

Student Union Building (SUB) Financial Plan of Action:

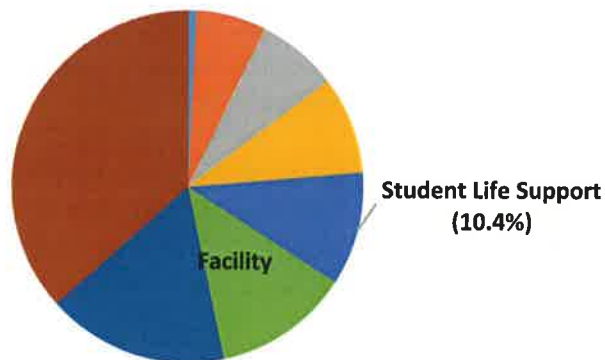
The Student Union plays a vital role in providing student, staff, and community services. This facility houses: Student Government, Student Life and several of its programs, campus dining services, Bookstore, student mailroom, and numerous programs related to Student Services (One-Stop, Business Office, Title IX & OEO, Staff/Faculty Counseling Services, as well as vendors (salon & convenient store). The SUB provides the largest on-campus area for campus conferencing and meeting space that services student/faculty/staff needs on a daily basis. The Student Union also acts as a community conference center for numerous activities, functions, meetings, etc... allowing the University to encourage and maintain beneficial community relationships.

Attached is the Fiscal Year 2018 budgeted Expenses and Revenues. These expenses/revenues have been reflected in a pie graph to better illustrate the amount and percentage of the major budget impacting areas.

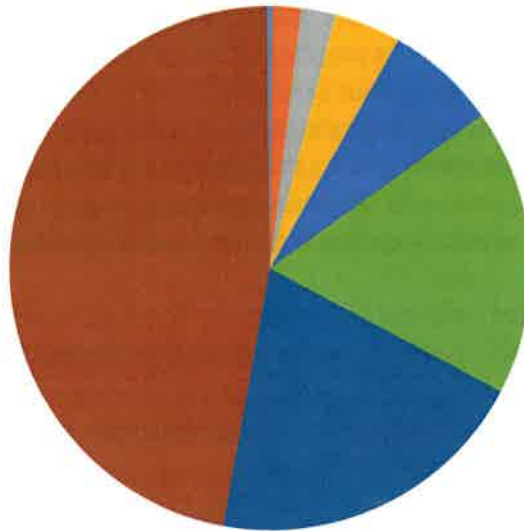
After evaluating the data and unit processes, the following recommendations are being made to improve the efficiencies and reallocations necessary to reduce expenses:

Expenses FY 2018	%	Budget	Revenues FY 2018	%	Budget
Student Hourly	0.7	\$5,000	Other Income (0.3%)	0.3	\$2,000
Indirect Cost Transfer	6.5	\$45,800	Laundry Commissions	1.8	\$13,000
Utilities	7.5	\$53,000	Vending Commission	2.1	\$15,000
Operating	8.9	\$62,653	Food Retail Commission	4.1	\$30,000
Student Life Support	10.4	\$73,771	Bookstore Commission	6.9	\$50,000
Facility Support Staff	12.6	\$88,818	Building Rental	17.7	\$128,000
Administrative	16.8	\$118,185	Transfer from Cafeteria	20.1	\$145,758
Bond	36.6	\$258,331	Student Fees	47	\$340,000
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Student Union Building Expenses FY 2018



SUB Revenues FY 2018



~ Remove Student Life Staff Salary/Benefit support (\$73,771)

Student Life provides no direct responsibilities/services to the Student Union Building. Removal of this support from the SUB budget would not have any impact on services or processes to this program. I would recommend this financial support be moved to the Student Life & Recreation budget which this support directly serves.

~ Reduction in the amount of Indirect Costs charged to this program. Currently the SUB pays a 10% Indirect Cost to the general fund based off SUB revenues. These revenues include the \$340,000 amount received from Student Fees. I believe Student Fees should be allocated for the intended purpose which is to support their Student Union and not reallocated to the General Fund. Removing the indirect cost from Student Fees would reduce expenses to the SUB by \$34,000 annually. Unfortunately this would also mean a \$34,000 decrease in revenues to the General Fund. However the SUB has picked up additional supportive costs associated with GF programs as well as lost revenue space with no financial assistance. These programs consist of the One-Stop, Student Business Services, and Title IX. The SUB's support of these programs helps substantiate this reduction request as well.

~ Removal of all discretionary expenses. This would include the Welcome Back Bar-BQ (\$2,000), Furniture/Equipment (\$2,000), and Travel (\$1,500). Total potential budget savings \$5,500. All other expenses for this program are fixed with minimal ability to adjust as they are directly related to the primary function of the program; such as Insurance, maintenance, utilities, etc...

If all recommendations are implemented **total reduction in expenses would be \$113,271 or 16%** of total expenses. Unfortunately, even with a 16% reduction in expenses this would not bring the SUB to a balanced budget but would significantly minimize the need for budget transfers and use of reserves for operating costs.

Other points of emphasis:

- ~ The SUB budget has seen yearly reductions in revenues due to the decrease in Student Fees funding. So this unit has been in budget reduction mode for some time already.
- ~ The SUB continues to run in the red financially speaking with the burden of making budget placed on the Cafeteria Budget. Currently the Cafeteria Budget contributes \$265,758 to balance the SUB. This has placed an enormous strain on the Cafeteria Budget resulting in a very high over-charge on the meal plan to students. Ultimately placing the burden of balancing the SUB onto those students required to have a meal plan. With declining enrollments and students looking to minimize costs meal plans have decreased significantly in recent years. This current model of budget transferring is not sustainable.
- ~ The SUB currently has Work-study Allocations of \$25,000 (Building Managers year-round). With the increase in minimum wage building hours maybe impacted without an increase to work-study budgets. The current work shifts are already at streamlined hours. This position allows us to keep the SUB open from 5-10 pm Mon – Friday and 4-10pm on weekends during the Academic year. Summer hours are 4-8pm Mon – Fri and as needed during weekends.

