Bloomsburg University
June 30, 2013 Unrestricted Net Asset Reduction Plan

Bloomsburg University ended FY 2013 with a $48,863,614 unrestricted net asset balance (as defined by PASSHE University Financial Health Indicators) and a ratio of unrestricted net assets to E&G revenue equal to 38.47%. In accordance with BOG Policy 2011-01, University Financial Health, Universities shall maintain net asset balances within the range of 5-10% of the University’s current year E&G revenue. The unrestricted net asset balance in excess of 10%, of which the majority resides in the E&G plant fund, amounts to $36,162,197 and is attributed to reserves, multi-year/strategic planning initiatives, seed money, funds that will be used to cover the projected FY 13/14 shortfall as follows:

<table>
<thead>
<tr>
<th>Designated for Educational &amp; General Activities:</th>
<th>Reserves</th>
<th>Multi-Year/Strategic Planning</th>
<th>Seed Money</th>
<th>Cover Projected FY 13/14 Shortfall</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2013 Residual Budget Carryforwards:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>$50,000</td>
<td>$108,473</td>
<td>-</td>
<td>-</td>
<td>$158,473</td>
</tr>
<tr>
<td>Provost</td>
<td>325,000</td>
<td>737,571</td>
<td>200,000</td>
<td>-</td>
<td>1,262,571</td>
</tr>
<tr>
<td>Assistant VP-Academic Affairs</td>
<td>-</td>
<td>48,065</td>
<td>-</td>
<td>-</td>
<td>48,065</td>
</tr>
<tr>
<td>College of Business</td>
<td>10,000</td>
<td>15,272</td>
<td>8,000</td>
<td>-</td>
<td>33,272</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>10,000</td>
<td>46,392</td>
<td></td>
<td>-</td>
<td>56,392</td>
</tr>
<tr>
<td>College of Education</td>
<td>-</td>
<td>35,000</td>
<td>127,746</td>
<td>-</td>
<td>162,746</td>
</tr>
<tr>
<td>College of Science and Technology</td>
<td>32,641</td>
<td>91,516</td>
<td></td>
<td>-</td>
<td>124,157</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>-</td>
<td>229,118</td>
<td>-</td>
<td>-</td>
<td>229,118</td>
</tr>
<tr>
<td>Extended Programs</td>
<td>-</td>
<td>229,118</td>
<td>-</td>
<td>-</td>
<td>229,118</td>
</tr>
<tr>
<td>Administration</td>
<td>299,892</td>
<td>100,000</td>
<td>32,641</td>
<td>-</td>
<td>431,415</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>-</td>
<td>325,000</td>
<td>-</td>
<td>-</td>
<td>325,000</td>
</tr>
<tr>
<td>University Advancement</td>
<td>71,909</td>
<td>64,920</td>
<td>-</td>
<td>-</td>
<td>136,829</td>
</tr>
<tr>
<td>Total FY 2013 Residual Budget Carryforwards</td>
<td>$799,442</td>
<td>$2,020,827</td>
<td>$335,746</td>
<td>-</td>
<td>$3,156,015</td>
</tr>
<tr>
<td>Academic Enhancement</td>
<td>$878,800</td>
<td>$2,987,267</td>
<td>-</td>
<td>-</td>
<td>$3,866,067</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>-</td>
<td>$431,415</td>
<td>-</td>
<td>-</td>
<td>$431,415</td>
</tr>
<tr>
<td>FY 2014 BOG Waivers Increase</td>
<td>-</td>
<td>$122,064</td>
<td>-</td>
<td>-</td>
<td>$122,064</td>
</tr>
<tr>
<td>Central Scheduling System</td>
<td>-</td>
<td>222,918</td>
<td>100,000</td>
<td>-</td>
<td>322,918</td>
</tr>
<tr>
<td>Balance FY 2014 E&amp;G Budget</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Total Strategic Planning Initiatives</td>
<td>-</td>
<td>$222,918</td>
<td></td>
<td>-</td>
<td>$2,395,582</td>
</tr>
<tr>
<td>PEPSI Bonus-Trustee Scholarships</td>
<td>-</td>
<td>$269,079</td>
<td>-</td>
<td>-</td>
<td>$269,079</td>
</tr>
<tr>
<td>Sustainability Initiatives</td>
<td>-</td>
<td>$129,470</td>
<td>-</td>
<td>-</td>
<td>$129,470</td>
</tr>
<tr>
<td>Total Designated for Educational &amp; General Activities</td>
<td>$1,678,242</td>
<td>$6,110,204</td>
<td>$335,746</td>
<td>$2,395,582</td>
<td>$10,519,774</td>
</tr>
<tr>
<td>Designated for E&amp;G Plant Activities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted E&amp;G Plant Funds</td>
<td>$1,709,281</td>
<td>$24,371,288</td>
<td>-</td>
<td>-</td>
<td>$26,080,569</td>
</tr>
<tr>
<td>Total Designated for E&amp;G Plant Activities</td>
<td>$1,709,281</td>
<td>$24,371,288</td>
<td>-</td>
<td>-</td>
<td>$26,080,569</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$3,387,523</td>
<td>$30,481,492</td>
<td>$335,746</td>
<td>$2,395,582</td>
<td>$36,600,343</td>
</tr>
</tbody>
</table>
The narratives below discuss the intent of activities that will be funded with these net assets, also known as carry forward funds. In addition, carry forward funds, with the exception of the Unrestricted E&G Plant Fund balances which are not reported on the BUDRPT, have been included in the BUDRPT E&G tab as a revenue source for all activities where the University will incur expense (use of funds) in FY 13/14 and FY 14/15.

Uses of these funds are generally consistent with one or more of the strategic issues outlined in the University’s strategic plan: Impact 2015, Building on the Past, Leading for the Future.

- Strategic Issue 1: Enhancing academic excellence
- Strategic Issue 2: Achieving excellence while ensuring financial sustainability
- Strategic Issue 3: Designing an enrollment vision in terms of demand, program mix, and capacity
- Strategic Issue 4: Fostering and developing a strong sense of community

**Note:** The unrestricted net asset reduction plan is subject to change pending the results of ongoing strategic enrollment management efforts, master plan completion, and the evaluation of financial sustainability of university programs and services.
Designated for Educational & General Activities

Presidential Residual Budget Carry Forward (Fund 1011000000/FC 1011160101)
Source: Dr. David Soltz, University President

Operating:
  • All Other:
    a) The Social Equity Department will contribute funds, along with the Human Resources Department, to purchase a more effective and targeted data system to be used for faculty/staff employment searches.
    b) Accommodative Services will purchase services from an outside company to perform data analysis of Bloomsburg University affirmative action plans. In order to receive federal funding, analysis/report must be submitted to the federal government following their guidelines.

Capital:
  • Equipment, Furniture, and Furnishings:
    a) The Social Equity and the Accommodative Services departments have expanded and there is a need to purchase new office furniture.
    b) The computer equipment used by the president’s office students is a very outdated model and is a hand-me-down system. Numerous attempts at repair and upgrading have not been successful so a new computer will be purchased.

Transfers:
  • Other Transfers:
    a) Bloomsburg University will be celebrating its 175th anniversary in 2014. Funds will be used to support various celebration activities and/ or items such as advertising, momento(s), printed publication(s) and speakers/performers.

Provost Area Residual Budget Carry Forward (Fund 1011000000/1011160201)
Source: Dr. Ira Blake, Provost and Senior Vice President for Academic Affairs

Carry forward funding in the Provost Residual Budget will be used in support of department, college and overall university strategic goals and initiatives and for the achievement of PASSHE Performance Funding Measures.

The areas of recruitment, retention and completion will be supported (Strategic Issues #1 and #3) including initiatives related to underdeveloped minority and PELL-eligible students and continuation and expansion of the STEM programs. Implementation of the institutional assessment model will be supported.

The faculty recruitment budget will be supplemented as necessary to complete searches for the 39 tenure-track positions issued for the 2014-15 academic year. The accreditation budget will be supplemented as necessary to support increasing costs of accreditation and accreditation efforts.
Student and faculty opportunities for global educational will be supported through study abroad, faculty exchange, cultural development and collaborative research projects (Strategic Issue #4).

**Assistant VP Academic Affairs Residual Budget Carry Forward (Fund 1011000000/1011160202)**
Source: Dr. Jonathan Lincoln, Vice Provost, Dean of Undergraduate Education

The carry forward will be used to support university-wide strategic initiatives related to access, success and degree completion for under-represented minority student and PELL recipients. In particular, we are developing a Math Support Center organized in a manner similar to the Writing Center that not only provides appropriate support for students with developing math skills, but also provides students with high impact opportunities to train as math tutors, math consultants, become involved in math support for pipeline programs and participate in and present research on math learning.

**COB Residual Budget Carry Forward (Fund 1011000000/1011160204)**
Source: Dr. George Ebbs, Dean, College of Business

**Seed Money Funding**
International Business Academic Partnerships – funding for travel associated with developing working student exchange/study abroad programs and recruiting international students with/from selected international AACSB accredited business schools.

Expanding MBA Program – funding to enable the MBA program coordinator to explore and test feasibility off-campus MBA offerings and an Executive MBA format.

**Multiyear/Strategic Planning Needs**
Scholarly Activity Incentives – Dean’s fund to reward particularly outstanding work in innovative classroom methods/course development.

Professional Development Support - the College’s ZIPD program is now required of all entering freshman. A broad series of seminars and workshops will be presented and available to students throughout the academic year. Funds will be used to supplement the initial operating budget as new and/or unexpected needs arise.

Feasibility Studies – funding to support feasibility testing related to several new tracks, minors and a major within the College of Business.

Marketing Funding – support of high school and community college marketing efforts to encourage high school/transfer students to choose Bloomsburg COB.
**COLA Residual Budget Carry Forward (Fund 1011000000/1011160205)**
Source: Dr. James Brown, Dean, College of Liberal Arts

Funds designated for Multiyear/Strategic Planning Needs will continue to support the following projects that will enhance the learning environment of the university.

**Transfers to Departments**
These were requested by departments due to budgetary rules and other constraints.

- Funds will be transferred back to Communication Studies for Lab furniture
- Funds will be transferred back to Political Science to supplement speaker fees
- Funds will be transferred back to Economics to supplement speaker fees

**Equipment**

- Psychology Research Lab

**Existing initiatives**

- Centers of Excellence (Center for Visual and Performing Arts, Center for Community Research, and the Institute for Applied and Popular Philosophy)
- Artist-in-Residence to support the Dance Program
- Preliminary preparations for the Woolf Conference

**New Initiatives**

- **World Languages and Cultures Camps**: This project encourages area school children in the study of world languages and cultures. BU faculty and students serve as facilitators in a variety of fun learning activities, and the study of language and cultures is fostered at a grass-roots level (Strategic Issues #1 and #4).
- **Confer Radio Talent Institute**: This initiative will explore a multi-year partnership with the Confer Radio Talent Institute, which could supplement existing coursework and programming in the Mass Communications department to provide students interested in careers in radio with the unique opportunity to learn from and network with local, regional, and national radio personalities and executives (Strategic Issue #1).
- **Writers’ Retreat for Faculty**: Selected COLA faculty are provided a joint professional development opportunity to enrich their professional writing and to discuss best practices in writing pedagogy.

---

**COE Residual Budget Carry Forward (Fund 1011000000/1011160206)**
Source: Dr. Beth Mauch, Dean, College of Education

Funds designated for Multiyear/Strategic Planning Needs will be used to support the following:

**Diversity Seminar**: All students in the College of Education will be required to complete a diversity seminar. These funds will be used to pay for the cost of program delivery. Assessment data will be collected to determine if this program is successful.

**ASIP Support**: The COE has employed a part-time computer technician to assist with ASIP (Assessment System for Informed Practice) system computer maintenance.
Funds designated for Seed Money - start-up funds for new programs will be used to support the following:

**Graduate Professional Seminar (GPS):** The College of Education is piloting a GPS in FY 2013 and FY 2014. This non-credit seminar will be required of all incoming graduate students. Faculty from the College of Education will lead 4 seminars that cover topics ranging from acclimation to graduate school to research methods. Additionally, students will be required to complete mandatory assessments for unit data collection.

**ASL Tutor:** The American Sign Language Program has begun to require the ASL PI (American Sign Language Proficiency Interview) to continue in the major. Students have been paying for tutors to study for this test. This program is a two-year pilot to determine if scores improve if there is a tutor on-staff at Bloomsburg University.

**Special Initiatives:** The COE is piloting a Special Initiatives Fund to give faculty seed money for special projects.

**STEM (Science, Technology, Engineering, and Mathematics) Magnet Program:** This new program at Bloomsburg University of Pennsylvania will allow high-achieving high school juniors and seniors to get a head start on a college career in the STEM disciplines. This program will focus on engineering, but also will give students interested in math or other sciences the tools needed to be successful in college.

**COST Residual Budget Carry Forward (Fund 1011000000/1011160207)**

Source: Dr. Jonathon Lincoln, Vice Provost, Dean of Undergraduate Education

COST plans to use these funds to address one or more college strategic initiatives. In particular, we need to enhance the teaching of science and mathematics and increase opportunities for faculty and student scholarship. Therefore, funds will be invested, starting Fall 2013, to support a faculty team committed to effective course redesign across the STEM disciplines to better prepare our students and to put the college in a better position when competing for external funding to enhance STEM preparation. Funds will also be invested to support development of new faculty scholarship that has high potential to expand undergraduate research and attract external support.
Graduate Studies and Research Residual Budget Carry Forward (Fund 1011000000/1011160208)

Source: Dr. Robert Gates, Interim Associate Vice President & Dean of Graduate Studies

The Faculty Professional Development Travel funds from the funds centers listed below will be used towards late summer travel, as the rules/guidelines for Faculty Professional Development Travel have been changed from academic year requests, to fiscal year request. We would like to use a portion of these funds towards those requests. There are 30+ new full time permanent faculty members to be hired this year. These funds will be used to fund new faculty travel. A portion of these funds will also go towards Margin of Excellence Grants/Special Project and Collaborative Grants as our total Faculty Professional Development fund pool has decreased from last year.

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011020112</td>
<td>Faculty/Adm Travel</td>
<td>2,592.00</td>
</tr>
<tr>
<td>1011020131</td>
<td>Faculty Development</td>
<td>43,792.00</td>
</tr>
<tr>
<td>1011020229</td>
<td>Fac Dev Travel AA</td>
<td>617.65</td>
</tr>
<tr>
<td>1011020543</td>
<td>Fac Dev Travel LA</td>
<td>7,497.54</td>
</tr>
<tr>
<td>1011020620</td>
<td>Fac Dev Travel Educ</td>
<td>2,388.00</td>
</tr>
<tr>
<td>1011020725</td>
<td>Fac Dev Travel Sci</td>
<td>15,589.79</td>
</tr>
<tr>
<td>1011020907</td>
<td>Fac Dev Travel Libr</td>
<td>288.24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>72,765.22</td>
</tr>
</tbody>
</table>

1011020214 – TALE - $3,316.70
These funds will be used for the remainder of the 2012 New Faculty Institute faculty members. Each faculty member who attended the institute received $400 to be used for faculty professional development.

1011020800 – E&G Grad Office Operating Budget - $32,640.96
With an Interim Dean of Graduate Studies, we feel it is necessary to keep these carry forward funds for the future permanent Dean of Graduate Studies to use towards his future endeavors and to address unforeseen issues in his future - program development, marketing, recruitment and technology.

1011020817 – Grad Studies/Res - $8,177.05
This is our Graduate Studies Marketing/Advertising budget. The reason this budget has a large remainder balance is due to the fact that the marketing campaign planned for Spring 2013 never occurred. In Fall 2013, we are entering into a contract with Carnegie Communications to unveil an online marketing campaign for our Graduate School and individual graduate programs. These funds will be used to cover the first round of the campaign (Fall 2013). The second round of the campaign will be released in Spring 2014. Our FY 2014 budget will cover the remainder of the costs, as well as individual marketing needs per each graduate program.

1011020804 – Grants office - $542.09
These funds will be used to partially fund travel expenses for the IRB Chair, Dr. Hazzard, to attend the PrimR Conference in Boston MA in November 2013.
**Extended Programs Residual Budget Carry Forward (Fund 1011000000/1011160211)**
Source: Mr. Tom Fletcher, Associate Vice President and Dean, Extended Programs, Corporate & Continuing Education

The carry forward funds request for the Extended Programs Residual Budget will be used to support the following anticipated expenses:

- **$18,000** – Cost of a one-year lease agreement with Empire Columbia LP, to utilize space at the Columbia Mall in Bloomsburg, for purposes of conducting various noncredit, short-term community course offerings. Courses will commence in Fall 2013. This relates to Strategic Issue #4, fostering and developing a strong sense of community.
- **$2,000** – Utility costs that are expected to be incurred as part of the lease agreement with Empire Columbia LP, as identified above.
- **$70,036** – Strategic Planning Needs. As the Division of Extended Programs continues to expand credit and noncredit program activities, many strategic initiatives will be engaged in to meet the larger strategic planning efforts. All items indicated below will allow the Division of Extended Programs to successfully achieve meeting all 4 of the university’s strategic initiative requirements. Sources of consideration will include:
  - The anticipated office relocation of Corporate and Continuing Education to the Greenly Center, and associated new programming requirements;
  - The ongoing efforts to expand the CDL trucking program, to include strategic marketing requirements and promotional opportunities;
  - University strategic enrollment management initiatives;
  - New program development and expansion of existing initiatives related to university study abroad experiences;
  - Expansion of off-campus programs, including delivery of programs at PASSHE Center City, Philadelphia, and expansion of programs to the Dixon University Center.

**Administration & Finance Residual Budget Carry Forward (Fund 1011000000/1011160301)**
Source: Ms. Claudia Thrush, Assistant Vice President, Finance, Budget & Business Services

The division of administration and finance has created a capital equipment replacement fund in an effort to plan effectively for capital equipment needs and associated replacement cost. An initial infusion of $229,117 is needed to secure necessary funding within the fund. Annually, contributions from divisional operating budgets will be made to the capital equipment replacement fund to ensure sustainability.

The remaining $299,892 will be placed in the contingency fund for the Vice President for Administration and Finance to be allocated for future capital equipment.

**Student Affairs Residual Budget Carry Forward (Fund 1011000000/1011160401)**
Source: Dr. Dione Somerville, Vice President for Student Affairs

FY 2013 funds designed as multiyear/strategic planning needs will support a variety of initiatives related to student development. In particular, the funds will be used for the following:
- Recruitment efforts, including previously untapped markets, transfer recruitment and other initiatives related to achieving performance targets;
- Support established and emerging enrollment management efforts including updated software;
- Creation of Center for Leadership and Engagement, and Center for Diversity and Inclusion;
- Events, workshops and other student programming;
- Professional Development

**University Advancement Residual Budget Carry Forward (Fund 1011000000/1011160501)**

Source: Mr. Erik Evans, Vice President for University Advancement

Carry forward funds from FY 2013 will be used as follows:

**Marketing and Communications FC 1011050112**
Funds set aside to support marketing strategies to promote university visibility and aid in recruitment. Although the cost was allocated in the FY 2013 budget, the funds will not be spent until FY 2014.

**Bloom Magazine FC 1011050113**
We will need to cover the cost of proofreading, designing and marketing the 175th book and other items for the university’s celebration. We will be contracting with ISSUU to utilize their services to enhance the magazines online presence and include more interactive components.

**Comprehensive Capital Campaign FC 1011050117**
Although $50K was allocated in the FY 2013 budget for Campaign marketing expenses (only $3,350 was spent), the funding will not be utilized until FY 2014. Currently we are in the process of completing the RFP for videography. The funding will be spent on developing and recording alumni and student stories in support of Campaign priorities.

**Academic Enhancement**

**AE Grant Matching Residual Budget Carry Forward (Fund 1013010000/1013010001)**
Source: Dr. Robert Gates, Interim Associate Vice President & Dean of Graduate Studies

AE Grant Matching Residual Budget carry forward funds from FY 2013 will be used as follows:

The Grant Matching fund is in place to cover institutional matching funds required as a condition for participation in a grant application or contract RFP process. These funds are intended to increase the opportunities to leverage external dollars in support of university strategic initiatives, college-based distinctive programs, faculty research strengths and student research experiences. The funds are carried forward from FY 2013 to FY 2014 to build the funding pool for projected increasing need.
AE Student Fee 2% Residual Budget Carry Forward (Fund 1013010000/1013010005)
Source: Dr. Dione Somerville, Vice President for Student Affairs

FY 2013 funds designed as multiyear/strategic planning needs will support a variety of initiatives related to student development. In particular, the funds will be used for the following:

- Recruitment efforts, including previously untapped markets, transfer recruitment and other initiatives related to achieving performance targets;
- Support established and emerging enrollment management efforts including updated software;
- Creation of Center for Leadership and Engagement, and Center for Diversity and Inclusion;
- Events, workshops and other student programming;
- Professional Development.

AE Large Capital Renovation Res Budget Carry Forward (Fund 1013010000/1013010008)
Source: Dr. Ira Blake, Provost and Senior Vice President for Academic Affairs

Carry forward funding in this account will be used during FY 2014 to support classroom and instructional needs in line with department and college strategic goals and objectives, and to accommodate the hire of new tenure-track faculty. Specific projects currently identified include:

- Start-up funds for new faculty
- Renovation of MCHS Psychology Lab
- Navy Hall Rm#011 & Rm#222 Office Partition Construction

As the fiscal year proceeds, various other projects will be identified and funded.

AE LGBT Commission Residual Budget Carry Forward (Fund 1013010000/1013010013)
Source: Dr. Dione Somerville, Vice President for Student Affairs

FY 2013 funds designed as multiyear/strategic planning needs will support a variety of initiatives related to student development. In particular, the funds will be used for the events, workshops and other student programming.

TALE 1013010017 Residual Carry Forward (Fund 1013010000/1013010017)
Source: Dr. Robert Gates, Interim Associate Vice President & Dean of Graduate Studies

The TALE carry forward funds from FY 2013 will be used as follows:

To provide funding for conference travel, the Teaching Excellence Academy, the New Faculty Institute, and to purchase books. TALE purchases books for pedagogically-related reading clubs, the Teaching Excellence Academy, and for the TALE Library from which titles are loaned. Periodically, TALE has funded travel to conferences for faculty development of individual faculty or for the TALE Director. In addition, TALE sponsors the Teaching Excellence Academy, a five-day professional development workshop; funding for the TEA includes daily meals, purchase of books, and small professional development grants. August 5th – 8th 2013, TALE will sponsor its second
New Faculty Institute, a series of workshops on teaching in higher education. Funding for this includes the purchase of books, daily refreshments, and small professional development grants for participants.

**AE Global & Multicultural Education. Residual Budget Carry Forward (Fund 1013010000/1013010064)**

Source: Dr. Luke Springman, Professor, Global and Multicultural Education

The AE GMCE carry forward funds from FY 2013 will be utilized as follows:

The residual funds from FY 2013 will be applied to office furniture, specifically to the purchase and installation of wall partitions around the work area for the secretary of the GMCE.

**AE English Placement Residual Budget Carry Forward (Fund 1013010000/1013010082)**

Source: Dr. James Brown, Dean College of Liberal Arts

The funds for the CBE should be carried forward from one fiscal year to the next because the registration fees are collected in August, early in the prior fiscal year; the CBE coordinator and readers begin work late in the same fiscal year, usually in April and early June, and then complete their obligations early in the subsequent fiscal year.

**AE Stud Summer Research Residual Budget Carry Forward (Fund 1013010000/1013010084)**

Source: Dr. Robert Gates, Interim Associate Vice President & Dean of Graduate Studies

AE Stud Summer Research residual budget carry forward funds from FY 2013 will be used as follows:

The Summer 2013 Undergraduate Research Scholarship and Creative Activities (URSCA) program supported orientation and stipends ranging from $1,500 to $6,000 for 30 undergraduate students. After covering stipends and programmatic expenses to support the URSCA Awards in 2013, current records show $114,164 in residual budget to carry forward for FY 2014. Some of the current balance will be used to cover stipends during the last pay periods of Summer 2013. However, the balance at the end of August 2013 will be used to support and expand the program, as student and faculty interest generated by the Summer 2013 URSCA program is anticipated to grow the URSCA program in Summer 2014 by 10%. Administrative changes (web site administration of URSCA student and faculty forms, program assessment, fall advisory group workshop, URSCA abstract booklet, spring student employment application seminar) are anticipated based on experiences of the 2012-2013 programs. These will increase the budget needs for FY 2014 in several areas (student wages, operating costs). Carry forward funds from FY 2013 to FY 2014 will support anticipated growth and administrative changes. Funds designated for student wages will be used to pay undergraduate student stipends in the FY 2014 budget for URSCA projects in the first program in FY 2014. Operating costs will support administration of and/or student wages to build web pages, poster printing, and group meetings associated with URSCA. Web-based applications are planned for URSCA applications (student and faculty forms) and program assessment. URSCA students will be supported for printing of posters (36 in. x 48 in.) to be presented during college presentations (e.g., Susquehanna Valley Field School Symposium) and the Undergraduate Research Day in Spring 2014. Several URSCA group meetings will be supported with refreshments, fall advisory group workshop, spring student URSCA Workshop, and URSCA Orientation (3 days).
**AE Summer STEM Enrich Residual Budget Carry Forward (Fund 1013010000/1013010088)**

Source: Dr. John Polhill, Professor, Math, Computer Science & Statistics

Funds designated for Multiyear/Strategic Planning Needs will be used to support the following:

**Math/Science Workshops:** All students in the STEM Gateway program will participate in biweekly workshops in math and science. These workshops are led by BU faculty in the College of Science and Technology. BU upperclassmen help with the workshops.

**Mentoring:** BU upperclassmen also serve as mentors for the STEM Gateway participants.

**Friday Excursions:** The Operating Expenses will mostly cover travel expenses to local businesses such as Geisinger, PPL, and Kawneer.

**AE Internships Residual Budget Carry Forward (Fund 1013010000/1013010091)**

Source: Mr. Erik Evans, Vice President for University Advancement

Carry forward funds from FY 2013 funds center 1013010091 will be used as follows:

- Fund one ½ time GA (6 credits tuition and stipend totaling approx. $6,000)
- New marketing materials for SEL and internships
- Travel to NACE conference and NYC to check out internship housing
- Director search expenses
- Program expenses for *Huskies LEAD, Career Connections Expo* and *Husky Career Road Trips*

**AE Residual Budget Carry Forward (Fund 1013160001/1013160100)**

Source: Dr. Ira Blake, Provost and Senior Vice President for Academic Affairs

Carry forward funding in the AE Residual Budget will be used in support of department, college and overall university strategic goals and initiatives and for the achievement of PASSHE Performance Funding Measures.

The areas of recruitment, retention and completion will be supported (Strategic Issues #1 and #3), including planned expansion of the Living and Learning Community program and continuation and expansion of the STEM programs. Another high impact retention initiative, the undergraduate summer research program (URSCA), will be expanded.

Funding for the establishment of new programs supporting division-wide strategic initiatives will continue, such as the Sophomore Success Program, the Center for Community Research and Consulting and Taste of the Arts, addressing Strategic Issues #1 and 4.

Renovation, equipment and furnishings for testing laboratories and offices will be supported, as well as major equipment replacement supporting faculty and student scholarship. Funding for graduate assistantships will be supplied. Middle States re-accreditation efforts will be funded.
Student and faculty opportunities for global educational and social engagement will be supported and expanded through study abroad, faculty exchange, cultural development and collaborative research projects (Strategic Issue #4).

**Strategic Planning Initiatives**

*Strategic Planning Initiatives Residual Budget Carry Forward (Fund 1011000000/FC 1011250005)*

Source: Ms. Claudia Thrush, Assistant Vice President, Finance, Budget & Business Services

Carry forward funds will be used as follows:

- Cover project FY 13/14 shortfall $2,395,582
- Fund FY 13/14 Board of Governor Waivers Increase $172,146
- Purchase a central scheduling system $100,000

**Technology Fee**

*Technology Fee Budget Carry Forward (Fund 1013100000/1013100001)*

Source: Mr. Wayne Mohr, Associate Vice President for Technology and Library Services

a. $170,045 - Classroom and performance venue fit up and presentation equipment. The funds will be used to install computers, presentation systems and furniture in two renovated labs. The remaining funds will be used to equip Gross Auditorium, a multi-purpose performance and classroom space.
b. $85,000 - PeopleSoft Campus Solutions Applications Developer. Funds will be used to pay the salary and benefits for this new position in support of our new student information system. In FY 2013, two searches for this position failed, so we will launch a new search in FY 2014.
c. $50,000 - Subscription to lynda.com instructional videos. Lynda.com provides thousands of on-line training videos that focus on common desktop and specialized software applications.
d. $75,000 - Consultants for enterprise application improvements. These funds will support consultant engagements in support of functional improvements to our student information system and our enterprise content management system to include the integration of these two systems.
e. $50,000 - Licensing of the admissions module for our Hyland content management system. This application adds admissions-specific functionality to our existing enterprise content management system.
### Tech Fee Carry Forward Plans FY 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>lynda.com subscription</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Enterprise Systems Consultants</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>ISIS manager</td>
<td>$85,000.00</td>
</tr>
<tr>
<td>Hyland ISIS Integration Admissions Module</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Communication Studies Lab</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Assessment Lab</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Gross Auditorium Equipment</td>
<td>$105,045.43</td>
</tr>
<tr>
<td><strong>Carry Forward Total</strong></td>
<td><strong>$430,045.43</strong></td>
</tr>
</tbody>
</table>

### PEPSI Bonus-Trustee Scholarships

**PEPSI Bonus Funds Residual Budget Carry Forward (Fund 1012040003/1012040300)**

Source: Ms. Claudia Thrush, Assistant Vice President, Finance, Budget, and Business Services

PEPSI bonus revenue is used to fund merit based Trustee scholarships. Approximately 20 renewable scholarships are awarded annually; each in the amount of $2,000-$2,500. The difference between the annual corporate sponsorship revenue earned by the University and the annual scholarship obligation is funded through use of carry forward fund balance. Use of carry forward fund balance amounts to approximately $75,000 annually.

### Sustainability

**Sustainability Initiatives Carry Forward (Fund 1011000000/1011030354)**

Source: Mr. Eric Ness, Assistant Vice President, Facilities Management

Annually, a review of the utilities residual budget is conducted to determine the portion that will be reinvested into sustainability initiatives in future years. Funds are used to provide seed money to establish and implement small and medium scale efforts to improve campus sustainability knowledge, efforts and programs, as well as energy conservation efforts. This work would also include training by Facilities staff to understand and make better use of the energy management HVAC controls systems throughout campus. Planned work for FY 2014 includes installation of LED lamps in street lights at Swisher Circle parking lot #2, Campus Quad area, LED fixtures replacement at the tri-level parking garage, lighting replacement at the Nelson Field House main court area, lighting motion sensor controls for Nelson Field house and Hartline Science Building common hallways and stairwells.
Designated for Educational & General Plant Activities

Source: Mr. Eric Ness, Assistant Vice President, Facilities Management

Fund 1061003000 Unrestricted Maintenance Renewal and Replacement Plant Fund ($489,777)

The fund and work represents maintenance and repair activities that recur on an annual basis and consist of regular and routine work occurring anywhere throughout campus. These “standing work” categories are: BU Card Center repairs, hazmat removal/disposal, interior/exterior maintenance, road repairs, safety projects, sidewalk/stair replacement, lead abatement, waterline repairs, emergency call box repairs, signage, infrastructure cabling, president’s residence maintenance, fixed equipment repairs and architectural and engineering services.

Fund 1061103000 Unrestricted Capital Repair and Replacement Plant Fund ($23,823,957)

The fund and work represents specific, larger scale capital project activities that are typically contracted for execution and represent significant work in each instance and occur anywhere throughout campus. The work “project” receives a unique funding code for each task/effort and tends to be for capitalized work well over $5,000. Significant projects currently in place or where funding has been set aside include: pedestrian bridge, electrical distribution project, boiler feedwater controls, replacement of coal boilers, office renovations, relocation of phone switch/computing backup, early learning center, off campus educational delivery site, master plan update, Magee center demolition, 26 acre land purchase, Redman Stadium artificial turf replacement (design), Nelson Fieldhouse shower floor replacement, Carver Hall exterior lighting and sidewalk/landscape renovation, and various smaller projects.

Fund 1061003003 Capital Infrastructure ($57,554)

The fund receives $303,783 annually through the capital infrastructure allocation. Balance remaining at 6/30/13 will be used to fund new infrastructure initiatives.

Fund 1061103007 Contingency Reserve ($1,517,914)

The contingency reserve fund represents an immediately available source of cash to be used in response to significant damage for weather or unanticipated equipment failures. The reserve begins each fiscal year with a balance of $2.0M, which is an appropriate budget level considering the size the campus, the large population served, and the complexity of the institution’s buildings/equipment.

Fund 1061103009 Project Planning Reserve ($7,300)

This fund holds reserves that are transferred to the unrestricted capital repair and replacement plant fund to fund architect fees and design costs that are incurred on new capital projects.

Fund 1061113000 Annual Renewal Reserve ($184,067)

Annual renewal funds are used for maintenance and repair work which helps extend the life of the facility and where the scope of work is larger than most maintenance projects but less than a capital repair/renovation.

Total = $26,080,569