Academic Affairs
Fiscal Contacts Meeting
December 15, 2015

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Today’s Topics

- Status updates:
  - 15/16 allocations – Support Model, GSGEI & Masters Growth Incentive
  - Simplified Operating Fund Initiative (SOFI)
  - New Financial Reporting

- Divisional Support Model Methodology
- GSGEI model Methodology
- Masters Growth Incentive methodology
- Future meeting topics
Status– Divisional Support Model

- Preliminary Model and Divisional meetings complete
- Allocating 98% of the model in permanent funding in December 2015
- Permanent funding includes the Equipment Match and I&R Equipment allocations
- The model identified unusual budget situations
- EVC withheld part of the allocation to deal with anomalies in January and February
Status – GSGEI & Master’s Growth

- Graduate Student Growth & Excellence Initiative:
  - $3.6M to allocate for Fall 2015
  - Problem: $1.9M carry forward balance as of June 2015

- Masters Growth Incentive:
  - $4.7M to allocate to Departments & Divisions
  - $877K for Diversity Pool
  - Allocations to hit in December
  - REMINDER – Masters Growth Incentive funding is not restricted to grad student support and can be used for any department operations
We have received approval to proceed effective 7/1/16

with a compromise

2 Funds

- University Core Fund: State General Fund, University General Fund and Tuition and Fees
- Campus Operating Fund: remainder of unrestricted cores funds e.g. Indirect Cost, Patent Income, Investment Income
Since we will be creating all new department index numbers lets set them up for better roll-up reporting

Map all department index numbers to a new set of program codes
Program Code – Category examples

- General Operations 400000
  - Core Operations 400100
  - External Activities 400200
- Academic Programs 401000
  - Undergraduate 401100
  - Graduate 401200
- Research Support 440000
  - Core Operations 441000
  - Grant Matching 442000
  - Bridge Funding 443000
- Faculty Controlled Accounts 403000
  - Start-up 403100
  - Retention 403200
  - Other Faculty Controlled Accounts 403300
Financial Reporting – Next Steps

- Are we missing any other reporting categories?
- Determine which Program Code sequences we can use
- Divisions and Departments identify naming convention for index numbers and index titles
New Divisional Budget Workload Model

- **Concept**
  - Workload driven model
  - Modular
  - Fund reasonable levels of staffing and supplies
  - Inputs come from Resource Profiles
  - Adjust permanent budget annually as work goes up and down
  - Allocation made to Divisions and they adjust allocations to Departments

- **Separated into 3 areas**
  - Core Operations
  - Specialized Instructional Labs
  - Research Support
## Core Support Staff Inputs

<table>
<thead>
<tr>
<th>Departmental Administration</th>
<th>Matrix per every</th>
<th>Variable</th>
<th>@ salary</th>
<th>INPUTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Mgmt</td>
<td>1 per department</td>
<td></td>
<td>110,000</td>
<td></td>
</tr>
<tr>
<td>Assistant to Chair</td>
<td>0.33</td>
<td>Academic department/section</td>
<td>47,500</td>
<td>Academic department/section</td>
</tr>
<tr>
<td>Faculty Support</td>
<td>20</td>
<td>LRF headcount</td>
<td>46,000</td>
<td>Regular faculty HC</td>
</tr>
<tr>
<td>Funds Assistant</td>
<td>6.00</td>
<td>M Other fund expense managed</td>
<td>51,000</td>
<td>Core fund expenditures - sub 0 expense</td>
</tr>
<tr>
<td>Financial Mgmt</td>
<td>6</td>
<td>Fiscal staff generated by model</td>
<td>78,000</td>
<td></td>
</tr>
<tr>
<td>Academic Personnel</td>
<td>80</td>
<td>Academic</td>
<td>56,500</td>
<td>All Academic HC exclude researchers</td>
</tr>
<tr>
<td>Staff HR / Payroll</td>
<td>300</td>
<td>Staff headcount</td>
<td>52,500</td>
<td>Total core-funded HC (staff + TA + Reader/Tutors)</td>
</tr>
<tr>
<td>UG Advising</td>
<td>850</td>
<td>Undergrad majors</td>
<td>45,500</td>
<td>3Q average UG majors</td>
</tr>
<tr>
<td>UG Course Support</td>
<td>708*</td>
<td>UG/Summer enrollments</td>
<td>45,500</td>
<td>per 8500 Total SumFWS enrollment</td>
</tr>
<tr>
<td>Grad Advising/Course Suppl</td>
<td>80</td>
<td>Grad majors</td>
<td>49,000</td>
<td>3Q average (PhD)</td>
</tr>
<tr>
<td>Student Affairs Mgmt</td>
<td>6</td>
<td>Student Affairs personnel</td>
<td>68,500</td>
<td></td>
</tr>
<tr>
<td>IT Support</td>
<td>115</td>
<td>Employee HC + Student emp</td>
<td>67,500</td>
<td>Academic HC + Core staff HC + TAFTE + core UG</td>
</tr>
<tr>
<td>IT Mgmt</td>
<td>6</td>
<td>IT Support personnel</td>
<td>112,000</td>
<td></td>
</tr>
<tr>
<td>Instr Facilities/Tech</td>
<td>50K / 60K</td>
<td>ASF Labs</td>
<td>66,000</td>
<td>ASF instructional space</td>
</tr>
</tbody>
</table>
## Inputs for Supplies & Dean’s Office

<table>
<thead>
<tr>
<th>Non-Salary expense</th>
<th>Amount</th>
<th>Description</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>S &amp; E - general support</td>
<td>$4,000</td>
<td>Academic FTE (non-student)</td>
<td>Core-funded academic FTE</td>
</tr>
<tr>
<td>S &amp; E - general support</td>
<td>$2,000</td>
<td>Staff FTE (non-student)</td>
<td>Core-funded staff FTE</td>
</tr>
<tr>
<td>NGN (Academics)</td>
<td>$1,000</td>
<td>Actual Core academic FTE</td>
<td>Actual core academic FTE</td>
</tr>
<tr>
<td>NGN (Staff)</td>
<td>$1,000</td>
<td>Staff FTE generated by model</td>
<td>Staff FTE generated by model</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Divisional Administration</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Sr Analyst</td>
<td>1</td>
<td>Division</td>
<td>80,000</td>
</tr>
<tr>
<td>AP Additional</td>
<td>300</td>
<td>Academic headcount above 200</td>
<td>56,500</td>
</tr>
<tr>
<td>For Dean</td>
<td>1</td>
<td>Division</td>
<td>160,000</td>
</tr>
<tr>
<td>Fiscal Pr Analyst</td>
<td>1</td>
<td>Division</td>
<td>100,000</td>
</tr>
<tr>
<td>Communications/PR</td>
<td>1</td>
<td>Division</td>
<td>80,000</td>
</tr>
<tr>
<td>Development Support</td>
<td>1</td>
<td>Division</td>
<td>54,000</td>
</tr>
<tr>
<td>Dean’s Assistant</td>
<td>1</td>
<td>Division</td>
<td>53,000</td>
</tr>
</tbody>
</table>
Instructional Labs & Research Support

- Instructional Labs funded via historical Instructional Lab FTE & Instructional Lab S&E
- Research Support – 7.5% of Direct Costs
Return of Non–resident tuition for doctoral and MFA students to enhance the quantity and/or quality of PhD programs

- Based on first, second and third–year non–resident enrollment
- Funds have to be used in fiscal year they are allocated.
- 50% of Non–resident portion of GSRTF has to be allocated to faculty that generated it
GSGEI – Model

- Based on 3rd week enrollment of 1st, 2nd & 3rd year non-resident students
- Excludes joint doctoral students, visiting students, non-degree students
- Departments are to contribute 10% so allocation is made at 90%
- 90% of Enrollment X non-resident supplemental tuition ($5,034)
Masters Growth Incentive

- Perm allocation for 12/13 –13/14 Masters Baseline
- Every new Masters enrollment beyond baseline:
  - $9,280 for Department
  - $1,382 for Division
- Adjustment made at end of year (or beginning of next year) for actual enrollments and variance between departments
Potential Topics and Formats:

- Balance sheet accounts
- Block Grant allocation methodology
- Campus funding sources general overview
- Disbursement update e.g. IRS, Tax issues, honorarium payments
- Fund Management Best Practices
- Group Discussions
- Google Apps
- Pivot Tables & Excel tips
- Queries for retrieving and reviewing data
- Recharge facilities
- Staffing FTE future
- Strategic Planning proposals and impact
- Summer Session allocation model
- TA and Temp FTE
- Teaching Assignment loads across campus
Thank you.

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