

Unit Planning for Student Services

Student Financial Services/Financial Aid & Sponsored Accounts

For 2007-2008 Implementation

Section III: Planning for fiscal sustainability: (Discussion begins on September 21st)

This section should be developed by faculty and staff in the units working with their manager. The work on this section will start during fall in-service and must be submitted by November 15, 2006. The manager of the unit must adhere to the deadline and submit a proposal from the unit by the deadline. Please summarize your ideas in the tables below; additional narrative may be added outside the table, if necessary. Guaranteed proposals and identified Budget Reductions for 2007-2008 should also be listed in the Excel spreadsheet (FY08 Budget Proposals template.xls) with detailed budget information that will be submitted to the budget development process and will focus on Fund 111100.

Preamble: Planning parameters included at the Institutional level

Example:

- **\$6 million recurring deficit for FY 08**
- **Recovery of deficit will occur in the general Fund 111100**
- **2% FTE growth over 2005-2006**
- *********

Division Planning Parameters:

2007-2008 (FY 08) Incremental changes:

1. **Revenue Enhancements:** (Include impact, consequences, and comments; examples might include: receiving grant funding, securing a donation from a local business to replace general fund costs, offering a new course combining non-credit and credit students that increases FTE).

Guaranteed Revenue Enhancements:

| Description | Impact | Consequences | \$ | R/NR |
|----------------------|---------------|---------------------|-------------|-------------|
| Prohibited by law. | | | | |
| Dual Enrollment Fees | Uncollected | | ~ 25,000 | NR |
| | | | | |

Additional Narrative: Dual enrollment fees. It appears Lane has never collected the shared fees via its dual enrollment agreement with the UofO. Lane must submit a request for payment to acquire this revenue.

Non-Guaranteed Revenue Enhancements:

| Description | Impact | Consequences | \$ | R/NR |
|--------------------|---------------|---------------------|-----------|-------------|
| Prohibited by law. | | | | |
| | | | | |
| | | | | |

Additional Narrative: Sponsored accounts currently charges a \$10 processing fee to bill sponsors for specific educational costs. Some schools charge more, to the detriment of the student recipient.

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- 1. Efficiencies and Productivity:** (Include impact, consequences, and comments; examples might include: increasing maximum class size, consolidating courses of two instructional programs).

Guaranteed Efficiencies/Productivity:

| Description | Impact | Consequences | \$ | R/NR |
|--------------------|---------------|---------------------|-----------|-------------|
| | | | | |
| | | | | |
| | | | | |

Additional Narrative: Student Financial Aid/Sponsored Accounts is at its maximum efficiency and productivity. A significant increase in volume of applications would result in reduced service and increased timeline for the delivery of aid.

Non-Guaranteed Efficiencies/Productivity:

| Description | Impact | Consequences | \$ | R/NR |
|--------------------|---------------|---------------------|-----------|-------------|
| | | | | |
| | | | | |
| | | | | |

Additional Narrative:

- 2. Budget Reductions:** (Include impact, consequences, and comments; examples might include: reducing a faculty or management position in a program, reducing materials and supplies allocation).

| Description | Impact | Consequences | \$ | R/NR |
|------------------------|------------------------|-----------------------|-----------|-------------|
| .5 Sponsored Acct. FTE | Additional Workload | Reduced service | 23,206 | R |
| M&S | Required notifications | Less margin for costs | 5,000 | R |
| | | | | |

Additional Narrative: Reduction of employee FTE will result in redistribution of workload and less flexibility to meet deadlines. Reduced M&S leaves no cushion for inflation and unanticipated expenses. Additional reduction in staffing will result in overtime costs, and the need to rescind reduction in M&S to fund overtime hours.

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2008-2009 (FY 09) and beyond, Fundamental changes:

1. Revenue Enhancements: (Include impact, consequences, and comments)

Guaranteed Revenue Enhancements:

| Description | Impact | Consequences | \$ | R/NR |
|--------------------|--------|--------------|----|------|
| Prohibited by law. | | | | |
| | | | | |

Additional Narrative:

Non-Guaranteed Revenue Enhancements:

| Description | Impact | Consequences | \$ | R/NR |
|--------------------|--------|--------------|----|------|
| Prohibited by law. | | | | |
| | | | | |

Additional Narrative:

2. Efficiencies and Productivity: (Include impact, consequences, and comments)

Guaranteed Efficiencies/Productivity:

| Description | Impact | Consequences | \$ | R/NR |
|-------------------------|-----------------------|---------------------|-----------|------|
| Eliminate Perkins Loans | Reduced Student Aid | Reduced Admin costs | \$300,000 | R |
| Eliminate Job Location | +\$50K FWS to student | unknown | ~\$12,000 | R |

Additional Narrative: Estimating that it costs Lane \$300K annually in salaries and contracts to administer the Perkins Loan program. Liquidation could result in ~\$900K in one time return of institutional match. Job Location & Development appears redundant to State and Local employment efforts.

Non-Guaranteed Efficiencies/Productivity:

| Description | Impact | Consequences | \$ | R/NR |
|-------------|--------|--------------|----|------|
| | | | | |
| | | | | |

Additional Narrative:

3. Budget Reductions: (Include impact, consequences, and comments)

| Description | Impact | Consequences | \$ | R/NR |
|------------------------|------------------------|-------------------|---------|------|
| Addition FTE reduction | Slower student Service | workload/overtime | unknown | |
| | | | | |

Additional Narrative: Further budget reductions will come from reduced staffing. This will result in slower timelines, less access to technical help, longer turnaround from point of application to delivery of assistance, additional distribution of workload. Likely overtime costs. Lessened time availability for process improvement.