

COMMISSION FOR HIGHER EDUCATION

Friday, August 13, 2010

DECISION ITEM D: Administrative Items on Which Staff Propose Expedited Action

Staff Recommendation

That the Commission for Higher Education approve by consent the following administrative actions, in accordance with the background information provided in this agenda item:

- 2009-10 ICHE Core Operations Budget
- 2009-10 Learn More Indiana Core Operations Budget

Background

See attached information.

Supporting Document

Background Information on Administrative Items on Which Staff Propose Expedited Action, August 4, 2010

**BACKGROUND INFORMATION ON ADMINISTRATIVE ACTIONS
ON WHICH STAFF PROPOSE EXPEDITED ACTION**

August 4, 2010

1. 2010-11 ICHE Core Operations Budget

Pursuant to its bylaws, the Commission adopts its annual administrative budget early in each fiscal year.

The Staff recommends that the Commission adopt the proposed 2010-11 administrative budget entitled “Core Operations Prior Year End Results and Budget Plan for FY2011” dated August 4, 2010, and that the Commission authorize staff to receive and expend external project funds for their intended purpose.

Attachment I: Core Operations Prior Year End Results and Budget Plan for FY2011

2. 2010-11 Learn More Indiana Work Plan and Budget

Learn More Indiana is a state-led communication and community outreach initiative working to help Hoosiers succeed in school, complete college and connect to careers.

Learn More Indiana is made possible through a partnership of the Indiana Commission for Higher Education, the Indiana Department of Education, the Indiana Department of Workforce Development, and the State Student Assistance Commission with additional support from Indiana’s colleges and universities, USA Funds, the Lumina Foundation for Education, and the U.S. Department of Education.

The staff recommends that the Commission approve the budget authorizing Learn More Indiana activities for 2010-11.

Attachment II: Core Learn More Indiana Operations Budget for FY 2011

ATTACHMENT I

Commission for Higher Education

**CORE OPERATIONS
PRIOR YEAR END RESULTS AND BUDGET PLAN FOR FY2011
OVERALL TOTALS**

(reflects actual data through June 30, 2010)

	Approved Budget 2009-10	End-of-Year Actual (a) 2009-10	Actual H/(L) Budget	Proposed Budget 2010-11
I. AVAILABLE FUNDS				
A. State General Fund	\$1,476,735	\$1,476,735	\$0	\$1,476,735
B. OMB Reversion	(\$73,837)	(\$147,674)	(\$73,837)	(\$295,347)
C. Federal Grants	\$62,671	62,671.00	\$0	\$63,416
D. Other		\$319	\$319	\$0
Total Available Funds	\$1,465,569	\$1,392,051	(\$73,518)	\$1,244,804
II. EXPENDITURES				
A. Personnel Costs				
1. Salaries, Benefits & Taxes	\$1,321,090	\$1,171,364	(\$149,726)	\$1,307,703
2. LESS: Reimb from Other Funds	(\$268,193)	(\$267,496)	\$697	(\$243,736)
3. Consultants/Temp Help	\$25,000	\$14,146	(\$10,854)	\$10,000
4. Training/Dues/Travel	\$45,978	\$35,687	(\$10,291)	\$36,000
5. Staff position(s) left vacant				(\$139,745)
Subtotal	\$1,123,875	\$953,701	(\$170,174)	\$970,222
B. Support Services				
1. Office Facilities	\$137,130	\$141,247	\$4,117	\$134,684
2. Data Processing	\$42,829	\$42,271	(\$558)	\$34,263
3. Telecommunications	\$30,130	\$46,649	\$16,519	\$22,324
4. Printing/Reprographics	\$26,930	\$22,191	(\$4,739)	\$19,025
5. Other Meetings	\$8,406	\$11,494	\$3,088	\$8,406
6. Other Office Expenses	\$32,240	\$8,939	(\$23,301)	\$10,000
Subtotal	\$277,666	\$272,791	(\$4,876)	\$228,702
C. Commission Meeting Expenses	\$63,594	\$39,499	(\$24,095)	\$40,000
Total Expenditures	\$1,465,135	\$1,265,991	(\$199,145)	\$1,238,924
III. OPERATING SURPLUS				
A. Total Available Funds	\$1,465,569	\$1,392,051	(\$73,518)	\$1,244,804
B. Total Expenditures	\$1,465,135	\$1,265,991	(\$199,145)	\$1,238,924
Net Operating Surplus	\$434	\$126,061	\$125,626	\$5,880

ATTACHMENT II



**Learn More Indiana
Core Operations Budget
for July 1, 2010 to June 30, 2011**



Projected Revenues

Lumina Foundation	\$ 377,400
CACG year 2	\$ 280,000
USA Funds	\$ 270,000
CACG year 3	\$ 155,000
CHE	\$ 150,000
DOE	\$ 150,000
DWD	\$ 150,000
Colleges/Universities	\$ 100,000
IEDC – GRAD	\$ 50,000
ACT	\$ 30,000
Roundtable	\$ 20,000
Total Revenues	\$1,732,400

Projected Expenses

Personnel Costs	\$ 575,000
Coalition grants	\$ 420,000
Communication/Outreach	\$ 369,400
Student Survey	\$ 125,000
Helpline	\$ 90,000
Consultants	\$ 40,000
Rent	\$ 28,000
Office Administration	\$ 30,000
Evaluation	\$ 25,000
Travel	\$ 10,000
Staff Development	\$ 10,000
Total Expenditures	\$1,732,400

Budget Details

Projected Revenue

Lumina Foundation (\$377,400)

To support the activities of Indiana's College Success Coalition, the Lumina Foundation for Education has awarded funding to Learn More Indiana. The listed revenue reflects funding for year 1 activities and for local grants to build capacity for Indiana's College Success Coalition.

CACG year 2 (\$280,000)

Cary-over funds from the second year of the College Access Challenge Grant are being used to support grants to build capacity for Indiana's College Success Coalition.

USA Funds (\$270,000)

For several years, USA Funds has generously supported the core operations of Learn More Indiana with an annual grant.

CACG year 3 (\$155,000)

This funding will be used to support existing salaries and benefits of Learn More Indiana staff positions.

CHE (\$150,000) / DOE (\$150,000) / DWD (\$150,000)

Through the state agency partnership that establishes Learn More Indiana, three of the partner agencies (Indiana Commission for Higher Education, Indiana Department of Education and Indiana Department of Workforce Development) provide an annual contribution of \$150,000. The State Student Assistance Commission of Indiana does not provide a financial contribution.

Colleges/Universities (\$100,000)

Annually, the Indiana Commission for Higher Education requests support from the state's public institutions and independent colleges. Suggested contributions are based on enrollment figures, and the budgeted amount is based on a five-year average.

IEDC – GRAD (\$50,000)

The Indiana Economic Development Corporation provides annual support to Learn More Indiana for *GRAD* magazine, which is produced in partnership with IBJ Media.

ACT (\$30,000)

The *OnTrack* magazines for 10th and 11th grade are sponsored by ACT. This funding is accepted by Learn More Indiana to cover the project management costs (staff time, Helpline fulfillment, etc.) not paid for directly by Indiana's Education Roundtable.

Indiana's Education Roundtable (\$20,000)

Indiana's Education Roundtable pays for a portion of the costs associated with the management of the *OnTrack* magazines and for administrative work associated with Roundtable meetings.

Project Expenses**Personnel Costs (\$575,000)**

The amount reflects the cost of salaries and benefits for six full-time positions—including one position primarily paid for out of the College Access Challenge Grant. It also includes partial support of CHE staff positions directly related to the implementation of Learn More Indiana grants.

Coalition grants (\$420,000)

Through funding from the Lumina Foundation for Education and carry-over funds from the College Access Challenge Grant, Learn More Indiana will be awarding grants to nonprofit organizations throughout Indiana. The purpose of the grants will be to build capacity for local regions of Indiana's College Success Coalition. Unspent funds may be reallocated to this category to support additional capacity-building grants.

Communication/Outreach (\$369,400)

Through its core operations budget, Learn More Indiana creates print publications and direct mail pieces, e-communications and social networking activities, media relations and advertising campaigns, public engagement initiatives and outreach events, web-based information and online resources, and multi-agency communication projects. Unspent funds may be reallocated to this category to support one-time, capacity-building projects—such as the overhaul of the Learn More Indiana website that is planned for this fiscal year.

Student Survey (\$125,000)

Learn More Indiana annually surveys students in 9th and 11th grade. This year, the survey is being restructured by creating an online component that will provide instant results to schools. The online version will be piloted this year to see if it can replace the paper version that has been used previously.

Helpline (\$90,000)

In addition to on-demand fulfillment of resources, the Learn More Indiana Helpline serves as a clearinghouse and referral source on information related to college access and success. This year, new options for restructuring this resource will be explored.

Consultants (\$40,000)

Learn More Indiana plans to hire consultants on sustainability, policy and advocacy, and similar areas to provide technical assistance to members of Indiana's College Success Coalition and to facilitate other Learn More Indiana projects.

Office Administration (\$30,000)

Customary office expenses are paid of this area, which includes copy machines, office supplies, cellular phones and wireless cards, furniture, information technology and computer equipment, and similar needs. In addition, the Indiana Commission for Higher Education is updating its phone system, and this amount also reflects Learn More Indiana's portion of this one-time and on-going cost.

Rent (\$28,000)

The Indiana Commission for Higher Education currently leases office space for Learn More Indiana staff on the 6th floor of the 101 West Ohio Street Building.

Evaluation (\$25,000)

Over this fiscal year, Learn More Indiana will continue its comprehensive evaluation of all programs and services. Unspent funds may be reallocated to this category to support additional evaluation activities.

Travel (\$10,000)

As part of community outreach efforts, Learn More Indiana staff members travel throughout the state. Over the next fiscal year, alternatives to travel (online meetings, conference calls, etc.) will be explored to reduce costs in this area.

Staff Development (\$10,000)

Funding is provided for Learn More Indiana's annual planning retreat, professional development, membership dues, and related expenses.