



Budget Book

Fiscal Year 2024-25

Southern Utah University Budget Team



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Introduction

This document outlines the Southern Utah University general fund (E&G) budget as proposed by the administration. General background information and selected financial schedules are included to illustrate SUU’s current budgetary position. Faculty, staff, students and the general public can contact the SUU Budget Office for additional information.

Budget Office Vision Statement:

The Budget Office is dedicated to supporting Southern Utah University's mission. As a comprehensive regional university committed to offering a personalized learning environment to all of its students, SUU promotes knowledge and skill development through excellence in teaching, public service, and scholarly activities.

Budget Office Mission Statement:

Work with all segments of the university to deliver personalized budgetary, financial, operational, and system advice, taking advantage of the budget department's experience and expertise. Provide accurate and timely monitoring, tracking, projection, and reporting of funds available to the university, maximizing the effectiveness and efficiency of educational and administrative operations.

Initial Budget Summary:

| | 2023-24 | 2024-25 | Change 2023-24 to 2024-25 | % Change 2023-24 to 2024-25 |
|----------------------|-----------------------|-----------------------|---------------------------------|-----------------------------------|
| Revenue | | | | |
| Tuition | \$ 69,582,500 | \$ 72,722,300 | \$ 3,139,800 | 4.5% |
| State Appropriations | 72,677,500 | 79,357,700 | 6,680,200 | 9.2% |
| Total Revenue | \$ 142,260,000 | \$ 152,080,000 | \$ 9,820,000 | 6.9% |
| Expense | | | | |
| Salaries | \$ 75,058,485 | \$ 79,084,029 | \$ 4,025,544 | 5.4% |
| Hourly Wages | 4,449,879 | 4,610,980 | 161,101 | 3.6% |
| Benefits | 30,704,396 | 32,740,584 | 2,036,188 | 6.6% |
| Current Expense | 18,125,957 | 21,348,527 | 3,222,570 | 17.8% |
| Travel | 884,045 | 852,952 | (31,093) | -3.5% |
| Capital Outlay | 180,481 | 164,816 | (15,665) | -8.7% |
| Utilities | 2,461,998 | 2,461,998 | - | 0.0% |
| Scholarships | 9,360,000 | 9,360,000 | - | 0.0% |
| Transfers | 1,034,759 | 1,456,114 | 421,355 | 40.7% |
| Total Expense | \$ 142,260,000 | \$ 152,080,000 | \$ 9,820,000 | 6.9% |

Budget Request Process

E&G Budget Requests:

In October and November 2023, each Vice President collected and prioritized E&G budget requests for their respective division for the 2024-25 fiscal year. Budget requests are required to align with one or more of the five opportunities outlined in the institution's strategic plan. Through this process, 103 budget requests were received, totaling \$10.6M. Of these requests, 22 were for one-time funding, totaling \$2.2M, and 81 were for ongoing funding, totaling \$8.4M. Upon completion of the State of Utah Legislative Session, the SUU President's Cabinet met to review the prioritized budget requests and the estimated budget availability to determine which budget requests would be funded for the 2024-25 fiscal year.

Grant and Contract Budgets:

The SUU Sponsored Programs, Agreement, Research, and Contracts (SPARC) office and external entities scrutinize the grant and contract budget process. Approval of grant and contract budgets does not usually involve the state government's legislative or executive branches. However, other (often federal) agencies typically oversee the approval process. The institutional Board of Trustees may also be involved.

Auxiliary Enterprise Budgets:

Auxiliary enterprises are self-supporting activities that provide specific services to students, faculty, staff, and institution guests. Examples of auxiliary enterprises include housing, bookstore, and food service operations. Fees for goods and services provided are set at a level sufficient to cover all direct and indirect costs, including renewal and replacement costs. Oversight of these rests with the institutional Board of Trustees.

Other Budgets:

In addition to operating budgets, non-operating budgets exist for facilities: remodeling, renovation, and new construction. These projects' primary funding sources are capital improvement funds (for renovations) and capital development funds (for new construction). While capital development funding is somewhat sporadic, institutions can regularly count on a relatively consistent level of capital improvement funds. Besides state appropriations, capital development funding can come from institutional allocations, public debt issuance (revenue bonds), and gifts received by the institution. Any revenue bonding is issued under the auspices of the USHE and is subject to a rigorous proposal and oversight process involving governing boards and the political arena.

Budget Implementation

Each year, the Utah Board of Higher Education issues guidelines to direct the implementation of E&G budgets within the USHE. These guidelines pertain to specifically funded (line item) categories such as facility operation and maintenance, employee compensation, and utilities. In addition to these system guidelines, each institution develops individual policies and practices to control allocating general appropriations and tuition funds to areas of most significant strategic importance. At SUU, the President and the President’s Cabinet ultimately determine budget implementation decisions and practices.

Revenue Summary

SUU is a member of the Utah System of Higher Education (USHE), which includes eight public colleges and universities and eight technical colleges. Funding for USHE institutions consists of two primary sources:

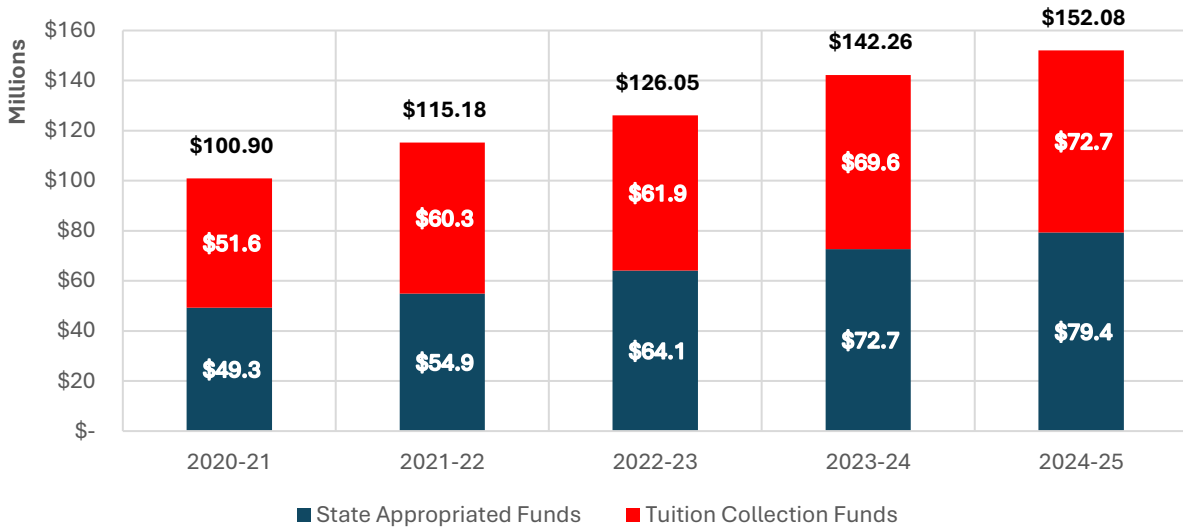
- Appropriations provided by the State of Utah
- Tuition and fees collected from students attending the university

Appropriations for USHE institutions are determined by the legislative branch of state government, with input and counsel from the Utah Governor’s Office and the Utah Board of Higher Education. Except for several specific line items, this funding comes to each USHE institution as a lump sum general appropriation. The individual institutions are then charged with allocating these funds in ways that maximize progress toward attaining their unique missions.

Each USHE institution can fully retain tuition and fee revenue generated from student enrollment. Tuition rates are determined through a process that includes public hearings on individual campuses, approval by institutional Boards of Trustees, and state-wide approval of the Utah Board of Higher Education. Other fees have different public approval processes, depending on the fee type; most require approval from one or both governing boards.

For the 2024-25 fiscal year, SUU state appropriations increased by 9.2 percent—\$6.6M from the prior year. Approximately \$1M of this increase was a one-time allocation for this fiscal year. The remaining \$5.6M is an ongoing increase and will remain part of the base budget. SUU has maintained a relatively constant ratio between state appropriations and tuition revenue for several years.

Total Appropriated Budget from Legislature (E&G Funding)



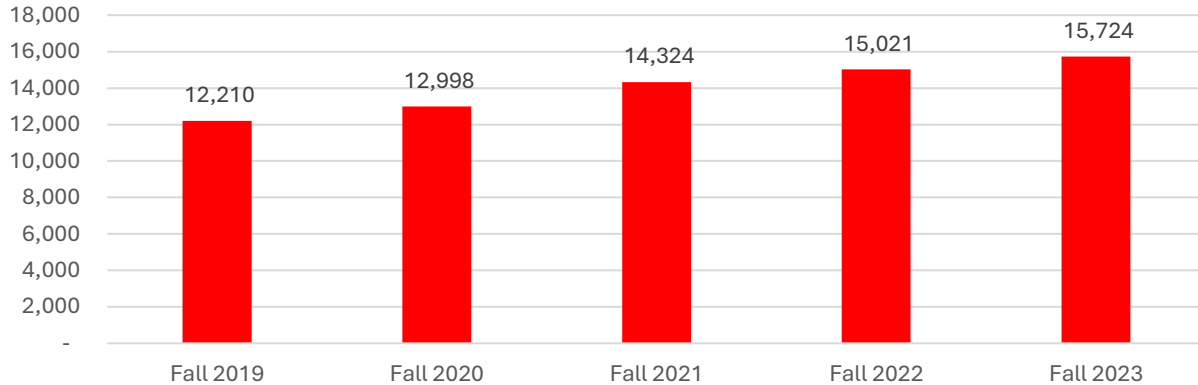
Projected tuition and fee revenue is expected to increase by 4.5 percent—\$3.1M. SUU has deliberately not increased student tuition for the prior five consecutive years. For the 2024-25 fiscal year, the SUU President's Cabinet determined that a 3 percent increase in tuition was needed primarily to combat inflationary pressure.

Undergraduate Tuition

| | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|------------------------|---------|---------|---------|---------|---------|
| Resident | 6,006 | 6,006 | 6,006 | 6,006 | 6,186 |
| Non-Resident | 19,822 | 19,822 | 19,822 | 19,822 | 20,416 |
| Total Percent Increase | 0% | 0% | 0% | 0% | 3% |

Student enrollments at SUU continue to increase year after year. Student headcount increased 4.7 percent from fall 2022 to fall 2023. In addition to the 3 percent tuition increase, additional tuition revenue growth is expected from enrollment growth.

Student Headcount



Student fees are reviewed annually by student representatives, who recommend to the University administration increases or reductions to existing fees and the addition of new student fees. For the 2024-25 fiscal year, students chose to add three new fees: a \$1 testing center fee, a \$0.25 tradition keeper fee, and a \$0.75 fee for SUU Connect. In addition to the new fees, they also chose to increase the existing community engagement fee by \$1.25 and the tutoring center fee by \$3 per semester.

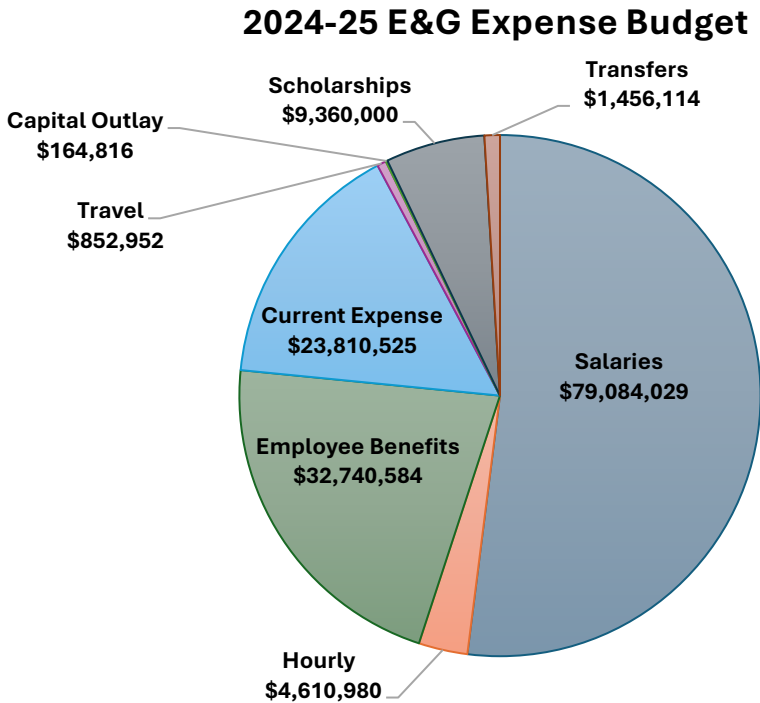
| Student Fee | Amount |
|---------------------------------------|------------------|
| Athletics | \$ 103.00 |
| Student Center Building | 146.00 |
| SUMA Building | 11.00 |
| Campus Recreation | 5.00 |
| Michael O Leavitt Center for Politics | 1.00 |
| Community Engagement Center | 6.00 |
| Counseling and Psychological Services | 25.00 |
| Music Department | 3.25 |
| Outdoor Recreation | 8.00 |
| Student Center Activity Fee | 19.00 |
| Student Health Clinic | 32.00 |
| SUU Connect | 0.75 |
| SUUSA - Student Association | 10.75 |
| Testing Center | 1.00 |
| Theater Arts & Dance Department | 4.00 |
| Tutoring Center | 7.00 |
| Tradition Keeper | 0.25 |
| University Journal | 5.00 |
| Total Student Fee Per Semester | \$ 388.00 |

Expenditure Summary

SUU’s fiscal year begins on July 1st and ends on June 30th. Many component units within SUU - such as the Utah Shakespeare Festival, and the Head Start program – have different fiscal years that better match their operational activities.

Several standard categories are utilized in the preparation and recording of institutional budgets:

- **Salaries** – The costs associated with the employment of contracted personnel. This includes full-time faculty, adjunct faculty, executives, and professional and classified staff.
- **Hourly** – Labor costs not otherwise recorded in the salary category (primarily student employment)
- **Employee Benefits**—The benefit costs associated with institutional employees. Items include medical and dental insurance, retirement benefits, payroll taxes, and life insurance.
- **Current Expense** – The costs of general operational activities and supplies.
- **Travel Expense** – The cost associated with business-related trips.
- **Capital Outlay** – Equipment purchases and other capital acquisitions.
- **Scholarships** – Student financial aid, scholarships, and work-study
- **Transfers** – Institutional allocations to non-E&G funds primarily to support athletic operations



New Allocations:

Based on the institution's strategic priorities and specifically funded line items from the Utah State Legislature, the SUU President Cabinet allocated new resources to the following areas for fiscal year 2024-25.

New Positions:

- 2 - Police Officers
- 3 - Student Advisors
- 8 – New Faculty lines
- Adult & Workforce Development Specialist
- Chief Privacy Officer
- Development Officer
- Policy Analyst
- Volleyball Assistant Coach
- Doctor of Psychology Assistantships

Other Allocations:

- 3 Percent cost of living adjustment (COLA) for faculty and staff
- Health and dental insurance premium increases
- Western Athletic Conference (WAC) membership costs
- Increase in Academic Partnerships contract costs
- Addition of a current expense budget for the Marching Band
- Increase in Graduate and Online program current expense budget
- Increase in Admissions current expense budget
- Increase in Marketing and Brand Strategies current expense budget

Reallocations:

Each Vice President reviews departmental budgets within their division annually. As part of this process, they may reallocate existing resources to meet strategic priorities and goals within their division. One example of this was a \$31,093 reduction in the institution's travel budget that was reallocated to other budget categories of higher priority.

NACUBO Functional Classification:

The National Association of College and University Business Officers (NACUBO) created functional classifications to standardize reporting across colleges and universities. SUU and the other USHE institutions utilize these classifications to standardize reporting within the system.

| Functional Classification | Major Activities | Budget | % of Budget |
|---------------------------|--|---------------|-------------|
| Academic Support | Deans, Academic Administration, and School-Level Costs | \$ 10,183,840 | 6.7% |
| Athletics | Athletic Administration, Athletic Trainers, Coaches | \$ 5,871,731 | 3.9% |
| Institutional Support * | Executive Management, Technology Services, Purchasing, Financial Services, and Human Resources | \$ 53,104,557 | 34.9% |
| Instruction | Instructional Faculty and Departmental Costs | \$ 44,794,529 | 29.5% |
| Library | Professional Librarians, Library Reference Materials | \$ 2,145,833 | 1.4% |
| Operation and Maintenance | Building Maintenance, Plant Personnel, Utilities, etc. | \$ 9,348,036 | 6.1% |
| Public Service | Community Workforce Development, STEM Center, Rural Health, Southwest AHEC, Outdoor Pathways, Pollinator Program | \$ 1,226,521 | 0.8% |
| Student Financial Aid | Financial Aid, Scholarships, and Work Study | \$ 9,360,000 | 6.2% |
| Student Services | Registrar, Admissions, Financial Aid Administration, Advisement, Student Mental Health, and Career Services | \$ 16,044,953 | 10.6% |

* The institution's \$32.4M employee benefits budget is base budgeted in Institutional Support. As benefit expenditures occur, this budget is allocated to the various functional classifications based on actual benefit costs.