

Draft-minutes will be approved at the April meeting

Strategic Planning and Budget Study Committee

Minutes of the Meeting of April 12, 2017

Bibb Graves Board Room

Call to Order

The Strategic Planning and Budget Study Committee was held in Bibb Graves Board room on April 12, 2017. The meeting convened at 3:00pm, Dr. Molly Vaughn presiding, and Bliss Adkison, secretary.

Members in attendance: Mr. Hugo Dante, Dr. Katie Kinney, Dr. Donna Lefort, Mr. Mark Linder, Dr. Sandra Loew, Mr. David Shields, Dr. Brian Thompson, Dr. John Thornell, Mr. Evan Thornton, and Dr. Ryan Zayac.

Members not in attendance: Dr. Jeffrey Bibbee, Dr. Kimberly Greenway, Ms. Audrey Mitchell, and Dr. Debbie Shaw

Guests: Mr. Ron Patterson, Ms. Ashley Christman, Ms. Cassie Morgan, Ms. Jill Chambers, Mr. Tyler Thompson, Ms. Marlow McCullough, Ms. Kendra McLain, and Mr. Stephen Putman

Approval of Agenda and Minutes

Motion was made by Dr. Donna Lefort to approve agenda with no revisions. Motion carried.

Motion was made by Dr. Sandra Loew to approve last meeting's minutes with no revisions. Motion carried.

New Business: Funding Requests

Dr. Vaughn welcomed all presenters to the meeting. She reviewed the protocol for the meeting in regards to the allotted time for each request. All requests will be presented and a time allotted for questions will be allowed. All requests (from both March 16th and April 12th) will be considered by committee for vote to move to the prioritization list after today's requests have been presented. A second April meeting has been scheduled for April 26th at 3:00pm. The prioritization of the overall list of budget request presented to the President will be conducted in this meeting. After this protocol review, the following requests were presented:

A. Enrollment Management- Admissions-New Position: Admissions Counselor (\$40,000)

Mr. Ron Patterson was present to review the request. Benchmark data reveals that competitors have on average two more admissions counselors for the amount of students represented on campus. In the past three of four years, inquiries and applications have increased, as well as enrollment. This position will help support the Admissions department in response to this increase and growth.

B. Enrollment Management-Admissions-New Position: Admissions Record Processor (\$36,00)

Mr. Ron Patterson reviewed this request. With increased inquiries, application, transcripts, supporting materials, and enrollment, there has been a substantial increase in documents that are needed to be uploaded into the Admissions document system. This position would

Draft-minutes will be approved at the April meeting support the response time to students who are requiring immediate services regarding application status, enrollment, and other admission needs. This position would also decrease the response time resulting in more services that are efficient to these potential students. Currently the response time is seven to ten days, whereas the best practice for response is two-three days.

C. Enrollment Management- Admissions- new Position: PT Admissions Records Processor/Scanner (\$13,440)

Mr. Ron Patterson reviewed this request. Currently the Admissions department is back-logged two years in regards to documents that should be scanned into programs. This results in important supporting documents not being available in corresponding systems for students in a prompt manner. Examples of these documents include transcripts, test scores, application documents, and recommendation letters.

D. Enrollment Management- Registrar- New Position: Records Coordinator (\$28,000 +benefits)

E. Enrollment Management-Registrar- New Position: Assistant Registrar (\$38,000 +benefits)

F. Enrollment Management- Registrar-New Position: Eligibility Specialist (Athletic Certification Specialist)

Mr. Ron Patterson reviewed these three requests. The Registrar's office is currently critically understaffed. Mr. Patterson urges the committee to consider increasing staff in this area in order to support the service that students receive. Currently many functions, such as degree auditing, are not able to be completed in a timely manner due to understaffing. The goal of the Registrar is to provide excellent service, but due to understaffing and lack of resources, the service being provided is not up to standard. Benchmark data concerning staff to student ratio in Registrar offices reveals that the UNA Registrar office is severely understaffed in comparison with two different set of peer groups. The position of Assistant Registrar would coordinate degree audit and graduation functions, as well as supervise the Degree Works implementation. The position of Records Coordinator would manage initial record change requests, order supplies, ensure the front desk is staffed and that communication with students is consistent and routed properly. The position of Eligibility Specialist (Athletic Certification Specialist) would be responsible for assisting the Registrar office in determining the NCAA eligibility statuses for all entering, continuing, and transfer student-athletes. As desired by Mr. Patterson, the prioritized ranking of these positions are as follows: 1a. Assistant Registrar, 1b. Eligibility Specialist (Athletic Certification Specialist), and 2. Records Coordinator.

G. Enrollment Management- Registrar-Re-Classification: Records Coordinator from Records Specialists (\$3,500 +benefits)

Mr. Ron Patterson stated that this reclassification was submitted to Human Resources. Currently this item has been put on hold; however, Mr. Patterson wanted to bring this request to the attention of the committee.

At the instruction of Mr. Ron Patterson, this item will be deleted from the Enrollment Management requests list and will not be considered for vote to the prioritization lists.

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H. Enrollment Management- Math Learning Center- Work-study position (\$8,000)

Mr. Ron Patterson reviewed this request. The increase of this budget will help to increase in student services as well as compensation for math tutors. The increase in support would allow for this department to be competitive in the compensation for math tutors within the area.

I. Enrollment Management- New position EM Data Analyst (\$45,000 +benefits)

Mr. Ron Patterson reviewed this request. This position would provide daily support to the EM position, as well as a support to the Office of Institutional Research, Planning, and Assessment. The position would work with OIRPA to generate EM reports used for student services. Information that enrollment management driven could be provided in a timelier manner.

J. Enrollment Management- Work study funds (2) (\$14,400)

Mr. Ron Patterson reviewed this request. This position would support the EM office directly by providing administrative support in day-to-day operations. It would provide support throughout all other enrollment management services and departments.

K. ITS-New Position: ERP Engineer (\$56,028-\$81,433)

Mr. Stephen Putman reviewed this request for the committee. During a recent peer institution comparison, it was revealed that the average Information Technology size is forty. Mr. Putman stated that UNA IT currently staffs 21.5 employees. IT would like to uphold its excellent service that it strives to provide the university. This position is needed in order to fill an already short-staffed ERP department. This position could provide assistance in all integrations with incoming software requests. The explanation for the salary range is due to market demand and experience.

L. ITS-New Position: Systems Engineer (\$56,028-\$81,433)

Mr. Stephen Putman reviewed this request for the committee. Currently, there is one Systems Engineer Position housed in Information Technology. Due to the importance of this role in the university community, it is imperative that another position be trained in this position. This position currently monitors and regulates functions such as the active directory, antivirus programs, and other important functional duties. The salary range is due to market demand and experience.

M. Student Affairs-Greek Life- Operation Budget (\$20,899.19)

Ms. Ashley Christman was present to review this request with the committee. Currently the fraternity and sorority life is comprised of over 800 students; however, there is no operating budget for Greek Life. Funds provided in this budget would be used for officer retreat, emerging Greek leaders' summit, Greek awards, advisor training, association of Fraternity/Sorority Advisors membership, AFA annual meeting, AFLV Central Fraternal Leadership Black and Greek Leadership Conference, orientation materials, National Hazing prevention week programming, copying/printing, miscellaneous supplies.

N. Student Affairs-University Police- Two additional officers (\$75,000)

Vice President David Shields reviewed this request with committee. The University Police is requesting two additional police officers due to an increase in footprint for the University

Draft-minutes will be approved at the April meeting across the area (additional buildings added recently). Peer reviews reveal that UNA is approximately 22 staff members short compared with other institutions of relative size. Evening shifts are particularly short due to shift differences and time off. When police staffing is demanded, the department is incurring substantial over-time and comp-time due to lack of staffing.

O. College of Education and Human Sciences-Educator Preparation-ARI Certification (\$9,886).

Dean Lefort reviewed this request. Due to state legislation in the Department of Education, funds, which were provided by the state for Educator Preparation ARI certification training, are no longer available. This certification is a key component in making education student marketable concerning job placement. This budget request would provide the minimal resources that would give graduates this training and advantage in the marketplace. Minimal resources would include two consultants who provide three days of training, and the printing of materials.

P. College of Education and Human Sciences-Connie D. McKinney Department of HSHD-New Position: Accreditation and Outreach Coordinator (\$40,844.34)

Ms. Kendra McLain was present to review this request. This position would provide support for East Campus by providing administrative duties as well as other duties for this area. Currently, safety is an issue due to the building layout and the limited amount of staff in the area.

Q. College of Education and Human Sciences- Connie D. McKinney Department of HSHD-New Faculty Line (\$80,000)

Ms. Kendra McLain was present to review this request. Currently Dr. Bob Young is teaching part time for the Child Development and part time for Elementary Education. Dr. Young and one adjunct are responsible for all the courses in Child Development. Dr. Bob Young will no longer be with the university as of fall 2018. This program has grown from six students to over thirty students, and warrants a full time faculty member in order to teach the courses presented.

R. Academic Affairs- Faculty Promotion (\$147,241 +benefits)

Dr. Thornell reviewed this request. He stated that this request has been discussed as a fixed cost in the past due to the nature of negotiation with faculty upon hire. This item should be considered as a fixed cost in the future; thus allowing the Finance office to embed this request into the budget henceforth.

S. College of Education and Human Sciences- HPER- Flowers Hall Renovation (\$53,009.28)

Dean Lefort reviewed this request. Flowers Hall room 403 is subdivided with temporary partitions in order to create five temporary office spaces. The request to create permanent doors and walls to create office space has been in the HPER annual plan for many years. Temporary office space does not provide privacy or ideal space for conducting day-to-day business for these individuals.

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T. College of Education and Human Sciences-Counselor Education-Graduate Assistant (\$9,000 + tuition for 18 annual)

Dr. Sandra Loew reviewed this request. The Counselor Education degree is a large financial commitment for students. The department would hope to offer the graduate assistants as an offset for these students in regards to finances. These positions would also support faculty in research. Recent accreditation responses suggest that the department should add these assistantships.

Old Business

- **Student Media Request information**

Dr. Vaughn stated that Ms. Shauna James sent the requested list of service scholarships, which are very few. The floor was open for discussion in regards to moving this request to the prioritization list.

Dr. Thornell made a motion that this request be moved to the prioritization list with consideration in the future concerning equity. Motion carried.

- **IE committee liaison**

Dr. Vaughn stated that the committee must select a liaison for the Institutional Effectiveness Committee. Dr. Kimberly Greenway will be retiring and this position must be filled. Due to the fact it is late in the semester, the committee decided to table this item until the Fall semester to give regards to the new members serving on the committee. This decision is contingent upon approval by the President's office.

Approval of items to Prioritization List

The floor was open to discussion in regards to any request that should not be added to the prioritization list.

A motion was made by Dr. Molly Vaughn, given no objections, that all budget requests presented in the March 16, 2017 and April 13th, 2017 meeting be moved to the prioritization list. Motion passed.

Announcements

- The prioritization meeting will be held on April 26, 2017 at 3:00pm in the Bibb Graves Board Room

Adjourn

Motion was made by Dr. Zayac to adjourn. Meeting adjourned at 4:18pm Motion carried.

Submitted by,
Bliss Adkison
Secretary (2016-2017)