

Budget Panel Recommendations for 2006 - 2007  
September 27, 2006

**Present:** Utpal K. Goswami, James Horton, Bob Lynch, Connie Gilmore (representing Vikki Bentz, Faculty Senate), Carol Bollinger, Rose Hurley, Jo Berger, Rick Giardini  
**Absent:** Vikki Bentz  
**Guests:** Susan Howery, Barbar Wing, Sgt. Joe Capelli, Karyn Casner, David VanNess, Bob Bockrath, Roger Runyan, Tom Schumacher

Bob Lynch reviewed the budget panel process with the committee and guests. Protocol was for each request to be presented and then the committee would meet after a short recess to discuss and identify those requests that would be recommended to go forward to PLT and those requests that needed more information. The recommendations will be presented to PLT on October 16.

Strategic Initiative/Category/Grouping		Department	Summary	Amount	Budget Panel Discussion	Recommendation
1.1	Align Operational Budget with Accurate Expenditures	Public Services/NARTA	NARTA operational budget has been historically underfunded	\$78,800.00	Committee acknowledged the historical underfunding of NARTA, increased enrollment and value to northern Arizona; recommended bringing appropriations in line with expenditures. Bob Lynch mentioned reimbursement from the state for resulting FTSE provides income-so the program supports itself.	Approve, move forward to PLT.
1.1 Action 4 1.2 Action 7 1.3 Action 4	Institutional Research Software	Institutional Research	Scanner/software package	\$4,885.00	Tom Hughes discussed current equipment requires approximately 180 manhours to compile hand-written comments from end-of-semester student surveys; new equipment would eliminate this manpower expenditure and other projects would be identified and undertaken; current system is nearing end of useful life.	Approve, move forward to PLT.
1.2 Action 7 1.5 Action 3 4.1	Program Funding	HPER-Athletics	Full-time head softball coach and part-time softball asst. coach for FY2007-2008	\$32,304.00	Bob Bockrath discussed the increase in FTSE that will result from recruiting qualified F/T softball head coach; he attempted to recruit P/T coach and was unsuccessful; realized F/T coach was essential for new program to succeed. Committee concurred. Multiple areas will benefit- residence halls, instruction, etc.	Approve, move forward to PLT.

Budget Panel Recommendations for 2006 - 2007  
September 27, 2006

Strategic Initiative/ Category/Grouping		Department	Summary	Amount	Budget Panel Discussion	Recommendation
1.1	Administrative Support	Verde Campus	Campus support for Science/Allied Health specialist	\$23,680.00	Initial request was Nursing-specific; Utpal recommended administrative support should be campus-wide, not department specific. Committee concurred. Tom Schumacher explained the position has specific duties, and additional duties may be added as campus needs are identified.	Approve, move forward to PLT as amended
3.2	ITS-Equipment	Prescott Valley Campus	16 computers needed in Prescott Valley rotunda	\$63,562.00	Increased enrollment and lack of computer space prompted the need to identify space for expansion. Facilities and ITS met with Susan Howery and the PV rotunda was identified as the logical space for computer stations. Maximum of 16 computers can fit in the space and stay within ADA guidelines. Rick Giardini expressed the need for ITS support in Prescott Valley if more computers are added to the campus.	Approve, move forward to PLT.  Discuss and budget recommendations regarding ITS infrastructure support will follow.
1.2 1.6	ITS-ACD Call Manager	Student Services	Telephony software manager	\$35,000.00	David VanNess and Roger Runyan discussed the increased calls during peak registration times-often 450 calls per day per person. August-more than 5,600 calls to Registration office. Current system can't identify dropped calls and first-contact service is compromised. Sometimes Registration has only one opportunity to communicate with potential student; new system would roll calls to available 2nd tier staff standing by. Verde would be integral participant-in current system, capability not there to support Registration on Prescott campus. Utpal expressed concern about 2nd tier staffing requirements and if they would be required to "drop what they were doing" when waiting for a roll-over call.	Roger and David will research the capabilities of the new software to see what kind of impact it would have on 2nd tier support during Registration peak times.  Approve, move forward to PLT.

Budget Panel Recommendations for 2006 - 2007  
September 27, 2006

Strategic Initiative/ Category/Grouping		Department	Summary	Amount	Budget Panel Discussion	Recommendation
3.1	Equipment/ Price Not Firm	Purchasing/ Contracting	Kitchen equipment for community room/event center on Prescott and Verde campuses	\$17,800.00 x 2 = \$35,600.00	Need more info. Utpal asked why community room/event center on Verde campus wasn't considered part of the request; Tom Schumacher recommended modifying the request since community room/event center on Verde campus is wired for equipment. Bob said funds would come out of Plant Fund.	Approve, move forward to PLT after Facilities for Prescott and Verde campuses identify actual costs for equipment and installation on both campuses.
1.5 Action 3  1.6 Action 8	Equipment/ Price Not Firm	Public Services/Fire Science	Purchase two steel containers for equipment storage on Verde and Prescott campuses; complete set of Candidate Physical Assessment Test (CPAT) props/tools; part-time adjunct to support and expand course offerings-FY08-09	Estimate \$8,000.00 for 2 steel containers, does not include infrastructure preparation, etc.	Need more info. Jo Berger will look into leasing containers until more precise costs can be ascertained, i.e., infrastructure preparation for containers lights, ground preparation, etc.	Jo will have information for October 16 PLT meeting; lease or purchase steel containers- move forward to PLT. Susan Howery recommended clarification from David Marshall on the remaining requested items.
4.4	Administrative Support	Purchasing/ Contracting	Increase current P/T asst. to F/T	\$16,160.00	Denise Finn discussed the personnel shortage in her department and increase in responsibilities; committee acknowledged the personnel request, and noted many departments are experiencing increased work load w/fewer personnel; before approval to forward to PLT, committee needs more information, i.e., increasing P/T to 3/4 hours instead of F/T, restructuring work assignments, etc.	Committee recommends increasing P/T hours to 29 1/2 hours p/wk; requested more information.
<b>*Total Requested Funding</b>				<b>\$297,991.00</b>		

\* Does not include full funding from Fire Science, only the \$8,000.00 estimate;  
Does include additional funding for kitchen equipment for Verde campus community room/event center