

College of Arts, Humanities and Social Sciences OE/Temp Help Budget Policies

1. Operating Expense

Each year, OE will be allocated to the departments/programs using the established formula with Art, Music, and Theatre, Film & Dance continuing to get a double allocation. These funds should be used for those supplies and services basic to the on-going operations of the department/program. Expected use includes, but is not limited to:

- a. Office Operations and Supplies
- b. Facilities and Equipment Maintenance
- c. Faculty Needs
- d. Instructional Needs

Funds not expended or encumbered by April 1 for basic OE will revert to a College pool for funding big projects/needs. Departments/programs are assured that future OE allocations will be determined by the allocation formula, and they will not be penalized in future years for spending less than their OE allocation.

Rationale: In the last couple of years we have agreed to look at unexpended funds toward the end of the year to see what big projects/needs can be funded. This OE proposal is suggested as a way to attempt to capture moneys for the possibility of funding big projects/needs but without jeopardizing funding for basic on-going departmental operations.

2. Creation of New Category: Programmatic Budget

The Budget Committee will review past years of special funding requests and create a programmatic budget category for department's/program's regular on-going programmatic expenses. This budget will include such things as accreditation fees and travel expenses for programs (such as forensics and music). These expenses will be reviewed annually for continued need.

Rationale: It doesn't make a lot of sense to have programs submit annual special budget requests for costs required to mount their programs.

3. Special Budget Requests

The Budget Committee hopes that there will continue to be a funding pool for special one-time requests. The special budget request forms will be modified to ask departments/programs to specify their concurrent enrollment and trust balances.

Rationale: The special requests are sorely needed, but more over-all could be partially funded when programs/departments are able to cover a portion of the costs.

4. Temp Help and Work Study Funds

These funds cannot be converted/transferred to OE or expended for supplies and services by the departments. Departments will submit requests by to the CAHSS Budget Committee by April 15 for the following academic year, and the funds will then be allocated based on the spending plan submitted. Requests must provide justification of what specific work is anticipated that requires such funds.

Departments/programs are encouraged to continue looking first for work study qualified students to meet their staffing needs. Funds not expended for Temp Help/Work Study will revert to College pool for funding big projects/needs.

Rationale: We've agreed that for several departments/programs, the current allocations are just plain odd. Also, from the reports submitted by the departments/programs for how these funds have been used in the last four years, several have in fact regularly converted the funds to use for OE purposes rather than use them for the work assistance intended. But departments/programs that have not regularly used the funds for work assistance may very well need temporary help occasionally for special projects (e.g. disseminating recruitment materials). This proposal would allow departments/programs to access needed funds for work tasks when actually needed (annually for some, only occasionally for others). This is another potential source for funding big projects/needs at the end of the year.

The Budget Committee will review the actual expenditures for 1 and 4 above annually to see if adjustments in allocation to OE and to Temp Help/Work Study are warranted.

The Budget Committee is cautiously optimistic that the dean will be able to notify the departments/programs in mid spring semester whether the budgetary forecast for the next fiscal year is such that it is prudent for us to stock up on basic operational supplies rather than attempt to fund big projects/needs.

Approved by the CAHSS Council of Chairs, April 5, 2007