Physical Plant
Custodial
05-638-03
2008-2009 Budget Request

Benefit Expenses

Object	Object Type	Object Name	FY 2008 Budget	Proposed FY 2009 Budget
3200	EX	O T - STAFF	$0	$5000 *
Section Totals >>>>>>>>>>>>>>>>>>>>>>>			**$0**	**$0**

Operating Expenses

Object	Object Type	Object Name	FY 2008 Budget	Proposed FY 2009 Budget
4010	EX	CONTRACT ORDER SUPPLY	$24,000	$25,000
4370	EX	SHIP POSTAGE	$0	$50
4700	EX	REPAIR MAIN	$0	$1,000
5028	EX	FREIGHT SHIP	$0	$50
5200	EX	EXPEND EQUIP	$3,000	$3,900
Section Totals >>>>>>>>>>>>>>>>>>>>>>>			**$27,000**	**$30,000**
Total for areas I control >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			**$27,000**	**$30,000**

* Please note the Over Time for the Custodial deparment will be funded from salary savings so it is not funded during the budget construction.

Fleet
66-632-00
2008-2009 Budget Request

Revenues					
Object	**Object Name**	**2007 Budget**	**2007 Actual**	**2008 Budget**	**Proposed FY 2009**
1687	Vehicle Rental	$18,000	$17,482	$16,000	$6,000.00
Section Totals >>>>>>>>>>>>>>>>>>>>		$18,000	$17,482	**$16,000**	**$6,000.00**
Operating Expenses					
Object	**Object Name**	**2007 Budget**	**2007 Actual**	**2008 Budget**	**Proposed FY 2009**
4040	MTR VEH CHG	$24,440	$27,209	**$27,000**	$8,400.00
4700	REPAR MAIN	$10,801	$3,855	**$9,000**	$4,000.00
4928	OIL GAS	$0	$0	**$0**	$1,500.00
5000	SUPP EXP	$1,438	$20	**$0**	$0.00
5039	INSURANCE	$3,042	$2,907	**$3,200**	$3,200.00
5050	MEMBR FEE	$500	$0	**$0**	$0.00
5200	EXPEND EQUIP	$0	$162	**$500**	$0.00
Section Totals >>>>>>>>>>>>>>>>>>>>		$40,221	$34,154	**$39,700**	**$17,100.00**
6080	INDY TRANSP	$0	$98		
Income Total >>>>>>>>>>>>>>>>>>		$18,000	$17,482	$16,000	$6,000.00
Expense Total for Auditorium Budget >>		$40,221	$34,252	$39,700	$17,100.00
Net Loss Fleet Budget >>>>>>>>>>		-$22,221	-$16,770	-$23,700	-$11,100.00
Please note that this budget was done with the intention of reducing the campus leased fleet from three vehicles down to one.					
* Please note these items have been left in the budget since we will still own some vehicles at the start of the fiscal year.					

Physical Plant
Grounds
05-638-02
2008-2009 Budget Request

Benefit Expenses

Object	Object Type	Object Name	FY 2008 Budget	Proposed FY 2009 Budget
3200	EX	O T - STAFF	$0	$3000 *
Section Totals >>>>>>>>>>>>>>>>>>>>>>			**$0**	**$0**

Operating Expenses

Object	Object Type	Object Name	FY 2008 Budget	Proposed FY 2009 Budget
4700	EX	REPAIR MAIN	$0	$0
4701	EX	MAIN GENERAL	$5,500	$5,500
4928	EX	GAS & OIL	$5,000	$5,500
5200	EX	EXPEND EQUIP	$5,000	$5,000
Section Totals >>>>>>>>>>>>>>>>>>>>>>			**$15,500**	**$16,000**
Total for areas I control >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			**$15,500**	**$16,000**

* Please note the Grounds OT is funded by the Parking Account via transfer as needed, so this is not used in budget construction.

Physical Plant
05-638-00
2008-2009 Budget Request

Object	Object Type	Object Name	FY 2007	FY 2008	Proposed FY 2009 Budget
3000	EX	HRLY REGULAR	$32,400	$32,400	$32,400

Operating Expenses

Object	Object Type	Object Name	FY 2007	FY 2008	Proposed FY 2009 Budget
4010	EX	CONT ORD SUP	$16,500	**$5,000**	$2,000
4013	EX	CONF/WRKSHPS			
4021	EX	NETWORK FEES	$1,000	**$1,000**	$1,000
4040	EX	MTR VEH CHRG	$6,400	**$7,000**	$7,000
4055	EX	PUBL OUTSIDE			$50
4085	EX	TEL MNTH RNT	$7,080	**$7,000**	$12,000
4086	EX	TEL LONG DIS	$450	**$300**	$300
4100	EX	OFF SUPPLIES	$200	**$200**	$200
4166	EX	PRINT/DUP		**$600**	$600
4200	EX	MISC EXP			
4300	EX	POSTAGE	$60	**$50**	$50
4520	EX	CONTRACT SRV		**$2,400**	$2,400
4566	EX	COMP RSP DEC			$1,500
4580	EX	SUP ACAD ER			
4700	EX	REPAR MAIN	$107,000	**$89,914**	$95,000
4723	EX	EQUIP MAINTEN		**$400**	$400
4776	EX	MAIN CNTRCTS	$27,500	**$53,800**	$80,000
4871	EX	BACKGRD CK		**$25**	$25
4905	EX	CLEAN SUPPLY		**$0**	
4910	EX	DURABL GEN		**$0**	
4928	EX	GAS & OIL		**$2,000**	$2,000
5000	EX	SUPP EXP	$45,287	**$0**	
5028	EX	FRGHT SHIP		**$1,000**	$1,000
5050	EX	MEMBR FEE	$480	**$2,000**	$2,000
5055	EX	OTHR EXPENSE			
5200	EX	EXPEND EQUIP	$2,500	**$2,500**	$5,000
5215	EX	EXPEND CMPTR			
Section Totals >>>>>>>>>>>>>>>>>>>>>>>			$214,457	$175,189	$212,525

Travel Expenses

Object	Object Type	Object Name	FY 2007	FY 2008	Proposed FY 2009 Budget
6000	EX	INDY TRVL	$3,000	**$2,000**	$2,000
6080	EX	INDY TRANSP		**$500**	$500
6100	EX	OTST TRVL		**$500**	$500
Section Totals >>>>>>>>>>>>>>>>>>>>>>>			$3,000	$3,000	$3,000

Capital Expenses

Object	Object Type	Object Name	FY 2007	FY 2008	Proposed FY 2009 Budget
7000	EX	CAP EQUIP	$7,000	**$5,000**	$8,000
7400	EX	INFRSTRC IMP	$8,232	**$0**	$8,000
Section Totals >>>>>>>>>>>>>>>>>>>>>>>			$15,232	$5,000	$16,000

Transfer Section

Object	Object Type	Object Name	FY 2007	FY 2008	Proposed FY 2009 Budget
9900		**Transfer Out**	$1,239	**$0**	$0

Total Physical Plant S&E >>>>>>>>>>>>>>>>>>>>>>>			**$232,689**	**$183,189**	**$231,525**

Utility Budget Summary

	Object Code	FY 2007 Budget	FY 2008 Budget	FY 2009 Projected Budget	Difference	Percent of Increase or (Decrease)
Electric	4093	$529,540	$540,000	$567,000	$27,000	5.10%
Gas	4095	$490,231	$400,000	$420,000	$20,000	4.08%
Sewer	4097	$53,588	$70,000	$72,100	$2,100	3.92%
Water	4098	$37,000	$39,000	$40,170	$1,170	3.16%
Totals >>		**$1,110,359**	**$1,049,000**	**$1,099,270**	**$50,270**	**4.53%**
ESP Bond >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			$228,082	$190,246		
Total Including Bond Payment >>>>>>>>>>>>>>>>>>>>			**$1,277,082**	**$1,289,516**		

ACADEMIC AFFAIRS BUDGET DEVELOPMENT HEARINGS SUMMARY AND PRIORITIES FOR PROPOSED NEW ACADEMIC EXPENDITURES IN THE 2008-2009 BUDGET

Process: The academic units reporting directly to Academic Affairs presented their respective budget requests for 2008-2009 during a special session of the Academic Council. In addition to regular members, representatives of the Faculty Senate Budgetary Affairs Committee attended. Vice Chancellor Yost received copies of all presentations. All were requested to keep in mind the campus' strategic plans and priorities and to align their proposals with the larger campus priorities as much as was practicable. Please see a summary of these priorities below.

Strategic Priority I: Attain Fall Enrollment of 3,010 by 2011

Strategic Priority II: Improving Bachelor's Degree Graduation Rates

Strategic Priority III: Enriching the Campus Learning Environment

Strategic Priority IV: Establish mutually beneficial partnerships with regional businesses, industries, governmental and non-profit organizations, and other educational institutions within strategically reasoned parameters that are consonant with the campus mission, vision, and commitments.

Strategic Priority V: Promote campus diversity to prepare our graduates to function in a multi-racial, ethnic, gendered, global environment.

Strategic Priority VI: Enhance the visibility of the campus with key community stakeholders and promote the value of the campus to the region.

.**Strategic Priority VII: Enhance the Role of Campus Scholarship/ Creative Work**

As a result of the budget development process, and in light of the numerous retirements and resignations the campus experiences under Academic Affairs, administration has been listening to the deans and the faculty, examining the concerns they have raised in terms of the campus priorities and the 2008-2009 campus budget, and in several cases addressing the needs expressed by these various constituencies in the current year as follows:

- The strategic management position in the School of Business has been searched for and filled at $82,000. This was the School of Business's top personnel priority and represented new funding for 2008-2009. This position represented a critical component required for maintaining accreditation. In addition, the hire allowed us to add a faculty member of color to the School of Business.
- Three positions in Education have been approved for searches and funded. Additional funding was required to support all three positions ($128,000 total salaries). The commitment to these searches represents the campus' recognition of the growing curriculum demands resulting from new programs and state mandates, as well as our

expectation that the recent patterns of enrollment growth in Education will continue and manifest itself in terms of more majors in Education across all of its programs

- Funding for three tenure-track positions in Nursing has been approved and searches initiated ($153,000 total salaries). These positions are needed to allow the campus to admit two cohorts of freshmen nursing students per year in order to reach a level of enrollment that will offset the loss of our ASN enrollment.
- A new faculty member in Fine Arts has been hired for fall 2008 at $36,000. This new position will allow the campus to expand its fine arts offerings to meet student demand and in anticipation of approval of its proposed BA in Fine Arts. This position was the top priority for new personnel funding in Arts and Sciences
- The campus is currently searching for funded replacement positions in English, history, biology, and physics. These positions are needed to maintain the integrity of current programs.
- The campus is currently searching for a new Dean of Nursing ($111,000).

The items noted above, including commitments to replace positions lost to retirement or resignation represent a total fiscal commitment of $702,000 in salaries and an additional $287,820 in fringe benefits for a total of $989,820 in campus commitment to new or replacement faculty positions beginning fall of 2008. At the same time, there remain a number of pressing needs that deserve our attention. They are identified below:

- The first priority of the campus should be to address the salary issues of its faculty and staff that have resulted in problems of salary compression and equity over the last several years. This is the highest priority of the deans and the faculty.
- SPEA has requested $55,000 to search for and hire one additional faculty member to support the MPM. The enrollment in this program and its future potential, especially in the area of health care administration suggests that this would be a good investment in the campus' limited resources. In addition, SPEA has made a case for a second faculty member to support its numerous undergraduate programs. The current enrollment in these programs does not lend support for this request, despite the reality that its faculty are stretched too thin for the number of programs being offered. SPEA is also requesting additional funding for S&E of $1450 and $4,000 for advising. I support the S&E request as it is directly related to connecting to and retaining students. The hourly request seeks funding for additional advising and is addressed below.
- The School of Arts and Sciences have requested $22,949 to upgrade its two studio lecturer positions to tenure track status when the BA in Fine Arts is approved by ICHE. This is a condition set forth in the degree proposal that has been approved at all levels of Indiana University.
- Continuing Studies has requested $9,750 to continue funding hybrid course development. Recent funding patterns at IUPUI and elsewhere suggest that it is premature to expect these courses to be developed without incentives and support. At the same time, the hybrid model is proving effective in attracting adult learners back to campus. Moreover, it represents the campus' primary claim to technology-engaged program delivery and should be supported.
- Allied health has requested an increase of $4,024 in adjunct budget, $100 in additional accrediting fees, and an additional $2,000 in course-related instructional expenses. I

strongly urge support for all of these program-driven requests. We need to provide support especially for direct instructional costs.

- Approximately $10,980 is required to convert a faculty position in NIMS to 12 months to replace Robert Roales as the chair of this department.
- Arts and Sciences, Continuing Studies, and SPEA have requested additional advising support. Arts and Sciences requests an additional full-time advisor, Continuing Studies requests a half-time advisor to supplement its current full-time person, and SPEA seeks $4,000 for hourly support. I believe the campus must take very seriously the advising needs of its students and support the objective of these requests. At the same time, I urge the campus to look at ways to reallocate existing resources to meet these important requests.
- Arts and Sciences has requested funding to reassign duties in the Freshmen Year Learning Communities Program and assessment away for the dean ($10,000). I support this request, but also urge the dean to explore other ways of achieving this objective if funding is not available.
- The campus' overall travel budget needs to be increased to an average of $1,000 per faculty member for professional travel from an average of $700. This would increase professional travel by approximately $30,600. This is needed as we place greater expectations on faculty for professional development and achievement. In addition, we need to attend to non-professional travel which results from field–based oversight and activities of our faculty. This is particularly urgent in Education which has requested $3,000 for program-related travel.
- Education also reports an increase in accreditation dues of $205.
- Business has requested $3,000 for tutoring and an additional $1,000 to initiate a chapter of Delta Sigma Pi. Business will also require an additional $1500 in matching funds if they receive a grant from IU Overseas Studies.
- The campus Library has requested substantial funding in a variety of areas, including a new librarian position but with a priority on hourly funding. The request for additional hourly funding is $34, 432. I urge this request be given serious consideration for three reasons: one, we need hourly workers to keep the doors of the Library open; costs are rising as a result of a federally mandated rise in the minimum wage; and students who take these hourly jobs and more engaged and more likely to be retained. I also urge us to continue to seek ways to fund a percentage increase in the collections budget, as inflation erodes the value of our collection every year. Although the request is far greater, I recommend consideration of a 5% increase or $18,000.
- Academic Affairs requests a contingency of $20,000 to address urgent matters that arise throughout the year and cannot be anticipated. These funds will not be used to address base-budget shortfalls in Academic Affairs deans' budgets, but will be used to respond to urgent or emergent problems or opportunities.

Respectfully submitted,

Stuart Green
Vice Chancellor for Academic Affairs

Addendum to Academic Affairs Budget Hearing for 2008-2009

Academic Unit: Math Lab

Budget Category	7/1/2007 Budget	Proposed Budget	Change
Personnel			
Faculty Personnel			
Professional Personnel			
Bi-Weekly Personnel			
Adjunct Salaries (2300)			
Hourly Wages (3000,3500)	22,800.00	27,000.00	4200.00
Fixed Costs			
Monthly Telephone Charges (4085)			
Network Fees (4021)			
Long distance (4086)			
Externally Determined Costs			
Dues to Accrediting Agencies			
Annual Software Use Charges			
Other: **Computer Replacement**		4,000.00	4,000.00
Remaining Supplies and Expenses			
Total Travel Budget			
Account Total			8200.00

Explanation of Changes: (expand each area below as needed to provide detail)

1. Personnel Expenses: This will allow a 6% increase in the hourly rates for tutors. We did not increase the rate last year. The requested amount would allow flexibility with scheduling peer vs. professional tutors as needed.

2. Computer Replacement: Based on the age of the computers in the lab, we need to replace 20 machines in 2008/2009. There are two machines that have died and are past warranty. There are eight machines that are 5 years old and need to be replaced when they are 6 years of age per IU policy. The remaining 25 computers are four years old and the warranty has expired on all of them. The requested budget would allow us to replace 10 computers. This would guarantee at least 20 working machines in the lab.

4. Remaining Supplies and Expenses:

5. Travel:

6. Other Spending Categories Not Covered:

Addendum to Academic Affairs Budget Hearing for 2008-2009

Academic Unit: Writing Center

Budget Category	7/1/2007 Budget	Proposed Budget	Change
Personnel			
Faculty Personnel		2500.00	2500.00
Professional Personnel			
Bi-Weekly Personnel			
Adjunct Salaries (2300)			
Hourly Wages (3000,3500)	13,646.00	17,246.70	3600.70
Fixed Costs			
Monthly Telephone Charges (4085)			
Network Fees (4021)			
Long distance (4086)			
Externally Determined Costs			
Dues to Accrediting Agencies			
Annual Software Use Charges			
Other: **Printing/Dup**	100.00	500.00	400.00
Remaining Supplies and Expenses			
Total Travel Budget			
Account Total			6500.70

Explanation of Changes: (expand each area below as needed to provide detail)

1. **Personnel Expenses:** Summer stipend for the Director – supervise summer writing center activities, train tutors, and prepare for fall.
2. Increase tutor hourly pay due to the increase in minimum wages on 7/24/08, provide 3% increase for current tutors, and accommodate the increase in tutor hours due to the 34% in appointments.

External Relations Budget Request
FY 2008-09

Following are requests for additional funding the operational areas within External Relations. This document only details funding increases and assumes all other budget items will remain at the same level as FY 2007-08.

Personnel
External Affairs (Development) and Alumni Relations

The fund raising operation requires a full-time, experienced development officer who will focus on, but not limited to, the following:

- increasing the number of donors
- moves management for assigned existing donors
- stewardship activities for Chancellor's and Phoenix clubs
- stewardship activities for donors with named scholarships and program accounts
- partnership with deans to help meet their academic program needs
- identify and solicit new donors
- liaison to IUF for the development of gift agreements and other required actions

This new position will require salary and benefits in excess of the current development positions. The newly implemented Compensation Strategic Initiative has determined that the market zone for P4 development positions at a regional campus is $61,613--$80,073. To achieve the funding and to properly staff the development operation, the current staffing structure will be revised. This plan has been discussed and conceptually agreed upon within Cabinet, meetings with senior staff and within external relations. Furthermore, the director of donor relations is aware of this action and steps are underway to find an appropriate position on campus.

The donor relations position currently performs significant administrative duties, which will remain within external relations. Many of the duties will be assumed by the alumni relations secretary, with the position moving from three-quarter time to a full-time position. The external relations secretary will also assist.

Additionally, the staff will continue to implement activities, such as being the first regional campus to utilize a lock box for all campus donations, to improve efficiencies and productivity. The new development position will assume the donor-related activities. The redistribution of salary is as follows.

Communications and Marketing

The web project will allow the campus to finally utilize on-line services to accomplish two major tasks—provide customer service to meet the needs of the users and to market Indiana University Kokomo. It will be critical to provide on-going support from OCM on the content development, writing and updating of the web pages. In order to accomplish this task the current, and vacant, Media Relations position, will be upgraded to a Communications Specialist. In addition to being the primary writer and media relations staff, this staff person will have web content management responsibilities. The Compensation Strategic Initiative has determined that the market zone for a P3 media position at a regional campus is $41,296--$53,684.

Existing Positions	Salary	Note
Annual Giving	$32,000	eliminated
Donor Relations	$33,030	eliminated
Total	**$65,030**	
Media Specialist	$32,095	revised
Revised Positions		
Director of Development	$55,000	This is an estimated salary based on the newly implemented CSI. $61,613 is the low end of the market zone for P4 development positions on a regional campus.
Alumni Secretary from ¾ to FT	$ 5,710	
Communications Specialist	$ 4,310	Will increase salary to $36,405, which is below market
Total	**$65,030**	Benefit rate for FY 08-09 will be 34.35%

Web Development
Communications and Marketing

The web project will incur costs in addition to the contract executed with Fuseworks. Not all of the costs have been finalized with the vendor, as discussion as to the scope and developer of some of the possible ala carte items has yet to take place. The contract with Fuseworks was signed just this week, February 11, 2008. An estimate of the web costs follow:

Item	Cost
Server hardware and software to host web site on campus	$10,000
Web ala carte items	
Content Development	$13,000
Virtual Tour	$2,500
Calendar	$2,000
Blogs	$2,000
Photography	$2,500
Site Stats Analysis	$1,500
Degree Audit	TBD
Admittance Audit Tool	TBD
Survey Creation Tool	TBD
Online app	TBD
TOTAL	$33,500

Travel
External Affairs

The travel budget for external affairs staff has exceeded the budgeted amount the past two years and is on course to do so this fiscal year. The added costs are be attributed to greater in-state travel, which includes local donor and prospect visits as well as attendance at IU meetings such as FODS, IUF, alumni and other university-wide activities. The following highlights the incurred travel expenditures.

Year	Instate		Osts		Total Exp	Budget
	Trvl	**Transp**	**Trvl**	**Transp**		
FY 05-06	$626	$2,001	$2,221		$4,848	$4,500
FY 06-07	$569	$2,006	$3,669		$6,424	$4,500
FY 07-08 ytd	$759	$951	$1,194	$209	$3,113 ytd	$4,500

An additional $2,000 is requested.

Budget Increases

- Goal 6 in the IT Strategic Plan is to *"Continuously assess and improve the efficiency, effectiveness and capabilities of the Information Technology Department staff and processes."* Key to meeting this goal is the ability to provide ongoing training opportunities for the IT staff so that they remain knowledgeable in an ever-changing environment. For this purpose, it is requested that an additional $5,000 be allocated in the Computer Services budget.

- For better cost tracking on the Telephone Service account (6663400), the expense for the AT&T maintenance contract and the hourly expense for AT&T services should be broken out and the amounts increased to reflect current actual charges. A 5% inflation factor has been added to the AT&T maintenance contract.

Object Code	Current	Requested	
4250 – Contract Srv	0.00	25,000.00	
4700 – Repair Main	18,020.00	8,000.00	*
Total	**18,020.00**	**33,000.00**	

* Please refer to the third bullet point in the **Staffing** section below.

Unbudgeted Expenses

Over the previous years, several functions have been moved from the IU Kokomo campus to UITS. Among these are the hosting of the website and the hosting of messaging services (email primarily). The amount that UITS are charges for these services was never included in the operating budget. As a result, the costs for these services have been taken from other areas thus reducing the funds available for providing new services or improving existing services. Also, we are charged an annual fee for the use of the helpdesk software (Falcon) that does not appear to have accounted for in the budget.

The annual costs for these services are as follows:

Item	Amount	Tech Fee	CSER
Website Hosting	$3,600.00	0.00	3,600.00
Messaging Service	$16,000.00	$12,000.00	$4,000.00 [1]
Helpdesk Software	3,700.00	0.00	3,700.00 [2]
Total	**$23,300.00**	**$12,000.00**	**$11,300.00**

The breakdown shows the amount for each service that is allocated to Student Computing Services (Tech Fee) and Computer Services (CSER). The total for Computer Services, $11,300.00, needs to be reflected as an increase in object code 4015.

Notes:
> (1) The University's decision to have Google and Microsoft provide student email accounts will reduce the portion of the Messaging Service fee allocated to Student Computing Services, but not to Computer Services. That portion of the Messaging Service fee covers Exchange email accounts used by faculty and staff.
>
> (2) The current Helpdesk system (Falcon) will be replaced in FY2008-2009. At his point in time the replacement system has not been selected and the costs are, therefore, unknown.

Lifecycle Computer Cost

For informational purposes only, in FY2008-2009 it is projected that lifecycle replacement computers for faculty, staff and students will be $1,035 per unit.

Establish New Accounts

- **Administrative Computing Account**
  In order to increase accountability and transparency in the allocation of resources devoted to teaching and learning, it is requested that an account be established for academic computing. Such an account will provide one 'pot' of money that academic departments can use to make technology purchases.

  Since the amount of money allocated to this account would be finite and there will be competing needs for those limited funds, academic departments would make proposals for the use of these funds to a review board that is representative of campus (perhaps the IT Advisory Committee). This review board would determine the merits of the various proposals and prioritize them. The highest priority proposals, up to the limit of available funds, would be funded each fiscal year. An example of a project that would be funded in this way is the replacement of Vision software.

  No specific dollar amount or a source of funding for this account is being suggested at this time. We simply recommend that such an account, and guidelines for its use, be established. The Cabinet should determine the appropriate funding level and sources for this account.

- **Printer Lifecycle**
  Network printers are the only remaining technology not covered by a lifecycle program. It is proposed that a printer lifecycle fund be established and initially funded with $12,000. A potential source for these funds may be the revenue from the Copy Machines account.

| Computer Services (05-630-70) |
| Technology Fee (05-630-72) |
| Copy Machines (66-630-00) |
| Telephone Services (66-634-00) |

Special Projects

Special projects are ones that require one-time or ongoing, short-term funding in an amount that is large enough to preclude the use of operating funds. For FY2008-2009 funding for the following special projects is requested.

- **Campus Mobility Initiative**
  Although it is very early in the planning for this project, it is reasonable to assume that some initial phases of this project will occur during FY2008-2009. IT would not want to be the cause for any delay in this project and, therefore needs to be prepared to take action on decisions as they are made. To be prepared, it is requested that some funds be allocated for such things as:
  - Hardware platform testing
  - Pilot program(s)
  - Back-end system implementation

  It would be impossible to provide an itemized plan at this point in the project so we ask that a project budget for the Campus Mobility Initiative be established with initial funding in the amount of $20,000.

- **Network Upgrade Phase 3**
  Phases 1 (wired infrastructure) and 2 (wireless infrastructure) of the network upgrade will be completed in FY2007-2008. For FY2008-2009, there will be some projects to improve the overall usability, security, and stability of the IU Kokomo network. Examples are:
  - Hardware to implement a firewall to block malicious activity directed at the IU Kokomo network
  - A network access system that allows on-campus and off-campus users to access IU Kokomo networked resources, while ensuring the device being used is secure, free of malicious software, and has recent operating system updates. This system would be sought as a replacement for the existing VPN server.
  - Network modules for interfacing with the University IT Security Office systems that detect and report malicious activity

  An allocation of $20,000 will be required for this purpose.

- **Print Management Software**
  During the current fiscal year, a committee was established to evaluate potential replacements for the Print Management accounting software (VendPrint). Estimates for replacement were in the range for $25,000-$30,000 for managing student tech fee supported printers.

  Discussion has been initiated with other regional IT departments is determine if there is an opportunity for collaboration between campuses that would reduce the

cost of this service. For budgeting purposes, however, it is assumed that the entire $30,000 will need to be allocated for this project.

The replacement software being considered can also be used for managing the digital copiers. Therefore, the funding for this project can come from Technology Fee operating funds, Technology Fee Reserves, and the Copy Machines account.

Staffing

Changes in job responsibilities made to meet the expectations of our customers lead to the need for some staffing changes.

- **New Support Technician Position**
  Last year the establishment of a full-time, appointed support technician position was requested. This request was not approved so an alternative plan was implemented. Additional student workers (for which funds were already budgeted) were hired to cover the Help Desk, thus freeing Kelly Gebhart up to become a support technician. This approach had the added benefit of allowing the expansion of the Help Desk operating hours to match the hours that the Learning Commons is open.

  As this approach has worked very well, the request for the establishment of a full-time, appointed support technician position is being dropped.

- **Campus Web Manager (26251) – Incumbent: Rudy Kizer**
  This campus does not have the workload to justify a fulltime web manager. It is recommended that this position be changed to reflect that it performs the functions of a Campus Web Manager 50% of the time, does other development approximately 25% of the time, and performs network/security work (as a backup to Chris Rivers) the remaining 25% of the time. This would not cause the position to be reclassified so compensation and benefit costs would not be affected by this change.

- **Hourly Staff (2186) – Incumbent: Debra Burns**
  With the incorporation of Telephone Services and Copier Services the administrative workload in IT has increased. At the same time, technology in the classrooms and conference rooms, has reduced the need for administrative support in the A/V area. In response to these changes, the focus of this position has shifted to assisting Shirley Sellers with her administrative workload. In addition, imaging new systems (previously done by support personnel) is done by this position. This change has allowed the support personnel to spend their time supporting the digital copiers and the 25% growth in student computers.

Deb Burns is current working approximately three-quarters time. It is requested that this position be made fulltime with benefits. If this is approved, Deb will be trained to program the telephone switch. The cost for AT&T to perform this function will approach $8,000 this fiscal year (refer to the second bullet point in the **Budget Increases** section above). While AT&T would still provide some services, the savings should cover the increased cost of compensation and benefits. If this is approved, 25% of this position's compensation and benefits should come from the Telephone Services account (66-634-00).

Consideration should be given to paying this position from the Copy Machines account and reallocating the funds that currently pay this position to the Duplicating/Mail Room account to pay Richard Sandy's compensation and benefits. (See the percentage breakout in the next section.)

Salary Allocation

It is our intention that all of the Computer Services and Student Computing employees be paid out of both these accounts with the same percentage being allocated to each budget account for every employee. The percentage is calculated in such a way that the bottom line for salaries and benefits will remain the same for each account.

The purpose of this change is to break down the "silos" within IT and establish that we are all here to serve our customers – faculty, staff and students.

Based on current budget figures, the allocation would be as follows:

Employee	05-630-70	05-630-72	66-633-00	66-634-00
Debra Burns [*]			75%	25%
Kelly Gebhart	67%	33%		
Betty Hillman			No change	
Melissa Hinze	67%	33%		
Steve Holaday	67%	33%		
Rudy Kizer	67%	33%		
Mike Lynch	67%	33%		
Vicky Merritt			No change	
Kathleen Mills			No change	
Carl Pennington	67%	33%		
Chris Rivers	67%	33%		
Shirley Sellers	67%	33%		
Craig Swoverland	67%	33%		
Student Hourly	67%	33%		

[*] Assumes change to fulltime. If that change is not made, then 100% of the compensation and benefits would be in 66-633-00.

Computer Services (05-630-70)
Technology Fee (05-630-72)
Copy Machines (66-630-00)
Telephone Services (66-634-00)

Chargeback Change

- **Third-tier Computers**
  Currently, a department may purchase a third-tier computer for a one-time charge of $200. If the computer fails within the first thirty days it is replaced at no additional charge; however, if it fails after that thirty day period, the department is required to purchase another third-tier computer for $200. When the third-tier computer reaches six years of age, the department is required to purchase another third-tier computer for $200. Third-tier computers come without IT support.

  It is proposed that third-tier computers be provided in a way that is more like a lease rather than purchased by departments. IT would "lease" the third-tier computer for $100 per year. That charge would include:
    - Full support – the same as provided for lifecycle computers
    - Replacement of the third-tier computer if it fails, regardless of when it fails, at no additional cost
    - Automatic replacement when the third-tier computer reaches six years of age unless the department indicates that it wishes to cancel its "lease"

  The additional revenue received by charging $300, rather than $200, over a three year period, will pay for any replacement computers and the additional support costs. This will not require an increase in staffing levels.

  Existing third-tier computers that have already been purchased will not be affected until they reach six years or age at which time they will be replaced by a "leased" third-tier computer as described above.

- **Telephone Fees**
   At the current time there are fees associated with each type of telephone request. At times it seems that departments are "nickeled and dimed" and a lot of time is spent entering transactions to charge these fees. It is proposed that the current fee schedule be abolished in favor of increasing the monthly per line charge (currently $25) to an amount (yet to be determined) that would cover all telephone maintenance expenses.

  Also, the current charge for installation of new telephone service is $75. This fee includes $25 to activate the line and $50 for a telephone. It is proposed that the telephone activation fee be eliminated as it would be covered by the proposal outlined in the previous paragraph. Further, IT would provide a list of approved telephones with various features (such as a voice mail indicator) from which the department may select. The department would pay for the telephone that they select. In this way the department chooses what they want and can afford as

opposed to being forced to take what IT gives them.

- **Digital Copiers**
  When the new digital copiers were installed in late June of 2007, color copying/printing became available for the first time. With no previous experience with the costs of color copying/printing, a charge of thirty-five cents per color page was established. That charge was based, in part, on what copying places (Staples, Kinkos, etc.) were charging. The intent was to make printing color on the campus digital copiers less expensive than sending print jobs out to one of these places but to also price it enough higher than the black and white copying/printing to discourage printing in color when color wasn't necessary. At that point in time, copying places charge between fifty cents and one dollar per color page.

  Since that time, copying places have lowered the price of color copying/printing to around fifty cents, and sometimes as low as thirty-five cents, per page. To achieve the original goals, and stay in line with what copying places are charging, it is proposed that the charge per page of color copying/printing be lowered to twenty-five cents. In fact, in the first five months since the installation of the color copiers/printers, not much color copying/printing has been done on the digital copiers so it is not expect that this change will have much, if any, effect on the Copy Machines budget.

Administration, Finance and Information Technology Budget Summary

Office of the Vice Chancellor
　　　　No request are being made for an increase in the budget for the administration of the Office and those associated departments (Purchasing and Accounts Payable)

Human Resources
　　　　No request for an increase in the budget is being made assuming that the costs of recognition programs are covered via institutional transfer as in the past. Essentially because how many people recognized in a given year varies there has not been a budget for this expense but it is supported through salary savings transfers. Similarly the cost of staff searches i.e. advertising and copying is handled in this manner and could be budgeted at some minimal level if desired.

Campus Safety and Security
　　　　We will be filling this director position that has been vacant before the end of the year and it will be reflected in next year's budget. The position has been identified as the head of security as well as the primary risk manager for the university and will be aligned in this division.

Bursar
　　　　The budget need for this department is in covering the cost for internet collections and while some increase was identified this year there may be a need for another bump up of $4,000 to cover this administrative cost assessed to the department by Treasury.

Physical Plant
　　　　Physical Plant operations have been budget in several accounts to improve the overall management of the operation and the request of all those areas would add up to a $70,000 increase. This would represent the administrative office, custodial, repair / maintenance as well as grounds. What is being requested is a budget that would compare to the budget ending 2005-2006 and possibly for this year as well which has relied on salary savings to cover needs. The reason for the budget consideration is that we have not increased the number of positions in the Physical Plant making it critical to replace vacancies as soon as possible which will impact savings utilized in the past. The request would support:
　　　　Overtime for both custodial services and grounds previously not budgeted but it can be reasonable anticipated at present staffing levels.
　　　　Contacted Maintenance which has been under funded for number of years.
　　　　Capital Equipment needs because of the loss of vehicles we presently lease and the desire to replace them with gators as well as floor cleaning equipment.
　　　　Personnel needs were also presented but these have not been put forward at this time for consideration due to budget constraints but some restructuring has been approved and will carry some cost with changes in assignments and resulting changes in classifications. These changes are being implemented and should be projected in the budget construction as we carry positions forward in the 2008-2009 fiscal year.

the new account would be a means to address this request. No specific amount is requested and the request is made subject to available funding.

Special Projects were identified in the budget request but these have been addressed in the present fiscal year to the extent possible. Both infrastructure and the wireless network are being supported this fiscal year and these are significant cost covered by a planned use of reserves. Print Management Software will need to be addressed in the fiscal year 2008-2009 and because of the management support several accounts are being considered at this time to support an expenditure of approximately $30,000.

Staffing Request is to increase a 75% position to a full position to support additional services provided in the areas of telephone support and copier management. The funds would come from the duplicating account / copier management account as well as the telephone account. Assuming some support services previously provided by AT &T would allow $8,000 to be saved and reallocated to support this additional 25% work load. Support previously provided by the Print Shop staff to copier management would shift to support this additional workload as well since the Print Shop has been aligned with the Physical Plant and their Receiving operation.

Recommended Changes to Charge Back services: (these are proposed for administrative consideration)

It is proposed that we change the present practice of a full payment for what has been referred to on this campus as third tier desktops to a lease program. The proposed change would provide 'full support' services for these units at a lease of $100 a year including automatic replacement.

The present charges for telephone services involvement varying amounts depending on request and what is proposed is an increase in the monthly rental to cover all services and that departments pay for telephones at their cost when a new phone is requested.

Finally it is proposed that the present charge for color copying be reduced to 25 cents a copy to reach a level of use that would better support the cost of our providing color capable copiers.

Institutional Gift Aid Distributed by IU Regional Campuses, 2004-05 through 2007-08

Total Dollars					Amount Per Student Who Completed a FAFSA or Received Gift Aid				

Institutional Funds, Including From Foundation*

	2004-05	2005-06	2006-07	2007-08**
Kokomo	$ 324,153	$ 306,970	$ 349,670	$ 427,137
East	292,944	314,091	416,624	423,205
Northwest	794,616	728,235	867,480	827,128
South Bend	1,000,348	1,336,091	2,020,257	2,433,561
Southeast	1,022,804	1,080,688	1,206,299	1,248,385

Institutional Funds, Including From Foundation*

	2004-05	2005-06	2006-07	2007-08**
Kokomo	$ 148	$ 142	$ 162	$ 213
East	135	147	209	215
Northwest	225	207	238	249
South Bend	210	276	422	517
Southeast	260	283	304	317

*Includes fee courtesy and fee remissions.

**Estimated: some awards are still being entered into the system and so this might increase sl

*Includes fee courtesy and fee remissions.

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Institutional Funds, Excluding Foundation*

	2004-05	2005-06	2006-07	2007-08**
Kokomo	$ 175,384	$ 181,555	$ 219,220	$ 255,060
East	173,431	152,741	193,546	214,626
Northwest	549,379	417,937	611,752	621,766
South Bend	733,361	1,058,373	1,671,550	1,948,958
Southeast	637,389	671,806	831,496	813,675

Institutional Funds, Excluding Foundation*

	2004-05	2005-06	2006-07	2007-08**
Kokomo	$ 80	$ 84	$ 101	$ 127
East	80	71	97	109
Northwest	155	119	168	187
South Bend	154	219	349	414
Southeast	162	176	209	206

*Includes fee courtesy and fee remissions.

**Estimated: some awards are still being entered into the system and so this might increase sl

*Includes fee courtesy and fee remissions.

**Estimated: some awards are still being entered into the system and so this might increas

Institutional General Funds Only*

	2004-05	2005-06	2006-07	2007-08**
Kokomo	$ 54,312	$ 50,192	$ 64,016	$ 68,657
East	44,288	56,159	65,270	72,458
Northwest	105,534	88,074	94,474	459,092
South Bend	104,914	139,340	120,622	114,372
Southeast	161,100	180,502	177,427	120,759

Institutional General Funds Only*

	2004-05	2005-06	2006-07	2007-08**
Kokomo	$ 25	$ 23	$ 30	$ 34
East	20	26	33	37
Northwest	30	25	26	138
South Bend	22	29	25	24
Southeast	41	47	45	31

*Includes fee courtesy and fee remissions.

**Estimated: some awards are still being entered into the system and so this might increase sl

*Includes fee courtesy and fee remissions.

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DEPARTMENT OF STUDENT SERVICES
2008-09 BUDGET REQUEST
Budget hearing February 14, 2008

2008-09 Funding Priorities

Financial Aid
The Kokomo campus for many years has had the lowest percent (among the regional's) of general fund dollars committed to financial aid for student need-based grants and merit scholarships. [*See the attached chart prepared by University IR*] The current STAR merit scholarship program funds about 40 new students per year [90 total]. Need-based grants averaging $400-600 are warded to about 180 students. We are going to change this ratio so the need-based awards will have more impact, reducing the 180 to 90. In sum, the current $194,000 general fund allocation for financial aid doesn't go far. We need to increase the size of merit awards to be competitive and equally important increase the number of need-based grants.
$40,000 request for aid increase

Student Services travel
There has been no increase in travel budgets for over 10 years. An out-of-state travel budget centralized in the VC office has a $5,000 budget line to cover 16 professionals for annual conference travel. A typical major conference costs approximately $1,200. It is imperative that we provide training and professional development for staff to benefit the campus.
$5,000 increase for out-of-state SSER departmental travel

2009-10 Future request
The 2007 report from the AACRAO consultant recommended additional positions in both the Admissions Office and Scholarships and Financial Aid Office. Increased staffing for these offices was requested two years ago in the 2006-07 budget. David Campbell [new director] desires an opportunity to review work output in each office before concurring with a budget request for additional personnel at this time.

NASFAA standards suggest 6 staff in Financial Aid based upon IU Kokomo's student-client load and dollar volume [current staff = 4.1 FTE]. Concomitantly, University data shows that our volume of applicants for admissions is about 53-57% of the volume at IUN and IUS respectively. Applying these ratios to the respective Admissions staff at IUN [8] and IUS [12] yields an extrapolated Kokomo Admissions staff of 4-6 [current staff = 4.5]. The Kokomo Admissions Office is the most productive of the 5 regional's when measuring fall new matric credit hours as a percent of total fall undergraduate credit hours. To do more will require greater specialization in each office. In Financial Aid the specialization will be scholarships; in Admissions the specialization will be transfer students. Two new staff are requested for the near future.
Admissions: Admissions Counselor [professional]
Financial Aid: Processing Specialist [support]

CABINET LEVEL BUDGET HEARING PRIORITIES ACADEMIC YEAR 2008- 2009

The Budgetary Affairs Committee was permitted to participate in the Cabinet level budget hearings which took place on February 14, 2008. Listed below are the committee's priorities in rank order:

1. Increase annual salary raises to the maximum percentage that the upper IU Administration will permit.

2. Address salary compression and equity problems on this campus.

3. Fund all academic positions that have been given permission to search.

4. Substantially increase travel for the academic area and all other areas of this campus.

5. Revise student advising for efficiency and effectiveness.

6. Provide a $40,000 increase in Student Financial Aid. IU Kokomo currently has the lowest amount of aid per student of all the regional campuses.

7. Increase student hourly worker wages and retain the number of students working.

8. Increase by 5% the library collection budget- $18,000.