

1993-94 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 93hrJC-Fi_Misc_pt18


➤ Record of Comm. Proceedings ... RCP

➤ **

CORRESPONDENCE/MEMORANDUMSTATE OF WISCONSIN
Department of Administration

Date: April 5, 1993

To: James R. Klauser
Secretary, DOA

From: Jennifer Sajna 
Budget Analyst, DOA

Subject: S.16.505/16.515 Request for the University of Wisconsin System--Auxiliary Enterprises

REQUEST

On behalf of UW Madison, UW System Administration requests approval of 19.92 FTE positions and \$399,800 of additional spending authority in s.20.285 (1)(h), Auxiliary Enterprises.

BACKGROUND

UW's original s.16.505 request for Auxiliary Enterprises asked for 13.0 FTE positions in six different areas. The request included 4.5 FTE positions, out of a total estimated need of 11.42 FTEs to expand health education and mental health services at the University Health Services (UHS) on the UW Madison campus. Furthermore, UW's 1993-95 biennial budget request, contained the 13.0 FTEs in the original s.16.505 request plus the remaining 6.92 FTEs budgeted for the expansion of student health services. However, funding for certain positions in both requests had not received the statutorily required approval from the student-operated Segregated University Fees Allocation Committee (SUFAC) and the Wisconsin Student Association (WSA) Senate until this month. SUFAC and WSA Senate approval is required whenever services are to be funded from additional fees charged to all students on the UW Madison campus.

To avoid duplication, we consolidated the analyses and delayed our recommendations pending SUFAC's final decisions. Consequently, any positions duplicated in the biennial budget request were pulled and consolidated into this revised s.16.505/515 request for 19.92 FTEs (11.42 of which are UHS-related) and \$399,800 in additional spending authority.

The entire request would increase the total UW program revenue position authority to 6,686.34 FTEs and increase UW Madison's authorization from 4,988.64 FTEs to 5,008.56 FTEs or approximately 0.4%. According to UW System Administration, all 19.92 requested positions are to be assigned exclusively to UW Madison.

As of the March 1, 1993 position control report, program revenue vacancies throughout the UW System totaled 138.08 FTEs or 2.07%. UW Madison had 43.38 FTEs vacancies, amounting to approximately 0.9% of their System-authorized positions. While the UW System has considerable flexibility to reallocate positions between campuses and campuses have flexibility to reallocate within their System-authorized level, UW Madison's level of vacancies is quite low. The vacancies that do exist primarily

represent resignations and retirements and are currently in various stages of recruitment.

ANALYSIS

UW Madison has indicated that existing spending authority is sufficient to cover all positions except for the expansion of mental health and health education services.

The following positions, listed by program, are requested:

<u>Program</u>	<u>[FTE]</u>
University Health Services	
Student Services Coordinators (Health Educators)	3.0
Graduate Assistant	0.67
Assistant Professor (CHS)	1.25
Senior Clinical Nurse Specialist	1.5
Financial Specialist 2	1.0
Program Assistant 2	3.0
Medical Assistant 2	1.0
Transportation Services	
Program Assistant 3	1.0
Clerical Assistant 1	1.0
Veterinary Medicine	
Pharmacy Technician 2	1.0
Clinical Instructor	1.0
Veterinary Technician I	1.0
Dean of Students	
Student Services Coordinator	0.5
Housing	
Debit Card Coordinator	1.0
Health Sciences Printing Services	
Graphics Reproduction Tech II	1.0
Offset Press Operator I	1.0
TOTAL	19.92

University Health Services

A University Committee on Health Insurance is currently developing a student supplemental health insurance program, which will be coordinated with the University Health Services and will be offered to the approximately 5,300 students and 2,100 spouses and dependents who are uninsured. The program is primarily targeted for the international student population, where there are

significant numbers of uninsured individuals. To develop and implement the operational systems of this program, UHS is requesting a 1.0 FTE Financial Specialist.

UHS is also requesting a 1.0 FTE Medical Assistant and a 1.0 FTE Program Assistant to more efficiently meet current demand for its services. A new telecommunications system was purchased to improve health care delivery support services. The program assistant would provide receptionist support to this expanded station. In addition, in order to reduce the amount of physician time spent in inappropriate duties, UHS has proposed converting the FTE and salary from one physician position to two medical assistants. An additional 1.0 FTE is needed to complete this conversion.

Health Education / Mental Health

A UW-Madison Task Force on Student Health Care identified health education and mental health as areas where expanded programs are needed. The expansion of these services would result in an increase to segregated fees of approximately \$6 per full-time student per semester. This increase has received the approval of the appropriate student governance organizations.

A peer educator program would be expanded to support *health promotion/disease prevention programs* on AIDS, other sexually transmitted diseases, birth control, Alcohol and Other Drug Abuse (AODA), stress management, sexual harassment and nutrition counseling. University Health Service intends to phase-in these programs and has requested 4.67 FTE positions for 1993-94, including 3.0 FTE Health Educators, 0.67 Graduate Students to work with students and a 1.0 FTE Program Assistant for support services. In addition, 18 part-time peer educators will be available to students. These positions do not require FTE position authority. The proposal for expansion of health education services also includes additional spending authority for salaries, supplies and services for health fairs, professional training and development, marketing and promotion, and minor capital expenditures (\$157,200).

In addition, the task force found current mental health services on campus to be inadequate and recommended expanding *mental health services* for psychiatric consultation, mental health crisis management, psychiatric case management and AODA services. The expansion would include the addition of a 1.0 FTE Assistant Professor/Psychiatrist, a 0.25 FTE Assistant Professor/Physician with AODA training and experience, 1.5 FTE Senior Clinical Nurse Specialists, and a 1.0 FTE Program Assistant for clerical support. The proposal also includes spending authority for salaries and miscellaneous supplies, minor equipment and capital purchases (\$242,600).

Transportation Services

The request for the program assistant position is a result of the restructuring and expansion of the former Parking and Transportation department to Transportation Services in the Division of Facilities, Planning and Management. This position would handle departmental payroll and personnel functions, management of inter-departmental billing system for UW-Madison fleet operations. The clerical assistant is requested to replace an LTE position in the

"Special Events" parking.

Veterinary Medicine

The Veterinary Medicine Teaching Hospital (VMTH) is requesting 3.0 FTEs. They would like to replace a LTE pharmacy technician with permanent staff, due to turnover and retraining required. The VMTH has also requested a Staff Veterinarian (Clinical Instructor) and a Veterinary Technician based on increases in caseload. Client billing will provide revenue for all positions requested.

Dean of Students

The Dean of Students is requesting a 0.5 FTE position to expand a current half-time Student Services Coordinator to full-time. This individual will coordinate student staff at the newly opened Visitor and Information booth on Park Street.

Housing

University Housing is switching from the current cardboard meal ticket system to a computerized debit card system for the upcoming fall semester. The Debit Card Coordinator position would coordinate installation and maintenance of the debit card system.

Health Sciences Printing Services

Health Science Printing Services (HSPS) has experienced 5% annual volume growth over the last five years. HSPS is requesting a 1.0 FTE Graphic Reproduction Technician to replace two 50% LTEs. No new fees or rate increases will be needed to pay for this position. HSPS is also requesting a 1.0 FTE Offset Press Operator to handle expected 10% volume increases in network printing volume.

CONCLUSION

In general, the Administration is concerned with the growth in student services in times of enrollment management. The Governor, in his budget message, indicated that the UW campuses should contract with the private sector for such services wherever possible to avoid the growth in UW's infrastructure and competition with the private sector. The careful review of program revenue positions is deemed necessary for at least three additional reasons 1) the effect on the overall growth in state government positions, 2) the effect on GPR when program revenue operations are financed from charges to largely GPR-supported departments and 3) the effect on financial access for students when program revenue operations are financed from user or across-the-board student fees.

The following positions are recommended for approval based on increased caseloads:

- 2.0 FTE - University Health Services (Medical Assistant and Financial Specialist)
- 2.0 FTE - VMTH (Clinical Instructor and Veterinary Technician)
- 2.0 FTE - HSPS (Graphic Reproduction Technician and Offset Press Operator)

Both the Health Care Advisory Committee and SUFAC have supported the University Health Services' request to expand services (8.42 FTE). Student support of the new services appears to be strong. The expansion of these programs, however, is scheduled to begin this summer. Consequently, the positions and spending authority for expanded health education and mental health services at University Health Services are needed for the next biennium and therefore should be included during the legislative budget deliberations rather than for 1992-93.

The Debit Card Coordinator position (1.0 FTE) requested by University Housing should be approved as a project position based on the scope of the debit card project.

The remaining positions are not recommended for approval either because the need was not critical to the service or the position could be filled by student help to reduce costs and increase student employment opportunities.

- 1.0 FTE University Health Services (Program Assistant)
- 2.0 FTE Transportation Services (Program Assistant and Clerical Assistant)
- 1.0 FTE VMTH (Pharmacy Technician)
- 0.5 FTE Dean of Students (Student Services Coordinator)

RECOMMENDATION

- Approve the following positions for 1992-93:

Veterinary Medicine	2.0 FTE
Health Science Printing	2.0 FTE
University Health Services	2.0 FTE
Debit Card Coordinator	1.0 FTE (PROJECT)
TOTAL	7.0 FTE

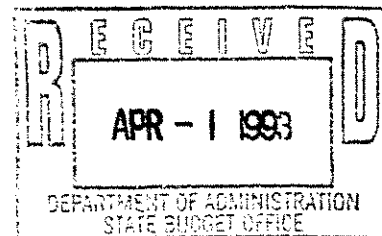
- Recommend that the Joint Committee on Finance include the following positions and on-going spending authority in the 1993-95 biennial budget:

Health Education	4.67 FTE / \$157,200
Mental Health	3.75 FTE / \$242,600
TOTAL	8.42 FTE / \$399,800

- Deny the following positions:

UHS (Program Assistant)	1.0 FTE
Transportation Services	2.0 FTE
VMTH (Pharmacy Technician)	1.0 FTE
Dean of Students	0.5 FTE
TOTAL	4.5 FTE

UNIVERSITY OF
WISCONSIN
MADISON



March 29, 1993

To: Jennifer Sajna
From: John Torphy
Subject: FTE and Spending Authority Request for
University Health Service

The UW-Madison Segregated University Fees Allocation Committee (SUFAC) and the Health Care Advisory Committee have approved the University Health Service budget for 1993-94, including the proposals for mental health and health education. Hopefully, the Wisconsin Student Association (WSA) Senate will vote on the budget in the near future. The future of WSA is in question at this time, and there has been difficulty in achieving quorum in the Senate for recent budget votes. In the meantime, it is appropriate to prepare for further consideration of the mental health and health education proposals, given the very strong support they have received across the campus.

Attached is the documentation for the request for 8.42 full-time equivalent positions and \$399,800 in spending authority for 1993-94. As I explained in my January 4, 1993 memorandum to Ray Marnocha and Kathleen Sell, these proposals were withdrawn from the biennial budget request pending review by SUFAC. The Board of Regents approved the proposals as a part of the 1993-95 Biennial Budget proposal.

Your further consideration at this time will be much appreciated. Please contact me or Bill Richner if you have any questions.

Enclosures

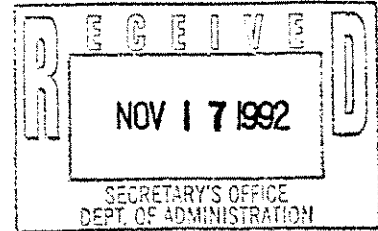
xc: Ray Marnocha
Kathleen Sell
David Suchman
Mary Rouse
Richard Keeling
Ferd Schlapper
David Horvath
Bill Richner

Office of Budget, Planning and Analysis



The University of Wisconsin System

Vice President for Business and Finance
1752 Van Hise Hall
1220 Linden Drive
Madison, Wisconsin 53706
(608) 262-1311 FAX (608) 262-3985



November 12, 1992

James Klauser, Secretary
Department of Administration
101 South Webster Street
Madison, Wisconsin 53702

Dear Secretary Klauser:

Subject: Request for Additional Position Authority - s.16.505(2)

In accord with s. 16.505(2), Wis. Stats., the University of Wisconsin System requests 13.0 Program Revenue positions be added to our present authorization of 6,666.42 Full Time Equivalent (FTE) positions. They are requested on behalf of UW-Madison, and will be assigned for their exclusive use. Supporting documentation is attached. Madison will assign the positions to the programs listed below, and is prepared to furnish additional information as needed.

Transportation Services	2.00	Dean of Students	.50
Student Health Services	4.50	Housing	1.00
Veterinary Medicine	3.00	Health Sciences	2.00

With an October 1 vacancy rate of only 1.2% (59.77 vacancies; 4,988.64 authorized), UW-Madison is not able to reallocate positions internally. The 13.0 positions are also included in the 1993-95 Biennial Budget request, but with so few vacancies it is best to request approval now.

We support the need for the positions and confirm Madison is unable to reallocate internally at this time. If you have need for any other information, please feel free to call on me.

Sincerely,

Raymond A. Marnocha
Vice President for Business and Finance

Attachment

cc: President Katharine Lyall
Senior Vice President Ronald Bornstein
Vice Presidents
Chancellor Donna Shalala
Assoc Vice Chancellor John Torphy

Robert Hanle, DOA
Martin Olle, DOA
Robert Lang, LFB
David Suchman, LFB

UNIVERSITY OF
WISCONSIN
M A D I S O N

September 22, 1992

TO: Ray Marnocha
FROM: John Torphy
RE: Program Revenue FTE Position Needs

Enclosed are midyear Program Revenue FTE position requests for UW-Madison. As you know, many of these requests were held back pending the outcome of our negotiations with System Administration, the Department of Administration and the Legislative Fiscal Bureau in pursuit of greater flexibility in managing PR positions.

The enclosed requests are for a total of 13.0 FTE positions that are required for reasons explained within the accompanying narratives. These positions have also been requested within our 1993-95 Auxiliary Budget Request to assure continuity.

Please let me know if additional information is needed.

Enclosures

RECEIVED
SEP 24 1992
UNIV. OF WIS. VICE PRESIDENT
FOR BUSINESS & FINANCE

Office of Budget, Planning and Analysis