Major Topics

1. Report of funds appropriated FY05/06

2. Structural Issue recurring from previous year

3. Reallocations; Efficiencies; Limitations in programs, projects, and support

4. 06/07 President’s Division Budget Request
05/06 Budget Council Appropriations Report

- **IT Strategic Plan** $1 million non-recurring
  - Focus on Academic Affairs
    - Reallocated $210k to facilitate Academic Affairs computer labs
    - Focused on improving technology access for students in the library
    - Improved licensing for curricular software
    - More resources for classroom technology
    - Expanded network circuit to service downtown SBDC
  - Detailed Chart of Expenditures Attached

- **ERP** $1 million recurring; $1.8 million non-recurring
  - These funds are for debt service; salaries; and operation of the project
  - Progress continues on Banner Financials
    - Sponsored Research went live with Grants Billing, automating a labor-intensive system
    - Academic Affairs implemented the Faculty Administration module that stores information about faculty for compliance with reporting requirements
    - ITS set up backup disaster recovery site at the Central Florida Data Center (CFRDC) for the Banner system (very manpower intensive project)
    - Finance and Procurement decentralized receiving functions to departments that do their own purchasing and receiving
    - Procurement rolled out capability for departments to enter purchase requisitions directly into Banner
    - Procurement implemented Purchase Requisition Approval electronic workflow feature of Banner
    - ITS implemented the Operational Data Store (ODS) for Finance and HR
    - ITS fine tuned the ODS for optimal performance of reports execution
    - ITS implemented Banner Workflow
    - ITS developed Banner Access Request within Workflow as first pilot
    - ITS currently developing second Workflow pilot with Sponsored Research
    - ITS and functional departments due to upgrade to Banner version 7.1 in May, 2006
  - Began study of broadening ERP in planning, enrollment and student services

- **Web Design Overhaul** $100k (Partnership between Marketing Communications and ITS - funds not available until January 2006)
  - The funds were split between Marketing Communications and ITS. They are supplemented by both departments.
• Marketing Communications hired Web Content Manager prior to January 2006 by re-purposing some funds from another position
  o Web design team constituted in fall 2005 and has presented early versions of new web templates to cabinet and dean’s council
  o ITS currently recruiting for new web technician
  o University-wide Web Advisory Committee being chartered

• Making Way for Excellence (Partnership between Human Resources and Marketing Communications -- $30k recurring)
  o Good progress made; one of UWF’s signature successes
  o Teams active and engaged
  o Coordinating Committee in place with responsibility of reviewing team budget requests and making allocations to the teams for implementation of their plans
  o Implemented university-wide standards
  o Implemented compass points of excellence
  o Installed communication boards around campus
  o Inaugurated one-year employee recognition pins

• Human Resources -- Background Screening -- $20k recurring
  o Operational funds to pay for screening of new employees before an offer of hire is extended

• General Counsel -- OPS Law Clerk -- $40k recurring
  o Instrumental in keeping General Counsel’s office afloat this year because of the vacancy of the General Counsel’s position. Despite this vacancy the response time to completion of legal requests has shortened. This is due in part to the Law Clerk position.

• Marketing Communications – Assistance to avoid layoff of WUWF position -- $20k recurring
  o Position saved
Recurring Structural Issue

The funding and implementation of an IT Strategic Plan was a presidential priority upon his arrival in July 2002. President Cavanaugh brought in a consultant to review our current technology and asked that the UPC-IT committee begin an inclusive process of developing a comprehensive IT plan for UWF. The plan was completed and adopted by the UPC in 2003 as the university’s top strategic priority. Because of budgetary limitations, overall funding for the IT Strategic Plan was not able to be increased in the second year of the plan. However, in the 2005 Budget Council, it was determined that implementation of the IT Strategic Plan remains one of the top priorities of the university, and the Budget Council recommended to the president that we proceed to implement Phase Two of the three phase plan with $1 million dollars in non-recurring funds. This was done with the understanding and commitment that these funds were being committed to recurring purposes, and that the non-recurring funding would be recurred in subsequent years as soon as possible.

Of course, technology is a moving target and, in essence, will never be “complete” if the campus is to stay abreast and educate our students on the latest in innovation, even if we were able to move forward with the third and final phase of the plan. Still, it is understood that we are not in a position to move forward with the final phase of the plan until either the $1 million in non-recurring funding is finally recurred or until we have a dedicated Technology Fee or an earmarked technology appropriation, or some combination thereof. In the meantime, the dollars for this plan are being spent on recurring items; but $1 million of the funds are coming from non-recurring dollars.

This is a structural issue, identified by the president as one that needs appropriate attention. It is not a sound business practice to continue funding an integral and vital part of our recurring day to day operations in this manner. Moreover, funding IT is not merely a matter for the President’s Division. It is a matter for all of UWF. Much like utilities, it is something that we all need to perform our everyday functions. I hope that we can once again make strides this year to put an appropriate level of the funding on recurring dollars to the extent we are able, and to cover the remainder with non-recurring funding until additional recurring dollars are available.
Reallocations; Efficiencies; Limitations in programs, projects, and support

The President’s Division worked incredibly hard this year to reallocate and repurpose our current resources in order to create efficiencies and meet our needs internally. This is in keeping with the president’s request that we reallocate to support students and instruction where possible and request only critical needs in the 06/07 budget year. Here is a snapshot of a few of our internal mechanisms:

- **West Florida Historic Preservation, Inc.**
  - Held positions open all year to create salary savings
  - Using salary savings to fund an additional $150k (total of $275-$300k) of the renovation to the L&N Marine Terminal for housing the Florida Public Archeology Network, one of our signature academic programs.
  - Impact of reallocations on the Heritage Studies Center

- **Human Resources** – Filled critical EEO/AA position without new funding request
  - Scaled back on staff development and training which could possibly have a negative impact on the institution because of their role in providing guidance and opinions on sensitive personnel matters.
  - Reallocated duties of vacant lines to existing staff. The result is less time for strategic planning, and much needed projects. Rather staff must spend time on primary day to day functions
  - Despite cutbacks, implemented new evaluation system under broadbanding, including intensive training model that resulted in appropriate distributions of evaluation results, implemented Pay for Performance, negotiated contract with UFF, conducted negotiations with PBA and AFSCME, and implemented year 3 of salary equity initiative.

- **Information Technology**
  - Improve Network Security
    - Adding Systems and Network Security Expert
    - Accomplished by eliminating director position
  - Assist in Business Process Redesign and Improvement
    - Legacy Systems Programmer redefined to be workflow developer
    - Redefining a payroll programmer position to focus on business process re-engineering, document imaging, and workflow automation
    - Partnership with Administrative Affairs to fund third workflow developer, creating a three person team to concentrate on business process redesign
  - Reallocated vacant lines
    - Redefining technician position to be additional help desk analyst for E-learning support
    - Used salary savings for emergency infrastructure needs; results in cut to support and services to fund network infrastructure
  - Capitalization of Infrastructure Cost Savings
    - Centralized purchasing saved Academic Affairs $45k in lab upgrades
    - Renegotiation of contracts for infrastructure services
- Downsized the dial-in network service
- Fully eliminated computer operations staff in UWF data center
- More central management of software licenses and contracts
- Moved to new infrastructure that enables “virtual servers” which produced $80k in one time savings and $20k in recurring savings
- Worked with a consultant to provide cost containment of hosting legacy systems at the Northwest Florida Regional Data Center (NWRDC)
- No longer perform the computer operations printing function; outsourced to Duplicating services
- Use college work study students in lieu of OPS where possible
  - Cost savings offset most inflationary increases in license fees and maintenance contract costs
  - Create Alternate Source of Revenue
    - Taken on contract to support the web site for Florida LambdaRail
    - Pursuing local clients for Florida LambdaRail
    - In-house warranty repairs for Dell and Gateway computers
  - Cost containment measures in Banner
    - Payroll programmer position that was reallocated to business process reengineering was because of Banner
    - Streamlined hosting strategy saves $56K a year
    - Further savings expected in the near future from further system redesign
    - Proposal to reallocate permanent banner project positions to departments

- Marketing Communications & WUWF Radio/TV
  - Held open vacant positions and reallocated OPS funds to expense
  - Using dwindling foundation funds to support radio/tv; increasing fundraising activities
- American w/Disabilities (ADA) & Informal Dispute Resolution (IDR)
  - Reduction in programmatic funding in ADA/IDR in order to fund OPS position
- Office of the General Counsel
  - Outside Counsel costs
  - Collective bargaining
- Internal Audit and Management Consulting
  - FEMA
  - Risk
  - Business Process Redesign
- Planning
  - Staff and Faculty Equity Studies
  - Presidential Survey
  - Refresh Strategic Plan and Restructure UPC
  - Integration of Budget and Planning – Budget Council and LBR

Note: This list is not intended to be all inclusive.
06/07 President’s Division Budget Request

1. University Budget Office
   a. Increase in operating budget for office support and staff development.
   b. Funding for OPS clerk position.

The University Budget Office is new to the President’s Division and its annual operating budget of $12,000 is inadequate to support its expanded role, mission, and necessary staff positions. The office added one additional position through reallocation of resources from the Division of Administrative Affairs. The requested increase takes into account its larger employee complement, will bring it in line with similar departments across the campus, and will permit best practices in professional development.

2. Police Communications
   a. Rate increase for OPS dispatcher pay (contractual obligation)

This is a modest request but important to us all as we need trained, capable, competent dispatchers who serve as the first line during any crisis, threat, suspicion, or criminal activity.

3. Internal Audit and Management Consulting
   a. IT Security Auditor (includes fringe)
   b. OPS Student

The IT Security Auditor has been requested twice before during Budget Council. This has been a priority of BOT Chairman Clark since last year. Because of ever-changing technology and the vulnerabilities created by having a 24x7 electronic world, we need an auditor to help us minimize the potential hazards. Other campuses have spent millions of dollars restoring their basic electronic operations because they were crippled by exploitation of weaknesses in their electronic systems. We can protect ourselves from this type of harm. ITS is hiring a security technician as a front-line defense. This position will help with vulnerability testing and assessment for prophylactic protection in the background definitions.

OPS student dollars are a restoration of funds previously reallocated to assist with FEMA claims, etc, due to Hurricanes Ivan/Dennis/Katrina.

4. Information Technology Services
   a. Computer Labs Manager

ITS has reallocated other funds to pay for this position. However, this reallocation results in a reduction of services and so we are requesting funds to help offset this need. The lab manager is a direct service to students.
## IT Plan Funding Allocations 2005-2006

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SubCategory</th>
<th>Recurring IT Plan Funds</th>
<th>Non-Recurring IT Plan Funds</th>
<th>IT Plan Carry-Forward from 2004-05</th>
<th>Online Campus Revenue</th>
<th>Web Development Funds</th>
<th>PECO IT Utility Funds</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Infrastructure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>eLearning system</td>
<td>$102,000</td>
<td>$157,000</td>
<td>$139,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>classroom technology</td>
<td>$100,000</td>
<td>$101,000</td>
<td>$202,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>computer labs</td>
<td>$65,574</td>
<td>$30,000</td>
<td>$95,574</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>academic software</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>rewire computer science labs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Network Infrastructure</strong></td>
<td></td>
<td>$352,396</td>
<td>$150,000</td>
<td>$579,377</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LambdaRail, Internet1, Internet2</td>
<td>$131,249</td>
<td>$131,249</td>
<td>$160,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core network lease</td>
<td>$110,000</td>
<td>$50,000</td>
<td>$160,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Branch campus circuits</td>
<td>$17,000</td>
<td>$17,000</td>
<td>$34,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless networks</td>
<td>$40,000</td>
<td>$25,197</td>
<td>$65,197</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>University Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>tickets.com licensing</td>
<td>$2,640</td>
<td></td>
<td>$2,640</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Infrastructure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exchange Software Licensing</td>
<td>$13,500</td>
<td></td>
<td>$13,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft Campus Agreement</td>
<td>$65,000</td>
<td></td>
<td>$65,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Servers</td>
<td>$40,000</td>
<td>$175,000</td>
<td>$279,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storage System</td>
<td>$65,000</td>
<td>$267,000</td>
<td>$332,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NWRDC Charges</td>
<td>$20,000</td>
<td>$40,000</td>
<td>$60,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ARGUS</td>
<td>$30,000</td>
<td>$696</td>
<td>$30,696</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anti-virus software</td>
<td>$17,886</td>
<td></td>
<td>$17,886</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>web developer</td>
<td>$30,000</td>
<td></td>
<td>$30,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>data center infrastructure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>fiber plant</td>
<td>$35,000</td>
<td></td>
<td>$35,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>building wiring plant</td>
<td>$60,000</td>
<td></td>
<td>$60,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>building switches</td>
<td>$70,000</td>
<td></td>
<td>$70,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS:</td>
<td>$1,017,245</td>
<td>$1,000,000</td>
<td>$109,366</td>
<td>$37,000</td>
<td>$30,000</td>
<td>$300,000</td>
<td>$2,493,611</td>
<td></td>
</tr>
</tbody>
</table>