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Arkansas Department of Higher Education

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Mike Beebe
Governor

Shane Broadway
Interim Director

April 3, 2012

Senator Johnny Key
Representative James McLean
Arkansas Legislative Council – PEER Subcommittee
State Capitol Building, room 171
Little Rock, AR 72201

Dear Senator Key and Representative McLean:

Attached are the proposed forms to be used in the 2013-15 Biennial budget recommendations for the institutions of higher education. We are submitting these forms for your review. The forms have been revised to reflect the appropriate dates and current fiscal year. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Shane Broadway".

Shane Broadway
Interim Director

(NAME OF INSTITUTION)
(Chief Executive Name and Title)

**INSTITUTIONAL GOALS, OBJECTIVES, AND STRATEGIES AS RELATED
TO THE 2013-15 APPROPRIATION REQUESTS**

TO SET THE OVERALL CONTEXT FOR THE REQUEST, IDENTIFY INSTITUTIONAL GOALS, OBJECTIVES, AND STRATEGIES BEHIND THE APPROPRIATION REQUEST. ADDRESS BOTH SHORT AND LONG-TERM INSTITUTIONAL OBJECTIVES. DESCRIBE THE IMPLEMENTATION OF ANY NEW PROGRAMS APPROVED BY THE ARKANSAS HIGHER EDUCATION COORDINATING BOARD, THE DELETION OF PROGRAMS, AND THE RESULTING REALLOCATION OF FUNDS. HAS THE INSTITUTION TARGETED FUNDS TO AN "AREA OF EXCELLENCE?" DISCUSS ANY PROGRAM AWARDS OR SPECIAL RECOGNITION. BRIEFLY DESCRIBE ANY PERFORMANCE GOALS/WORKFORCE DEVELOPMENT INITIATIVES SET AND MEASUREMENTS TO BE USED IN DETERMINING INSTITUTIONAL SUCCESS IN MEETING GOALS/INITIATIVES. ALSO DESCRIBE ANY INSTITUTIONAL STRATEGIES FOR MEETING THE GOALS/INITIATIVES.

INSTITUTION HISTORY AND ORGANIZATION

**INSTITUTION APPROPRIATION SUMMARY
2013-15 BIENNIUM**

INSTITUTION _____

APPROPRIATION	HISTORICAL DATA				INSTITUTION REQUEST & AHECB RECOMMENDATION					
	2011-2012		2012-13		2013-14		2014-15			
	ACTUAL	POS	BUDGETED	POS	AUTHORIZED	POS	INST REQUEST	POS	AHECB REC	POS
1. STATE TREASURY	0	0	0	0	0	0	0	0	0	0
2. CASH	0	0	0	0	0	0	0	0	0	0
3. OTHER (TYPE APPROPRIATION NAME)										
4. OTHER (TYPE APPROPRIATION NAME)										
5. OTHER (TYPE APPROPRIATION NAME)										
6. OTHER (TYPE APPROPRIATION NAME)										
7. OTHER (TYPE APPROPRIATION NAME)										
8. OTHER (TYPE APPROPRIATION NAME)										
9										
10										
11. TOTAL	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
FUNDING SOURCES		%		%		%		%		%
12. PRIOR YEAR FUND BALANCE*	0	#####	0	#####	0	#####	0	#####	0	#####
13. GENERAL REVENUE	0	#####	0	#####	0	#####	0	#####	0	#####
14. EDUCATIONAL EXCELLENCE TRUST FUND	0	#####	0	#####	0	#####	0	#####	0	#####
15. WORKFORCE 2000	0	#####	0	#####	0	#####	0	#####	0	#####
16. CASH FUNDS	0	#####	0	#####	0	#####	0	#####	0	#####
17. SPECIAL REVENUES		#####		#####		#####		#####		#####
18. FEDERAL FUNDS	0	#####	0	#####	0	#####	0	#####	0	#####
19. TOBACCO SETTLEMENT FUNDS	0	#####	0	#####	0	#####	0	#####	0	#####
20. OTHER FUNDS	0	#####	0	#####	0	#####	0	#####	0	#####
21. TOTAL INCOME	\$0	#####	\$0	#####	\$0	#####	\$0	#####	\$0	#####
22. EXCESS (FUNDING)/APPROPRIATION	\$0		\$0		\$0		\$0		\$0	

UNRESTRICTED EDUCATIONAL & GENERAL FUND BALANCE AS OF JUNE 30, 2012	
LESS RESERVES FOR:	
ACCOUNTS RECEIVABLE	
INVENTORIES	
YEAR-END ENCUMBRANCES NOT YET RECORDED AS LIABILITIES	
INSURANCE DEDUCTIBLES	
MAJOR CRITICAL SYSTEMS FAILURES	
60 DAYS OF SALARIES & BENEFITS (CASH FLOW PURPOSES)	
RESERVE FOR SPECIFIC ITEM (SOFTWARE, EQUIPMENT, ETC.)	
OTHER (FOOTNOTE BELOW)	
UNRESERVED EDUCATIONAL & GENERAL FUND BALANCE	\$0

*Line 12 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

**SUMMARY OF UNRESTRICTED EDUCATIONAL AND GENERAL CURRENT FUND EXPENDITURES AND INCOME
AND AHECB GENERAL REVENUE RECOMMENDATIONS
FOR THE 2011-13 BIENNIUM**

NAME OF INSTITUTION _____

EXPENDITURE CATEGORIES	2011-12 ACTUAL	2012-13 BUDGETED *	2013-15 INSTITUTIONAL REQUESTS / AHECB RECOMMENDATIONS	
			2013-14 REQUEST / RECOMMENDATION	2014-15 REQUEST / RECOMMENDATION
1 INSTRUCTION				
2 RESEARCH				
3 PUBLIC SERVICE				
4 ACADEMIC SUPPORT				
5 STUDENT SERVICES				
6 INSTITUTIONAL SUPPORT				
7 PHYSICAL PLANT M&O				
8 SCHOLARSHIPS & FELLOWSHIPS				
9 OTHER ENTITY				
10 OTHER ENTITY				
11 OTHER ENTITY				
12 OTHER ENTITY				
13 MANDATORY TRANSFERS				
14 AUXILIARY TRANSFERS				
15 NON-MANDATORY TRANSFERS				
16 TOTAL UNREST. E&G EXP.	\$0	\$0	\$0	\$0
17 NET LOCAL INCOME				
18 PRIOR YEAR BALANCE***				
STATE FUNDS:				
19 GENERAL REVENUE				
20 EDUCATIONAL EXCELLENCE				
21 WORKFORCE 2000				
22 TOBACCO SETTLEMENT FUNDS				
23 OTHER STATE FUNDS **				
24 TOTAL SOURCES OF INCOME	\$0	\$0	\$0	\$0

FORM 13-2

* The amounts for Revenue Stabilization Act, Educational Excellence Trust Fund, and Workforce 2000 are based on the DF&A forecast.

** Funds received for operating purposes from state appropriations other than RSA, EETF, and WF2000 (e.g. General Improvement) should be reported on Line 23 "Other State Funds" and identified in a footnote.

***Line 18 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

**SUMMARY OF UNRESTRICTED EDUCATIONAL AND GENERAL CURRENT FUND EXPENDITURES AND INCOME
AND AHECB GENERAL REVENUE RECOMMENDATIONS
FOR THE 2011-13 BIENNIUM (Non-Formula Entities)**

NAME OF INSTITUTION _____
0

EXPENDITURE CATEGORIES	2011-12 ACTUAL	2012-13 BUDGETED *	2013-15 INSTITUTIONAL REQUESTS / AHECB RECOMMENDATIONS			
			2013-14		2014-15	
			REQUEST	RECOMMENDATION	REQUEST	RECOMMENDATION
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13 MANDATORY TRANSFERS						
14 AUXILIARY TRANSFERS						
15 NON-MANDATORY TRANSFERS						
16 TOTAL UNREST. E&G EXP.	\$0	\$0	\$0	\$0	\$0	\$0
17 NET LOCAL INCOME						
18 PRIOR YEAR BALANCE***						
STATE FUNDS:						
19 GENERAL REVENUE						
20 EDUCATIONAL EXCELLENCE						
21 WORKFORCE 2000						
22 TOBACCO SETTLEMENT FUNDS						
23 OTHER STATE FUNDS **						
24 TOTAL SOURCES OF INCOME	\$0	\$0	\$0	\$0	\$0	\$0

FORM 13-2A

* The amounts for Revenue Stabilization Act, Educational Excellence Trust Fund, and Workforce 2000 are based on the DF&A forecast.

** Funds received for operating purposes from state appropriations other than RSA, EETF, and WF2000 (e.g. General Improvement) should be reported on Line 23 "Other State Funds" and identified in a footnote.

***Line 18 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

**ESTIMATED UNRESTRICTED EDUCATIONAL AND GENERAL CURRENT FUND
CASH INCOME FOR THE 2013-15 BIENNIUM**

(NAME OF INSTITUTION) _____ 0

SOURCE	ACTUAL 2011-12	BUDGETED 2012-13	ESTIMATED INCOME	
			2013-14	2014-15
1 TUITION AND MANDATORY FEES				
2 ALL OTHER FEES				
3 OFF-CAMPUS CREDIT				
4 NON-CREDIT INSTRUCTION				
5 ORGANIZED ACTIVITIES RELATED TO EDUCATIONAL DEPARTMENTS				
6 INVESTMENT INCOME				
7 OTHER CASH INCOME:				
8 TOTAL UNRESTRICTED CURRENT FUND CASH INCOME	0	0	0	0
9 LESS: TWO-YEAR COLLEGE ACTIVITY FEES				
10 NET UNRESTRICTED CURRENT FUND CASH INCOME AVAILABLE FOR UNRESTRICTED EDUCATIONAL AND GENERAL OPERATIONS	\$0	\$0	\$0	\$0

**APPROPRIATION ACT FORM - STATE TREASURY
2013-15 BIENNIUM**

FUND _____ INSTITUTION 0 APPROPRIATION _____

DESCRIPTION	ACTUAL 2011-12	BUDGETED 2012-13	AUTHORIZED APPROPRIATION 2012-13	INSTITUTIONAL REQUEST / AHECB RECOMMENDATION		LEGISLATIVE RECOMMENDATION	
				2013-14	2014-15	2013-14	2014-15
1 REGULAR SALARIES							
2 EXTRA HELP WAGES							
3 OVERTIME							
4 PERSONAL SERVICES MATCHING							
5 OPERATING EXPENSES							
6 CONFERENCE FEES & TRAVEL							
7 PROFESSIONAL FEES AND SERVICES (EXCEPT DATA PROCESSING)							
8 CAPITAL OUTLAY							
9 FUNDED DEPRECIATION							
11							
12							
13							
14 TOTAL APPROPRIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15 PRIOR YEAR FUND BALANCE**							
16 GENERAL REVENUE							
17 EDUCATIONAL EXCELLENCE TRUST FUND							
18 SPECIAL REVENUES * [WF2000]							
19 FEDERAL FUNDS IN STATE TREASURY							
20 TOBACCO SETTLEMENT FUNDS							
21 OTHER STATE TREASURY FUNDS							
22 TOTAL INCOME	\$0	\$0		\$0	\$0	\$0	\$0
23 EXCESS (FUNDING)/APPROPRIATION	\$0	\$0		\$0	\$0	\$0	\$0

FORM 13-4

* Report WF2000 funds on line 18 - "Special Revenues".
**Line 15 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

**APPROPRIATION ACT FORM - CASH FUNDS
2013-15 BIENNIUM**

FUND _____ INSTITUTION _____ 0 APPROPRIATION _____

DESCRIPTION	ACTUAL 2011-12	BUDGETED 2012-13	AUTHORIZED APPROPRIATION 2012-13	INSTITUTIONAL REQUEST / AHECB RECOMMENDATION		LEGISLATIVE RECOMMENDATION	
				2013-14	2014-15	2013-14	2014-15
1 REGULAR SALARIES							
2 EXTRA HELP WAGES							
3 OVERTIME							
4 PERSONAL SERVICES MATCHING							
5 OPERATING EXPENSES							
6 CONFERENCE FEES & TRAVEL							
7 PROFESSIONAL FEES AND SERVICES							
8 CAPITAL OUTLAY							
9 CAPITAL IMPROVEMENTS							
10 DEBT SERVICE							
11 FUND TRANSFERS, REFUNDS AND INVESTMENTS							
12							
13							
14							
15							
16 CONTINGENCY							
17 TOTAL APPROPRIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18 PRIOR YEAR FUND BALANCE***							
19 OTHER LOCAL CASH FUNDS							
20 TUITION AND MANDATORY FEES							
21 ALL OTHER FEES							
22 SALES AND SERVICES RELATED TO EDUCATIONAL DEPARTMENTS							
23 INVESTMENT INCOME							
24 FEDERAL CASH FUNDS							
25 OTHER CASH FUNDS							
26 TOTAL INCOME	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27 EXCESS (FUNDING)/APPROPRIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOTAL NUMBER OF POSITIONS (GENERAL REVENUE AND CASH COMBINED)

	ACTUAL 2011-12	BUDGETED 2012-13	AUTHORIZED 2012-13	REQUEST		RECOMMEND	
				2013-14	2014-15	2013-14	2014-15
REGULAR POSITIONS							
TOBACCO POSITIONS							
EXTRA HELP **							

FORM 13-5

** The total number of Extra-Help shown in the requested column will be the total extra-Help positions [General Revenue and Cash] requested to be authorized.
 ***Line 18 Prior Year Fund Balance includes only the portion of the fund balance needed to balance that fiscal year's budget.

AUXILIARY ENTERPRISE CASH INCOME AND EXPENDITURES

(NAME OF INSTITUTION) _____
 0

ACTIVITY	ACTUAL 2011-12			BUDGETED 2012-13			NET INCOME
	INCOME	OPERATING EXPENSES	DEBT SERVICE	INCOME	OPERATING EXPENSES	DEBT SERVICE	
1 INTERCOLLEGIATE ATHLETICS *							\$0
2 HOUSING							0
-2 RESIDENCE HALL							0
-3 MARRIED STUDENT HOUSING							0
-4 FACULTY HOUSING							0
3 FOOD SERVICES							0
4 STUDENT UNION							0
5 BOOKSTORE							0
6 STUDENT ORGANIZATIONS AND PUBLICATIONS							0
7 OTHER							0
8 SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9 ATHLETIC TRANSFER **							0
10 OTHER TRANSFERS ***							0
11 GRAND TOTAL INCOME, OPERATING EXPENSES, & DEBT SERVICE FOR AUXILIARY ENTERPRISES	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* Intercollegiate athletic income should include the institutional board of trustees' approved student athletic fees.

** For both two-year and four-year institutions, line 12, Athletic Transfer should contain the amount transferred from E&G to athletics.

*** For both two-year and four-year institutions, line 13, Other Transfers should contain the amount either transferred from E&G to support the college union, student organizations and student publications; or from auxiliary to other funds (e.g., plant funds), shown as a negative number.

**EMPLOYMENT INFORMATION
IDENTIFICATION BY EMPLOYMENT CLASSIFICATION**

0 _____
(NAME OF INSTITUTION)

TOTAL NUMBER OF EMPLOYEES IN FISCAL YEAR 2011-12: (As of November 1, 2011 - Per IPEDS Submission)		0 _____
Nonclassified Administrative Employees:	White Male: _____ White Female: _____ Black Male: _____ Black Female: _____ Other Male: _____ Other Female: _____	Total Male: _____ Total Female: _____ Total: _____
Nonclassified Health Care Employees:	White Male: _____ White Female: _____ Black Male: _____ Black Female: _____ Other Male: _____ Other Female: _____	Total Male: _____ Total Female: _____ Total: _____
Classified Employees:	White Male: _____ White Female: _____ Black Male: _____ Black Female: _____ Other Male: _____ Other Female: _____	Total Male: _____ Total Female: _____ Total: _____
Faculty:	White Male: _____ White Female: _____ Black Male: _____ Black Female: _____ Other Male: _____ Other Female: _____	Total Male: _____ Total Female: _____ Total: _____
Total White Male: _____ Total White Female: _____ Total Black Male: _____ Total Black Female: _____ Total Other Male: _____ Total Other Female: _____		Total Male: _____ Total Female: _____ Total: _____
Total White: _____ Total Black: _____ Total Other: _____ Total Minority: _____		Total Employees: _____ Total: _____

ARKANSAS PUBLIC HIGHER EDUCATION INSTITUTIONS AND ENTITIES
STATE CONTRACTS OVER \$25,000 AWARDED TO MINORITY OWNED BUSINESSES
Fiscal Year 2012
Required by A.C.A. 25-36-104

Institution

0

	Total Contract Awarded	Minority Type per A.C.A. 15-4-303 (2)					
		African American	Hispanic American	American Indian	Asian American	Pacific Islander American	Disabled Veteran
Minority Business							

TOTAL NUMBER OF MINORITY CONTRACTS AWARDED _____ 0
TOTAL EXPENDITURES ON CONTRACTS AWARDED _____
(Total Expenditures equals ALL Contracts Exceeding \$25,000--Minority and Non-Minority)
% OF MINORITY CONTRACTS AWARDED _____ 0%