

STAFF ADVISORY COUNCIL MEETING

January 13, 2016 at 11:00am

CAMPUS CENTER, ROOM 303

Present – K. Ballard, A. Bretch, S. Carter, D. Curley, M. Davis, J. Etheredge, K. Hemphill, J. Lambert, M. Miller, I. Pounds, A. Redman, S. Robinson, E. Shooks, E. Smith, A. Udin, E. Brannon, A. Lewis, and M. Ertzberger

Absent – T. Christman, J. Gordy, Z. Green, D. Liverman, N. Lott, J. Morgan, T. Morris, S. Pitts, T. Puckett, H. Roberts, A. Skinner, R. Smith, Sgt. B. Smith, K. Willingham, R. Young, and M. Parham

1. Call to order by Erin Brannon – 11:00am
2. Special Guests/Discussions

Budget Update - Dr. Kyle Marrero

Provided a copy of the line by line budget request proposal (narrative sent out to campus in October – provided the case as to why we need \$4.7 million in new funding) that was defended in our USG budget hearing on 12/6. The handout shows the more traditional way, where we have prioritized and aligned resources in terms of revenue & expense. We are continuing with our bottom up process and every unit should have been involved in the process in August identifying areas of need. Then the needs were discussed up the chain (Director, VP, etc.) to the President's cabinet where they looked at the alignment to the strategic plan. The stress points based on growth were evaluated and they looked at performance, accreditation, compliance issues, etc. Then they looked at awarding high performance.

Tier 1 requests \$3.2 million in new funding. It is heavy on the Academic Affairs side with our record growth and enrollment. We have about 800 more students this spring than last year. This is good but it does cause stress. We consider tier 1 as critical and most important. This may be a "zero tuition" year where we are not allowed to increase tuition. The Legislature is also lobbying for a 3% salary increase for state employees. This would help us get closer to competitive market rates. We are performing a new study – Sibson. This too will help us to get the 19 pay grades closer to market levels.

Tier 2 – looks at Graduate Tuition. Graduate Assistants do not pay tuition – it is waived. We are asking for a 9% increase here. We are still 17% behind Georgia Southern, 16% behind Georgia State, and with the increase we would be even with Valdosta.

Tier 3 shows a 2.5% undergraduate tuition increase due to inflation costs. This would give us \$1.09 million in reoccurring funds.

Tier 4 was not shown to USG.

The Executive Vice Chancellor said ours was the best budget hearing. We demonstrated how we have reallocated funds (almost \$800,000) to help meet our strategic plan and its initiatives.

We hope that we get at least \$3 million in new money and that we are allowed the tuition increases. Others in the system have proposed large tuition increases while we have stayed around 2.5% over the last five years. We are hoping that our Biology building renovations make it on the Governors

STAFF ADVISORY COUNCIL MEETING

January 13, 2016 at 11:00am

CAMPUS CENTER, ROOM 303

list. The exact dollars allocated should be out in May. If salary increase money becomes available it will be determined through the evaluation process just like the last few years.

As you see in Tier 4, with the growth money, we do not book the gross revenue money until the 2nd year it is realized. This way we know we can match it in the following years. Then some of this money is then used to help with large facilities projects that are needed. We are not allowed to keep money from year to year. This is our money to use how we see fit – faculty promotions, Sibson results, general operations support, etc.

The entire list comes out in May and we will then need to re-prioritize it. All of this is on line, but if you want more information please let Dr. Marrero know. We had \$10 million in needs and we narrowed it down to \$4.7. We are looking to improve the process. Be an active voice in the process. If you're not in the dialog tell your supervisor. This needs to be an inclusive process.

Sibson Update – Erin Brannon

Human Resources will be having a conference call with Sibson on Friday to discuss where things are and they will get with us after this. Juanita Hicks, Executive Director of Human Resources, said that SAC would be involved in this process. It should be soon.

Work West Shirts update – Erin Brannon and Amanda Redman

We have been working with Ozier Products, Southern Sales, the UWG Bookstore and Mark Reeves to investigate how this could work. The goal here is for this to be a fundraiser for the Book Scholarship so that more opportunities can be awarded. The Book Scholarship is currently funded by donations from the Foundation and the Bookstore is also helping out some.

Ozier has given us prices for several types of shirts, but Southern Sales has not because they have a lot of questions (Royalty fees need to be paid for using the logo – 8%). Ozier's pricing includes the royalty fee and logo embroidering. (We would just have to add our fundraiser amount and taxes). If we run this through the Bookstore then they will have to add their markup to the costs too. This will make the shirts very expensive. Therefore, we would need to do shirt pre-sales because we do not have the funds to purchase them upfront. We could send around a form like they do for the relay for life shirts. We propose to add \$3 - \$5 to the costs for the fundraiser, depending on the costs of the shirt and possibly rounding the cost up to the next whole number (\$13.58 would be \$14). It was suggested that for now we do not offer too many options and we can see how it goes for the next order.

3. Business - Committee Updates

Elections Committee – Erin & Ashley

Time to start this committee up. We will be starting fresh. Ashley wants to also step down. Cannot solicit nominations until May 1st. If you would like to be on this committee, please let Ashley know.

Benefits – Meggie Miller

The deadline for applying for the next Book Scholarship is Friday, please help get the word out.

STAFF ADVISORY COUNCIL MEETING

January 13, 2016 at 11:00am

CAMPUS CENTER, ROOM 303

There are currently only two applications. The scholarship is for staff members who are participating in TAP.

Public Relations Committee Update – Jeanna & Ashley

February 3rd is the deadline for getting information in the next newsletter, so send your information to Jeanna. Remember the Best of the West celebration is scheduled for April 28th. We also collected a record number of toys (319) for the Toys for Tots drive. We have been given an award certificate and we will send a copy out All-Staff for everyone to see. There is also a write up in the new issue of Perspective. We also increased the number of children that we sponsored to 17 this past year – they were so very thankful.

Staff Development – Erin

The Professional Development fund has been approved and it will provide \$5,000 of reoccurring funds for Professional Development. We will be talking this up.

March 11th is Professional Development day for All-Staff. We are working on the topic “Developing your impact” if you have any ideas or suggestions please let us know.

Bylaws Committee Update – Alex

Alex will review the By-Laws with the election coming up. Will have more information at the next meeting.

Questions/Concerns/Rumors?

Reminder – Dr. Madhavi Sethna will be on Wheel of Fortune.

RecycleMania 2016 Event- If you have suggestions on this event, or wish to volunteer, please reach out to Ely Elefante.

Proposed changes to TAP – let Erin know your comments and let's see what happens

Next SAC meeting is on Wednesday, February 10, 2016, at 11:00am – Campus Center Room 302.

Submitted by Michelle Ertzberger 1-15-16

University of West Georgia
FY2017 New Funding Request

Total Funding Estimated: **\$5,849,907**
 Total Requests: **\$5,853,907**
 Funding Balance Available **(\$4,000)**

Tier 1 - State Allocation

in template create one long list; internally breakout in tiers; save growth \$ for salaries; target total of \$6m.

State Allocation **\$3,199,907**

Tier 2 - Graduate Tuition

FY17 Original Grad Tuition Budgeted
 FY17 Graduate Tuition Earned
 FY17 Graduate Tuition Growth \$0
 FY17 Graduate Tuition Increase \$350,000 9.00%
NEW Graduate Tuition Available \$350,000

Div	FTE Item	Amount	Bal Remaining
	5 Core Faculty-QEP	\$290,500	\$2,909,407
	4 Core Faculty-constraints	\$232,400	\$2,677,007
	1 Clinical Specialist SON	\$74,370	\$2,602,637
	1 Admin Assistant - SON	\$40,711	\$2,561,926
	1 Faculty - SON	\$86,614	\$2,475,312
	6 Enrollment Support/Comm Center	\$302,640	\$2,172,672
	1 Supp Instruct/tutors/coord	\$155,940	\$2,016,732
	1 Senior Diversity Officer	\$145,700	\$1,871,032
	2 Senior Advisors - Financial Aid	\$115,880	\$1,755,152
	1 Faculty Criminology	\$73,600	\$1,681,552
	1 Faculty Sports Mgmt	\$74,700	\$1,606,852
	1 Lab Coordinator Newnan - COSM	\$53,551	\$1,553,301
	1 Comp Community Clinic Manager	\$61,500	\$1,491,801
	1 Lecturer - Geoscience	\$60,500	\$1,431,301
	1 PT Clinical Faculty - SON	\$20,000	\$1,411,301
	1 Lab Coordinator Physics	\$56,700	\$1,354,601
	Academic Advising - Career Prog	\$79,094	\$1,275,507
	2 Advisor - RCOB	\$111,880	\$1,163,627
	1 HR Organizational Developmnt	\$103,705	\$1,059,922
	1 ORSP Director	\$85,185	\$974,737
	1 International Recruitment	\$80,940	\$893,797
	1 Transfer Recruiter	\$48,940	\$844,857
	0.4 Faculty - GeoScience (6 in base)	\$23,700	\$821,157
	1 Admin Assistant - Mass Comm	\$21,670	\$799,487
	0.25 Exec News Producer	\$12,835	\$786,652
	1 WUTV Production Coord	\$35,071	\$751,581
	1 Wolf Internet Radio Op Mgr	\$11,460	\$740,121
	1 Wolf Radio General Mgr	\$62,570	\$677,551
	1 Faculty (Film) - Mass Comm	\$73,600	\$603,951
	Marketing/Media Support - UA	\$113,800	\$490,151
	1 Administrative Assistant-Art	\$40,711	\$449,440
	1 Faculty - Science Education Uteacl	\$68,700	\$380,740
	1 PT Costume Shop Manager	\$16,350	\$364,390
	1 Faculty - Journalism/PR	\$73,600	\$290,790
	0.25 Administrative Assistant-Crim	\$13,550	\$277,240
	International Prog Development	\$85,000	\$192,240
	1 Instructor Sim Lab - COE	\$66,300	\$125,940
	AD Differential - RCOB	\$36,000	\$89,940
	1 Admin Assistant - Library	\$36,000	\$53,940
	1 AD Center for Public History	\$75,000	(\$21,060)
47.9		<u>\$3,220,967</u>	

Div	FTE Item	Amount	Bal Remaining
	1 Faculty Sociology	\$73,600	\$276,400
	1 Faculty - SON	\$113,100	\$163,300
	1 Faculty - Audiology - COE	\$78,300	\$85,000
	1 Faculty (Media) - COE	\$74,700	\$10,300
	1 Admin Assistant - History	\$40,711	(\$30,411)
	5	<u>\$380,411</u>	

Funding Summary	
Tier 1	\$3,220,967
Tier 2	\$380,411
Tier 3	\$1,098,529
Total	<u>\$4,699,907</u>
BOR Request	<u>\$4,699,907</u>

FY2017 New Funding Request

Dollars Available are ESTIMATES at this point

Tier 3 - Undergraduate Tuition

FY17 UnderGrad Tuition Earned		
NEW FY17 UnderGrad Tuition	\$1,150,000	2.50%

Total NEW \$ Available **\$1,150,000**

Tier 4 Growth

FY17 Original Tuition Budget	
FY17 Tuition Earned	
Total FY 17 UnderG Tui Growth	<u>\$1,150,000</u>

Div	FTE Item	Amount	Bal Remaining
1	Conduct specialist	57,940	\$1,092,060
5	Police	\$239,785	\$852,275
1	Police Officer Newnan	50,890	\$801,385
	ITS Professional Development	\$50,000	\$751,385
	ITS Maint, Reg. Compliance	\$200,000	\$551,385
3	Capital Campaign-Devlpmnt staff	\$210,829	\$340,556
1	Financial Compliance Officer	\$104,700	\$235,856
1	Travel Manager	68,700	\$167,156
1	Dept Assist Travel	39,985	\$127,171
1	Assoc Buyer Purchasing	50,700	\$76,471
	Undergraduate Research - SRAP	\$25,000	\$51,471
14		<u>\$1,098,529</u>	

Div	P	Item	Amount	Bal Remaining
		Faculty Promotions	\$240,000	\$910,000
		Salary Equity	400,000	\$510,000
		General Operation Support	310,000	\$200,000
		Campus Center Support	70,000	\$130,000
		Coliseum Support	50,000	\$80,000
		Student Develop West License	\$12,000	\$68,000
		Townsend Cntr Ticket Software	14,000	\$54,000
		Perspective Magazine Distribution	58,000	(\$4,000)
			<u>\$1,154,000</u>	

Other Considerations:	
<i>Permanent Transfers from Reserve in FY16:</i>	
Capital Campaign Support	127,700
Employee of Yr Award (incl fringe)	1,201
Total Needed for Reserve	<u>\$128,901</u>
<i>These Items will be Known in April 2016:</i>	
Insurance Increases	94,000
Federal Workstudy Match	??

General Operations

		Amount
	Total to Distribute	<u>\$310,000</u>
9.53%	President	\$29,543
58.68%	AA	\$181,908
9.55%	SAEM	\$29,605
17.78%	BF	\$55,118
4.46%	UA	\$13,826
		<u>\$310,000</u>