

MEMORANDUM

To: Board of Regents

From: Board Office

Subject: Conceptual FY 2001 Operating Budgets - Regional Study Centers

Date: May 8, 2000

Recommended Action:

Receive the report on the FY 2001 conceptual operating budgets for the Quad-Cities Graduate Study Center, the Tri-State Graduate Center and the Southwest Iowa Regents Resource Center.

Executive Summary:

Each year funds are appropriated to the Board of Regents for distribution to the Quad-Cities Graduate Study Center, the Tri-State Graduate Center, and the Southwest Iowa Regents Resource Center. The annual reports and budgets of the Regional Study Centers provide one method for addressing Action Step 2.1.1.1 - Annually Assess Access to Regent Institutions - of the Board of Regents Strategic Plan. The annual reports for the study centers are included in G.D. 8. This docket memorandum includes information on FY 1998 and FY 1999 expenditures, FY 2000 budgets, and FY 2001 conceptual budgets.

Legislative action on the FY 2001 Iowa educational appropriations for the study centers totals \$369,484, which equals the FY 2000 State of Iowa funding for the centers. In addition, it is anticipated that a small amount of appropriations will be available to fund a salary increase.

	FY 2000 <u>Approp.</u>	FY 2001 <u>Approp.</u>	FY 2001 <u>Salary</u>
Quad-Cities Graduate Study Center	\$171,382	\$171,382	To be determined
Tri-State Graduate Study Center	83,778	83,778	To be determined
Southwest Iowa Regents Resource Center	<u>114,324</u>	<u>114,324</u>	To be determined
TOTAL	\$369,484	\$369,484	

Each of the centers is anticipating a status quo budget for FY 2001 and will plan accordingly. Small mandatory cost increases will be included for the Tri-State Graduate Center and the Southwest Iowa Regents Resource Center. These increases will be funded from sources other than State of Iowa appropriations.

Background:

Three regional study centers serve residents of Iowa who are geographically distant from the Regent campuses.

The Quad-Cities Graduate Study Center, the Tri-State Graduate Center, and the Southwest Iowa Regents Resource Center make requests for State of Iowa operating appropriations through the Board of Regents and each year funds are appropriated to the Board for distribution to the centers. The Board will be asked to distribute the appropriated funds at its June meeting.

A State of Iowa appropriation is one of the sources of funds for each center's budget. In addition to local funds, the Quad-Cities Graduate Study Center receives an appropriation from the State of Illinois, the Tri-State Graduate Center receives funds from the states of Nebraska and South Dakota, and the Southwest Iowa Regents Resource Center receives funds from the State of Iowa Extension & Continuing Education Council.

Analysis:

No significant changes from FY 2000 are anticipated in any of the FY 2001 budgets of the Regional Study Centers. FY 1998 and FY 1999 expenditures, and FY 2000 budgets for the Centers are displayed on Tables 1- 3.

Quad-Cities Graduate Study Center

The Center's Governing Board has formulated the following planning goals for FY 2001:

- Develop and implement a marketing / action plan, based on the findings of the graduate education community needs survey;
- Update its current quality measures to supplement and complement those of member institutions;
- Promote access to graduate programming and the services necessary for successful off-campus study;
- Develop outreach approaches to locate, recruit, and enroll a diverse student body;
- Establish three partnerships with firms or agencies in the Quad-Cities community for the purpose of supporting the mission of the Center; and

- Identify current tasks, goals and objectives that inhibit the Center's efficiency and productivity.

These goals will help determine budget allocations and expenditures within each budget category, although the Center's total budget is expected to increase only slightly.

The Center anticipates receiving \$211,800 from the State of Illinois. This amount is equal to the amount received for FY 2000.

The FY 1998 actual (\$347,541), FY 1999 actual (\$362,196), and FY 2000 budget (\$384,376) are displayed on Table 1.

Tri-State Graduate Center

The Tri-State Graduate Center anticipates receiving increases of 3% each in its funding from the states of Nebraska and South Dakota. These small increases, which are estimated to total less than \$1,500, will result in a FY 2001 budget very similar to the FY 2000 budget.

In January 2000, the Center's Board of Directors Executive Committee created a Facilities Improvement line item in the operating budget and established a Restricted Facilities Development Fund. These actions were reaffirmed by the Board at its February 2000 meeting.

- The sum of \$4,000 was allocated in the FY 2000 budget for exterior signage and the sum of \$1,000 was placed in the Restricted Facilities Development Fund.
- It is anticipated that the FY 2001 operating budget will include funds to replace carpet and that additional funds will be transferred from Reserves to the Restricted Facilities Development Fund.

The FY 2000 budget included a new category of Library Research Services, which was added at the request of an ad hoc committee of librarians and administrators. The ad hoc committee met to determine how to improve library research services for graduate students in Sioux City without overburdening local libraries. As a result of the committee's work, the course catalog for each term will include an upgraded library directory, with information on 17 libraries in the Sioux City area. The costs for the directory will be paid from the printing budget and the Library Research Services budget line will no longer be used.

The FY 1998 actual (\$133,579), FY 1999 actual (\$130,254), FY 2000 budget (\$137,426) and FY 2000 revised budget (\$143,737) are displayed on Table 2.

Southwest Iowa Regents Resource Center

The Center anticipates a basically, status quo budget, with a 2% increase in many line items to budget for increased costs.

With no increase in the State of Iowa appropriation (exclusive of any funds which may be allocated for salary increases), these additional costs would be funded from increased funds from the State of Iowa Extension and Continuing Education Council.

Lease costs are anticipated to remain the same as FY 2000 under a lease included in G.D. 19 for Board approval.

The Center's FY 1998 actual (\$132,895), FY 1999 actual (\$135,375) and FY 2000 budget (\$144,348) are displayed on Table 3.


Joan Racki

Approved: 
Frank J. Stork

Table 1
QUAD-CITIES GRADUATE STUDY CENTER

	FY 1998	FY 1999	FY 2000
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
INCOME			
State of Illinois	\$ 175,699	\$ 193,500	\$ 211,800
State of Iowa	162,705	167,086	171,382
Center Revenue	<u>9,137</u>	<u>9,049</u>	<u>1,194</u>
Total	\$ 347,541	\$ 369,635	\$ 384,376
EXPENSES			
Personnel	\$ 225,575	\$ 225,400	\$ 241,265
Contractual	69,527	79,170	82,439
Travel	4,038	5,468	5,120
Commodities	8,319	8,047	8,094
WEIC Expenses	5,341		
Equipment	2,208	3,317	5,416
Printing/Promotion	16,634	20,376	19,520
Telephone/Telecommunications	13,049	17,468	19,524
Audit	<u>2,850</u>	<u>2,950</u>	<u>2,998</u>
Total	\$ 347,541	\$ 362,196	\$ 384,376

Table 2
TRI-STATE GRADUATE CENTER

	<u>FY 1998</u> <u>Actual</u>	<u>FY 1999</u> <u>Actual</u>	<u>FY 2000</u> <u>Budget</u>	<u>FY 2000</u> <u>Revised</u> <u>Budget</u>
INCOME				
State of Iowa	\$ 79,198	\$ 81,716	\$ 83,778	\$ 83,778
State of Nebraska	41,200	42,435	43,708	43,708
State of South Dakota	3,340	3,183	3,278	3,278
Interest & Miscellaneous	<u>3,340</u>	<u>3,516</u>	<u>3,100</u>	<u>3,100</u>
Total	\$ 127,078	\$ 130,850	\$ 133,864	\$ 133,864
EXPENSES				
Salaries and Benefits	\$ 78,217	\$ 80,147	\$ 86,176	\$ 86,176
Insurance (Property)	500	388	500	500
Rent	3,600	3,600	3,600	3,600
Dues & Subscriptions	412	475	650	650
Advertising & Promotion	8,863	11,630	11,000	11,000
Postage	5,494	4,678	6,000	6,000
Telephone	2,937	3,864	4,000	4,000
Printing	9,717	11,029	11,000	11,000
Office Supplies	1,961	1,853	2,000	2,000
Board Meetings	674	533	600	600
Travel & Training	2,470	2,577	3,000	3,000
Administration (SIMPCO)	6,000	6,000	6,000	6,000
Library Research Services			1,000	1,000
Facilities Improvement				4,000
Executive Director Search				2,000
Equipment and Maintenance	<u>12,734</u>	<u>3,480</u>	<u>1,900</u>	<u>2,211</u>
Total	\$ 133,579	\$ 130,254	\$ 137,426	\$ 143,737
Revenues over Expenditures	\$ (6,501)	\$ 596	\$ (3,562)	\$ (9,873)
Fund Balance - Beginning of Year	\$42,313	\$ 35,812	\$ 36,408	\$ 36,408
Fund Balance - End of Year	\$ 35,812	\$ 36,408	\$ 32,846	\$ 26,535 ¹

¹ Includes \$1,000 in Restricted Facilities Development Fund created by the Board of Directors Executive Committee in January 2000, and reaffirmed by the Board in February 2000.

Table 3
SOUTHWEST IOWA REGENTS RESOURCE CENTER

	FY 1998	FY 1999	FY 2000
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
INCOME			
State of Iowa	\$ 108,562	\$ 111,113	\$ 114,324
State Extension & Continuing Education Council	<u>24,333</u>	<u>24,262</u>	<u>30,024</u>
Total	\$ 132,895	\$ 135,375	\$ 144,348
EXPENSES			
Salary, Benefits: Coordinator	\$63,700	\$66,590	\$ 70,304
Salary, Benefits: Secretary	27,234	25,885	31,416
Travel, Meals, Lodging	4,785	4,571	3,782
Telephone, Fax	2,041	2,008	2,490
Postage	1,778	2,452	2,000
Printing	3,375	4,534	4,000
Advertising, Program Promotion	5,724	5,303	4,896
Rent, Custodial Services	7,200	12,000	18,000
Course Delivery, Telecommunications	2,000	2,158	2,000
Other Programs, Services	2,000	2,500	2,000
Equipment	1,197	3,938	2,000
Advisory Committee Expenses	187	191	150
Office Supplies	1,924	1,645	1,310
Special: Computer Lab, Internet Connection	<u>9,750</u>	<u>1,600</u>	<u>0</u>
Total	\$ 132,895	\$ 135,375	\$ 144,348