

# FY 2019 Budget Discussion

**Institution Name: Clayton State University**

## Part I: Enrollment

- 1) Discuss enrollment trends over the past three years (fiscal years 2016, 2017 and 2018)? Discuss factors impacting enrollment. What are your enrollment projections for the next two years (Fall 2018 and Fall 2019)? What enrollment management strategies are employed at your institution and how effective are these strategies? Discuss trends in online enrollment. To what extent are the trends driven by dual enrollment students? For institutions with multiple locations, discuss enrollment challenges/concerns.

**Stephen Schultheis, Kevin Demmitt, & Jarrett Terry**

- 2) BOR 7.3.4.1 Out-of-State Tuition Waivers states that “should the Chancellor determine that cause exists to activate the Border Residents waiver, the Chancellor or his designee will present the list of institutions to the Academic Affairs Committee of the Board of Regents for approval.” Please provide sound justification if your institution could benefit from out-of-state tuition waivers to students from bordering states (Alabama, Florida and South Carolina). Simply respond n/a to this question if you do not want to be considered for this waiver.

**Stephen Schultheis, Kevin Demmitt, & Timothy Duncan**

- 3) How is your institution addressing the impact of fall 2017 enrollment declines or shortfalls, if applicable? Was this decline considered in your original budget? What actions are being taken to cut costs and streamline operations?

Fall Enrollment	
Budgeted Enrollment	
\$ Impact on E&G	
\$ Impact on Auxiliaries	

**All      Applicable**

## Part II: Savings to Students

- 4) What actions has your institution taken to reduce the cost of education to students? Provide details regarding these actions, the number of students impacted and the savings to students. Additionally, provide ideas on how your institution can be proactive in reducing costs to students for the upcoming year.

# FY 2019 Budget Discussion

**ALL.- Include Auxiliary. Carolina Amero, Polly Parks, Bobby Hamil, Timothy Duncan, & Elaine Manglitz**

## **Part III: Institutional Health**

5) Discuss the financial health of your institution using the June 30, 2017 annual financial statements as the basis. This discussion should include trend data for key financial measures (i.e. cash, reserves, etc.). Discuss any material audit findings. *(Insert charts and graphs as appropriate)*

**Scott Bailey, Corlis Cummings, & Megan Davidson**

## **Part IV: Auxiliary Enterprises**

6) Discuss the financial health of each auxiliary enterprise (except Athletics). Are any major changes to service offerings being contemplated, such as outsourcing that will affect the finances of the auxiliary portfolio? Have any auxiliary funds operated in deficit for multiple years, and if so how will this trend be reversed? **Please use the attached Excel template to provide Auxiliary Reserves (tab labeled Reserve Balances).**

**All Auxiliary- Elaine Manglitz, Polly Parks, Carolina Amero, & Bobby Hamil**

7) Provide an update on the current status of each Public Private Venture (PPV) at your institution. Have the underlying assumptions been achieved (i.e. enrollment, occupancy, etc.)? If not, discuss how shortfalls will be addressed. Describe any unexpected capital repairs, expenditure trends, reserve balances, and the anticipated coverage ratio for the current year based on your enrollment/occupancy. Discuss any needs for a fee increase in the upcoming year. Do current and projected future conditions indicate a need to draw from the capital reserve maintained at the System Office? If so, when and how much?

**Elaine Manglitz & Jeff Jacobs**

# FY 2019 Budget Discussion

- 8) Provide an update on the financial health of the athletics program at your institution. Specifically, provide the revenue generated, total spend by fund source and reserve balance for the past five years. What percent of revenue comes from student fees and what percent comes from private donations? Report on any shortfalls. What actions are being taken at your institution to address any shortfalls or prevent them from happening? What are the biggest challenges in athletics? Be specific. Is your institution in compliance with the subsidy limit established by the Board? What actions are being taken at your institution to get in compliance?

**Timothy Duncan**

## Part V: Fiscal Year 2018 Update

- 9) How are new funds appropriated for fiscal year 2018 being used to address the **institutional priorities**? Specifically, discuss the progress to date, achievements, challenges, etc.

**We had to cut- All. Discuss redirection and priorities. Provide 1-2 Paragraphs.**

## Part VI: Looking Ahead to FY 2019

- 10) Preliminary data show that your institution experienced positive enrollment growth in academic year 2017 and it is likely that your institution will receive additional formula funds in FY 2019. What are the budget priorities for your institution? How will new funds be utilized to best serve students? *Please use the attached Excel template to provide the estimated cost associated with each priority (tab labeled New Funds).*

**All- Strategic Plan Cabinet**

11) With the conversion to the OneUSG Connect platform, a number of processes and responsibilities have shifted from the institutions to either the Shared Services Center or the outsourced benefits provider. Because of these centralization efforts, it is expected that institutions will need fewer staff members devoted to the administrative processing of payroll and benefits. An engagement with Accenture has estimated that the time devoted to routine payroll and benefits tasks on USG campuses will be reduced by 30% and 50%, respectively. Please see the attached list of tasks that have moved away from the institution.

Describe the process that your institution is using to evaluate the level of staff needed post-conversion. Who is responsible for evaluating capacity and reassigning duties as needed? What positions are expected to have time redirected to new duties? What positions are contemplated for elimination?

**Corlis Cummings, Angela Free, & Nakia Yallah**

12) Please list any third-party costs of Human Capital Management incurred during FY17, including software, professional consultants, or outsourced services, that will no longer be needed by the institution in FY19 or beyond.

**Corlis Cummings, Angela Free, & Nakia Yallah**  
**CHRO?**

## **Part VII: Facility Needs**

13) Discuss the facility needs of your institution, including leased facilities and construction projects that will require review and approval per Board of Regent policies. **Please use the attached Excel template to provide the estimated lease or Project cost associated with each priority (tab labeled Facilities).**

**Harry Downs Lams**

**Priti Bhatia, Corlis Cummings, Kevin Demmitt/ Bryan LaBrecque- on PTC**

## **Part VIII: Academics**

14) Discuss new academic programs under consideration for startup in FY 2019. How do the proposed programs line up with the goals of industry, the System, the region and the State? **How were the needs for the programs and the program budgets determined?**

**Kevin Demmitt & Narem Reddy**

15) What existing programs have low degree production? What measures are you taking to improve the enrollment in these programs.

**Kevin Demmitt & Narem Reddy**

16) What existing programs are being considered for termination? What benefits are derived from eliminated the programs?

**Kevin Demmitt & Narem Reddy**

17) Provide information on graduation and retention rates. Explain positive or negative trends.

**Kevin Demmitt, Narem Reddy, & Stephen Schultheis**

# FY 2019 Budget Discussion

18) What initiatives do you intend to introduce this coming year to improve student success? In what ways will you know that these initiatives are succeeding.

**Kevin Demmitt, Stephen Schultheis/ Elaine Manglitz- All**

## **Part IX: Information Technology (IT)**

19) Discuss the information technology needs of your institution to include hardware needs, software needs, etc. IT needs that have been identified as top priorities for your institution should be included as a part of your FY19 funding request (Question #10) if your institution has been permitted to request new funds. Have funds been allocated or requested to resolve issues identified by audit findings?

**Bill Gruszka & All Cabinet**

20) What is the FY19 annual projected IT spend across the institution, including IT expenditures paid to the System Office? Provide detailed information for planned single expenditures or projects over the institutional IT purchase authority using the table below or in a separate attachment. Also, please indicate which USG enterprise managed services you are currently taking advantage of at your institution.

# FY 2019 Budget Discussion

## Bill Gruszka & ALL

### Purchases

Vendor	Purpose	\$ Amount	Est. Date

### Enterprise Managed Services

<input type="checkbox"/>	Ellucian (Banner)	<input type="checkbox"/>	PeopleSoft (Financials)
<input type="checkbox"/>	Degreeworks	<input type="checkbox"/>	PeopleSoft (HCM)
<input type="checkbox"/>	Desire2Learn	<input type="checkbox"/>	PeachNet

## Part X: Major Success/Accomplishment

21) We are very interested in knowing about the wonderful things that happen on campus! We know the list could be very long, but please use this section to highlight **one** major success/accomplishment at your institution that is in alignment with one or all of the Chancellor's three priorities.

- **Degree Attainment:** ensure more Georgians enter the workforce with a college degree.
- **Affordability:** make college more affordable for Georgians.
- **Efficiency:** find opportunities to be more efficient and control costs.

Please attach a one-pager that succinctly presents this success/accomplishment. **This is an opportunity to brag on yourself. The information provided may be used in external communications.**

Please include the following elements as you deem appropriate:

- Background
- Who benefited?
- Impact on student success
- Impact to the State of Georgia
- Savings (\$), if applicable

**All**

# FY 2019 Budget Discussion

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**NOTE:** In addition to the FY 2019 Budget Discussion Template, please complete (as applicable) all tabs included in the attached Excel file regarding the fiscal year 2018 budget request. The tabs are labeled (1) Trend Data, (2) Enrollment by Campus, (3) Scholarships, (4) Research Activity (5) Reserve Balances, (6) Reduction Actions, (6) New Funds, and (8) Facilities.



**UNIVERSITY SYSTEM OF GEORGIA  
EXPLANATION OF FINANCIAL RATIOS**

**NOTE:** *The information used to compute the ratios below should come from your Annual Financial Statements (AFR).*

- 1 **Primary Reserve Ratio:** The primary reserve ratio measures whether resources are sufficient and flexible enough to support the mission of the institution, by providing a snapshot indicating how long the institution could function using its expendable reserves without relying on additional net assets generated by operations. It is calculated as follows:  
 **$(\text{Restricted Expendable Net Assets (non-capital)} + \text{Unrestricted Net Assets}) / (\text{Total Operating Expenses} + \text{Total Interest Expense})$**   
**The higher the Primary Reserve Ratio, the greater the resource sufficiency and flexibility.**
  
- 2 **Viability Ratio:** The viability ratio provides an indication whether resources are managed strategically to advance the mission of the institution and determines the availability of expendable net assets to cover debt should the institution need to settle its obligations as of the balance sheet date. It is calculated as follows:  
 **$(\text{Restricted Expendable Net Assets (non-capital)} + \text{Unrestricted Net Assets}) / \text{Long-term debt}$**   
**The higher the Viability Ratio, the greater the sufficiency of resources to cover long-term debt.**
  
- 3 **Return on Net Assets Ratio:** The return on net assets ratio indicates whether asset performance and management support the strategic direction of the institution and determines whether the institution is financially better off than in previous years by measuring total economic return. It is calculated as follows:  
 **$\text{Increase in Net Position} / \text{Beginning Total Net Assets}$**   
**The higher the Return on Net Assets Ratio, the stronger the economic return in the current fiscal year.**
  
- 4 **Current Ratio:** The Current Ratio is a liquidity ratio that provides information about an entity's ability to meet its short-term financial obligations. It is calculated as follows:  
 **$\text{Current Assets} / \text{Current Liabilities} = \text{Current Ratio}$**   
**The higher the Current Ratio, the greater the liquidity of the institution.**
  
- 5 **Cash Ratio:** The Cash Ratio is a liquidity ratio that provides information about an entity's ability to meet its short-term financial obligations. It is calculated as follows:  
 **$\text{Cash and Cash Equivalents} / \text{Current Liabilities} = \text{Cash Ratio}$**   
**The higher the Cash Ratio, the greater the liquidity of the institution.**

**Corlis Cummings, Megan  
Davidson, & Scott McElroy**

# FY 2019 Budget Hearing Data Sheet

Institution Name:

Clayton State University

Enrollment Trends						
	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018 (Projected)	Fall 2019 (Projected)
<b>Headcount</b>						
% Change in Headcount over prior Fall		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>FTE</b>						
% Change in FTE over prior Fall		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>State funding per Student FTE</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		

Undergraduate Headcount						
Graduate Headcount						
<i>The sum of graduate and undergraduate headcount must agree to the total headcount reported on row 7.</i>						
<b>Entering Freshman Class</b>						
<b>Number of Out-of-State Students</b>	<b>Stephen Schultheis &amp; Narem Reddy</b>					
<b>Number of Out-of-Country Students</b>	<b>Reddy</b>					
<b>Dually Enrolled Students</b>						
<b># of Online Students (Enrolled 100%)</b>						
<b># of Students taking at least one (1) online course but not enrolled 100% online</b>						

Academics							
	FY 2015	FY 2016	FY 2017	FY 2018 (Projected)			
<b># of Degrees Awarded</b>	<b>Stephen Schultheis &amp; Narem Reddy</b>						
<b># of Degrees Awarded Through Reverse Transfer</b>	<b>Reddy</b>						
<b>Total # of Active Programs</b>							
<b>Number of Low Producing Programs</b>							
<i>Provide Graduation and retention rates for the years available and indicate the cohorts in the highlighted cells below.</i>							
<b>One-Year Retention Rates for First-Time Full-Time Freshman</b>							
<b>Three-Year Graduation/Transfer Rates First-Time Full-Time Freshman</b>						Access Institutions Only	
<b>Six-Year Graduation Rates First-Time Full-Time Freshman</b>							

Funding						
	FY 2015	FY 2016	FY 2017	FY 2018		
				<i>1st Qtr. Budget (Annualized)</i>	<i>Percent Change from FY15 to FY18</i>	<i>Percent Change from FY17 to FY18</i>
<i>Source: Budget Compliance Report</i>						
<b>State Appropriations</b>	<b>Scott McElroy</b>				#DIV/0!	#DIV/0!
<b>Tuition Revenue</b>	<b>McElroy</b>				#DIV/0!	#DIV/0!
<b>Special Institutional Fee</b>	<b>McElroy</b>				#DIV/0!	#DIV/0!
<b>Sponsored Revenue</b>	<b>McElroy</b>				#DIV/0!	#DIV/0!

<i>Tuition Revenue Analysis (Fund 10500)</i>						
	FY 2015	FY 2016	FY 2017	FY 2018	Percent Change from FY15 to FY18	Percent Change from FY17 to FY18
<b>In-State Tuition Revenue</b>					#DIV/0!	#DIV/0!
<b>Out-of-State Tuition Revenue</b>					#DIV/0!	#DIV/0!
<i>The sum of the in-state and out-of-state tuition revenue must agree to the total tuition revenue reported on row 41.</i>						
<b>Undergraduate Tuition</b>					#DIV/0!	#DIV/0!
<b>Graduate Tuition</b>					#DIV/0!	#DIV/0!
<i>The sum of the in-state and out-of-state tuition revenue must agree to the total tuition revenue reported on row 41.</i>						
<b>Tuition Carry Forward</b>						
<b>Percent of Tuition Carried Forward</b>	#DIV/0!	#DIV/0!	#DIV/0!			

Expenditures						
	FY 2015	FY 2016	FY 2017	FY 2015	FY 2016	FY 2017
<i>Source: Audited Financial Statements</i>				<i>% of total expenditures</i>		
<b>Instruction</b>				#DIV/0!	#DIV/0!	#DIV/0!
<b>Research</b>				#DIV/0!	#DIV/0!	#DIV/0!
<b>Public Service</b>	<b>Scott McElroy &amp; Megan Davidson</b>			#DIV/0!	#DIV/0!	#DIV/0!
<b>Academic Support</b>	<b>Davidson</b>			#DIV/0!	#DIV/0!	#DIV/0!
<b>Student Services</b>	<b>Davidson</b>			#DIV/0!	#DIV/0!	#DIV/0!
<b>Institutional Support</b>	<b>Davidson</b>			#DIV/0!	#DIV/0!	#DIV/0!
<b>Plant Operations and Maintenance</b>				#DIV/0!	#DIV/0!	#DIV/0!
<b>Scholarships and Fellowships</b>				#DIV/0!	#DIV/0!	#DIV/0!
<b>Auxiliary Enterprises</b>				#DIV/0!	#DIV/0!	#DIV/0!
<b>Total Operating Expenditures</b>	\$ -	\$ -	\$ -			

# FY 2019 Budget Hearing Data Sheet

**Institution Name:**

Clayton State University

Financial Trends						
	6/30/2015	6/30/2016	6/30/2017			
<i>Source: Audited Financial Statements</i>						
Cash and Equivalents					Percent Change from 6/30/15 to 6/30/17	Percent Change from 6/30/16 to 6/30/17
S-T Investments					#DIV/0!	#DIV/0!
Student Receivables					#DIV/0!	#DIV/0!
Other Receivables					#DIV/0!	#DIV/0!
Current Liabilities					#DIV/0!	#DIV/0!
Lease Purchase Obligations (L-T)					#DIV/0!	#DIV/0!
Net Assets - Unrestricted					#DIV/0!	#DIV/0!
Accounts Receivable Written Off (Approved by SAO)					#DIV/0!	#DIV/0!

**Corlis Cummings, Megan Davidson, & Scott McElroy**

Financial Ratios (See attached Instructions)						
	6/30/2015	6/30/2016	6/30/2017			
Primary Reserve Ratio						
Viability Ratio						
Return on Net Assets Ratio		“				
Current Ratio						
Cash Ratio						

Capital Lease Obligations						
	6/30/2015	6/30/2016	6/30/2017			
Capital Liability Burden Ratio						
<i>Capital Liability Burden Ratio = Annual lease payments / Total revenues, should include operating revenues</i>						
Annual Capital Lease Payments						
Total Capital Lease Obligations						
Student Housing Occupancy Rates						
Capital Liability Per FTE	#DIV/0!	#DIV/0!	#DIV/0!			

**Megan Davidson**

Financial Trends - Auxiliary Operations						
	6/30/2015	6/30/2016	6/30/2017			
<b>Auxiliary Reserve Balance:</b>					Percent Change from 6/30/15 to 6/30/17	Percent Change from 6/30/16 to 6/30/17
Unrestricted					#DIV/0!	#DIV/0!
Reserved for Encumbrances					#DIV/0!	#DIV/0!
R&R Reserve					#DIV/0!	#DIV/0!
<b>Total Auxiliary Reserve Balance</b>					#DIV/0!	#DIV/0!
Total Auxiliaries Cash and Equivalents					#DIV/0!	#DIV/0!

**Megan Davidson / Scott McElroy**

Employee Trends						
	Fall 2014	Fall 2015	Fall 2016	Fall 2017		
Full-Time Faculty					Percent Change from Fall 14 to Fall 17	Percent Change from Fall 16 to Fall 17
Full-Time Staff					#DIV/0!	#DIV/0!
<b>Total Full-Time Employees</b>					-	-
Part-Time Faculty					#DIV/0!	#DIV/0!
Part-Time Staff					#DIV/0!	#DIV/0!
<b>Total Part-Time Employees</b>					-	-
Student Workers					#DIV/0!	#DIV/0!
Graduate Assistants					#DIV/0!	#DIV/0!

**HR, Corlis Cummings, Angela Free / Davion Shorts**

Financial Aid						
	FY 2015	FY 2016	FY 2017	FY 2018 (As of Fall 2017)		
% of Undergraduates Receiving Pell						
% of Undergraduates Receiving HOPE (including						
% of Students Receiving Federal Loans						
<b>Three-Year Cohort Year</b>						
Federal Student Loan Default Rate						

**Lakisha Sanders / Stephen Schultheis**

**Lakisha Sanders**

**FY 2019 Budget Hearing Data Sheet  
Fall Enrollment by Campus**

**Complete if your institution has multiple campuses and/or sites. List all campuses/sites.**

**Institution Name:**                     Clayton State University                    

<b>Fall Enrollment by Campus</b>						
<b>Campus/Site</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>	<b>Fall 2017</b>	<b>Fall 2018 (Projected)</b>	<b>Fall 2019 (Projected)</b>
100% Online*	-	-	-	-	-	-
	-					
<b>Total</b>	-	-	-	-	-	-
	-	-	-	-	-	-

**Kevin Demmitt, Narem Reddy,  
Jill Lane, & Stephen Schultheis**

\* Information reported should agree to line 20 on Trend Data Tab  
We understand that campus figures may be duplicated for students taking courses at multiple campuses.

**FY 2019 Budget Hearing Data Sheet  
Scholarships and Gap Funding**

**Institution Name:**

Clayton State University

Scholarships and Gap Funding		
	FY 2017	
Need-Based Scholarships		Report any scholarship that has a "means test" component
Merit-Based Scholarships		Report scholarships solely based on merit
# of Students Purged for Non-Payment (Fall 2016)		
# of Students Saved thru Gap Funding (Fall 2016)		Report students that would have been purged
\$ Gap Funding Provided (Fall 2016)		The amount may be a subset of the scholarship information provided above.
\$ Gap Funding Provided (Spring 2017)		The amount may be a subset of the scholarship information provided above.

Provide any additional comments you deem appropriate relevant to the data presented above.

**Lakisha Sanders / Kate Troelstra  
Bursar-Bateman**

**FY 2019 Budget Hearing Data Sheet  
Research Activity**

**Institution Name:**

Clayton State University

<b>Research Expenditures</b>						
<i>Source: PeopleSoft (Using Class Code)</i>	FY 2015	FY 2016	FY 2017	FY 2018 (Budget)	Percent Change from FY15 to FY18	Percent Change from FY17 to FY18
Federal					#DIV/0!	#DIV/0!
State	<b>Jill Lane &amp; Megan Davidson/ Nicole Harris, Scott McElroy</b>				#DIV/0!	#DIV/0!
Private					#DIV/0!	#DIV/0!
Local					#DIV/0!	#DIV/0!
Other					#DIV/0!	#DIV/0!
<b>Total Research Expenditures</b> (Should agree to Line 61 on Trend Data Tab)					\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -		

<b>Total Research Awards</b>						
Please report the full award amount in the year awarded only, even if budget spans multiple years.						
	FY 2015	FY 2016	FY 2017	FY 2018 (Budget)	Percent Change from FY15 to FY18	Percent Change from FY17 to FY18
Federal					#DIV/0!	#DIV/0!
State	<b>Megan Davidson/ Nicole Harris, Scott McElroy, &amp; Jill Lane</b>				#DIV/0!	#DIV/0!
Private					#DIV/0!	#DIV/0!
Local					#DIV/0!	#DIV/0!
Other					#DIV/0!	#DIV/0!
<b>Total Research Awards</b>					\$ -	\$ -

Highlight any new significant awards (provide grantor name, purpose, dollar amount, terms, etc.).

**+ Jill Lane & Melody Carter**

Provide any other relevant information you deem appropriate that highlights achievements in sponsored research.

**+ Jill Lane & Melody Carter**

**FY 2019 Budget Hearing Data Sheet  
Auxiliary Enterprises and Student Activity Reserve Balances**

**Institution Name:** Clayton State University

Complete for all auxiliary enterprises including PPV activity (12XXX) and student activities (13000)

**Information for Auxiliary Enterprises - For The Period Ended June 30, 2017 (Source AFR, include actuals, GAAP and Capital Ledgers)**

Auxiliary Enterprise	Fund Code	Total Revenue	Total Expenditures, excluding depreciation and interest expense	Depreciation	Interest Expense	Revenues net of Expenditures, Before Transfers	Transfers In (Out)	Revenues net of Expenditures, After Transfers	Fund Balance	Unrestricted Fund Balance	Does activity in include a PPV?
Athletics						\$ -		\$ -			
Housing						\$ -		\$ -			
Dining/Food Services						\$ -		\$ -			
Bookstore						\$ -		\$ -			
Health Services						\$ -		\$ -			
Parking Transportation								-			
List other auxiliaries as appropriate:								-			
								-			
								-			
								-			
								-			
<b>Total Auxiliary Enterprises</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Student Activities (Fund 13000):</b>											
Student Activity Fee						\$ -		\$ -			
Student Centers, if applicable						\$ -		\$ -			
List other fund 13000 activities:						\$ -		\$ -			
						\$ -		\$ -			
						\$ -		\$ -			
<b>Total Student Activities</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**Megan Davidson, Scott McElroy  
+ each Auxiliary Head**

**Fiscal Year 2019 Budget Hearing  
Part VI - What Actions Would You Take if State Funding Declined in FY19?**

Institution Name: Clayton State University

FY 2019 Reduction  
Target \$ \_\_\_\_\_

Reductions of a permanent nature should be considered/implemented whenever possible. Permanent reductions should be reported in subsequent years, while one-time actions should drop off and be replaced with new reductions. **NOTE:** The proposed reduction should equal the reduction target each year.

	Reduction Action	# of Positions Impacted (if applicable)	Savings from Action (\$)					
			FY 2019	One-Time or Perm.	FY 2020	One-Time or Perm.	FY 2021	One-Time or Perm.
1								
2	<u>Your institution is not required to respond to this question.</u>							
3								
4	!							
5								
6								
7								
8								
9								
10								
<b>Total</b>			-	\$ -	\$ -	\$ -	\$ -	\$ -



**Fiscal Year 2019 Budget Hearing**  
**Part VI - How Would You Use New Money in FY19?**  
*Priority Items*

**Institution Name: Clayton State University**

Only complete this form if your institution experienced enrollment growth in the 2016-2017 academic year.

	<b>DESCRIPTION (Based on Part VI, Question 10 of the Budget Discussion Template)</b>	<b># of Positions (if applicable)</b>	<b>Requested Amount</b>
	<b>List in Order of Priority</b>		
<b>1</b>			
<b>2</b>			
<b>3</b>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>All cabinet Keep list in pocket</b> </div>		
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			

<b>Total</b>		-	\$ -
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**Fiscal Year 2019 Budget Hearing  
Part VII- Facility Needs  
Priority Items**

Institution Name: Clayton State University

Information provided should be within the scope of the approved Master Plan.

	NARRATIVE (As In Part IV of the Budget Narrative) List in Order of Priority	Transaction Type: Construction, Renovation, Lease, Etc.	# of Spaces, Rooms, SQ FT (if applicable)	Proposed Funding Source (i.e. GO Bonds, Private, PPV, etc.)	Estimated Cost	Proposed Start Date	Proposed Completion Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>Total</b>					\$	-	

**Harun Biswas, Darren Thomas, Priti Bhatia, & Lana Soroka  
Then Cabinet**

**Purpose:** The purpose of this document is to assist institutions in answering questions 11 and 12 per the FY 2019 Budget Discussion Template. Below is a list of tasks that will shift from the institutions to either the Shared Services Center or the outsourced benefits provider as a part of the centralization efforts. Please note that this list is intended to serve as a guide/resource and may not be all inclusive. Additionally, this list may evolve as we move through the Cohorts 2 and 3 OneUSG Connect implementations.

**Specific questions should be addressed to:**

**Karin Elliott**, Associate Vice Chancellor Total Rewards

(404) 962-3248

[Karin.Elliott@usg.edu](mailto:Karin.Elliott@usg.edu)

**Julie Harris** Associate Director of Information Systems and Projects (SSC)

(478) 240-6437

[jharris@ssc.usg.edu](mailto:jharris@ssc.usg.edu)

**Ownership Changes - OneUSG**

	Owner	Current State	New Owner	Future State
1	Institution	Institutions run the encumbrance projection	SSC	SSC will run the encumbrance projection
2	Institution	Institutions run the Payroll to GL Interface (PAYGLO2)	SSC	SSC will be responsible for running the Payroll to GL interface
3	Institution	Payroll accounting adjustments will be made in HCM instead of financials	SSC	Institutions will identify and initiate the adjustments in HCM. The SSC team will process the retros to generate the JE's that the institution will then process in their Financials system.
4	Institution	Institutions process zero personal services encumbrances	SSC	SSC will maintain and execute the zero personal services encumbrances. Institutions will request that encumbrances be zero'ed.
5	Institution	Institutional practitioners process off-cycle checks as needed	SSC	SSC will centrally process off-cycle checks with guidance from BPM criteria
6	Institution	Off-cycle checks are written on institution bank account	SSC	SSC Money Movement will pull funds to cover off-cycle checks written on USO Payroll Account
7	Institution	Off-cycle checks are written on institution bank account	SSC	SSC will print and distribute emergency (On Demand) online checks centrally
8	Institution	Institution practitioners process check reversals, stop payments and direct deposit reversals in ADP	SSC	SSC will process check reversals in HCM and initiate reversal of payment or stop payments in Wells Fargo CEP Portal
9	Institution	Lost checks, direct deposit rejects are handled by institution practitioners	SSC	SSC will process replacement of lost checks and rejected direct deposits with institution approval
10	Institution	Repayment of overpaid wages is at the institutional level	SSC	SSC will provide assistance with Repayment of overpaid wages for active employees; and, centralize repayment of overpay wages for inactive/terminated employees
11	Institution	Historical edits are completed by payroll practitioners.	SSC	The Shared Services practitioners will process prior period adjustments crossing a calendar year.
12	Institution	Institutions approve requests for exemption from Direct Deposit	SSC	SSC will approve requests for exemption from direct deposit for employees. Employees approved for the exemption from direct deposit will be paid by Paycards, with the exception of FWS.
13	Institution	Institution practitioners utilize ADP SmartCompliance for check and direct deposit reversals	SSC	SSC will process check and direct deposit reversals in Wells Fargo CEO portal
14	Institution	Institution practitioners process transfer-related HR transactions	SSC	SSC will process transfer-related HR transactions for both institutions
15	Institution	Institutions administer pay cards	SSC	SSC will administer pay cards
16	Institution	Institutions handle full Dual Appointment data entry process	SSC	SSC may be responsible for certain aspects of Dual Appointment data entry
17	Institution	Institutions have full correction mode for data entry historical edits	SSC	Institution access to correction mode will be limited. SSC will have full correction mode abilities.

**Megan Davidson / Angela Free & Corlis Cummings**

## Ownership Changes - OneUSG

	Owner	Current State	New Owner	Future State
18	Institution, Other ben admin systems (ADP, PS, bSwift)	Benefits Enrollment for Newly Eligible Employees, COBRA participants, and pre-65 retirees	Alight	Employees enroll online or by contacting the Alight call center
19	Institution	Retirement Plan Enrollment for Newly Eligible	Alight and Institutions	Administered by Alight for Exempt employees; Non-exempt elections administered by institutions (plans to automate non-exempt in OneUSG approximately 1/1/2018).
20	Institution	Benefits Exchange Enrollment for Retirees	Alight	Administered by Aon Retiree Healthcare Exchange; Eligibility feed by Alight
21	Institution	Process Qualified Medical Child Support Orders (QMCSO)	Alight	Administered by Alight
22	Institution	Benefits Enrollment for Newly Eligible Retirees	Alight	Administered by Alight
23	Institution	Audit/Verify Dependent Coverage	Alight	Alight will manage all audit and verification processes, including communications and reviewing/approving documents to verify dependent status
24	Institution	Process Evidence of Insurability (EOI)	Alight	Alight will interface directly with carriers on approval/denials related to EOI
25	Institution	Audit/Verify Beneficiary Designations	Alight	Alight collects and maintains beneficiary data from the employee
26	Institution	Manage Benefits and Billing for Employee on UnPaid Leave	Alight	Alight will receive LOA status and bill employees instead of institutions billing the employees
27	Institution	Manage Retiree Address Change	Alight	Employees are administered by Institution; Retirees administered by Alight
28	Institution	Manage Life Events and Coverage Changes	Alight	Administered by Alight
29	Institution	Enforce Age Related Benefits Changes	Alight	Automated in Alight system
30	Institution	Death of Active Employees, Retirees, COBRA participants, and Survivor Spouses	Alight	Deaths of active employees are reported on the HR file; Deaths of retirees, COBRA participants and survivors are reported to the Alight call center. Alight send notification of death to the life carrier to initiate claim process.
31	R1s	Manage Open (Annual) Enrollment event - Active Employees (Including LOAs), Retirees, and COBRA participants; create carrier file interfaces, program system changes	Alight	Employees, retirees and COBRA participants will enroll or make changes to their benefits in the Alight system or contact the Alight call center. Alight will provide new plan year enrollment information to carriers.
32	R1s	Terminate Benefits Due to Ineligible Status and administer COBRA if applicable	Alight	Administered by Alight
33	R1s	Manage 7/5ths Benefit Rates (Calculate, Perform Adjustments, Milestones)	Alight	Alight will determine 7/5ths eligibility and calculate appropriate deductions
34	Institutions	Manage Retro Benefits Deductions	Alight	Automated in Alight system
35	Institution	Drop Coverage Due to Non-Payment (Direct Billing & Payments)	Alight	Administered by Alight, Reviewed by SSC
36	Institution	Retiree direct billing and ACH premium withdrawals		Administered by Alight; Reconciled by Institution
37	Institution	Manage ACA (2017 Process); Transition to Alight in 2018	Alight	Administered by USG, Equifax and Alight
38	Institution	Carrier Payments	Alight	Alight will pay benefit carriers monthly
39	Institution	Obtain Power of Attorney / Legal Guardianship from Employee	Alight	Administered by Alight

## Ownership Changes - OneUSG

	Owner	Current State	New Owner	Future State
40	Institution	Handle Employee and retiree calls about benefits, website, enrollment, eligibility, coverage issues, billing, COBRA	Alight	Alight Call Center will handle employees, retirees and COBRA participants calls for benefit related questions (website, enrollment, eligibility, etc.) and resolve coverage issues with carriers.
41	R1s	Send Carrier file interfaces and work error reports	Alight	Administered by Alight
42	R1s	Create and send enrollment and confirmation Statements	Alight	Administered by Alight