

## **2019-2021 Biennium Internal Budget Proposal Narrative**

### **Division: Enrollment & Student Services**

**Evaluation Criteria:** Proposals will be evaluated on every aspect of this template. It is highly recommended that the narrative portion touch on each area. Proposals forwarded to UPRC by unit leaders will be discussed at UPRC and authors are encouraged to attend so that they may answer questions and provide clarification.

#### **Financial Aid: Increase Institutional Job Location & Development (JL&D) Match by \$17,134 and Replace \$30,441 in Lost Funding from the Perkins Program**

- This is a revised version of a previously submitted budget proposal.  
*If box is checked please briefly outline any significant changes and/or indicate why it is being resubmitted.*

[Click here to enter text](#)

**Statement of Purpose:** *(What is the challenge or opportunity being addressed? How does the proposal address this challenge or opportunity? Limit response to 1 page – please link to any existing reports, data, supplemental materials, etc.)*

#### **Job Location & Development Funding**

The Financial Aid office assists students by locating and developing off campus jobs. The Financial Aid office administers \$478,351 in Federal Work Study, and is allowed to use a maximum of 10% of this allocation for the federal share of Job Location & Development program expenses (\$48,735.)

The federal share of expenditures for JL&D is limited to a maximum of 80%, so Western must spend a minimum of \$60,919 in order to receive the \$48,735 for the federal share. The remaining expenses are paid by the institution, but can be more than 20% of the total cost to run the program.

Currently the institution contributes the 20% (\$12,184) plus an additional \$17,016 for a total of \$29,200 toward the program expenses. However, costs have grown over the past 11 years due to increases in student enrollment (# of students served each year), costs of living increases and operating costs. Financial Aid needs to approximately double this additional \$17,016 amount in order to break even going forward ( $\$12,184 + \$17,016 + 17,134 = \$46,334$  total), so this request is for \$17,134

The revenue supports the Financial Aid Student Employment Center specifically. A portion of two permanent staff members' salaries are paid along with operating costs (printer, paper) and travel expenses for "Washington State Association of Student Employment Administrators" conferences and meetings.

## Perkins Program Administrative Cost Allowance

Beginning FY19, Financial Aid no longer receives revenue from the Federal Perkins Program as an Administrative Cost Allowance for administering the program. This provided \$30,000 in annual staff & operational support to Financial Aid. Although the Perkins program has been discontinued by the Federal government, Financial Aid cannot reduce its staffing levels at a time of growth and increased regulations and awarding complexities.

The Full-Time Financial Aid Counselor position which depends on this revenue assists the Director in the operation of the Department by assisting students and their families with processes related to the application and receipt of Federal, State, and institutional financial aid. Current responsibilities include but are not limited to: administering the \$15.6M Federal Pell Grant program, administering the \$4.4M Private Alternative Education Loan program, advising students and their families, maintaining a portion of the file review load, maintaining a portion of student contact responsibilities, delivering financial aid presentations, and assisting the Systems Manager with special projects and system testing as needed.

Financial Aid depends on this allocation to fund nearly 50% of a Full-Time Financial Aid Counselor position. Therefore this request is for \$30,441 for 48% of the position and benefits.

### **Anticipated Outcome(s):**

Permanently increasing the Institutional JL&D match by \$17,134 will bring the allocation from \$29,200 to \$42,334 just to cover costs. In addition, replacing the lost \$30,000 Perkins Program Administrative Costs Allowance with \$30,441 will allow the Financial Aid department to continue providing the same level of assistance to students in securing off campus employment and obtaining financial aid.

**Metrics:** *(How will outcomes be measured? Please include current data points and goals. If this proposal will have any impact on the [Overall Metrics](#) included in the university's strategic plan, please indicate which specific ones here.)*

### Enrollment:

An estimated 60% of Western students could not attend or remain in school without financial aid. Work programs are not only a good source of financial support, but provide valuable experience that helps to position them for the future. Financial Aid is key to retaining students, especially given changing demographics of first generation, low income, etc.

### Retention:

Financial hardship is a leading cause of students withdrawing from college. Maintaining the ability to administer financial aid and connect Western students with employment in the community is an important part of the equation in maintaining, and potentially improving, retention.

**How does this proposal align with your departmental/divisional strategic priorities?** *(Please reference specific items from the recently completed departmental/divisional strategic plan and attach a copy.)*

Our Division recently completed a Council for the Advancement of Standards in Higher Education (CAS) self-assessment. According to the CAS Standards and Guidelines, “the mission of Financial Aid Programs (FAP) is to develop, review, and disseminate financial resources and information to students to assist them in achieving their educational goals from pre-enrollment through graduation.”

**How does this proposal support the University Mission and Strategic Objectives?** *(Please refer to the [2018-2025 Strategic Plan](#) and indicate which core theme(s) this proposal will help achieve.)*

#### Advancing Inclusive Success

Both financial aid packages and work experience is a valuable source of financial assistance, especially for low-income students.

**What are the consequences of not funding this proposal?**

**What alternatives were explored?**

The Student Employment Center had a vacancy that allowed for some funds to be carried forward to help cover increasing costs. That carry forward balance is not expended, and additional funds are needed just to keep staffing levels the same. Funding with student fees would defeat the purpose of trying to assist students financially with their education by facilitation employment options during school.

The loss in Perkins Program Administrative Cost Allowance has been anticipated for several years now, and it has finally happened. Again, funding with student fees would defeat the purpose.

**Which units (departments, colleges, etc.) will be involved?**

Financial Aid

**Equipment needed:**

None

*For major (>\$25k) purchases, please provide the following information.*

**Item:**

Click here to enter text

**Purpose:**

Click here to enter text

**Cost:**

Click here to enter text

**Anticipated Useful Life:**

Click here to enter text

**Replacement Cost if any:**

Click here to enter text

**Human Resources** *(Complete the table below adding additional rows if necessary):*

<i>Position Title</i>	<i>Total Headcount</i>	<i>Total FTE</i>	<i>Salary and Benefits per FTE</i>	<i>Total Cost</i>
<i>Financial Aid Counselor (loss in Perkins revenue)</i>	<i>1</i>	<i>.48</i>	<i>\$30,441</i>	<i>\$30,441</i>
<i>Secretary Lead – Student Employment</i>	<i>1</i>	<i>.34</i>	<i>\$17,134</i>	<i>\$17,134</i>

*Table above should match data on budget spreadsheets submitted with this proposal. Complete the spreadsheet to get salary, benefit, and total cost amounts. Contact your division budget officer with questions.*

**Operating & Maintenance Costs (include service contracts, installation costs, etc.):**

The following funding allocations will fund the EXISTING positions noted above.  
\$17,134 for JL&D program staffing  
\$30,441 replacement of Perkins Program Administrative Cost Allowance toward program staffing

**Space Requirements:**

**What type of space is needed for this proposal? (e.g., private office, lab space, group work/study space, etc.)**

None

**What features must this space have? (e.g., fume hoods, plumbing, 3-phase power, etc.)**

N/A

**What needs can be accommodated within your existing space?**

N/A

**How much new space will be required?**

N/A