

# Texas A&M University-Corpus Christi FY2018 Budget Instructions

## GENERAL INSTRUCTIONS

Business Managers will receive the following:

1. Budget timeline with due dates.
2. Analysis on any fees – To be used in preparing revenue requests on self-supporting accounts.
3. Self-Supporting Account Form – To be used to request the FY2018 budget on self-supporting accounts.
4. Budget Reduction Form
5. Remaining forms available online at <http://budget.tamucc.edu/forms.html>:
  - \* Budget Pool Change Form – To be used to move funding between budget pools on non-self-supporting accounts.
  - \* Personnel Action Request Form – To be used for requests for current budgeted employees. See attachment A.
  - \* New Funds Request Form – All requests should be put on this form whether you are utilizing University Sources or not.

All Self-Supporting Account, Personnel Action Request, and New Funds Request Forms should be reviewed and approved by the appropriate Vice President/division head. A divisional list of new funds requests should be compiled and submitted to the budget office along with the approved Self-Supporting and Personnel Action Request forms.

## BUDGETING BY POOL OR EXPENSE CATEGORY

Accounts should be reviewed for spending trends and adjustments should be requested to the budget pools based upon that analysis. For non-Self-Supporting accounts FY2018 budgets will be rolled forward from FY2017 with known changes (i.e.: permanent DBRs, salary increases funded from contingency, etc....). Additional budget pools changes on non-Self-Supporting accounts can be made via a Budget Pool Change form available at <http://budget.tamucc.edu/forms.html>.

The current budget pools or categories are as follows:

- Salaries
  - Faculty
  - Non-Faculty
  - Unallocated Salaries - Teaching
  - Unallocated Salaries – Non-Teaching
- Longevity
- Wages
  - Faculty
  - Staff
- Student
- Benefits
- Travel
- M&O-Maintenance & Operations
- Utilities
- Scholarships
- Capital Outlay

***Account managers should review historical spending trends for all budget pools and estimate future needs to provide accurate estimates for these categories.***

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## GENERAL BUDGET REMINDERS

1. **Budget Reduction** – For planning purposes, we are preparing for a potential reduction in state appropriated funding. Each Vice President will be provided with a target reduction amount. A list of budget items on allocated accounts to be eliminated or transferred to self-supporting accounts should be submitted by each division on a Budget Reduction Form. If the reduced budget item is expected to be picked up by a self-supporting account it should **not** be incorporated in the Self-Supporting Account Form at this time.
2. **Merit** – Due to funding limitations during the FY2018 budget process, a merit program will not be requested from the Board of Regents.
3. **Equity, Reclassification and Market Adjustment Requests**- Due to funding limitations during the FY2018 budget process it is advisable to request equity, reclassification or market adjustments via the Personnel Action Form in the rarest of circumstances. All student fee, auxiliary, service departments and grants and contract accounts should budget these requests in the unallocated salaries line until a final approval has been made. Benefits for these requests should also be budgeted. See Attachment A for more information.

4. **Benefits**- Benefit information from the system is still pending and probably will not be received prior to the deadlines on the forms. For planning purposes all student fee, auxiliary, service departments and grants and contract accounts should use the table to the right. Any adjustments to benefits can be made during Phase II of the budget. Benefits funded from allocated university sources will be funded and expended from centralized accounts.

Yearly Salary	Benefit Percent
Staff	30 %
Faculty	24 %
Adjuncts	8%
GA's, TA's	15%
Students	1%

5. **Telecommunication and Cable Rates** –See Attachment B for more information.
6. **Special Items**- At this time accounts funded from Special Items appropriations will be held to the amount as approved in the 2016-2017 appropriations bill until the 2018-2019 appropriations bill is finalized.
7. **HEF Funds**-A change for FY2018, HEF funds should be requested as part of the operating budget process. Please include them on the new funds requests and note them as HEF related items.
8. A review of all existing maintenance, licensing, and rental agreements for increases should be done and planned for within existing resources.
9. **Fund Balances**-Accounts funded from Student Fees and Auxiliary Operations should maintain a fund balance that represents approximately **five months** of operating expenses. In prior years the expectation has been three months but has been increased at the request of the Board of Regents. Accounts that plan to use fund balance to cover FY2018 expenditures should clearly show that use on the worksheets and explain the need to do so, such as planned deferred maintenance, special one-time projects, etc. A calculated Estimated Months Reserve has been provided on the self-supporting form, any account that does not have at least three months in reserves should provide a justification in the area provided.
10. **Revenue Calculation Guidelines**-For the development of the FY2018 budget use 307,521 SCH and a headcount of 31,665 to project revenues on fee accounts. Some fees have a cap and this as well as exemptions, waivers, and discounts should be noted on the budget recommendation worksheets. For non-fee accounts please note on the self-supporting form the methodology used to arrive at the revenue estimates.

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## Attachment A - Process for Non-faculty Personnel Changes to FY2018 Budget

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Recommendations for salary adjustments must comply with applicable System Regulations and related University Rules and Procedures. Please refer to the list and links that are provided at the end of this attachment. Salary increase recommendations and reclassification requests **must** be submitted during the budget planning cycle. Described below are the types of personnel changes/salary adjustments that can be submitted as part of the budget planning process. Due to the limited availability of funds, only the most critical requests supported by strong evidence will be considered.

**Equity adjustment** - A salary adjustment made for the purpose of establishing a fairer and more comparable relationship between the salaries of two or more employees in the same job title or grade relative to experience, education and/or certification.

**Market adjustment** - A salary increase granted to establish equity/competitiveness with salaries paid in the relevant labor market, as documented by relevant survey data for the position.

**Reclassification** - When the job duties of a position are re-evaluated and the position is assigned to a new classification. A position that is re-evaluated may be assigned a lower or higher salary range and/or title. In such cases the position occupant will concurrently be judged to have been promoted, demoted and/or re-titled.

**The following are required for approved personnel actions requested:**

- Submission of On-Line Position Description Action in Islander Jobs –  
**Detailed instructions and assistance available online and from HR**
- Justification for requested action and recommended salary
- Each request must be listed on FY2018 Personnel Action Request Form.

**Equity or Market Adjustments and Reclassification Requests**

All requests must include an explanation of the request and a justification for the recommended salary. Attach the justification and any relevant salary data that was considered to the on-line Position Description Action in Islander Jobs. Select Position Description action type: Post/Modify Existing Position Description. If you cannot locate the incumbent's position description in Islander Jobs, contact Human Resources.

**New Positions**

All requests for new positions must include a justification for the recommended action. Attach the justification to the on-line Position Description action in Islander Jobs. Select Position Description action type: Create New Position. If the desired job title is not found in the drop down, select To Be Determined as a job title and enter the desired job title in the Working Title field.

**Deadlines**

Please refer to the FY2018 Budget Development Timeline distributed with budget planning documents. Business Managers will be informed of approved personnel actions and must submit on-line Position Descriptions by July 3, 2017 if the positions are to be included in the FY2018 budget.

**Compensation Regulations and Related Rules and Procedures**

System Policy **31.01 Compensation** [Open Link to View](#)

System Regulation **31.01.01 Compensation Administration** [Open Link to View](#)

University Rule **31.01.01.C2 Non-Faculty Compensation Administration** [Open Link to View](#)

University Procedure **31.01.01.C2.01 Salary Increases Not Awarded in the Regular Budget Cycle** [Open Link to View](#)

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**Attachment B - Telecommunication and Cable Rates for FY2018**

The telecommunication and cable rates for FY2018 are not yet available. For planning purposes please use the FY2017 rates provided below and we will update them as soon as information is available. If you have any questions on the telecommunication rates please contact [Dana.Aikman@tamucc.edu](mailto:Dana.Aikman@tamucc.edu).

	Services	FY17 Full Cost Rate for TAMU Users	FY17 Full Cost Rate for Non-TAMU Users	Per	Brief Description
Monthly Expense for Customer	Monthly Telephone Service	\$ 20.85	\$ 23.97	Telephone Line	Use of cabling, jacks, connectors, & other equipment to operate and maintain services
	Long Distance Service	\$ 0.05	\$ 0.06	Minute	Use of long distance codes
	Mobile / Pagers	\$ 13.00	\$ 14.95	Telephone / Pager	Administrative cost for mobile telephones and/or pagers; lease and usage costs are charged directly to each customer based on actual costs incurred and billed by the vendor for each device.
	Voicemail Service	\$ 6.61	\$ 7.60	Box	Use of voicemail box
	Cisco UCCX Contact Center Supervisor License	\$109.28	\$ 125.67	License	Use of Supervisor license and historical reporting, Cisco Unified Contact Center Express.
	Cisco UCCX Contact Center Agent License	\$ 75.45	\$ 86.77	License	Use of Agent license, Cisco Unified Contact Center Express.
One-Time Purchase for Customer	Billable Labor	\$ 62.70	\$ 72.10	Hour	Labor for Technical & Software Admin Svcs
	Cisco Analog (Telephone)	\$251.84	\$ 289.62	Telephone	Purchase telephone and programing
	Cisco 7841 (Telephone)	\$282.84	\$ 325.27	Telephone	Purchase telephone and programing
	Cisco 8961 (Telephone)	\$380.41	\$ 437.47	Telephone	Purchase telephone and programing
	Cisco 9971 (Telephone)	\$751.52	\$ 864.25	Telephone	Purchase telephone and programing
	Cisco (KEM) Key Extension Module	\$364.07	\$ 418.68	KEM	Purchase of KEM for Cisco telephone 8961 or 9971
	Network Data Materials	\$149.14	\$ 171.51	Install	Purchase of a new data cable, connection, faceplate on wall and test. Applies to new telephone installations only, cable length not to exceed 90 meters per cable; two cables per installation

The cable rates for all TV owners are expected to stay the same. The amounts are listed on the next page for reference. If you have any questions on cable rates please contact Ben Soto at [Ben.Soto@tamucc.edu](mailto:Ben.Soto@tamucc.edu).

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Services		FY2017 Full Cost Rate	Per	Brief Description
<b>Monthly Expense for Customer</b>	Infrastructure Equipment	\$29.51	Active User	Capitalized infrastructure equipment benefiting all active users of TV Programming / Cable TV Services
	Base Programming Package	\$5.00	Active User	Direct monthly charge from the cable service provider to the university. Charged to each user with an activated top box
	End Point Pricing	\$6.00	Active User	Direct monthly charge from the cable service provider to the university. Charged to each user with an activated top box
<b>One-Time Purchase for Customer</b>	Top Boxes with Remotes	\$560.00	Active User	Non-capitalized equipment includes the top boxes with remotes, mounting brackets, and remote extenders installed at each user's location. This one-time charge at the time of deployment.

<b>TV Owners</b>	<b>Yearly Fee</b>
Academic Advising	\$972.24
Associate Vice President For Academic Affairs	\$486.12
Athletics	\$3,402.84
Business	\$1,458.36
CASA	\$486.12
Disability Services	\$486.12
Distance Education	\$972.24
Education and Human Development	\$1,458.36
EEOC	\$486.12
Enrollment Management	\$1,458.36
Graduate Studies	\$486.12
Kinesiology	\$972.24
Library	\$486.12
Nursing	\$1,458.36
<b>TV Owners</b>	<b>Yearly Fee</b>
President	\$486.12
Provost	\$486.12
Rec Sports	\$4,861.20
Science and Engineering	\$486.12
SOAR	\$972.24
Student Engagement & Success	\$1,944.48
University Services	\$1,944.48
VPFA	\$1,944.48