

Strategic Planning and Budget Advisory Committee (SPBAC)
FY20 Budget Increment Request Form



PURPOSE: Use this form to propose new UAS operating fund increments or initiatives (e.g. legislative requests for programs or positions) which require either NEW resources or a major internal REALLOCATION of existing funding. Individuals preparing proposals should consult with their dean or director prior to submitting to SPBAC.

For more routine and/or modest proposals affecting existing department or program budgets, please consult UAS Personnel Budget Procedures & Practices (<http://uas.alaska.edu/budget/docs/budget/uas-personnel-budget-procedures-practices.pdf>).

Increment Title:	Financial Aid Advisor	
Campus/Department or Program:	Juneau Campus, Financial Aid Office	
Submitted by:	Joe Nelson	Date: 8-2-18

A. Program/Position Description *(Provide a description of the request and of its overall purpose)*

Recommend adding a fourth Financial Aid position (an advisor) back into the budget.

B. Need & Justification for Program/Position *(Explain why the request is needed, including enhancement of existing programs, response to market demand, taking advantage of new opportunities. If applicable, include the number of students affected and specific employer demand met.)*

The current staff of three is too small to adequately serve our population of students across three campuses and numerous undergraduate and graduate programs and a significant non-degree students. The staff was reduced some years ago in a budget reduction. The smaller staff of three makes is necessary for the director to be processing at least certain aspects on a daily basis, e.g., loan certifications, just to keep the office flowing in a timely manner. When the director is busy processing on a daily basis, he or she is not able to participate in strategic enrollment conversations, e.g., Strategic Enrollment, Retention Committee, Cabinet, etc...

Without some adjustment of work load, the Financial Aid Office will continue to be more reactive than proactive.

Having two advisors will allow for cross-training and mitigate any unnecessary delays in processing.

With more help processing, the director will be more likely to build in monthly reconciliations and work with the finance office more often to manage cash for effectively, i.e., monthly draw downs, rather than once or twice a year.

If the staff is built back to four, we can or should consider making them 11-month positions to help manage burnout and mitigate turnover.

C. UAS Mission & Core Themes *(Identify which aspects of the UAS Mission and Core Themes this request supports and explain how it advances the mission and themes.)*

This request directly impacts student success.

D. UA Statewide Strategic Investments (*Identify UA Goal, Measure, and strategies aligned with this request. What would be the anticipated impact on the measure?)*

Direct positive impact on enrollment and amount of aid disbursed.

E. How does the increment promote academic excellence, optimize existing capacity, and/or create efficiencies or cost savings?

Direct positive impact on enrollment through improved student service and more aid processed more efficiently will help on the revenue side with increase in tuition.

Making the two positions 11-month will help mitigate turnover.

F. Budget (*Explain the amount of funds requested for non-personal services expenses such as salary and benefits, travel, contractual, commodities, and capital expenditures. Provide a brief description of the expenditures.*)

FTE: 1.000 positions of Classified/NonExempt staff type

(*Provide the number/fraction of full-time equivalent positions requested and type, e.g. faculty or staff.*)

Category	Amount	Description
Salary and Benefits	\$66110	\$45,312 salary / \$20,798 benefits (FY19 Staff benefit rate) 11 months; Grade 78/Step 1/\$23.60 per hour/NonExempt
Travel	0	
Contractual	0	
Commodities	0	
Capital Expenditures		
Total Requested:	\$66110	

G. Facilities or other resources (*Explain what facilities needs might be associated with this request—e.g. office space, lab, shop, IT infrastructure, larger equipment*)

H. Review by Dean/Director

Dean/Director signature reflecting consultation about proposed increment/initiative

SPBAC Recommendation to Executive Cabinet:

Pursue funding through: Legislative Request Institutional reallocation School reallocation Other
 Do not pursue funding at this time

SPBAC comments to Executive Cabinet:

UAS Mission

The mission of the University of Alaska Southeast is student learning enhanced by faculty scholarship, undergraduate research and creative activities, community engagement, and the cultures and environment of Southeast Alaska.

Core Themes

Student Success – provide the academic support and student services that facilitate student access and completion of educational goals

Teaching and Learning – provide a broad range of programs and services resulting in student engagement and empowerment for academic excellence

Community Engagement – provide programs and services that connect with local, state, national, and international entities on programs, events, services, and research that respond to the economic, environmental, social, and cultural needs and resources of Southeast Alaska

Research and Creative Expression – provide programs and services that support research, scholarship, and creative expression by faculty and students

UA Statewide Strategic Investments

Goals & Measures

Goal #1: Contribute to Alaska's Economic Development

Measure a. Increase STEM graduates

Measure b. Increase number of invention disclosures

Goal #2: Provide Alaska's Skilled Workforce

Measure a. Increase percentage of educators hired

Measure b. Double number of health program completions

Goal #3: Grow Our World Class Research

Measure a. Lead the world in Arctic related research

Measure b. Increase research expenditures

Goal #4: Increase Degree Attainment

Measure a. Increase enrollment

Measure b. Increase completions

Strategy Suggestions

- Partnerships with K-12
- Building Competitive Capacity
- Marketing & Recruiting
- Partnerships with Industry
- Innovative Program Delivery
- Faculty & Staff Development
- Student Advising & Support
- Financial Aid