. It is incumbent upon the University to be more intentional in aligning university budget allocations with our strategic goals.

Again, I appreciate UBC's ongoing commitment to advancing the university.

Attachment: UBC Spreadsheet

cc: University Budget Committee
Dr. Michael Spagna, Provost and Vice President of Academic Affairs
Ms. Deborah Wallace, Vice President of Administration and Finance
Mr. Chris Manriquez, Vice President of Information Technology
Dr. William Franklin, Vice President of Student Affairs
Mr. Michael Losquadro, Interim Vice President of University Advancement
Ms. Deborah Roberson, Chief of Staff
Dr. John Walsh, University Counsel

2019-20 Funding Recommendations
University Budget Committee

Funding Source	FY 2019-20					FY 2020-21	
	AADHT Base	AADHT One-time	Student Success Base	Student Success One-time	TOTAL	AADHT Base	AADHT One-time
Funding Available	3,006,156	1,626,111	671,283	463,193	5,766,743	N/A	N/A
Balance	156	214,111	693	267,193	482,153	N/A	N/A

Division	Commitment and description	Strategic Plan Goal/Objective	Personnel Costs	Benefits	OE&E	FY 2019-20					FY 2020-21	
						AADHT Base	AADHT One-time	Student Success Base	Student Success One-time	TOTAL	AADHT Base	AADHT One-time
CM	Early Start Program	Goal 2. Focus on Student Success	-	-	116,000	116,000	-	-	-	116,000	-	-
CM	Marymount Agreement	Goal 2. Focus on Student Success	-	-	53,000	-	53,000	-	-	53,000	-	-
Total Centrally Monitored			-	-	169,000	116,000	53,000	-	-	169,000	-	-
AA	ASC Undergrad Research	Goal 3. Innovative Learning Environment	46,360	23,640	-	70,000	-	-	-	70,000	-	-
AA	Deficit Mitigation	Goal 4. Sustainable Financial Strength	-	-	393,200	393,200	-	-	-	393,200	-	-
AA-SEP	Professional Writing Associates (10)	Goal 2. Focus on Student Success	57,000	29,000	-	-	86,000	-	-	86,000	86,000	-
AA-SEP	Pilot Lead Team - (3)	Goal 2. Focus on Student Success	34,200	17,800	-	-	52,000	-	-	52,000	52,000	-
AA-SEP	Writing center space needs	Goal 2. Focus on Student Success	-	-	23,000	-	23,000	-	-	23,000	23,000	-
AA-SEP	Writing Associates (GR&UG Students)	Goal 2. Focus on Student Success	50,000	-	-	-	50,000	-	-	50,000	50,000	-
AA-SEP	Writing Center Training & Support	Goal 2. Focus on Student Success	-	-	10,000	-	10,000	-	-	10,000	10,000	-
AA-SEP	Sched & Curriculum Efficiency Position	Goal 2. Focus on Student Success	90,000	46,000	-	-	-	-	136,000	136,000	136,000	-
AA-SEP	Operational and Administrative Costs	Goal 5. Administrative Excellence	-	-	33,000	-	-	-	33,000	33,000	33,000	-
AA-SEP	Adjunct Faculty/Part Time Staff	Goal 2. Focus on Student Success	70,000	-	-	-	70,000	-	-	70,000	70,000	-
AA-SEP	Hospitality costs	Goal 5. Administrative Excellence	-	-	2,000	-	2,000	-	-	2,000	2,000	-
AA-SEP	Finish in Four Lead Specialist (SSP IV)	Goal 2. Focus on Student Success	62,000	31,620	-	-	-	93,620	-	93,620	-	-
AA-SEP	Finish in Four Coach (SSP III)	Goal 2. Focus on Student Success	56,000	28,560	-	-	-	84,560	-	84,560	-	-
AA-SEP	Student Retention Analyst (SSP III)	Goal 2. Focus on Student Success	56,000	28,560	-	-	-	84,560	-	84,560	-	-
AA-SEP	Advising Needs Assessment	Goal 2. Focus on Student Success	-	-	5,000	-	-	-	5,000	5,000	-	-
AA-SEP	Advising Leadership/Strat.Plan.Retreat	Goal 5. Administrative Excellence	-	-	13,500	-	-	13,500	-	13,500	-	-
AA-SEP	TLTC- SI Coordinator (SSPII)	Goal 2. Focus on Student Success	55,000	28,000	-	-	83,000	-	-	83,000	83,000	-
AA-SEP	TLTC- Assistant Director (MPPI)	Goal 2. Focus on Student Success	75,000	38,250	-	-	-	113,250	-	113,250	-	-
AA-SEP	TLTC- Assistant Coordinator (SSPII)	Goal 2. Focus on Student Success	45,000	23,000	-	-	68,000	-	-	68,000	68,000	-
AA-SEP	TLTC- Instructional Student Assistants	Goal 2. Focus on Student Success	50,000	-	-	-	50,000	-	-	50,000	50,000	-
Total Academic Affairs			746,560	294,430	479,700	463,200	494,000	389,490	174,000	1,520,690	663,000	-
Pres	Special Projects/Initiatives Position	Goal 5. Administrative Excellence	140,000	71,400	-	211,400	-	-	-	211,400	-	-
Pres	AVP Student Success	Goal 2. Focus on Student Success	140,000	71,400	-	211,400	-	-	-	211,400	-	-
Pres	Diversity/Title IX OE&E	Goal 6.C.3 Support Diversity	-	-	50,000	50,000	-	-	-	50,000	-	-
Pres	Senior Executive Assistant Salary Diff	Goal 5. Administrative Excellence	28,000	-	-	28,000	-	-	-	28,000	-	-
Total President's Division			308,000	142,800	50,000	500,800	-	-	-	500,800	-	-
IT	CourseLeaf Catalog Software	Goal 3. Innovative Learning Environment	-	-	180,000	50,000	130,000	-	-	180,000	-	-
IT	CourseLeaf Curriculum Software	Goal 3. Innovative Learning Environment	-	-	180,000	26,000	154,000	-	-	180,000	24,000	-
IT	Blackboard to LMS Transition	Goal 3. Innovative Learning Environment	-	-	130,000	-	130,000	-	-	130,000	-	-
IT	4 IT Staff (3 analysts & 1 designer)	Goal 5. Administrative Excellence	332,450	169,550	-	502,000	-	-	-	502,000	-	-
IT-SEP	AI Chatbot & Voice Pilot	Goal 3. Innovative Learning Environment	-	-	100,000	-	100,000	-	-	100,000	-	-
Total Information Technology			332,450	169,550	590,000	578,000	514,000	-	-	1,092,000	24,000	-
SA	Veteran Resource Coordinator(SSP II)	Goal 2. Focus on Student Success	51,660	26,340	-	78,000	-	-	-	78,000	-	-
SA	SDRC Golf Cart	Goal 2. Focus on Student Success	-	-	21,000	-	21,000	-	-	21,000	-	-
SA	Dean of Students Support (AA/S I)	Goal 2. Focus on Student Success	47,020	23,980	-	71,000	-	-	-	71,000	-	-
SA	Multi-Cultural Affairs Support (ASC)	Goal 2. Focus on Student Success	37,750	19,250	-	57,000	-	-	-	57,000	-	-
SA	TGS Social Worker (SSP III)	Goal 2. Focus on Student Success	56,290	28,710	-	85,000	-	-	-	85,000	-	-
SA-SEP	Basic Needs Coordinator	Goal 2. Focus on Student Success	75,000	38,250	-	-	-	113,250	-	113,250	-	-
SA-SEP	Case Worker	Goal 2. Focus on Student Success	85,000	43,350	-	-	-	128,350	-	128,350	-	-
SA-SEP	Basic Needs Student Assistants	Goal 2. Focus on Student Success	20,000	-	-	-	-	20,000	-	20,000	-	-
SA-SEP	Office Expenses	Goal 5. Administrative Excellence	-	-	11,000	-	-	11,000	-	11,000	-	-
SA-SEP	Outreach to Faculty, Staff & Students	Goal 2. Focus on Student Success	-	-	10,000	-	-	-	10,000	10,000	-	-

SA-SEP	Enhance Food Pantries on Campus	Goal 2. Focus on Student Success	-	-	12,000	-	-	-	12,000	12,000	-	-
SA-SEP	Basic Needs Conferences & Meetings	Goal 2. Focus on Student Success	-	-	7,000	7,000	-	-	-	7,000	-	-
SA-SEP	Basic Needs Research and Evaluation	Goal 2. Focus on Student Success	-	-	8,500	-	-	8,500	-	8,500	-	-
SA-SEP	Marketing and Collateral Materials	Goal 2. Focus on Student Success	-	-	5,000	5,000	-	-	-	5,000	-	-
SA-SEP	Hospitality Expenses	Goal 2. Focus on Student Success	-	-	1,000	1,000	-	-	-	1,000	-	-
Total Student Affairs			372,720	179,880	75,500	304,000	21,000	281,100	22,000	628,100	-	-
AF	Admin Analyst Risk Management	Goal 4. Sustainable Financial Strength	52,980	27,020	-	80,000	-	-	-	80,000	-	-
AF	Office Administrative Staff (EHOS)	Goal 5. Administrative Excellence	54,970	28,030	-	83,000	-	-	-	83,000	-	-
AF	4 Student Assistants (EHOS)	Goal 5. Administrative Excellence	70,000	-	-	-	70,000	-	-	70,000	-	-
AF	Water Hydration Stations	Goal 3. Innovative Learning Environment	-	-	150,000	-	150,000	-	-	150,000	-	-
AF	Sr Oper/Financial Analyst (Facilities)	Goal 4. Sustainable Financial Strength	79,470	40,530	-	120,000	-	-	-	120,000	-	-
AF	Facilities Operations/HR Manager	Goal 5. Administrative Excellence	80,130	40,870	-	121,000	-	-	-	121,000	-	-
AF	Facilities Services OE&E	Goal 5. Administrative Excellence	-	-	230,000	230,000	-	-	-	230,000	270,000	-
AF	Custodial Manager	Goal 5. Administrative Excellence	79,470	40,530	-	120,000	-	-	-	120,000	-	-
AF	Questica Budgeting Software	Goal 4. Sustainable Financial Strength	-	-	100,000	-	100,000	-	-	100,000	-	-
Total Administration & Finance			417,020	176,980	480,000	754,000	320,000	-	-	1,074,000	270,000	-
UA	Senior Director Planned Giving	Goal 4. Sustainable Financial Strength	116,560	59,440	5,000	176,000	5,000	-	-	181,000	-	-
UA	Assoc Director Alumni Relations	Goal 6. Notable Points of Distinction	75,500	38,500	5,000	114,000	5,000	-	-	119,000	-	-
UA	Feasibility Study	Goal 4. Sustainable Financial Strength	-	-	200,000	-	-	-	-	-	-	200,000
Total University Advancement			192,060	97,940	210,000	290,000	10,000	-	-	300,000	-	200,000
Total Recommended			2,368,810	1,061,580	2,054,200	3,006,000	1,412,000	670,590	196,000	5,284,590	957,000	200,000

Theresa Parker
Approved
2/25/2020