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For Assistance, Please Contact:

Financial Questions: Vince Eason (veason@southwest.tn.edu, 333-4978)

Unit Missions: Nevin Robbins (nrobbins@southwest.tn.edu, 333-5258)

Online Planning System: Karen Smith (kasmith@southwest.tn.edu, 333-5256)

/Excel Template
A. COLLEGE BUDGET PRIORITIES

The College priorities reflect the immediate short-term objectives of the College. Any request to expand or enhance the current unit mission or levels of service will be evaluated based on these priorities and the College strategic plan.

All proposals for new initiative funding must provide direct support to at least one of these six priorities.

A. Supporting the A.A.S. degree in Biotechnology
B. Supporting enrollment management strategies
C. Expanding developmental offerings
D. Enhancing the compensation plan to include a merit system
E. Enhancing and fostering a welcoming intellectual, cultural and physical environment that is open, supportive and sensitive
F. Supporting the Capital Campaign

B. BUDGET COST CATEGORIES

I. Permanent Personnel -
   Full-time and permanent part-time (85%) staff costs including benefits.

II. Temporary Faculty–
   Adjunct and overload costs for Fall, Spring, and Summer terms including benefits.

III. Non-Faculty Temporary–
   Temporary employee costs for professional / administrative, clerical support and non-College Work-Study student employee classes.

IV. Operating-
   Travel, Printing & Duplicating, Communication, Maintenance & Repairs, Professional Services, Supplies, Rentals & Insurance, Awards, Other Services, Utilities, equipment and Library holdings. (Does not include TAF, furniture, equipment, software, and personal computers)
C. GENERAL BUDGET INSTRUCTIONS

The October 2006 Budget cycle is the start of the three-year phased-in implementation of Zero Base Budgeting (ZBB) at the College. Additionally, it is also the period in which the College will begin initial preparation for the pending State funding reduction (approximately fifteen percent). The October planning-budgeting cycle has been modified in support of both objectives. The process will consist of two separate planning-budgeting requests.

1. **FY 2006-07 Baseline Planning-Budgeting Request.** The baseline request represents the plans and resource requirements that are needed by each unit in order to carry out its mission. All units should prepare two sets of documents for this request.


   B. **2006-07 Baseline Budget Plans.** Funding for the baseline requests has been allocated based on the “Budget and Expenditure Patterns Analysis”. (Please refer to the e-mail Mr. Ron Parr sent to each of you.) Please note that due to our ongoing planning for the State funding reduction, permanent personnel, and faculty temporary costs have been excluded from the baseline request. The budgets for these items will be rolled forward to your budget prior to submission to TBR. These budgets will only be adjusted for mandates from TBR.

2. **FY 2006-07 New Initiative Planning-Budgeting Request.** The new initiative request represents the plans and financial resources required to expand, enhance, or modify the mission or service levels of the unit. These requests are optional and competitive. They must be fully justified. Funding will be based on College priorities (see Section A), the College Strategic plan and available revenues.

1. INSTRUCTIONS FOR BASELINE PLANNING-BUDGET REQUESTS

   Sub-unit managers upon receipt of their base allocation from their Decision Unit Administrator (Senior Staff member) should (1) Update their basic unit mission including listing major services and (2) Anticipate and document their non-faculty temporary personnel and operating needs. The non-faculty temporary salary budgets should be based on the guide below. Benefits will automatically be calculated by the system.

   **Guide – Non-Faculty Temporary Positions**

   \[
   \text{Total Budget} = (\# \text{ of Temporary Employees Required}) \times (\# \text{ of Hours Needed}) \times (\text{Rate of Pay})
   \]

   Please note that due to our ongoing planning for the State funding reduction, permanent personnel and faculty temporary costs have been excluded from the baseline request. The budgets for these categories will automatically be added at July 2006 levels adjusted for TBR mandates prior to submission to TBR.

   The baseline planning-budget requests are collected via the College’s on-line Planning-Budgeting System. The required forms are contained within the system in printable formats. The system can be accessed from the “Southwest Websites” drop down box on the College’s internal web page (click on “IE-Planning-Budgeting System”) or directly at this Internet address: [http://plansys.southwest.tn.edu](http://plansys.southwest.tn.edu). (Detailed instructions on how to use the on-line system are available in Section E of this document “Planning-Budgeting System Guide.” In addition, a “Quick Navigation Guide is available on page 14.”)
Requests for Technology Access Fee (TAF) funds, furniture, equipment, software, and personal computers are **not to be included in the baseline budget requests**. These items have been deemed institutional in nature and requests have already been made for each division via the Plant Funds budget process.

**For Decision Unit Administrators or Senior Staff Members:**
To facilitate the sub-unit base allocation process, detailed budget and expense summary reports for all sub units are available from Vince Eason. These reports are reflective of all costs categories during the “Budget and Expenditure Analysis” period of review. Additionally, the FY 05-06 year-end financial data as well as current FY 06-07 data is available in Banner Finance. Please note that the total of all baseline requests cannot exceed the total base allocation for the division. Senior staff members (Per Mr. Ron Parr’s Base Allocation memo dated September 7, 2006) have the flexibility within their division to modify decision units base allocation as long as the total for all decision units does not exceed the division total.

**2. INSTRUCTIONS FOR NEW INITIATIVE BUDGET REQUESTS**

Sub-unit managers that want to expand, enhance, or modify their unit’s mission or service levels should develop and submit a new initiative request. **For each proposed change in function or service level, sub unit managers should develop a new initiative request.**

The Sub-unit manager should (1) indicate at least one College priority supported directly by the new initiative, (2) explain in the rationale how the initiative contributes to or expands the basic unit mission or service level, and (3) anticipate and justify all financial requirements to carryout the proposed change.

New initiative budget requests will be collected via an Excel template process. The template and applicable forms may be downloaded from the Business and Finance Document Library on the College’s internal web page. **Please click on the “Instructions and Summary Tab” within the spreadsheet for detailed preparation instructions and forms.**

In view of the fact that the new initiative planning-budget requests will reflect proposed changes to the basic mission or service levels of units, several review levels have been added to the process to allow each preparer/reviewer an opportunity to provide input into the importance of the proposed changes as it relates to the College priorities and Strategic plan.

**Level 1 Review:** Sub-unit managers should rank each proposed new initiative from high to low in terms of importance to the overall operations of their unit. (Submit summary and proposals to Decision Unit Administrator)

**Level 2:** Decision Unit administrators should review and rank all sub-unit requests for their decision unit. (Compile comprehensive summary and ranking along with detailed sub-unit proposals and submit to Senior Staff member)

**Level 3:** Senior staff members should review each decision unit summary, rankings, and budget proposals. (Compile a divisional summary and ranking along with detailed sub-unit proposals and submit to the President)

**Level 4:** The President will review all divisional ranking and budget proposals. A college wide ranking will be established for funding purposes. The ranking will be based on College priorities and the strategic plan. Funding will be allocated based on ranking and available revenues.
CHECKLISTS

ALL UNITS AT ALL LEVELS

1. Update Unit Mission

Checklist
☐ (a) Go to online Planning-Budgeting System (http://plansys.southwest.tn.edu)
☐ (b) Select Fiscal Year 2006-07, then click on unit name to display unit home page
☐ (c) Click on button 1A “Edit Unit/Program Mission”, enter password
☐ (d) Create/edit/save unit mission. Describe unit’s purpose and major services
☐ (e) Click on button 1B “Display Unit/Program Mission in a New Window as a Printable Proposal”
☐ (f) Forward proposed mission to Decision Unit as rationale for budgets

2. Propose Baseline Budget

Checklist
☐ (a) Go to online Planning-Budgeting System (http://plansys.southwest.tn.edu)
☐ (b) Select Fiscal Year 2006-07, then click on unit name to display unit home page
☐ (d) Click on Budget Name to display current budget (begins with $0)
☐ (e) Click on button: EDIT “Edit Budget”, enter password
☐ (f) Enter and explain temporary help, travel, and operating expenses. Save.
☐ (g) Click on Budget Plan View Screen Link, “Display Budget as Printable Proposal”
☐ (h) Print proposal, close window, and forward budget to Decision Unit for review

3. Propose New Initiatives

Checklist
☐ (a) Go to Business and Finance Document Library and download Excel template, “FY 2006-07 OCTOBER NEW INITIATIVE TEMPLATE”
☐ (b) Open template, select “Instructions and Summary” tab at bottom of page
☐ (c) Select unit name from drop-down box, read instructions
☐ (d) Select “New Initiative A” tab at bottom of page
☐ (e) Complete all sections to describe and justify proposed new initiative
☐ (f) Propose additional new initiatives as appropriate using tabs (B) through (I)
☐ (g) Print copies of summary and all new initiatives, and forward to Decision Unit for review

DECISION UNITS

Checklist
☐ (a) Review Baseline Budget proposals and New Initiative proposals within context of unit missions
☐ (b) Confirm that Baseline Budgets meet funding allocation amounts. Require revisions if necessary.
☐ (c) Compile all New Initiatives from all units, then prioritize proposals for entire Decision Unit
☐ (d) Prepare list of New Initiative in Decision Unit priority order and forward with proposals to Senior Staff for review

SENIOR STAFF

Checklist
☐ (a) Go to online Planning-Budgeting System (http://plansys.southwest.tn.edu), select FY 2006-07
☐ (b) Click on “Go To Reports Menu” at top right corner, then click on “College Budget Totals Summary”
☐ (c) Select FY 2006-07 to create report, use printer icon or Control-P to print copy. Close window.
☐ (d) Confirm that Baseline Budgets meet funding allocation amounts. Require revisions if necessary.
☐ (e) Compile all New Initiatives from all units, then prioritize proposals for entire division
☐ (d) Prepare list of New Initiative in division priority order and forward with proposals to President for review
### 1. Division-Level Planning and Budgeting  
**Recommended Schedule (September 21-October 9, 2006)**

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<th>Recommended Schedule</th>
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<td><strong>Step 2. Develop Plans and Budgets at Decision Sub-Unit Level</strong></td>
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<tr>
<td>A. 2006-07 Unit Mission Statement</td>
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<tr>
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</tbody>
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### 2. Institution-Level Planning and Budgeting  
**Recommended Schedule (October 10-20, 2006)**

| Step 5. Review Budgets at President's Level | (October 10-13) |
| Step 6. Authorize Final Budgets at President’s Level | (October 16-17) |
| (Final decisions due to Budget Office by October 17) | |
PLANNING AND BUDGETING RESPONSIBILITIES

1. Division-Level Planning and Budgeting (September 21–October 9, 2006)

   Recommended Steps and Schedule

Step 1. Prepare to Develop Plans and Budgets at All Levels (September 21-22)

a. Senior Staff Support to Decision Units
   (1) Meet with Decision Unit administrators to review college and divisional priorities, goals, and guidelines for allocating and preparing baseline and new initiative budgets
   (2) Require each Decision Unit administrator to prepare unit baseline budget requests and prioritized new initiative proposals

b. Decision Unit Support to Decision Sub-Units
   (1) Review college priorities and budget planning documents
   (2) Explain need to prepare new or updated unit mission statements that describe unit purpose and major services. *(Annual objectives and assessment plans will not be due until November.)*
   (3) Allocate funding for baseline expenses to Decision Sub-Units based on divisional priorities and guidelines
   (4) Require each sub Unit manager to prepare 2006-07 IE plans, baseline budget requests, and prioritized new initiative proposals

c. Decision Sub-Unit Preparations for Planning and Budgeting
   (1) Review Budget Expense Summary reports
   (2) Analyze temporary personnel and operating budget needs
1. Division-Level Planning and Budgeting (September 21–October 9, 2006), Continued

Recommended Steps and Schedule

Step 2. Develop Plans and Budgets at Decision Sub-Unit Level (September 25-29)

a. Propose unit plans and budgets for FY 2006-07
   (1) Propose updated unit mission statement. This should describe the purpose of the unit and its major services.
   (2) Propose unit baseline budget using online Planning-Budgeting System to support the achievement of the unit mission and IE objectives
   (3) Propose new initiatives for the unit using Excel templates, indicating unit’s priority number for each initiative
   (4) Print unit IE plan, baseline budget, and new initiative proposals (including summary sheet), then sign forms and forward to Decision Unit Administrator

b. Review proposed unit plans and budgets with Decision Unit Administrator
   (1) Schedule and conduct a meeting with Decision Unit Administrator to discuss IE plans, baseline budgets, and new initiative proposals
   (2) Modify plans or budget requests if necessary and resubmit printed proposals to Decision Unit Administrator

** Because of limited time, only the updated unit mission is required during this process. Once all budget plans (including new initiatives) are finalized and approved, the institutional effectiveness plans, objectives, and assessment plans will be completed in October and November 2006.
PLANNING AND BUDGETING RESPONSIBILITIES

1. Division-Level Planning and Budgeting (September 21–October 9, 2006), Continued

Recommended Steps and Schedule

Step 3. Review Plans and Budgets at Decision Unit Level (October 2-5)

a. Review Decision Sub-Unit plans and budget proposals
   (1) Review unit mission and baseline budget proposals to determine if all Decision Sub-Unit plans are appropriate and within Decision Unit’s overall baseline allocation
   (2) Require revisions if budget requests are not consistent with unit IE plans, college and divisional plans, and baseline budget allocations
   (3) Review all new initiative proposals for relevancy to institutional priorities, recommend acceptance/non-acceptance, and rank from first to last priority
   (4) Conduct meeting for each Decision Sub-Unit in order to discuss the merits and impact of baseline budgets and new initiative proposals
   (5) Prepare summary of initial baseline budget recommendations and special initiative proposals for Senior Staff review

b. Recommend plans and budgets to Senior Staff level
   (1) Schedule and conduct a meeting with Senior Staff member to present and justify the Decision Unit’s baseline budgets and special initiative proposals
   (2) Require Decision Sub-Units to modify budget requests if necessary
   (3) Prepare summary of final baseline budget requests and special initiative proposals for Senior Staff review
1. Division-Level Planning and Budgeting (September 21–October 9, 2006), Continued

**Recommended Steps and Schedule**

**Step 4. Review Budgets at Senior Staff Level (October 6-9)**

**a. Review Decision Unit plans and budget proposals**

1. Review Decision Unit **baseline budget** proposals to determine whether total is appropriate and within division’s baseline allocation
2. Review all **new initiative** proposals to determine relevancy to institutional priorities, recommend acceptance/non-acceptance, and prioritize into one divisional list ranked from first to last priority
3. Conduct meeting for each Decision Unit to discuss the merits and impact of baseline budgets and new initiative proposals
4. Require budget revisions if requests are not consistent with college and divisional plans and priorities
5. Prepare summary of initial baseline budget recommendations and special initiative proposals for President’s review

**b. Recommend plans and budgets to President**

1. Schedule and conduct a meeting with President to present and justify the area’s baseline budgets and special initiative proposals
2. Modify budget requests if necessary
3. Prepare summary of **final** baseline budget requests and special initiative proposals for President’s review
2. Institutional -Level Planning and Budgeting (October 10-20, 2006)

Recommended Steps and Schedule

Step 5. Review Budgets at President’s Level (October 10-13)

(1) Review College’s revenue estimates, priorities, budget assumptions, and operational guidelines
(2) Review baseline budget recommendations and determine if requests are within divisional baseline allocations and consistent with College plans and priorities
(3) Review new initiative recommendations and determine if requests support college priorities
(4) Require revisions to divisional budget proposals as necessary to ensure requests do not exceed available funding
(5) Meet with Senior Staff to discuss proposed plans and budgets
(6) Prioritize all Senior Staff recommendations for new initiatives into one College wide list ranked from high to low based on College plans and priorities

Step 6. Authorize Final Budgets at President’s Level (October 16-17)

(1) Compile all baseline and new initiative budgets
(2) Provide President with report comparing final revenue projections with final proposed expenses
(3) Authorize final funding amounts for approved new initiatives
(4) Authorize final college baseline budget (Due October 17, 2006)
FY 2006-07
ONLINE PLANNING-BUDGETING SYSTEM GUIDE

Using the Online System to Prepare the October 2006 Revised Budget

2006 Schedule:

Planning-Budgeting Kickoff  September 21-22
Division Planning-Budgeting Sept 25-Oct 9
  • Unit Mission
  • Baseline Budget Proposals
  • New Initiative Proposals
Presidential Review  October 10-17
Submission to TBR  October 20

For Assistance, Please Contact:

Financial Questions:  Vince Eason (veason@southwest.tn.edu, 333-4978)
Missions and IE Plans:  Nevin Robbins (nrobbins@southwest.tn.edu, 333-5258)
Online Planning System:  Karen Smith (kasmith@southwest.tn.edu, 333-5256)

NOTE: When this document is viewed “live” on a computer, you may click on the blue underlined hyperlinks to navigate quickly between sections.
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QUICK SYSTEM NAVIGATION GUIDE

(See Detailed Instructions and Examples as Necessary)

A. USE SYSTEM TO PROPOSE UNIT MISSION AND BUDGETS

Go to Planning-Budgeting System
http://plansys.southwest.tn.edu
See Guide Section A1.1

Select Fiscal Year 2006-07 and Unit Name
Screen will then display Unit Home Page
See Guide Section A1.3

Update Unit Mission
Click on Home Page Button 1A
See Guide Section A3.1

Print Unit Mission Statement
Click on Home Page Button 1B
See Guide Section A3.2

Review Budget Plan
Click on Budget Name
See Guide Section A4.1

Edit Budget Plan
Click on EDIT button on Budget View Screen
See Guide Section A4.2

Print Budget Plan
Click on Budget View Screen link
See Guide Section A4.3

B. USE SYSTEM TO REVIEW UNIT MISSION AND INSTITUTIONAL BUDGET SUMMARY

Go to Planning-Budgeting System
http://plansys.southwest.tn.edu
See Guide Section A1.1

Select Fiscal Year 2006-07 and Unit Name
Screen will then display Unit Home Page
See Guide Section A1.2

Go to Reports Menu
Click on Link in Upper Right Corner of Screen
See Guide Section B1

Select “Summary Report on Unit Missions” Report
Report Options Will Be Displayed
See Guide Sections B1, B2

Print Budget Summary
Use Printer Icon or Control-P
See Guide Section B2

Close Report Window
Click “X” in Upper Right Corner

Select “College Budget Totals Summary” Report
Report Options Will Be Displayed
See Guide Sections B1, B3

Print Budget Summary
Use Printer Icon or Control-P
See Guide Section B3

Close Report Window
Click “X” in Upper Right Corner
INTRODUCTION AND UNIT RESPONSIBILITIES

These guidelines describe how college units should use the online Planning-Budgeting System to update plans and budgets for fiscal year 2006-07. For the October 2006 revised budget, units will use the online system to develop their Institutional Effectiveness (IE) plans as well as their budgets for temporary help and operating expenses only.

A separate proposal process will request new initiatives related to 2006-07 institutional priorities.

Each type and level of organizational unit has specific planning and budgeting tasks to complete. This Guide explains how Southwest’s online Planning-Budgeting System supports those tasks.

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<td></td>
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<td>Require Changes as Necessary</td>
<td>B3 Print Report on Area IE Plans</td>
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<td></td>
<td>Require Changes as Necessary</td>
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<td>Approve Online</td>
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<tr>
<td></td>
<td>Require Changes as Necessary</td>
<td>C Authorize Unit-Division Plans and Budgets Online</td>
</tr>
</tbody>
</table>

Each Guideline section is listed in the Table of Contents on the following page. When this Guideline document is viewed directly on a computer screen, the section names serve as hyperlinks directly to those sections. By clicking on those names/links, the desired section will be displayed automatically.
A. CREATE UNIT PLANS AND BUDGETS
(For All Units at All Levels)

1. FIND UNIT HOME PAGE

Every organizational unit in the college has a “home page” in the online Planning-Budgeting system. From this home page, unit coordinators can develop unit missions, institutional effectiveness (IE) plans, and budgets.

The online Planning System is an electronic tool designed to support college planning, budgeting, and institutional effectiveness. It is directly accessible through the Internet and the College’s internal or “intranet” home page. The system enables college units, programs, and personnel to enter, edit, and report plans, results, and budgets through computer screens that link to an institutional database.

By simply “clicking” on a short series of Internet links, system users can enter and navigate through the Planning System to develop or review unit plans and budgets. Key steps for finding the unit home page are described below.

A1.1 Enter the Planning System
A1.2 Select Fiscal Year and Organizational Unit
A1.3 Review Unit Home Page Information
A1.4 Use Navigation Tools
A1.5 Obtain Password for Editing

A1.1 ENTER THE PLANNING SYSTEM

A. From an On-Campus Computer. Display Southwest’s internal home page (http://internal.southwest.tn.edu/) and follow either of two approaches:

1. Select “IE Planning-Budgeting System”
   -or-
2. Enter internal Planning System address from dropdown box

   -- Southwest Websites --
   -- Southwest Websites --
   Public Website
   Academic Website
   Administrative Systems (SIS)
   Athletics Website
   e-Print System
   Exchange Server (Email)
   Faculty Self-Service Training
   Faculty Websites
   Help Desk
   Planning-Budgeting System
   My Southwest

B. From Any Computer Connected to the Internet. Enter complete Planning System address in web browser or click on this link:
http://plansys.southwest.tn.edu

Address http://plansys.southwest.tn.edu

Go

Return to Table of Contents
A1.2 SELECT FISCAL YEAR AND ORGANIZATIONAL UNIT

From the Planning System home page, users may select any organizational unit or major program for any of several fiscal years. Following two simple steps will display the desired unit home page.

Step 1. Select the fiscal year for the information you seek (select 2006-07)  
(Result: The organizational list for that fiscal year will be displayed.)

Step 2. Scroll down the organizational list; select (click on) desired division, unit, or program  
(Result: “UNIT/PROGRAM HOME PAGE” for the selected unit or program will be displayed.)
### A1.3 REVIEW UNIT HOME PAGE INFORMATION

The **UNIT/PROGRAM HOME PAGE** summarizes all planning information for a selected unit or program for a specific fiscal year. Unit/program information is provided in four parts. Each part can be edited by the unit coordinator.

- Coordinator Information
- Unit/Program Mission Statement
- Institutional Effectiveness Objectives, Assessments, Outcomes, and Use of Results
- Budget Accounts

Navigation links are provided at the top of the home page below the college’s name. Additional links in the upper right corner provide direct access to important features, such as the Reports Menu.

### UNIT/PROGRAM HOME PAGE (FY 2006-07)

<table>
<thead>
<tr>
<th>Unit/Program</th>
<th>EXEC DIR FOR INFORMATION SYSTEMS (DU 18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Michael T. Cole</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:mcole@swtcollege.edu">mcole@swtcollege.edu</a></td>
</tr>
<tr>
<td>Planning Status</td>
<td>Proposed By Unit</td>
</tr>
</tbody>
</table>

#### 1. Unit/Program Mission Statement

The mission of the Division of Information Systems is to provide comprehensive and contemporary information technology resources, infrastructure, and a support organization consistent with Southwest Tennessee Community College's education and community service mission in a multi-campus environment.

- **Mission Statement**: To facilitate the college’s mission, the college ensures effective, efficient, and accessible information technology services, resources, and administrative systems through quality personnel, current technology, and continuous planning, evaluation, and improvement.

#### 2. Institutional Effectiveness for Fiscal Year 2006-07

| Col 1. Strategic Goal/ Mission Related To Unit Mission Entailed | No |
| Col 2. Number of Educational Outcomes/ Administrative Objectives Entailed | 0 |
| Col 3. Number of Strategic Goal References for Outcomes/ Objectives | 0 |
| Col 4. Number of Means of Assessment Entailed | 0 |
| Col 5. Number of Assessment Results Entailed | 0 |
| Col 6. Number of Use of Results Entailed | 0 |
| Unit/Program Activities Entailed | No |

#### 3. Proposed Budgets for Fiscal Year 2006-07

<table>
<thead>
<tr>
<th>Index Code</th>
<th>Budget Name</th>
<th>Amount</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>35500</td>
<td>EXEC DIR INF SYS</td>
<td>$0</td>
<td>6/1/2006 7:48 AM</td>
</tr>
<tr>
<td>35600</td>
<td>TAE</td>
<td>$0</td>
<td>6/1/2006 7:48 AM</td>
</tr>
<tr>
<td>35500</td>
<td>SOFTWARE</td>
<td>$0</td>
<td>6/1/2006 7:48 AM</td>
</tr>
</tbody>
</table>

Total Proposed Cost For All Sources of Funding: $0

---

**Return to Table of Contents**
A1.4 USE NAVIGATION TOOLS

Navigation links in the top right corner of most Planning-Budgeting System screens simplify user access to reports or other functions. Users can also click on those links to change to a new fiscal year or go to the Southwest internal home page.

On the dark blue horizontal navigation bar, users can click back to previous pages. The web browser’s BACK button can also be used for navigation except on edit screens.

A1.5 OBTAIN PASSWORD FOR EDITING

Click on any Edit button (such as the [Update] button on the Unit Home Page). This will display a Login Page that requires a password.

By clicking on the blue “Forgotten your password?” link, the password will be sent immediately to the unit coordinator’s email address shown on the unit home page. If that is the incorrect address, please call the Planning Office at 333-5256 or email Karen Smith at kasmith@southwest.tn.edu.
A2. UPDATE UNIT COORDINATOR OR PASSWORD

Updating the unit coordinator’s information or password begins by clicking on the button. After entering the current password on the Login Screen (see Guideline A1.5 above), you will see the Edit Screen for this process. If that is the incorrect address, please call the Planning Office at 333-5256 or email Karen Smith at kasmith@southwest.tn.edu.
A3. CREATE/UPDATE UNIT MISSION

A3.1. EDIT MISSION STATEMENT AND SELECT REFERENCES

From the Unit Home Page, click on button 1A to create or update the unit mission statement. After entering your password on the Login Screen, you will see the Edit Screen for mission statements.

As illustrated below, you will be able to revise the text of the mission statement under Part 1. The unit mission should describe the purpose of the unit and the major services provided by the unit. This will guide and justify the development of your annual objectives (Part 2-IE) and budget (Part 3-Proposed Budgets).

All unit mission statements must be linked to the institutional mission statement. In Section 2, indicate which institutional mission sentence is most relevant under Part 2. You can also select a secondary reference.

Save Information. Select the button at the bottom of the screen to save the changes, end the edit session, and return to the view screen. IMPORTANT: Remember to save your work every 10-15 minutes. After approximately 20 minutes, browsers often “time out,” and you may lose any unsaved work.
A3.2 PRINT MISSION AS A PROPOSAL

If a unit mission statement must be approved, a proposal form may be created automatically by clicking on button 1B on the Unit Home Page, "Display Unit/Program Mission in a New Window as a Printable Proposal."

Display Unit/Program Mission in a New Window as a Printable Proposal

Use the web browser’s print function (either the printer icon or Control-P) to print the proposal, then close the proposal window by clicking on the “X” in the upper right corner.

Example:

UNIT/PROGRAM MISSION PROPOSAL
FY 2006-07

Payroll (DSU 16.03)

Coordinator: Yolanda R. Smith
E-mail: ysmith@southwesttn.edu

1. Unit Mission Statement

The mission of the Payroll Office is to administer and process payment of wages, taxes, deductions and benefits for all STCC employees. The Payroll Office provides notification to employees of the latest payroll developments and changes to wages, taxes, deductions and benefits.

Institutional Mission References

Primary Reference (Required)
[3g] To fulfill its multipurpose mission, the college delivers effective academic programs, student support services, and administrative services through quality personnel, current technology, and continuous planning, evaluation, and improvement

PROPOSED BY:
Sub-Unit Manager: ___________________________ Date: __________
Yolanda R. Smith

REVIEWED AND ACCEPTED BY:
Decision Unit Administrator: ___________________________ Date: __________
Senior Staff Signature: ___________________________ Date: __________

If changes are required at the supervisory level, the unit should revise this mission (see Guideline A3.1, Edit Mission Statement and Select References), print a new proposal for review, and then submit that proposal for approval through administrative channels.

Since every unit’s mission statement must relate well to other units in its division as well as to the institutional mission statement, the online system can generate automatic reports that display all the unit mission statements in a given area. Please refer to Guideline B2, Print Report on Area Mission Statements for instructions.

Return to Table of Contents
A4.1 REVIEW UNIT BUDGETS

Part 3 of the Unit Home Page lists all budgets for that unit. By clicking on the budget name, you will see the Budget Plan view screen with all budget details, and you can gain access to the EDIT button.

<table>
<thead>
<tr>
<th>Index Code</th>
<th>Budget Name</th>
<th>Amount</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>35000</td>
<td>EXEC DIR INFO SYS</td>
<td>$0</td>
<td>8/17/2006 7:43:12 AM</td>
</tr>
<tr>
<td>35600</td>
<td>TAF</td>
<td>$0</td>
<td>8/17/2006 7:43:12 AM</td>
</tr>
<tr>
<td>35660</td>
<td>SOFTWARE</td>
<td>$0</td>
<td>8/17/2006 7:43:12 AM</td>
</tr>
<tr>
<td></td>
<td>Total Proposed Cost For All Sources of Funding</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Click on budget name to view that budget plan.

Click on this link to create a new window with a printable budget proposal.

The Budget Plan view screen will display current budget details in support of unit mission.

Click on budget name to view that budget plan.

Click on this link to create a new window with a printable budget proposal.

The Budget Plan view screen will display current budget details in support of unit mission.

Click button to create or revise budget details.

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Contents
A4.2 EDIT BUDGET PLANS

On the Budget Plan view screen, click on the EDIT button to create or update the budget. After entering your password on the Login Screen, you will see the Edit Screen for budgets.

![Edit Screen: BUDGET PLAN FY 2006-07](image)

Unit Mission (purpose and major services) serves as rational for the budget.

Click on link to obtain printable budget instructions.

Only allowable types of expenses are displayed.

For each type of expense, enter the amount without dollar sign, commas, or cents.

Also, enter explanation to document each type of expense (required).

Click on Account Code for definition of that type of expense.

(Continued on Next Page)
The system will calculate totals automatically.

Save your work every 10-15 minutes to prevent loss of information due to browser time-outs. Clicking on the SAVE button will store your budget information in the database and return you to the Budget Plan view screen.

To resume editing, click on the Budget Plan view screen’s EDIT button.
A4.3 PRINT PROPOSED BUDGET PLAN

Each proposed budget plan must be reviewed and approved at Decision Unit and Senior Staff levels. To simplify this process, the online Planning-Budgeting System can create a “Budget Plan Proposal” with a single click.

Go to the Budget Plan view screen and click on the link, “Display Budget as a Printable Proposal”. That will create a new window with a proposal form that includes lines for approval signatures. Use the web browser’s print function (either the printer icon or Control-P) to print the proposal, then close the proposal window by clicking on the “X” in the upper right corner.

The Budget Plan Proposal will display all budget information entered through the edit screen. Only budget lines with funding requested will be displayed.

Sign and date the proposal and forward to supervisor.

If changes are required, edit the budget plan and print another proposal.
B. REVIEW AREA/DIVISION MISSIONS, PLANS, AND BUDGETS  
(For Decision Units and Senior Staff Only)

31. GO TO REPORTS MENU

To view or print reports on missions, IE plans, or budgets, click on the “Go To Reports Menu” link at the top of nearly all Planning-Budgeting System screens.

Click on “Go to Reports Menu”

Click on Desired Report

Each report will be generated automatically with up-to-the-minute information.

To create a printable report, follow three steps:

1. Select Fiscal Year (2006-07)
2. Select Type and Level of Units To Be Reported
3. Identify the Top Level Unit for the Report

Example
Selecting option 2C and the President will create a report covering the entire college.

Click on “Create Report”
B2. PRINT REPORT ON AREA MISSION STATEMENTS

By selecting "Summary Report on Unit Missions" on the Reports Menu, the system will create a printable report in a new window.

This summary report displays all mission statements according to the organizational hierarchy of the area.

The reviewer can now consider the purpose, role, and scope of all Decision Units and Sub-Units as they relate to each other throughout the area.

To produce this example report, the following Report Options were selected:

(1) FY 2006-07
(2) C-Selected Unit and All Units Reporting To It
(3) VP FOR FINANCIAL AND ADMIN SERV

To print a report, use the browser's print icon or the Control-P keys

To close a report window, click on the "X" in the upper right corner.

Then use the BACK button to return to other screens.

(The report continues throughout all units under this Vice President.)
### B3. PRINT REPORT ON AREA BUDGETS

By selecting “College Budget Totals Summary” on the Reports Menu, the system will create a printable report in a new window.

The summary report displays the current total for expenditures budgeted under each Decision Unit. Subtotals for each Senior Staff member are also provided.

Additionally, the number of accounts that have not yet been loaded (with zero budgets) is also indicated.

To produce this example report, the following Report Option was selected:
- (1) FY 2006-07

---

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**PLANNING SYSTEM**

**COLLEGE BUDGET TOTALS SUMMARY**

Effective FY 2006-07

Report Prepared: 04/05/07 12:00 PM

<table>
<thead>
<tr>
<th>Account Item</th>
<th>TOTAL EXPENDITURES</th>
<th>TOTAL PERSONNEL</th>
<th>TOTAL TRAVEL</th>
<th>TOTAL OPER</th>
<th>TOTAL ACCOUNT</th>
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</thead>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10000A EXEC. PRESIDENT (DU 1)</td>
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<tr>
<td>12000A Unit PRESIDENT (DU 1)</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>13000A Unit EXEC DIR-HUMAN RES &amp; AFFIRMATION (DU 3)</td>
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</tr>
<tr>
<td>14000A Unit DIRECTOR OF INTERNAL AUDIT (DU 4)</td>
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<tr>
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<tr>
<td>20000A EXEC. PROVOST/EXECUTIVE VICE PRESIDENT (DU 6)</td>
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<td>23000A Unit DEAN-ACADEMIC DEVELOPMENT (DU 8)</td>
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<tr>
<td>24000A Unit DEAN OF BUSINESS, CAREER STUDIES &amp; TECH (DU 9)</td>
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<tr>
<td>25000A Unit DEAN OF LIBERAL STUDIES &amp; EDUCATION (DU 10)</td>
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</tr>
<tr>
<td>26000A Unit DEAN OF MATH, NAT SCI &amp; HEALTH SCI (DU 11)</td>
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</tr>
<tr>
<td>30000A EXEC. DEAN OF DISTANCE EDUC &amp; INSTR TECHNOL (DU 12)</td>
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<tr>
<td>30000A EXEC. VP FOR FINANCIAL AND ADMIN SERVICES (DU 13)</td>
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<tr>
<td>31000A Unit VP FOR FINANCIAL AND ADMIN SERVICES (DU 13)</td>
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<tr>
<td>32000A Unit EXEC DIR FOR BUSINESS (DU 14)</td>
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</tbody>
</table>

(The report continues throughout all Decision Units at the college.)

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End of Online Planning-Budgeting System Guide

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Southwest Tennessee Community College
2005-2010 STRATEGIC GOALS AND OBJECTIVES
Approved by the Tennessee Board of Regents, December 2005

TBR Priority 1: LEADERSHIP
Southwest Strategic Goal 1.1: “Strengthen and Enhance the College’s Impact in the Community”

Objective 1.1.1 Complete the implementation of the Early College Program at Middle College High School
Objective 1.1.2 Develop a Regional Workforce Development Coalition
Objective 1.1.3 Incorporate Service Learning Into the Curriculum
Objective 1.1.4 Expand and Improve the Technological Infrastructure for Administration and Distance Education
Objective 1.1.5 Complete Implementation of the High School Initiative

TBR Priority 2: ACCESS TO LEARNING
Southwest Strategic Goal 2.1: “Provide Access and Commitment to Meet the Needs of a Diverse Community”

Objective 2.1.1 Reorganize Structure and Services of Student Affairs Area
Objective 2.1.2 Establish Collaborative Partnership with Fayette County Public School to Address Educational Needs of At-Risk Students
Objective 2.1.3 Implement the A.A.S. Degree in Biotechnology
Objective 2.1.4 Develop a Certificate in Homeland Security

TBR Priority 3: QUALITY
Southwest Strategic Goal 3.1: “Provide Educational Programs and Services That Enhance Effective Learning”

Objective 3.1.1 Define and Improve the Outcomes and Effectiveness of the Nursing Program
Objective 3.1.2 Improve and Expand Facilities to Meet Student Needs and Growth Potential
Objective 3.1.3 Establish Center for Faculty Development
Objective 3.1.4 Increase Professional Development Opportunities for Staff
Objective 3.1.5 Pursue Certification of the Developmental Studies Department by the National Association of Developmental Education (NADE)
Objective 3.1.6 Implement SACS Quality Enhancement Plan (QEP) for AAS in Office

TBR Priority 4: RESOURCEFULNESS
Southwest Strategic Goal 4.1: “Creatively Manage and Optimize Current Resources and Expand Sources of Support”

Objective 4.1.1 Expand Sources of Benchmarking Data for Budget and College Management
Objective 4.1.2 Increase Level of External Resources to Strengthen the College’s Ability To Meet Community Needs
Objective 4.1.3 Expand Services of Tennessee Small Business Development Center
APPENDIX F2
Southwest Tennessee Community College
FY 2006-07 Decision Units and Decision Sub-Units

Decision Unit # 1  PRESIDENT

Decision Unit # 2  ATHLETIC DIRECTOR
  • Sub Decision Unit 2.01  Baseball
  • Sub Decision Unit 2.02  Men's Basketball
  • Sub Decision Unit 2.03  Women's Basketball
  • Sub Decision Unit 2.04  Softball
  • Sub Decision Unit 2.05  Post-Season Tournament

Decision Unit # 3  EXEC DIR-HUMAN RESOURCES & AFFIRMATIVE ACTION
  • Sub Decision Unit 3.01  Affirmative Action
  • Sub Decision Unit 3.02  Staff Development
  • Sub Decision Unit 3.03  Diversity Training
  • Sub Decision Unit 3.04  Desegregation

Decision Unit # 4  DIRECTOR OF INTERNAL AUDIT

Decision Unit # 5  EXEC DIR OF MID-SOUTH QUALITY CENTER

Decision Unit # 6  PROVOST/EXECUTIVE VICE PRESIDENT
  • Sub Decision Unit 6.01  Honors Academy
  • Sub Decision Unit 6.02  Assessment Office
  • Sub Decision Unit 6.03  Planning Office

Decision Unit # 7  DEAN OF ACADEMIC ADMINISTRATION

Decision Unit #8  DEAN-ACADEMIC DEVELOPMENT
  • Sub Decision Unit 8.01  InfoNet Library

Decision Unit # 9  DEAN OF BUSINESS, CAREER STUDIES & TECH
  • Sub Decision Unit 9.01  Office Admin, Info Tech & Hospitality Management
  • Sub Decision Unit 9.02  Business, Accountancy & Paralegal Studies
    BAPS- AAS Program Paralegal Studies
  • Sub Decision Unit 9.03  Engineering Technologies
  • Sub Decision Unit 9.04  Industrial, Environmental & Graphic Arts Technology
  • Sub Decision Unit 9.05  Cisco Regional Academy
  • Sub Decision Unit 9.06  Center of Emphasis for Engineering Technology

Decision Unit # 10  DEAN OF LIBERAL STUDIES & EDUCATION
  • Sub Decision Unit 10.01  Developmental Studies
  • Sub Decision Unit 10.02  Fine Arts, Languages & Literature
  • Sub Decision Unit 10.03  Education
  • Sub Decision Unit 10.04  Social & Behavioral Sciences
  • Sub Decision Unit 10.05  General Education
  • Sub Decision Unit 10.06  Child Care Centers

30
Decision Unit # 11  DEAN OF MATH, NATURAL SCI & HEALTH SCI

- Sub Decision Unit 11.01 Mathematics
- Sub Decision Unit 11.02 Natural Sciences
- Sub Decision Unit 11.03 Nursing
- Sub Decision Unit 11.04 Allied Health
  - Allied Health - Dietetics
  - Allied Health - Emergency Medical Technician
  - Allied Health - Medical Lab Technology
  - Allied Health - Physical Therapist Assistant
  - Allied Health - Radiologic Technology

Decision Unit # 12  DEAN OF DISTANCE EDUC & INSTR TECHNOLOGY

- Sub Decision Unit 12.01 Academic Web Services
- Sub Decision Unit 12.02 Center of Emphasis for Teaching & Technology
- Sub Decision Unit 12.03 Academic Support Center
- Sub Decision Unit 12.04 Media Services
- Sub Decision Unit 12.05 Evening Office
- Sub Decision Unit 12.06 Gill Center
- Sub Decision Unit 12.07 Millington Center
- Sub Decision Unit 12.08 Southeast Center
- Sub Decision Unit 12.09 Whitehaven Center
- Sub Decision Unit 12.10 Fayette Site
- Sub Decision Unit 12.11 Regents Online Degree Program

Decision Unit # 13  VP FOR FINANCIAL AND ADMINISTRATIVE SERVICES

Decision Unit # 14  EXEC DIR FOR BUSINESS

- Sub Decision Unit 14.01 Shipping and Receiving
- Sub Decision Unit 14.02 Purchasing & Auxiliary Services
  - Bookstore
  - Cafeteria
- Sub Decision Unit 14.03 Public Safety
- Sub Decision Unit 14.04 Physical Plant

Decision Unit # 15  EXEC DIR FOR FINANCE

- Sub Decision Unit 15.01 Fiscal Operations
- Sub Decision Unit 15.02 Restricted Funds Accounting
- Sub Decision Unit 15.03 Payroll

Decision Unit # 16  EXEC DIR FOR INFORMATION SYSTEMS

- Sub Decision Unit 16.01 Application Services
- Sub Decision Unit 16.02 Client Services
- Sub Decision Unit 16.03 Infrastructure Services
- Sub Decision Unit 16.04 Technology Access Fee-TAF

Decision Unit # 17  EXEC DIR FOR FINANCIAL PLN, BUDGETING & ANALYSIS
FY 2006-07 Decision Units and Decision Sub-Units, Continued

Decision Unit # 18  VP FOR STUDENT SERVICES & ENROLLMENT MANAGEMENT

- Sub Decision Unit 18.01 Career Services
- Sub Decision Unit 18.02 Disabled Student Programs & Services
- Sub Decision Unit 18.03 Educational Opportunity Center
- Sub Decision Unit 18.04 Student Activities & Multicultural Affairs
- Sub Decision Unit 18.05 Testing
- Sub Decision Unit 18.06 Upward Bound
- Sub Decision Unit 18.07 Profess Re-entry Educational Program-PREP

Decision Unit # 19  EXEC DIR FOR ENROLLMENT MANAGEMENT

- Sub Decision Unit 19.01 Admissions & New Student Enrollment
- Sub Decision Unit 19.02 Registrar
- Sub Decision Unit 19.03 Financial Aid

Decision Unit # 20  VP FOR INSTITUTIONAL ADVANCEMENT

Decision Unit # 21  EXEC DIR FOR GRANTS

- Sub Decision Unit 21.01 Grants Development
- Sub Decision Unit 21.02 Grants Management

Decision Unit # 22  EXEC DIR FOR INSTITUTIONAL DEVELOPMENT

- Sub Decision Unit 22.01 Major Gifts Campaign
- Sub Decision Unit 22.02 Special Events, Funding Scholarships & Alumni Affairs

Decision Unit # 23  EXEC DIR FOR MARKETING

- Sub Decision Unit 23.01 Advertising & Media Relations
- Sub Decision Unit 23.02 Marketing
- Sub Decision Unit 23.03 Printing Services
- Sub Decision Unit 23.04 Webmaster

Decision Unit # 24  EXEC DIR FOR COMMUNITY RELATIONS

Decision Unit # 25  VP FOR WORKFORCE DEVEL & CONTINING EDUCATION

- Sub Decision Unit 25.01 Exec Dir for TN Small Business Development Center
- Sub Decision Unit 25.02 Business Renaissance Center

Decision Unit # 26  EXEC DIR FOR WORKFORCE DEVEL CTR

- Sub Decision Unit 26.01 Families First
- Sub Decision Unit 26.02 Workforce Solutions
- Sub Decision Unit 26.03 Work Re-Entry
- Sub Decision Unit 26.04 Youth Services
- Sub Decision Unit 26.05 Youth Employment

Decision Unit # 27  EXEC DIR-CONTIN ED & COMM PARTNERSHIPS

- Sub Decision Unit 27.01 Operations & Programs
- Sub Decision Unit 27.02 Business & Customized Training
- Sub Decision Unit 27.03 Computer Resource Center-CRC
- Sub Decision Unit 27.04 Tech Prep
- Sub Decision Unit 27.05 Career Training & Personal Enrichment
Personnel Account Codes

(Account Code 61100) Administrative / Professional Employees-Full-Time Permanent

Full-time administrative / professional salaries and wages

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, use each employee’s percent of employment. Each full-time or 100% employee represents 1.00 EFT. Enter the total EFT for this account code in the EFT box. This total will represent the equivalent number of full-time personnel being requested.

(Account Code 61170) Administrative / Professional Employees-Temporary

Temporary part-time administrative / professional salaries and wages

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, (1) sum the total number of person hours estimated to be worked by temporary personnel during the entire July-June fiscal year, then (2) divide that total by 1950 (which is the total number of full-time hours possible for a year). The result will be the equivalent number of full-time personnel being requested.

(Account Code 61130) Administrative / Professional Part-Time Permanent

Part-time permanent administrative / professional salaries and wages

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, use each employee’s percent of employment. For example, two 80% positions = 1.60 EFT. Enter the total EFT for this account code in the EFT box. This total will represent the equivalent number of full-time personnel being requested.

(Account Code 61120) Administrative / Professional Longevity

Reference employees in account code 61100 & 61130

Do not calculate or enter any EFT (Equivalent Full-Time Personnel) on Longevity items.

(Account Code 61230) Faculty Fiscal Year (12 Month Faculty) – Full-Time Permanent

Full-time fiscal year faculty salaries and wages

EFT (Equivalent Full-Time Personnel) – To calculate EFT for account Code XXXX, use each employee’s percent of employment. Each full-time or 100% employee represents 1.00 EFT. Enter the total EFT for this account code in the EFT box. This total will represent the equivalent number of full-time personnel being requested.

(Account Code 61200) Faculty Academic Year (9 Month Faculty) – Full-Time Permanent

Full-time academic year faculty salaries and wages

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, use each employee’s percent of employment. Each full-time or 100% employee represents 1.00 EFT. Enter the total EFT for this account code in the EFT box. This total will represent the equivalent number of full-time personnel being requested.

(Account Code 61265) Faculty Summer Adjunct

Temporary part-time Summer Adjunct salaries and wages required to perform mission of department / unit. (DO NOT INCLUDE OVERLOAD PAY FOR FISCAL OR ACADEMIC YEAR FACULTY)

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, (1) sum the total number of TLEs (Teaching Load Equivalent credit hours) estimated to be taught by adjunct faculty during the specified term, then (2) divide that total by 8 (which is the full-time load for a summer semester). The result will be the equivalent number of full-time personnel being requested.
(Account Code 61270) Faculty Summer Overload
Summer overload salaries and wages required to perform mission of department / unit for fiscal or academic year faculty only.

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, (1) sum the total number of TLEs (Teaching Load Equivalent credit hours) estimated to be taught by adjunct faculty during the specified term, then (2) divide that total by 8 (which is the full-time load for a summer semester). The result will be the equivalent number of full-time personnel being requested.

(Account Code 61215) Faculty Extra Pay Fall Overload
Fall overload salaries and wages required to perform mission of department / unit for fiscal or academic year faculty only.

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, (1) sum the total number of TLEs (Teaching Load Equivalent credit hours) estimated to be taught by adjunct faculty during the specified term, then (2) divide that total by 15 (which is the full-time load for a regular semester). The result will be the equivalent number of full-time personnel being requested.

(Account Code 61220) Faculty Extra Pay Spring Overload
Spring overload salaries and wages required to perform mission of department / unit for fiscal or academic year faculty only.

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, (1) sum the total number of TLEs (Teaching Load Equivalent credit hours) estimated to be taught by adjunct faculty during the specified term, then (2) divide that total by 15 (which is the full-time load for a regular semester). The result will be the equivalent number of full-time personnel being requested.

(Account Code 61240) Faculty Part-Time Adjunct Pay Fall
Fall adjunct salaries and wages required to perform mission of department / unit. (DO NOT INCLUDE COSTS FOR FISCAL OR ACADEMIC YEAR FACULTY).

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, (1) sum the total number of TLEs (Teaching Load Equivalent credit hours) estimated to be taught by adjunct faculty during the specified term, then (2) divide that total by 15 (which is the full-time load for a regular semester). The result will be the equivalent number of full-time personnel being requested.

(Account Code 61245) Faculty Part-Time Adjunct Pay Spring
Spring adjunct salaries and wages required to perform mission of department / unit. (DO NOT INCLUDE COSTS FOR FISCAL OR ACADEMIC YEAR FACULTY).

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, (1) sum the total number of TLEs (Teaching Load Equivalent credit hours) estimated to be taught by adjunct faculty during the specified term, then (2) divide that total by 15 (which is the full-time load for a regular semester). The result will be the equivalent number of full-time personnel being requested.

(Account Code 61235) Faculty Longevity
Reference employees in account code 61200 & 61230

Do not calculate or enter any EFT (Equivalent Full-Time Personnel) on Longevity items.

(Account Code 61300) Support Employees-Full-Time Permanent
Full-time support staff salaries and wages

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, use each employee’s percent of employment. Each full-time or 100% employee represents 1.00 EFT. Enter the total EFT for this account code in the EFT box. This total will represent the equivalent number of full-time personnel being requested.

(Account Code 61340) Support Employees-Temporary
Temporary part-time support salaries and wages

**EFT (Equivalent Full-Time Personnel)** – To calculate EFT for Account Code XXXX, (1) sum the total number of person hours estimated to be worked by temporary personnel during the entire July-June fiscal year, then (2) divide that total by 1950 (which is the total number of full-time hours possible for a year). The result will be the equivalent number of full-time personnel being requested.
(Account Code 61360) Support Part-Time Permanent
Part-time permanent support salaries and wages

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, use each employee’s percent of employment. For example, two 80% positions = 1.60 EFT. Enter the total EFT for this account code in the EFT box. This total will represent the equivalent number of full-time personnel being requested.

(Account Code 61320) Support Longevity
Reference employees in account codes 61300 & 61360
Do not calculate or enter any EFT (Equivalent Full-Time Personnel) on Longevity items

(Account Code 61410) Student General (NON-College Work Study-CWS)
Student salaries and wages (DO NOT INCLUDE ANY COLLEGE WORK STUDY COSTS)

EFT (Equivalent Full-Time Personnel) – To calculate EFT for Account Code XXXX, (1) sum the total number of person hours estimated to be worked by temporary personnel during the entire July-June fiscal year, then (2) divide that total by 1950 (which is the total number of full-time hours possible for a year). The result will be the equivalent number of full-time personnel being requested.

Travel Account Codes

(Account Code 73000) Reimbursable Travel
Cost for all transportation, meals, lodging, and registration fees in connection with in-state and out-of-state travel. An explanation/justification is required for any funds requested.

(Account Code 73920) Motor Pool Usage
Motor pool usage should be anticipated based on use of state vehicles.
(Multiply anticipated mileage times the rate of $.38 per mile.)
Restricted Use: Funds cannot be transferred to any other account code.

Operating and Supplies Account Codes

Exclude from this operating budget proposal departmental charge-backs for local telephone charges, computer center and maintenance or repairs by physical plant personnel.

(Account Code 74199) Printing, Duplicating, and Film Processing by Non-College Vendors
Includes printing of forms, supplies, pamphlets, bulletins, and publications by outside sources. Includes costs relating to microfilm, microfiches, and other film processing outside of the college. Excludes duplicating and printing by the print shop or the use of the college copy machines.

(Account Code 74130) Printing, Duplicating, and Film Processing by College Print Shop & Use of College Copy Machines
Includes printing of forms, supplies, pamphlets, bulletins, and publications by the College Print Shop. Also includes the use of college copy machines. Restricted Use: Funds cannot be transferred to any other account code.

(Account Code 74292) Communications and Shipping Costs
Includes long distance telephone expenses, postal charges, and freight and express charges not included in the cost of merchandise. Excludes local telephone calls.

(Account Code 74399) Maintenance, Repairs, and Service by Non-College Vendors
Includes maintenance performed or repairs made to office equipment, data processing, lab and scientific equipment. Also includes maintenance and servicing of buildings, grounds, and plant equipment. Excludes any maintenance or repairs performed by college personnel.
(Account Code 74000) Professional and Administrative Services by Non-College Vendors
Includes professional services rendered by outside sources, including architects, accountants, engineers, and other consultants. Also, includes legal, medical, and data processing services by outside sources. Includes the costs of professional dues, institutional memberships, periodicals, and journals. Note: Request software separately in Parts 3 and 5. Excludes internal departmental chargebacks and computer software.

(Account Code 74545) Supplies
Includes consumable instructional and operational supplies. Also includes STCC library periodicals and books.

(Account Code 74659) Rentals
Includes the rent or lease of buildings, land and equipment.

(Account Code 74790) Awards and Indemnities
For use by the Athletic Department and Financial Aid Office only for scholarships.

(Account Code 74984) Other Services and Operating Expenses
Includes the cost of services and expenses not otherwise classified (for example, catering or food services).

(Account Code 75199) Utilities
For use by Physical Plant only for utilities.

(Account Code 75299) Motor Pool Operation - Physical Plant Only
For use by the college Motorpool only for costs of maintaining the STCC motorpool.

(Account Code 78589) Library Acquisitions
For use by the Library only for costs of books, bindings, periodicals, subscriptions, microfilm, CD-ROM, and audiocassettes.