

**Final Results of Budget Panel Recommendations brought forward to President's Leadership Team for 2006 - 2007
October 31, 2006**

Present: Michael Dougherty, Utpal K. Goswami, Jim Horton, Susan Howery, Rose Hurley, Bob Lynch, John Morgan, Sue Sammarco, Tom Schumacher, Steve Walker, Barbara Wing,

Absent: Vikki Bentz, Jo Berger, Don Yeager

Bob Lynch discussed the remaining requests that required more information. Utpal clarified his position on the requests that were instruction-specific. Discussion followed and is noted in italic bold.

Approved Requests							
Strategic Initiative/ Category/Grouping	Department	Summary	Amount	Budget Panel Discussion	Recommendation	PLT Decision	
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. <i>PLT: Bob reiterated the need to bring NARTA into alignment with the actual expenditures the program incurs.</i>	Approve, move forward to PLT.	<i>Approve</i>
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. <i>PLT: Rick Giardini concurred- new scanner was needed; the old one has reached the end of its usefulness.</i>	Approve, move forward to PLT.	<i>Approve</i>

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Strategic Initiative/ Category/Grouping		Department	Summary	Amount	Budget Panel Discussion	Recommendation	PLT Decision
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 Not included in total approved request because funds will be encumbered next year	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. <i>PLT: note- funds will be encumbered but not used until 2007-2008; Barbara Wing recommended supporting the program since the DGB agreed to the new program and a number of areas will benefit.</i>	Approve, move forward to PLT.	<i>Approve</i>
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 350 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. <i>PLT: Rick revisited the telephony software vendor and felt confident that 2nd tier support staff's workload wouldn't suffer if they were on alert during peak registration times.</i>	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.	<i>Approve</i>
		Student Services	Verde Valley Campus Lounge Equipment/ Student Wages	\$11,900.00	Discussion took place at June budget panel meeting. <i>PLT: Students will benefit because they will stay on campus longer; other departments will benefit.</i>		<i>Approve</i>

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3.2	ITS-Equipment	Prescott Valley Campus	16 12 computers needed in Prescott Valley rotunda	\$63,562.00 \$53,000.00	<p>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.</p> <p><i>PLT: Bob suggested decreasing number of computers until additional funding is identified. Rick Giardini agreed with the idea as long as the computers would not become computer class; more power would be required to accomplish that. Susan Howery assured Rick the computers will be used for open lab purposes only.</i></p>	<p>Approve, move forward to PLT.</p> <p>Discuss and budget recommendations regarding ITS infrastructure support will follow.</p>	<i>Approve as revised</i>
4.4	Administrative Support	Purchasing/Contracting	Increase current P/T asst. to F/T	\$16,160.00 \$2,000.00	<p>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, ie., increasing P/T to 3/4 hours instead of F/T, restructuring work assignments, etc.</p> <p><i>PLT: Bob recommended 90 day full-time status for part-time person so Purchasing could evaluate their actual need in that timeframe. Will revisit after 90 days.</i></p>	<p>Committee recommends increasing P/T hours to 29 1/2 hours p/wk; requested more information.</p>	<i>Approve as revised</i>

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1.1	Administrative Support	Verde Campus	Campus support for Science/Allied Health specialist	\$23,680.00	<p>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.</p> <p><i>PLT: Hold off on final decision until Utpal can provide input.</i></p> <p><i>October 31 - PLT: Utpal reinforced the need for support to be campus specific, rather than division specific. Broader support w/ potential evening hours may be required. Utpal recommended hours could vary depending on students' needs. PLT concurred.</i></p>	Approve, move forward to PLT as amended	<i>Approved as amended</i>
		ITS	<p>1. Upgrades to Institutional Data Backup Centers-UPS</p> <p>2. Upgrades to Institutional Data Backup Center-Increase Power</p>	<p>\$60,000.00</p> <p>\$27,000.00</p> <p>\$20,000.00</p>	<p>Discussion took place at June Budget Panel Meeting- approved by PLT.</p> <p><i>PLT: Rick Giardini stated the initial request totaled \$87,000. He mentioned short-term solution would cost approximately \$20,000.00. The generators in use perform as expected.</i></p>		<i>Approve as revised</i>
<p align="center">Total Approved Requests Does not include HPER request</p>				<p align="center">\$209,265.00</p>			

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Requests That Need More Information or Clarification							
		Department	Summary	Amount	Budget Panel Discussion	Recommendation	PLT Decision
		Academic Affairs	Full-time Spanish/ESOL Instructor	\$48,800.00	Discussion took place at June budget panel meeting- more information was requested. <i>October 31 - PLT: Utpal expressed concern that Spanish and ESOL subjects may not be related instructor disciplines. Instructors more frequently have an English background and can teach ESOL. He recommended holding off on this position until either Developmental English/ESOL instructor position can be defined or need for Spanish instruction identified.</i>		<i>Hold off until specific need can be identified in either Spanish or ESOL but the position won't be combined for both.</i>
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. <i>PLT: Recommendation was to lease storage container for the short-term; Jo Berger, Susan Howery, and David Marshall will meet to discuss the IGA between the Fire Marshalls and YC before moving forward to commit additional funds.</i>	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.	<i>Hold off until specific needs can be identified and associated costs clearly defined.</i>
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. <i>PLT: Dr. Horton recommended fitting the smaller space on the Verde campus with functional kitchen equipment to meet the Verde needs. Jo mentioned that Purchasing was researching kitchen equipment and she would have the information when Purchasing had completed their research.</i>	Approve, move forward to PLT after Facilities for Prescott and Verde campuses identify actual costs for equipment and installation on both campuses.	<i>Hold off until final estimates are known.</i>