



# UCCS Budget & Planning Office Dec 2018

THE BUDGET OFFICE IS AT 1873 AUSTIN BLUFFS PKWY, JUST SOUTH OF MAIN CAMPUS

[HTTPS://WWW.UCCS.EDU/RMD/BUDGET-AND-PLANNING-OFFICE.HTML](https://www.uccs.edu/rmd/budget-and-planning-office.html)

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## Meet our newest addition to the Budget & Planning team!



Kyle Gruenhagen started on December 3<sup>rd</sup> and will be assisting our office mostly on the planning side of the house. He will be working with the VCAF office's Strategic Enrollment Team doing enrollment analysis, which will assist us greatly with building future budget models for UCCS.

Kyle joins us with a lot of previous experience of UCCS operations. After receiving his bachelor's degree at Colorado State University in Fort Collins, he enrolled as a graduate student at UCCS and just finished his master's degree in public administration. During this time, he also worked as a student employee, and then as a UCCS temporary University Staff member in the graduate school office. Welcome, Kyle!

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### Survey opportunity

If you are interested in attending a future training workshop on a budget & planning-related topic, and have not yet had a chance to fill out our survey, please take a moment to send us feedback on preferred training topics and class structure through the following link:

<https://www.surveymonkey.com/r/WHZSXLZ>

### *Update: FY19 Carryforward*

We currently are on target for carryforward being approved and processed this month (period 6, FY19). We will send a campus email once the journal entry has posted.

Speedtypes that closed FY18 with a non-zero available balance will now show temporary budget equal to that dollar amount. The temp budget will always reside in operating, account 460000, except for student aid and library books balances, which will carry forward into their same respective account codes. Negative carryforward budget may exist for speedtypes that finished FY18 in deficit. Also, if you're clearing out and deactivating a speedtype before carryforward has processed, please remember to also check your previous year's available balance. If there was a remaining balance, please contact us to coordinate the carryforward on that speedtype.

We encourage all departments who review financial reports to run a speedtype summary for your department and check for errors or discrepancies. Please contact us with any questions.

*Note: Carryforward applies to general fund (fund 10) speedtypes only.*

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### *Monthly Tips: Course Fees, Prog Fees, and Charge for Service Fees*

There are many different fee types used at UCCS, and the differences between them are not always obvious, but are important, as they likely have different associated rules and restrictions. This month we'll briefly discuss three of the more common fee types requested on this campus.

A *Course Fee* is charged to a specific course, for example ANTH 4210-Advanced Laboratory Methods. Only students enrolling in this course are required to pay this fee. These

fees are usually created to cover additional costs for unique consumable materials required for that course, that are not covered by standard tuition rates for the college. They may also cover costs for field trips or guest speakers. These speedtypes cannot cover general operating or administrative costs. All expenses must abide by the restrictions for allowable usage that were designated when the fee was approved and activated. They must also be self-funded. All expenses must be covered by fee revenue only. Our office will not approve budget transfers from other speedtypes. Base revenue budgets must always net to the base operating budgets, and those budgets must stay in those two locations. Please do not enter any budget transfers to salary or other account codes.

A *Program Fee* is charged to students enrolled in any courses within a specific degree program within a college, such as PGA (Professional Golf Management), rather than one specific course. These fees otherwise apply the same budget concepts and rules as course fees.

A *Charge for Service Fee* is a mandatory student fee charged to certain groups of students as a flat one-time fee when they enroll at UCCS. These are fees such as the Green Action Fund (GAF) fee, orientation fee, and transcript fee. These fees follow many of the same fiscal regulations as course or program fees, with one exception: the revenues

for these fees are housed in a campus speedtype and are managed by the Budget Office. The fee speedtype for allowable expenses is housed in and managed by the department that provides the service.

All requests for new academic fees, as well as requests for increasing, decreasing, or eliminating these fees will go to our Chancellor's Cabinet for review and approval and then to the Board of Regents for approval. Mandatory student fees require review/approval by the Chancellor's Cabinet and the BOR, as well as requiring a vote by the student body. We encourage anyone who is requesting a new fee or has a fiscal manager role with fee speedtypes to read the UCCS Statement on allowable uses and as well as our institutional fee plan, both posted on our website in the fee information tab:

<https://www.uccs.edu/rmd/budget-and-planning-office/fee-information>

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## Budget & Planning Office Contact Information

**Website:** <https://www.uccs.edu/rmd/budget-and-planning-office.html>

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*Paul and Ben are both avid fans of science fiction movies and books, and they recently helped the Kraemer Family Library with a new sci-fi-themed display in the 3<sup>rd</sup>-floor Apse, and even loaned their own sword collections. If you're in the area, check out this display that will be up only through the end of this month. If you're a fan of the genre yourself, know that the Library has many sci-fi materials available for those that seek a break from their non-fictional studies.*

