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1995-1996 Operating Budget

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OPERATING BUDGET

FISCAL YEAR ENDING JUNE 30, 1996

SOUTHERN UNIVERSITY SYSTEM

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NAME OF INSTITUTION: SOUTHERN UNIVERSITY BOARD AND SYSTEM ADMINISTRATION

TO THE SOUTHERN UNIVERSITY BOARD OF SUPERVISORS:

This and the accompanying forms, statements and explanations comprising of 10 sheets numbered from 1 to 10, each of which has been approved by me, constitute the Operating Budget for the fiscal year 1995-96.

I, hereby, certify that the figures given on the accompanying forms are true and correct to the best of my knowledge.

8/31/95
DATE

Dalores A. Fisher
PRESIDENT

**FORM BOR-1
REVENUE / EXPENDITURE DATA**

**INSTITUTION: SOUTHERN UNIVERSITY BOARD AND SYSTEM
ADMINISTRATION**

| REVENUE/EXPENDITURE | ACTUAL 1993-94 | BUDGETED* 1994-95 | REQUESTED** 1995-96 | OVER/UNDER 1994-95 | % CHANGE |
|---------------------------------|-------------------|----------------------|------------------------|-----------------------|-------------|
| REVENUES BY SOURCE: | | | | | |
| STATE FUNDS: | | | | | |
| GENERAL FUND | 851,672 | 904,180 | \$4,093,499 | 3,189,319 | 352.73% |
| OTHER | | | | | |
| TOTAL STATE FUNDS | 851,672 | 904,180 | 4,093,499 | 3,189,319 | 352.73% |
| FEDERAL FUNDS | | | | | |
| INTERAGENCY TRANSFERS | | | | | |
| SELF-GENERATED FUNDS | | | | | |
| STATUTORY DEDICATIONS | | 16,558 | | (16,558) | |
| INTERIM EMERGENCY BOARD | | | | | |
| TOTAL REVENUES | 851,672 | 920,738 | 4,093,499 | 3,172,761 | 344.59% |
| EXPENDITURE BY FUNCTION: | | | | | |
| INSTRUCTION | | | | | |
| RESEARCH | | | | | |
| PUBLIC SERVICES | | | | | |
| SUPPORT SERVICES | | | | | |
| TOTAL R.I.R.A. | | | | | |
| STUDENT SERVICES | | | | | |
| INSTITUTIONAL SERVICES | 851,672 | 920,738 | \$4,093,499 | 3,172,761 | 344.59% |
| SCHOLARSHIPS/FELLOWSHIPS | | | | | |
| TOTAL G.A.G.E | 851,672 | 920,738 | 4,093,499 | 3,172,761 | 344.59% |
| LIBRARY | | | | | |
| TOTAL E & G EXPENDITURES | 851,672 | 920,738 | \$4,093,499 | 3,172,761 | 344.59% |
| DEBT SERVICE | | | | | |
| INTERAGENCY TRANSFERS | | | | | |
| OTHER | | | | | |
| TOTAL EXPENDITURES | 851,672 | 920,738 | \$4,093,499 | 3,172,761 | 344.59% |
| EXPENDITURE BY OBJECT: | | | | | |
| SALARIES | 533,067 | 781,803 | 825,577 | 43,774 | 5.60% |
| OTHER COMPENSATION | 23,603 | 25,000 | 25,000 | | |
| RELATED BENEFITS | 93,636 | 74,975 * | 46,957 | (28,018) | -37.37% |
| TOTAL PERSONAL SERVICES | 650,306 | 881,778 | 897,534 | 15,756 | 1.79% |
| TRAVEL | | | | | |
| OPERATING SERVICES | 25,894 | | 7,965 | 7,965 | |
| SUPPLIES | | | | | |
| PROFESSIONAL SERVICES | 151,472 | 3,000 | 3,000 | | |
| OTHER CHARGES | 24,000 | 24,000 | 185,000 | 161,000 | 670.83% |
| CAPITAL OUTLAY | | | | | |
| ACQUISITIONS | | 11,960 | | (11,960) | -100.00% |
| DEBT SERVICE | | | | | |
| INTER-INSTITUTIONAL TRANSFERS | | | 3,000,000 | 3,000,000 | |
| TOTAL EXPENDITURES | 851,672 | 920,738 | 4,093,499 | 3,172,761 | 344.59% |

*AMOUNTS PER LAST APPROVED BA-7. **AMOUNTS PER BEGINNING APPROPRIATION.

1 RELATED BENEFITS AMOUNTING TO \$98,135 ARE BEING PAID FROM POOL COST.

2 COMPREHENSIVE PROFESSIONAL DEVELOPMENT AND IMPROVEMENT CENTER FOR TEACHERS, \$150,000.

3 UNITED STATES v. STATE OF LA. SETTLEMENT AGREEMENT \$3,000,000.

| FORM BOR-3 REVENUE SOURCES-UNRESTRICTED & RESTRICTED | BUDGETED 1994-95 | BUDGETED 1994-95 | BUDGETED 1994-95 | ESTIMATED 1995-96 | ESTIMATED 1995-96 | ESTIMATED 1995-96 |
|---|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| | UNRESTRICTED | RESTRICTED | TOTAL | UNRESTRICTED | RESTRICTED | TOTAL |
| REVENUE: | | | | | | |
| TUTION AND FEES | | | | | | |
| FEDERAL APPROPRIATIONS | | | | | | |
| STATE APPROPRIATIONS | \$904,180 | | \$904,180 | \$4,093,499 | | \$4,093,499 |
| GIFT, GRANTS, & CONTRACTS | | \$2,319,679 | \$2,319,679 | | \$2,435,663 | \$2,435,663 |
| STATUTORY DEDICATIONS | \$16,558 | | \$16,558 | | | |
| SALES & SERVICES OF EDUCATION DEPARTMENTS | | | | | | |
| SALES & SERVICES OF AUXILIARIES | | | | | | |
| OTHER INCOME | | | | | | |
| INTERAGENCY TRANSFERS | | | | | | |
| TOTAL | \$920,738 | \$2,319,679 | \$3,240,417 | \$4,093,499 | \$2,435,663 | \$6,529,162 |

NOTE: SEE NACUBO GUIDLINES FOR DEFINITIONS OF ABOVE REVENUE TYPES.

**FORM BOR-4
SUMMARY OF DEPARTMENTAL COSTS**

**INSTITUTION: SOUTHERN UNIVERSITY
BOARD AND SYSTEM**

PAGE 3 OF 10

| DEPARTMENT | ACTUAL 1993-94 | BUDGETED 1994-95 | REQUESTED 1995-96 | OVER/UNDER 1994-95 |
|---|-------------------|---------------------|----------------------|-----------------------|
| FUNCTION OF SUPPORT SERVICES DEPARTMENT NAME BOARD OF SUPERVISORS | | | | |
| PERSONAL SERVICES: SALARIES | 58,460 | 83,000 | 90,000 | 7,000 |
| OTHER COMPENSATION | 20,433 | 25,000 | 25,000 | |
| RELATED BENEFITS | 11,140 | 8,769 | 5,160 | (3,609) |
| TOTAL PERSONAL SERVICES | 90,033 | 116,769 | 120,160 | 3,391 |
| TRAVEL | | | | |
| OPERATING SERVICES | | | | |
| SUPPLIES | | | | |
| OTHER CHARGES | | | | |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | 90,033 | 116,769 | 120,160 | 3,391 |
| DEPARTMENT NAME PRESIDENT'S OFFICE | | | | |
| PERSONAL SERVICES: SALARIES | 221,131 | 276,522 | 302,563 | 26,041 |
| OTHER COMPENSATION | | | | |
| RELATED BENEFITS | 42,351 | 23,981 | 12,163 | (11,818) |
| TOTAL PERSONAL SERVICES | 263,482 | 300,503 | 314,726 | 14,223 |
| TRAVEL | | | | |
| OPERATING SERVICES | 1,724 | | | |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | | | | |
| OTHER CHARGES | 24,000 | 24,000 | 35,000 | 11,000 |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | 289,206 | 324,503 | 349,726 | 25,223 |
| DEPARTMENT NAME VICE PRESIDENT AND PROVOST | | | | |
| PERSONAL SERVICES: SALARIES | | 103,484 | 109,468 | 5,984 |
| OTHER COMPENSATION | | | | |
| RELATED BENEFITS | | 7,586 | 3,308 | (4,278) |
| TOTAL PERSONAL SERVICES | | 111,070 | 112,776 | 1,706 |
| TRAVEL | | | | |
| OPERATING SERVICES | | | | |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | | | | |
| OTHER CHARGES | | | | |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | | 111,070 | 112,776 | 1,706 |

**FORM BOR-4
SUMMARY OF DEPARTMENTAL COSTS**

**INSTITUTION: SOUTHERN UNIVERSITY
BOARD AND SYSTEM**

PAGE 4 OF 10

| DEPARTMENT | ACTUAL 1993-94 | BUDGETED 1994-95 | REQUESTED 1995-96 | OVER/UNDER 1994-95 |
|---|-------------------|---------------------|----------------------|-----------------------|
| FUNCTION OF SUPPORT SERVICES DEPARTMENT NAME VICE PRESIDENT-FIN. & BUS. | | | | |
| PERSONAL SERVICES: SALARIES | 94,859 | 110,199 | 115,359 | 5,160 |
| OTHER COMPENSATION | 956 | | | |
| RELATED BENEFITS | 14,296 | 10,392 | 10,321 | (71) |
| TOTAL PERSONAL SERVICES | 110,111 | 120,591 | 125,680 | 5,089 |
| TRAVEL | | | | |
| OPERATING SERVICES | | | | |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | | | | |
| OTHER CHARGES | | | | |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | 110,111 | 120,591 | 125,680 | 5,089 |
| DEPARTMENT NAME INTERNAL AUDITOR | | | | |
| PERSONAL SERVICES: SALARIES | 85,850 | 99,884 | 109,522 | 9,638 |
| OTHER COMPENSATION | | | | |
| RELATED BENEFITS | 13,696 | 16,281 | 11,986 | (4,295) |
| TOTAL PERSONAL SERVICES | 99,546 | 116,165 | 121,508 | 5,343 |
| TRAVEL | | | | |
| OPERATING SERVICES | | | | |
| SUPPLIES | | | | |
| OTHER CHARGES | | | | |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | 99,546 | 116,165 | 121,508 | 5,343 |
| DEPARTMENT NAME FACILITIES AND PLANNING | | | | |
| PERSONAL SERVICES: SALARIES | 70,017 | 74,266 | 79,880 | 5,614 |
| OTHER COMPENSATION | | | | |
| RELATED BENEFITS | 12,153 | 5,051 | 1,872 | (3,179) |
| TOTAL PERSONAL SERVICES | 82,170 | 79,317 | 81,752 | 2,435 |
| TRAVEL | | | | |
| OPERATING SERVICES | | | | |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | | | | |
| OTHER CHARGES | | | | |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | 82,170 | 79,317 | 81,752 | 2,435 |

**FORM BOR-4
SUMMARY OF DEPARTMENTAL COSTS**

**INSTITUTION: SOUTHERN UNIVERSITY
BOARD AND SYSTEM**

PAGE 5 OF 10

| DEPARTMENT | ACTUAL 1993-94 | BUDGETED 1994-95 | REQUESTED 1995-96 | OVER/UNDER 1994-95 |
|---|-------------------|---------------------|----------------------|-----------------------|
| FUNCTION OF SUPPORT SERVICES DEPARTMENT NAME SYSTEM ACTIVITIES | | | | |
| PERSONAL SERVICES: SALARIES | 2,750 | 16,558 | | (16,558) |
| OTHER COMPENSATION RELATED BENEFITS | 2,214 | | | |
| TOTAL PERSONAL SERVICES | 4,964 | 16,558 | | (16,558) |
| TRAVEL | | | | |
| OPERATING SERVICES | 24,170 | | 7,965 | 7,965 |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | 151,472 | 3,000 | 3,000 | |
| OTHER CHARGES | | | 150,000 | 150,000 |
| ACQUISITIONS | | 11,960 | | (11,960) |
| INTER-INSTITUTIONAL TRANSFERS | | | 3,000,000 | |
| DEPARTMENT TOTAL | 180,606 | 31,518 | 3,160,965 | 129,447 |
| DEPARTMENT NAME COTTAGES | | | | |
| PERSONAL SERVICES: SALARIES | | 17,890 | 18,785 | 895 |
| OTHER COMPENSATION RELATED BENEFITS | | 2,916 | 2,147 | (769) |
| TOTAL PERSONAL SERVICES | | 20,806 | 20,932 | 126 |
| TRAVEL | | | | |
| OPERATING SERVICES | | | | |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | | | | |
| OTHER CHARGES | | | | |
| ACQUISITIONS | | | | |
| DEPARTMENT TOTAL | | 20,806 | 20,932 | 126 |
| DEPARTMENT NAME TOTAL SYSTEM | | | | |
| PERSONAL SERVICES: SALARIES | 533,067 | 781,803 | 825,577 | 43,774 |
| OTHER COMPENSATION RELATED BENEFITS | 23,603 | 25,000 | 25,000 | |
| | 93,636 | 74,976 | 46,957 | (28,019) |
| TOTAL PERSONAL SERVICES | 650,306 | 881,779 | 897,534 | 15,755 |
| TRAVEL | | | | |
| OPERATING SERVICES | 25,894 | | 7,965 | 7,965 |
| SUPPLIES | | | | |
| PROFESSIONAL SERVICES | 151,472 | 3,000 | 3,000 | |
| OTHER CHARGES | 24,000 | 24,000 | 185,000 | 161,000 |
| ACQUISITIONS | | 11,960 | | (11,960) |
| INTER-INSTITUTIONAL TRANSFERS | | | 3,000,000 | |
| DEPARTMENT TOTAL | 851,672 | 920,739 | 4,093,499 | 172,760 |

**FORM BOR-9
SUMMARY OF ENROLLMENT & EMPLOYEES**

INSTITUTION: SOUTHERN UNIVERSITY BOARD AND SYSTEM ADMINISTRATION

| ENROLLMENT/EMPLOYEES | ACTUAL 1992-93 | ACTUAL 1993-94 | ACTUAL 1994-95 | ESTIMATED 1995-96 | INC./DEC. AMOUNT | INC./DEC. PERCENT | | |
|---|-----------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|-------------------------------------|------------------------------------|-------------------------------------|
| ENROLLMENT | | | | | | | | |
| HEADCOUNT (HC) | | | | | | | | |
| FULLTIME EQUIVALENT (FTE) | | | | | | | | |
| EMPLOYEES | ACTUAL 1994-95 FTE | ESTIMATED 1995-96 FTE | FTE INC./DEC. AMOUNT | FTE INC./DEC. PERCENT | ACTUAL 1994-95 HC | ESTIMATED 1995-96 HC | HC INC./DEC. AMOUNT | HC INC./DEC. PERCENT |
| FACULTY: | | | | | | | | |
| INSTRUCTIONAL RESEARCH ADMINISTRATIVE TOTAL UNCLASSIFIED | | | | | | | | |
| OTHER | | | | | | | | |
| TOTAL FACULTY | | | | | | | | |
| PARTTIME INSTRUCTOR | | | | | | | | |
| OTHER GRADUATE ASST. | | | | | | | | |
| OTHER UNCLASSIFIED | 13 | 13 | | | 13 | 13 | | |
| TOTAL UNCLASSIFIED | 13 | 13 | | | 13 | 13 | | |
| CLASSIFIED | 6 | 6 | | | 6 | 6 | | |
| TOTAL EMPLOYEES | 19 | 19 | | | 19 | 19 | | |
| TENURED FACULTY | | | | | | | | |

INSTITUTION: SOUTHERN UNIVERSITY BOARD AND SYSTEM ADMINISTRATION

| FORM BOR-10 EMPLOYEES PAID TOTALLY FROM RESTRICTED FUNDS | ACTUAL HEADCOUNT 1994-95 | ACTUAL FULLTIME EQUIVALENT 1994-95 | ESTIMATED HEADCOUNT 1995-96 | ESTIMATED FULLTIME EQUIVALENT 1995-96 | CHANGE IN HEADCOUNT 1995-96 TO 1994-95 | CHANGE IN F L-TIME EQUIVALENT 1995-96 TO 1994- |
|--|--------------------------------|---|-----------------------------------|--|---|---|
| RESTRICTED FUNDS' EMPLOYEES: FACULTY: INSTRUCTIONAL RESEARCH ADMINISTRATIVE OTHER | | | | | | |
| TOTAL FACULTY | | | | | | |
| PARTTIME INSTRUCTOR | | | | | | |
| GRADUATE INSTR. ASST. | | | | | | |
| OTHER GRADUATE ASST. | | | | | | |
| OTHER UNCLASSIFIED | 10 | 10 | 10 | 10 | | |
| TOTAL UNCLASSIFIED | 10 | 10 | 10 | 10 | | |
| CLASSIFIED | | | | | | |
| TOTAL EMPLOYEES | 10 | 10 | 10 | 10 | | |
| TENURED FACULTY | | | | | | |

| ITEM NO. | NAME OF INCUMBENT (List alphabetically by rank within department by function) | TITLE OF POSITION | DEGREE | EXPERIENCE | | MOS. EMP. | SALARY RATE 1994-95 | STATE MINIMUM SALARY SCALE | COLLEGE SALARY SCHEDULE | | | | SALARY RATE 1995-96 | OVER OR UNDER 1994-95 |
|--|--|---------------------------------|--------|------------|-------|-----------|---------------------|----------------------------|-------------------------|-------|-------|-------|---------------------|-----------------------|
| | | | | HERE | TOTAL | | | | ADJUST. | OTHER | EDUC. | PROM. | | |
| BOARD OF SUPERVISORS | | | | | | | | | | | | | | |
| 1. | Henrietta Vessel | Exec. Asst. | MAST | 23 | 23 | 12 | \$40,000 | | 4,000 | | | | \$44,000 | 4,000 |
| 2. | Tara R. Bunch | Admin. Sec | BACH | 6 | 6 | 12 | \$22,000 | | 3,000 | | | | \$25,000 | 3,000 |
| 3. | Lisa Trusclair | Special Asst. | | | | 12 | \$21,000 | | | | | | \$21,000 | |
| PRESIDENT'S OFFICE | | | | | | | | | | | | | | |
| 4. | Dolores R. Spikes | President | DOCT | | | 12 | \$130,000 | | | | | | \$130,000 | |
| 5. | Margaret Ambrose | Exec. Assoc. To Pres./ (T)Prof. | MAST | 24 | 28 | 12 | \$65,000 | | 3,250 | | | | \$68,250 | 3,250 |
| 6. | Carolyn Jackson | Exec. Sec & Off. Mgr | BACH | 25 | 25 | 12 | \$32,760 | | 1,638 | | | | \$34,398 | 1,638 |
| 7. | Betty Ray | Secretary | MAST | 16 | 17 | 12 | \$26,317 | | 1,316 | | | | \$27,633 | 1,316 |
| VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS & COMPTROLLER | | | | | | | | | | | | | | |
| 8. | Tolor E. White | Vice Pres. & Comptroller | MAST | 38 | 38 | 12 | \$85,500 | | 4,275 | | | | \$89,775 | 4,275 |

DETAILED REQUEST FOR SALARIES ON NON-CLASSIFIED INCUMBENT PERSONNEL

| ITEM NO. | NAME OF INCUMBENT (LIST ALPHABETICALLY BY RANK WITHIN DEPARTMENT BY FUNCTION) | TITLE OF POSITION | DEGREE | EXPERIENCE | | MOS. EMP. | SALARY RATE 1994-95 | STATE MINIMUM SALARY SCALE | SALARY SCHEDULE | | | | SALARY RATE 1994-95 | OVER OR UNDER 1993-94 |
|-------------------------------------|---|----------------------|--------|------------|-------|-----------|---------------------|----------------------------|-----------------|-------|-------|-------|---------------------|-----------------------|
| | | | | HERE | TOTAL | | | | COLLEG ADJUST. | OTHER | EDUC. | PROM. | | |
| VICE PRESIDENT & PROVOST | | | | | | | | | | | | | | |
| 9. | Dr. Robert Johnson | Vice Pres. & Provost | DOCT | 27 | 9 | 12 | 78,000 | | 3,900 | | | | \$81,900 | 3,900 |
| FACILITIES & PLANNING | | | | | | | | | | | | | | |
| 10. | Larry McGhee | Director | MAST | 7 | 40 | 12 | \$64,283 | | | | | | \$64,283 | |
| INTERNAL AUDITOR | | | | | | | | | | | | | | |
| 11. | Gloria Thompson | Internal Aud. | MAST | 3 | | | \$52,000 | | | | | | \$52,000 | |
| 12. | Diane Robinson | Senior Aud. | MAST | | | 12 | \$33,800 | | 6,000 | | | | \$39,800 | 6,000 |
| COTTAGES | | | | | | | | | | | | | | |
| 13. | Sadie Young | Attendant | NDG | 27 | 32 | 12 | 17,890 | | 895 | | | | \$18,785 | 895 |
| | | | | | | | \$668,550 | | \$28,274 | | | | \$696,824 | \$28,274 |

**DETAILED REQUEST FOR SALARIES
OF CLASSIFIED INCUMBENT PERSONNEL**

FORM J-2

| ITEM NO. | Name of Incumbent (List Alphabetically by Department) | Classification of Position | SALARY 1994-95 | INCREASE REQUESTED 1995-96 | | SALARY RATE 1995-96 |
|----------|---|-------------------------------|-------------------|-------------------------------|--------|---------------------------|
| | | | | AMOUNT | DATE | |
| 1. | PRESIDENT'S OFFICE Chrystal Hill | Receptionist | 16,411 | | | 16,411 |
| 2. | Carlton Green | Admin. Services Assistant | 24,876 | 995 | 4/4/96 | 25,871 |
| 3. | VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS AND COMPTROLLER Katie Smith | Admin. Secr. | 24,600 | 984 | 4/4/96 | 25,584 |
| 4. | VICE PRESIDENT & PROVOST Yvette Marcelle | Exec. Secretary | 26,508 | 1,060 | | 27,568 |
| 5. | FACILITIES & PLANNING Joyce Collins Jones | Secretary II | 14,997 | 600 | 1/1/96 | 15,597 |
| 6. | INTERNAL AUDITING Vacant | Secretary I | 14,082 | | | 14,082 |
| | | TOTAL | 121,474 | 3,639 | | 125,113 |