

BOWIE STATE UNIVERSITY
Budget Development Process Calendar

Timeline	Due Dates	Task
Aug-Sept	August	USM provides Bowie with specific budget instructions and information for submission of next year's budget request (General Funds, Tuition Rate, Institutional Mandatories, etc.)
	August	Budget Office obtains preliminary enrollment numbers and credit hour mix from Institutional Research for development of the University's budget request
	September	A preliminary budget request is prepared in accordance with USM instructions, preliminary enrollment numbers, preliminary initiatives, and the current year base budget
	September	The preliminary budget request is prepared for the State and entered into the Budget Application System (BAS)
Nov-Dec	November	Draft Tuition, Mandatory Fees, Room and Board Rates are reviewed through shared governance process (SGA, GSA, & University Council)
	December	Conduct Mid-Year Budget Review with Division VPs
	December	If applicable, adjustments are made to the preliminary budget request based on information from USM
Jan-Mar	January	Governor approves budget request and forward to Department of Legislative Services (DLS)
	January	Receive several fiscal impact statements from USM regarding pending legislation that may have a significant impact on higher education institutions in the State
	January	DLS prepares an assessment of BSU and submits questions/areas of concerns
	January	Conduct Mid-Year Budget Review with President
	February	If applicable, Budget Hearings are held. Testimony is prepared for President to defend budget proposal
	February	If applicable, President testifies before the House/Senate subcommittees
	February	Tuition, Mandatory Fees, Room and Board rates are submitted to Board of Regents (BOR) for approval
	March	President and Cabinet members establish University priorities
	March	Departments begin developing initiatives for review based on instructions from their division/department heads
Apr-Jul	April	All departmental initiatives are due to their respective division/department heads for review
	April	All proposed initiatives are due to the Budget Office from division/department heads
	April	Cabinet determines enrollment numbers for development of University's working budget
	April	Budget Office prepares projected Working Revenue Budget based on headcount/credit hours and Governor's allowance
	April	Cabinet reviews submissions to ensure initiatives are aligned with BSU's Strategic Plan
	April	USM notifies the institutions if the proposed Tuition, Fees, Room and Board Rates are approved by BOR
	May	President and VPAF host a campus wide budget update open forum

Timeline	Due Dates	Task
	May	Cabinet continues discussions to determine which initiatives will be funded for the ensuing fiscal year
	June	All decisions are finalized to determine the University's working budget allocation
	June	Budget Office begins the process of preparing the working budget for use in the PeopleSoft system
	July	Budget Office informs the campus community that budgets are available in PeopleSoft system
	July	The Budget Office submits Bowie's working budget information to USM

FY 2019 Approved Initiatives/Expenditures

President's Division- \$112,725

- Visual Images Coordinator (University Relations) – **Position filled**
- Communications Specialist (University Relations) – **Position filled**

Administration & Finance - \$101,500

- Landscape Technician (Landscape & Grounds) – **Currently being advertised**
- Maintenance Mechanic (Facilities) – **Currently being advertised**
- HR Generalist (Human Resources) – **Position filled**

Information Technology - \$60,000

- Intranet Buildout - **Completed**

Enrollment Management - \$115,000

- Recruitment Events (Undergraduate Admissions) – **Completed**
- Recruitment Brochures and Supplies (Undergraduate Admissions) - **Completed**
- Training and Professional Development (Financial Aid) - **Completed**
- Parchment Software (Registrar) – **In progress**

Institutional Advancement - \$151,000

- Feasibility Study & BSU Campaign (Development) – **In progress**
- Planned Giving Initiative (Development) - **Completed**
- Position Reorganization (Development) - **Completed**

Student Affairs - \$101,080

- (2) University Police Officers (Campus Safety) – **1 filled and other being advertised**
- Administrative Support (Counseling) – **Position filled**

Academic Affairs - \$2,306,723

- Cyber Security Certification – **In progress**
- (2) Graduate Enrollment Counselors (Graduate Admissions) – **1 filled and other being advertised**
- Accreditation Funding – **In Progress**
- FPAC Technical Equipment Coordinator (Fine & Performing Arts) – **Position filled**
- (2) Faculty Positions (Economics) – **1 filled and other being advertised**
- Faculty Position (Finance) – **Currently being advertised**
- Entrepreneurship Academy Director and Operating (New) – **Position filled**
- (2) Faculty Positions (English) – **Positions filled**
- (2) Contractual Faculty Positions (English) – **In progress**
- PT Greenhouse Technician (Natural Sciences)

- Faculty Position (Natural Sciences) – **Position filled**
- PT NMR Technician (Natural Sciences)
- Faculty Position (New Cyber Technology & Security Dept.) – **Currently being advertised**
- Director of Field Education (Social Work) – **Position filled**
- ACEN Consultants and Visit Costs (Nursing) - **Completed**
- Faculty Position (Behavioral Sciences & Human Services) – **Currently being advertised**
- Faculty Position (Human Resources Development) – **Currently being advertised**
- Faculty Position (Criminal Justice) – **Currently being advertised**
- Graduate Assistantships (Graduate Studies) - **Completed**
- PT Data Analyst & Institutional Assessment - **Completed**
- Continue Criminal Justice & HRD Programs at Southern MD - **Completed**
- Veterans Day and Continuing Education Program Funding (Continuing Education) - **Completed**
- Administrative Support (Continuing Education) - **Completed**
- Center for Excellence in Teaching and Learning (CETL) Fellows - **Completed**
- Faculty Institute - **Completed**
- Adjunct Faculty Institute - **Completed**

FY 2019 Mid-Year Projects/Initiatives

Administration and Finance - \$1,415,000

Upgrade the old steam plant - \$140,000 (one-time) - **Completed**
Overhaul powertrain and update wiring to (1) 57 seat coach bus - \$75,000 - **Completed**
Purchase (1) 57 seat coach bus - \$550,000 - **Completed**
Purchase (2) 30 seat mini coach passenger buses - \$250,000 - **Completed**
Cosmetic upgrades to James complex (doors/signs/lobby/lighting, stairwells) - \$100,000 – **In Progress**
Classroom conversation 2nd floor James complex - \$150,000 – **In Progress**
Classroom upgrades (seating/lighting/tables/technology) - \$150,000 - **In Progress**

Enrollment Management - \$575,600

Enrollment Management Conference Room reconfigured for Admissions Processing area - \$37,000 – **Design Stage**
Admissions Waiting Room/Counseling Area Reconfiguration - \$20,000 – **Design Stage**
Welcome Desk/Counseling Area/ Waiting Area - \$96,600 – **Design Stage**
Financial Aid New Customers Service Window/Office Cubicles - \$48,000 – **Design Stage**
Adaptive Reuse of the Registrar's Customer Service Area - \$82,000 – **Design Stage**
VP Enrollment Office Suite/Additional Office - \$27,000 - **Completed**
Registrar Archive Room Mold Remediation - \$265,000 – **In Progress**

Institutional Advancement - \$125,000

Temporary Stewardship Manager position - \$75,000 – **PT Position filled**
Development office refresh - \$50,000 – **In Progress**

Academic Affairs - \$203,000

Retention Coordinators (4 Colleges)
Training and Professional Development - \$16,000 - **Completed**
Equipment - \$ 6,000 - **Completed**
Programming/Student Supportive Services - \$12,000 – **Completed**
Entrepreneurship Academy
Programming/Student Support/Minor Room Renovation - \$25,000 - **Completed**
Career Services (Training/Professional Development) - \$14,000 – **In Progress**
Associate VP Faculty Development, Resource Support & Planning - \$130,000 – **On hold**

Information Technology - \$867,071

Renewal and installation of campus wireless access points - \$496,160 – **In Progress**
Core switch replacement - \$322,911 – **In Progress**
Voice Messaging System/Communication Platform - \$20,000 - **Completed**
E911 Infrastructure - \$28,000 - **Completed**

Grand Total - \$3,185,671

BOWIE STATE UNIVERSITY

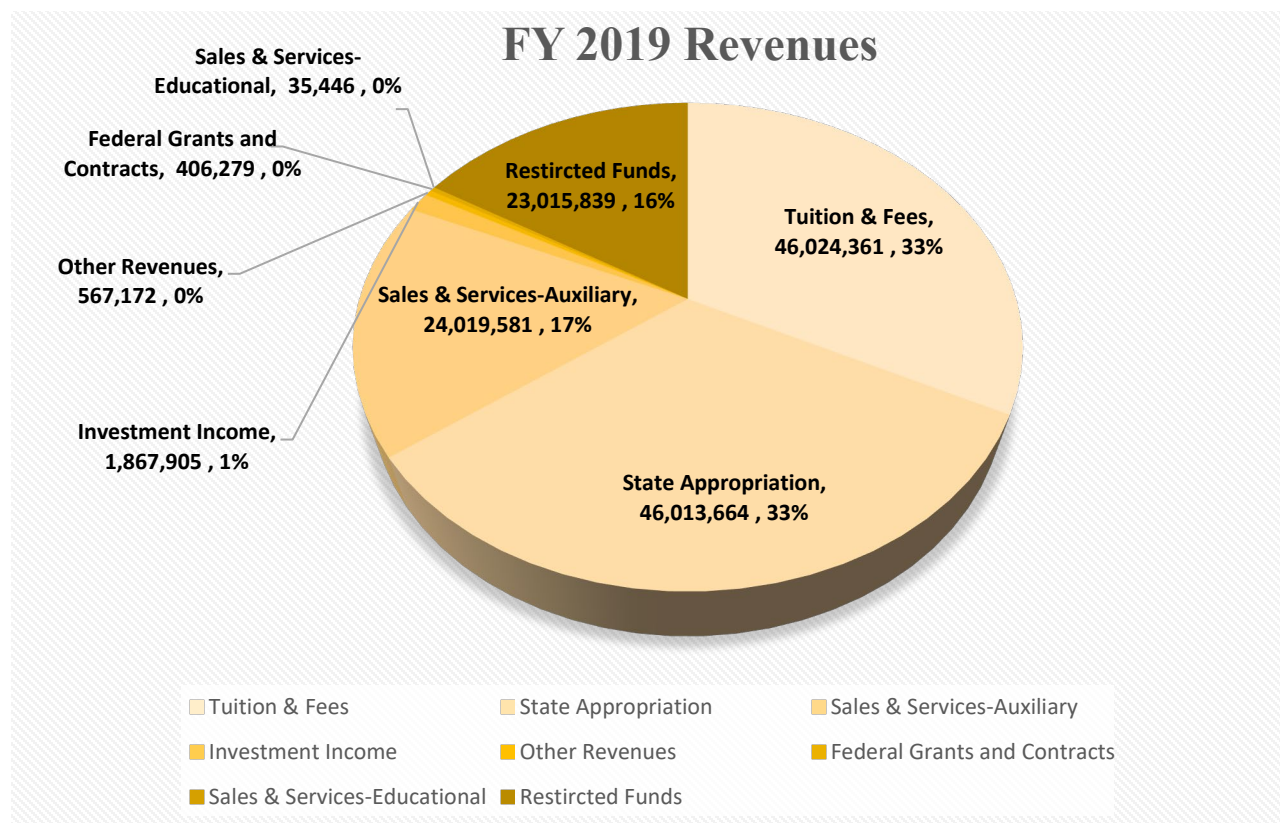
FY 2019 Year-End Operating Revenue and Expenditure Overview

University Operating Revenue Overview

Bowie State University internal operating budget is comprised of two fund groups:

1. **Unrestricted** (Fund 40) revenues are provided to the institution with limited restrictions on their use. These resources are separated into three categories:
 - a. *State-support* revenues include state appropriations, fall/spring tuition and fees, education service fees, and indirect cost. These revenues support the unrestricted operations related to instruction, academic support, student support, institutional support, financial aid, and non-capital facilities operations.
 - b. *Self-support* revenues encompass operations related to sales and services of instructional and educational activities such as our winter and summer sessions. These resources are generally not funded by the state.
 - c. *Auxiliary enterprise* revenues encompass operations within the university that provide goods and services to students, faculty, staff and the general public. These resources include self-generated revenues such as auxiliary student fees, housing, dining, bookstore, and athletics.

2. **Restricted** (Fund 43) revenues encompass sponsored research grants and contracts, government and nongovernmental grants, certain foundation/gift income, and federal student financial aid from external sources.



BOWIE STATE UNIVERSITY
FY 2019 Year-End Operating Revenue and Expenditure Overview

Revenues	FY 2019 Actual	FY 2018 Actual	+/-
State-Supported Funds			
State Appropriations	\$ 46,013,664	\$ 44,812,578	\$ 1,201,086
Tuition and Fees	38,764,225	37,224,711	1,539,514
Federal Grants & Contracts	421,546	360,315	61,231
Technology Fee	1,425,322	1,386,128	39,194
Other Revenues	4,890,114	4,617,149	272,965
Subtotal State-Supported Funds	\$ 91,514,871	\$ 88,400,881	\$ 3,113,990
Self-Supported Funds			
Summer Session	\$ 3,018,177	\$ 2,455,340	\$ 562,837
Mini Session	381,779	630,269	(248,490)
Subtotal Self-Supported Funds	\$ 3,399,956	\$ 3,085,609	\$ 314,347
Auxiliary Enterprise Funds			
Housing & Resident Life	\$ 6,187,570	\$ 5,834,460	\$ 353,110
Athletics	4,242,689	4,161,410	81,279
Student Center	6,553,470	6,366,150	187,320
Food Services	5,036,387	5,024,491	11,896
Bookstore	189,020	258,500	(69,480)
Other Auxiliary	1,810,444	1,953,860	(143,416)
Subtotal Auxiliary Funds	\$ 24,019,580	\$ 23,598,871	\$ 420,709
Restricted Funds			
Federal Grants/Contracts	\$ 21,705,800	\$ 21,483,408	\$ 222,392
Private Grants/Contracts	502,611	208,382	294,229
State & Local Grants/Contracts	807,428	494,536	312,892
Subtotal Self-Supported Funds	\$ 23,015,839	\$ 22,186,326	\$ 829,513
Total Funds	\$ 141,950,246	\$ 137,271,687	\$ 4,678,559

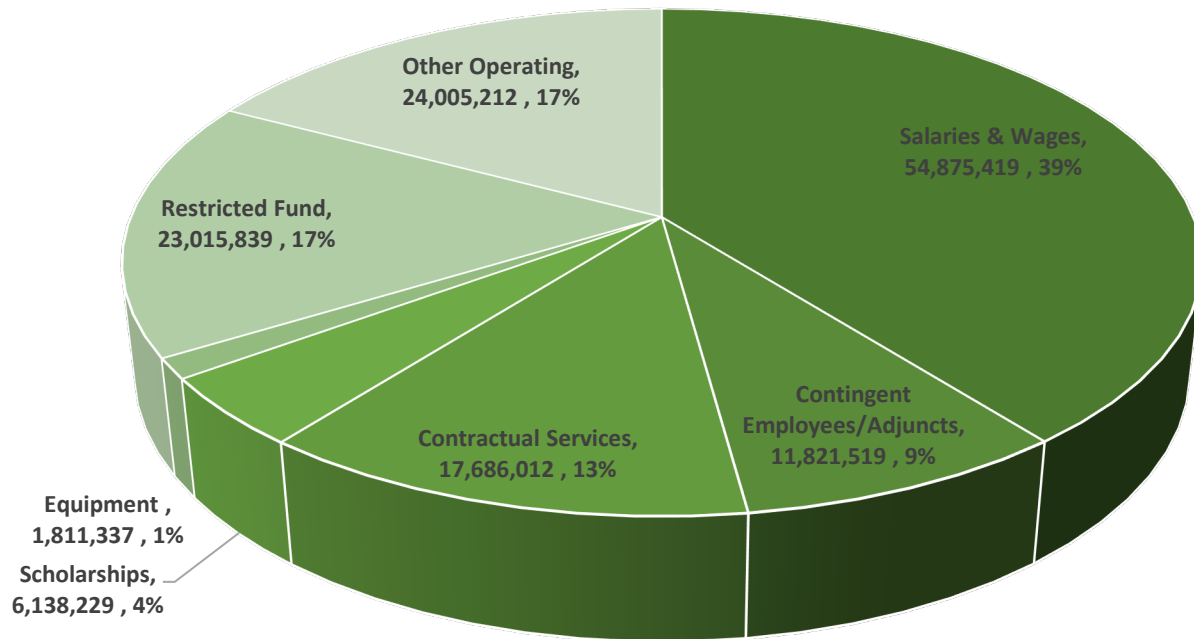
Bowie State University remains financially strong going into the new fiscal year. The FY19 State and Self-Supported Revenues reflect an increase of \$3.4M or 3.7% over FY18. Auxiliary shows an increase of \$421k or 1.8% over FY18. Restricted Funds reflect an increase of \$830k or 3.7% over FY18. Overall, approximately \$4.7M or 3.4% increase over FY18.

BOWIE STATE UNIVERSITY

FY 2019 Year-End Operating Revenue and Expenditure Overview

University Operating Expenditure Overview

Bowie State University internal expenditure budget is broken down by division, program designations, and expenditure categories such as salaries, contractual services, supplies, equipment, scholarships, and other operating costs.



- Salaries & Wages
- Contingent Employees/Adjuncts
- Contractual Services
- Scholarships
- Equipment
- Restricted Fund
- Other Operating

BOWIE STATE UNIVERSITY
FY 2019 Year-End Operating Revenue and Expenditure Overview

Expenditures	FY 2019 Actual	FY 2018 Actual	+/-
State-Supported Funds			
President Division	\$2,923,540	\$3,212,270	(\$288,730)
Academic Affairs Division	41,905,161	38,046,727	\$3,858,434
Administration & Finance Division	17,053,215	23,459,695	(\$6,406,480)
Enrollment Management Division	4,011,773	3,546,318	\$465,455
Institutional Advancement Division	1,902,167	1,886,482	\$15,685
Student Affairs Division	3,545,961	2,966,298	\$579,663
Information Technology Division	4,302,031	4,730,680	(\$428,649)
Access and Success	1,623,994	1,548,495	\$75,499
Financial Aid Scholarships	6,138,229	5,450,043	\$688,186
General Administration	7,962,428	5,345,327	\$2,617,101
Quasi Endowment	101,300	795	\$100,505
Subtotal State-Supported Funds	\$91,469,799	\$90,193,130	\$1,276,669
Self-Supported Funds			
Summer Session	\$855,583	\$425,353	\$430,230
Mini Session	218,424	235,042	(\$16,618)
Subtotal Self-Supported Funds	\$1,074,007	\$660,395	\$413,612
Auxiliary Enterprise Funds			
Housing & Resident Life	\$4,937,172	\$4,810,823	\$126,349
Athletics	4,276,867	4,075,842	\$201,025
Student Center	3,073,585	2,707,538	\$366,047
Food Services	4,781,026	4,475,612	\$305,414
Bookstore	130,040	102,852	\$27,188
Other Auxiliary	6,595,231	5,619,957	\$975,274
Subtotal Auxiliary Funds	\$23,793,921	\$21,792,624	\$2,001,297
Restricted Funds			
Federal Grants/Contracts	\$21,705,800	\$21,483,408	\$222,392
Private Grants/Contracts	502,611	208,382	\$294,229
State & Local Grants/Contracts	807,428	494,536	\$312,892
Subtotal Restricted Funds	\$23,015,839	\$22,186,326	\$829,513
Total Funds	\$139,353,566	\$134,832,475	\$4,521,091

While revenues increased approximately \$4.7M or 3.4% over FY18, expenditures also increased approximately \$4.5M or 3.3%. The University's FY19 operating budget reflects approximately \$2.5M transferred to the fund balance. A total of approximately \$4M transferred to Plant Funds with \$1.5M pertaining to state and non-state supported funds while \$2.5M associated with Auxiliary funds.

FY 2020 Budget Highlights

- General Assembly approved a 7% increase (\$100 million) in the operating budget for USM for the 2020 fiscal year that begins July 1, 2019.
- The budget also includes a \$10M Legislative reduction to SUM; BSU's share is \$336K
- New Humanities Building - \$5.1 million - Planning and design phase to begin July 1
- Robinson Hall HVAC and Window upgrades- \$ 1.4 million
- 2% increase in UG In-State Tuition
- 1% increase in UG Out-of-State Tuition
- 2% increase in Grad In-State Tuition
- 1% increase in Grad Out-of-State Tuition
- Headcount of 6,320
- Funding for Institutional Mandatory Expenses
- Funding for Divisional Initiatives

➤ Changes in Revenue

• Tuition and Fees	\$2.4M
• State General Funds/HEIF	\$2.7M
• Legislative Base Reduction	(\$336K)
• Fed. Grants & Contracts (Indirect Cost)	\$ 47K
• Other Revenues	\$240K
• Fund Balance Transfer	(\$38K)
Total	<u>\$5.0M</u>

➤ Mandatory Expense Increases

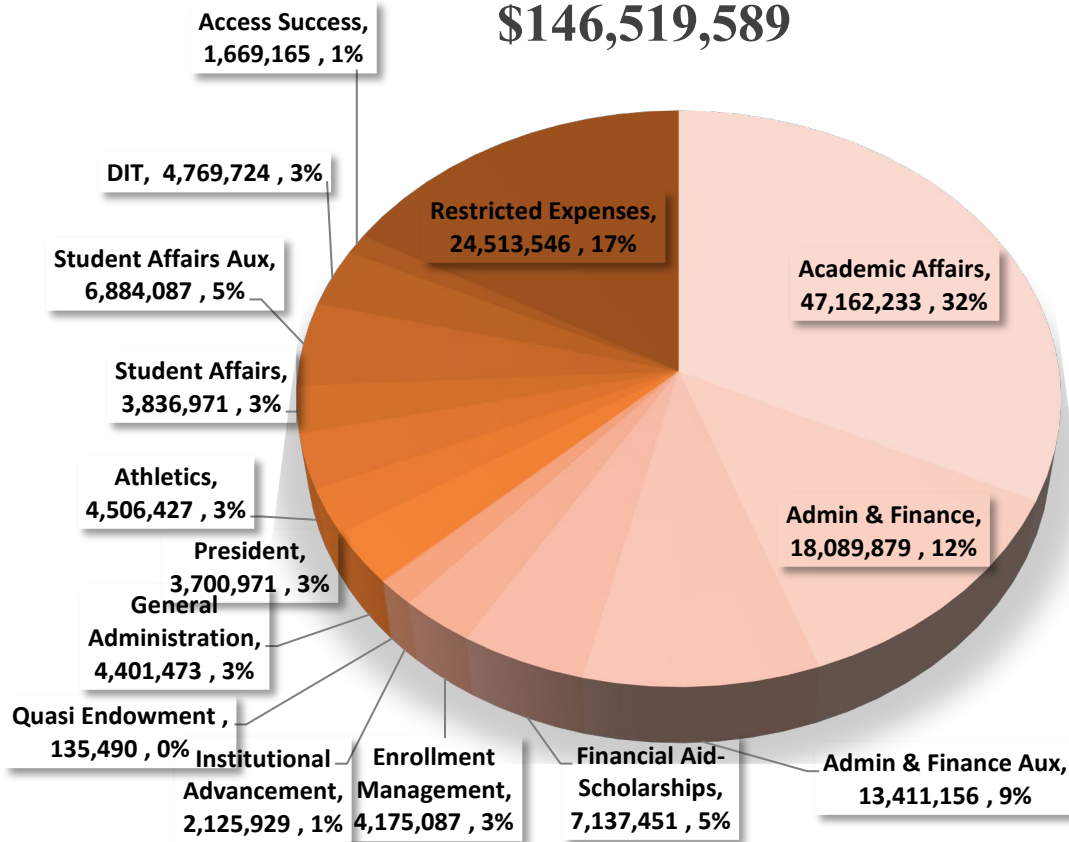
• 3% COLA (effective July 1, 2019)	1.4M
• Workforce Development Initiatives	
• Building Capacity for Vets	225K
• Cyber Security Certificate	173K
• Expand enrollment in Business w/ Entrepreneurship emphasis	115K
• Financial Aid	208K
• Facilities Renewal (R&R)	653K
• Educational Service Fees	95K
• Health/Retiree Rate Changes	111K
• Technology Fee	65K
• Health Service Fee	95K
• Cyber Security Certification	(173K)
• EAB	25K
• Title III Phase-In	455K
• FY19 Positions Funded 1/2 year	<u>563K</u>

Total Expenses (increase) 4.0M

BOWIE STATE UNIVERSITY

FY 2020 Budgeted Expenditures

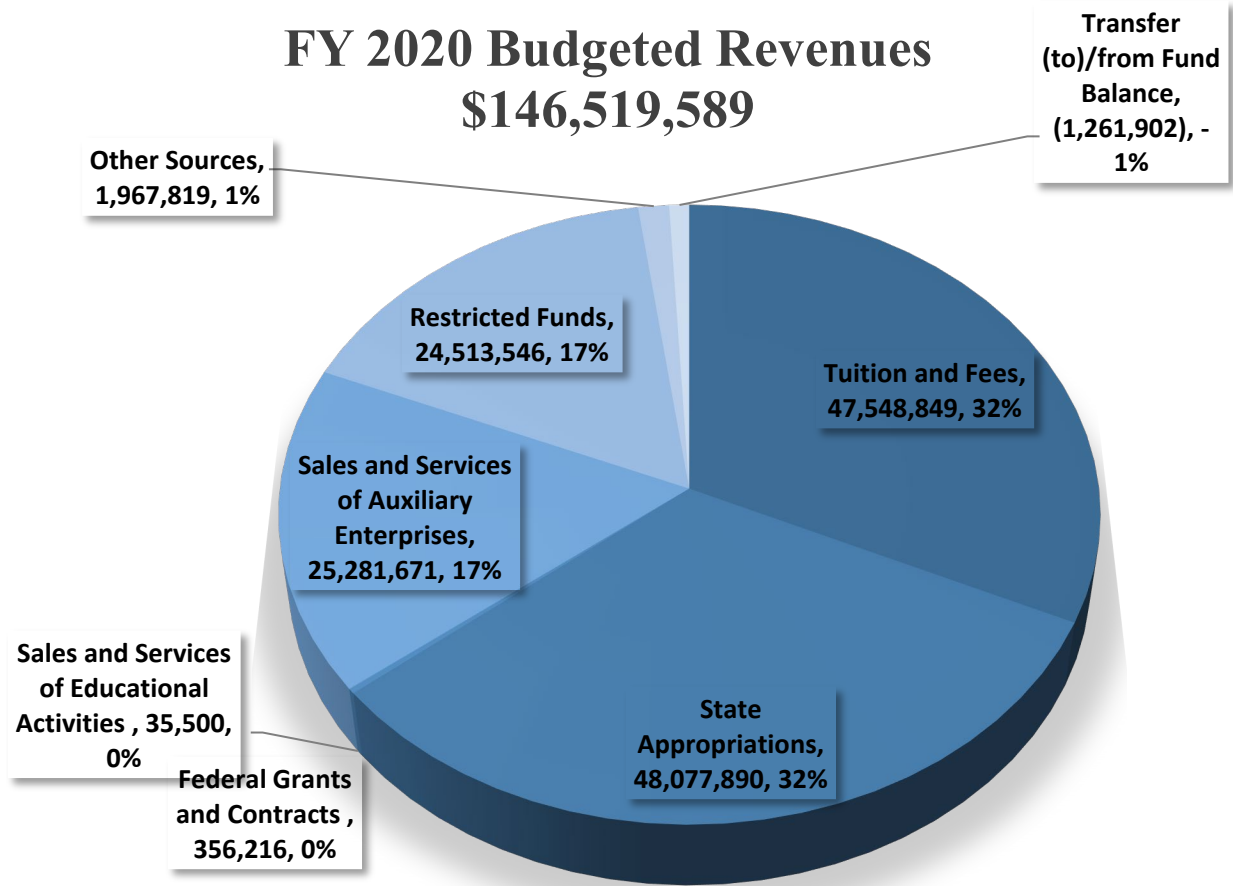
\$146,519,589



Current Unrestricted Expenditures	
Academic Affairs	47,162,233
Admin & Finance	18,089,879
Admin & Finance Aux	13,411,156
Financial Aid-Scholarships	7,137,451
Enrollment Management	4,175,087
Institutional Advancement	2,125,929
Quasi Endowment	135,490
General Administration	4,401,473
President	3,700,971
Athletics	4,506,427
Student Affairs	3,836,971
Student Affairs Aux	6,884,087
DIT	4,769,724
Access Success	1,669,165
Total Unrestricted Expenditures	122,006,043
Current Restricted Expenditures	
Federal Grants/Contracts	22,013,546
Private Grants/Contracts	500,000
State & Local Grants/Contracts	2,000,000
Total Restricted Expenditures	24,513,546
Total Expenditures	146,519,589

BOWIE STATE UNIVERSITY

FY 2020 Budgeted Revenues \$146,519,589



	FY 2020 Budget
Current Unrestricted Revenue	
Tuition and Fees	47,548,849
State Appropriations	48,077,890
Federal Grants and Contracts	356,216
Sales and Services of Educational Activities	35,500
Sales and Services of Auxiliary Enterprises	25,281,671
Other Sources	1,967,819
Transfer (to)/from Fund Balance	(1,261,902)
Total Unrestricted Revenue	122,006,043
Current Restricted Revenues	
Federal Grants/Contracts	22,013,546
Private Grants/Contracts	500,000
State & Local Grants/Contracts	2,000,000
Total Restricted Revenues	24,513,546
Total Revenues	146,519,589

BOWIE STATE UNIVERSITY

Highlights of FY 2020 University Initiatives linked to Strategic Plan Goals

Strategic Goal 1: Achieve academic excellence supported by curricular and co-curricular experiences

- \$175,000 - Student and Faculty Success Initiatives (Academic Affairs)
- \$513,000 - Workforce Development Initiatives (Academic Affairs)
 - Building Capacity for Vets
 - Cyber Security Certificate
 - Expand enrollment in Business w/ Entrepreneurship Emphasis

Strategic Goal 2: Promote a holistic and coordinated approach to student success

- \$65,000 - *Staffing for Contact Center (Admissions/Financial Aid)
- \$5,000 - *Recruitment Material (Admissions)
- \$60,000 - *Business Process/International/Transcript Evaluation Improvements (Admissions/Financial Aid/Registrar)
- \$83,000 - Case Manager (Counseling)

Strategic Goal 3: Encourage academic and administrative innovation to meet student needs

- \$100,000 - Oracle/MDREN, Microsoft, Adobe Enterprise License Support (DIT)

Strategic Goal 4: Enhance our campus culture of diversity, inclusion and civic engagement

- \$87,000 - Disability Compliance Officer (Equity Compliance)

Strategic Goal 5: Ensure long-term viability of BSU

- \$154,000 - Special Assistant for Strategic Engagement (President)
- \$250,000 - Brand Campaign Launch and Expanded Advertising (University Relations)
- \$60,000 - Payroll Clerk (Payroll)
- \$80,000 - *Facilities Specialist (Facilities Management)
- \$98,000 - Stewardship Manager (Development)

Total: \$1,730,000

**Reallocation of existing funds*

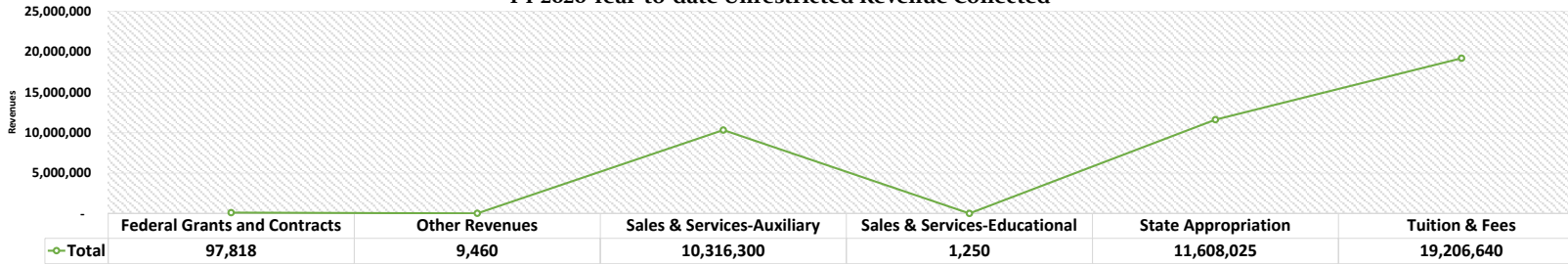
Total approved initiatives \$1,007,000

Total reallocation of existing funds \$210,000

Workforce development initiatives \$513,000

BOWIE STATE UNIVERSITY MONTHLY DASHBOARD

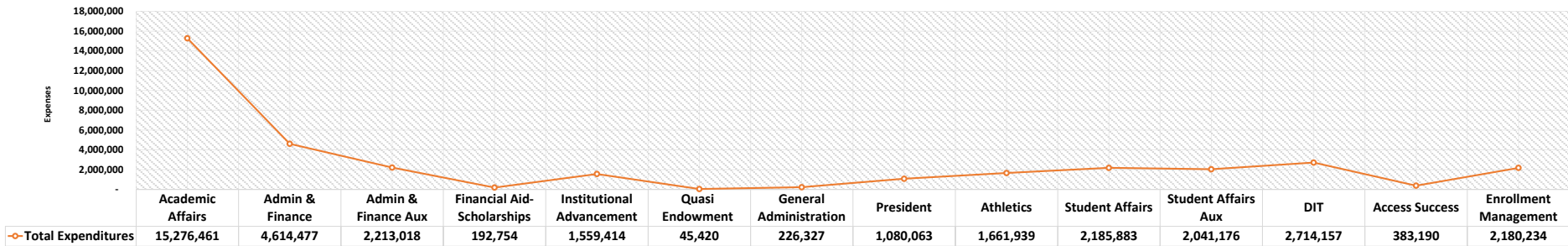
FY 2020 Year-to-date Unrestricted Revenue Collected



Year-to-date % Budgeted Un-restricted Revenue Collected



FY 2020 Year-to-date Unrestricted Encumbrances/Expenditures



Year-to-date % of Budget Spent

