**NARRATIVE--Revised**

**Division of Academic Affairs**

**FY2020 Budget-Development Process**

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**February 8, 2019**

**Process**—Budget documentation was distributed to primary budget index overseers. Overseers submitted requests, which were compiled into separate spreadsheets for budget requests, capital equipment requests, and one-time non-capital requests. In a Council of Deans meeting, budget overseers described their requests and answered questions. Budget overseers rated each request for the FY20 Budget and for $1,000-plus capital equipment.  Group rankings were reviewed and adjusted by the provost and were circulated to overseers for final review and comment. A revised ranking was generated and revised a second time following a February 8 Executive Committee discussion that clarified the likely parameters of the full process and a separate request for a revised focus in the initial narrative document. Additional input regarding retention-related proposals was gained through discussion with the Student Success Team.

**FY2020 Requests [Document One]—**Revision 2, dated February 8, recommends $2,450,856 in new funding for Academic Affairs. Requests presented in two groups noted in Column C as “Highest” and “High.” The remaining 33 items shaded light brown are not recommended at this time appearing to be well outside the parameters of this process. The 10 items in the highest category include $901,372 for six new faculty positions—three each in SEST and SoB, the two schools showing recent enrollment increases. SEST also leads CCSU in overtime credits. One staff position in CLASS for $91,824 addresses safety issues in art and theatre. Three operating funding increases address increasing costs for students pursuing teaching certification ($60,000), inflationary costs for library periodicals ($75,235), and an apparent inequity in operating expenses support in the SoB ($75,000).

A second set of 15 recommended items rated “high,” include (a) two additional new faculty positions for $268,470, both in SEST; (b) six new staff members plus staff modifications totaling $754,949; and (c) $247,550 in OE/DPS funding to support new faculty hires in SoB, retention efforts, graduate assistants and warranty costs in SEPS, and new technologies and inflationary increases in the library. Of the total of $1,170,969 in these 13 items, $497,649 is focused on student-retention related staffing and activities, and $108,000 is focused on faculty retention in the SoB. The final two items recommended, totaling $168,250 can likely be partially achieved through reallocations but represent important actions still to consider.

In summary, the FY20 AA requests rated highest begin to address full-time faculty needs in two areas of growth with additional attention to safety, student support, quality, and equity. The second category rated “high” is most heavily focused on increasing student retention as well as critical academic staff support and additional FT faculty.

**One-Time Requests** **[Document Two]**—This list holds 12 items. Of the $497,390 in requests, two requests are for coverage of potential internal build-out costs connected directly to two proposals in the FY2020 Request document: AVPSS-1, dividing the Career Center and Explore Central ($190,000), and AVPSS-2, providing potential office space for Success Central ($50,000). Costs would be incurred only if these projects were funded in the FY20 plan.

**Capital Equipment** **[Document Three]—**Document Three, Tab 1 lists 130 specific requests of which 60 carry estimated costs for FY20 (Year 1). The total of the Year 1 costs equals $3 million. February 8 adjustments in light of the clarified parameters propose 34 year-one items totaling $1,004,086. These 34 are divided into three categories: (i) “Highest”—15 items totaling $526,372; (ii) “High”—9 items totaling $$267,113; and (iii) “Moderate”—10 items totaling $210,601. These three subgroups were determined considering deans’ within-school rankings combined with group rankings of AA budget overseers, resulting in each school’s top-ranked items appearing in the top two categories. Twenty-six additional items requested for year one are not recommended at this time and are shaded gray. Also not recommended for the FY20 budget are 70 items specified for years two and three. Thirty-one items, all from SEST, proposed for year-two funding are shaded in a darker gray and appear in the same order proposed by SEST. Thirty-nine additional items are shaded in blue and appear in the SEST-recommended order.

Document Three, Tab 2 displays 42 less-than-$1000 equipment requests totaling $43,030. The rankings were determined by the provost at the request of the Council of Dean members and represent an attempt to address what appeared to be the higher ranked items from each school.