### Form 1: Prioritized List of One-Time Budget Requests

**2015-2016**

**Division:** Administration and Finance

**Department/Unit:** Police and Parking Services

Instructions: List all one-time budget requests in priority order. Complete and attach a *Justification: One-Time Budget Request* (Form 2) for each item listed.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Body Cameras for Patrol Officers (8)</td>
<td>$8,000</td>
</tr>
<tr>
<td>2</td>
<td>Conducted Electronic Weapons (Tazer) (20)</td>
<td>$20,000</td>
</tr>
<tr>
<td>3</td>
<td>Electronic Sign Boards (mini) (2)</td>
<td>$20,000</td>
</tr>
<tr>
<td>4</td>
<td>Building Renovation</td>
<td>$416,000</td>
</tr>
</tbody>
</table>

**Total** $464,000
**Form 2: Justification: One-Time Budget Request**

**2015-2016**

**Division: Administration and Finance**

**Department / Unit: Police and Parking Services**

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

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<tr>
<th>Priority Number</th>
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Body Cameras for Patrol Officers</td>
<td>5.5</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

WCU PD is requesting the purchase of 8 additional body cameras to be worn by officers as they perform their duties. These cameras will replace the current cameras worn by officers that were not made for everyday use. The primary purpose of these cameras is to capture evidence that an officer observes. Additionally, through our experience, we have seen where complaints against officers, and ultimately the University, are dropped immediately upon the complainant learning that the encounter was videotaped. In a recent case, the current body cameras failed to capture the incident. However, an officer did capture the incident on his cell phone. A person was arrested. The next day, we were made aware of pending complaints through the sheriff department. An immediate review of the footage showed that the officers followed appropriate procedures but also showed the lengths to which they went to follow proper procedure. The complaints never materialized as it became known to the parties that the incident was recorded. This request is to continue the purchase of a higher grade camera specifically designed to be worn by officers.

VC Priority #__________
The WCU Police Department is requesting $20,000 in one time funds to cover the costs associated with implementing a Conducted Electrical Weapon policy. This cost will be used to purchase Tasers for the uniformed patrol officers and the associated equipment and training in order to properly deploy the devices in a law enforcement manner. The average cost of each device is approximately $1000. The total amount requested would ensure that each officer has this new device at their disposal and would include additional devices that would be issued to trained reserve officers for use when working for the WCU PD.

Tasers have continually saved lives since their development in that the alternative of deadly force has not been needed due to the availability of a Conducted Electrical Weapon. Taser's research indicates that more than 75,000 lives have been saved because of the option that is available by deploying Tasers in the law enforcement field. Research also shows that injuries to suspects have been reduced by 60% with the use of Tasers. Again this technology can replace other use of force options that have a greater chance of injuring the suspect which is precisely what the officers are trying to prevent.

The use of Tasers are increasing in campus environments and WCU needs to consider this purchase in order to remain in line with the most effective measures that are available to effectively do their jobs.
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration and Finance

Department / Unit: Police and Parking Services

Instructions: One page per item listed on Form 1.
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</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Mini-Electronic Sign Boards (2)</td>
<td>5.5</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Western Carolina University is committed to active engagement on a local, regional, and state level. Each year thousands of visitors are invited to attend athletic events, graduations, open houses, orientations, Mountain Heritage Day, special events, and concerts. Often these visitors are making their first trip to our campus. Recognizing that the geographical layout of a college campus can be confusing to the first time visitor, event organizers often purchase yard signs, banners, etc. to help direct these visitors to the various venues. Several times each year, the University "rents" electronic signboards from the Department of Transportation to help direct visitors. While it is doubtful that the University will ever be in a position to eliminate the individual signs and the renting of signboards, the acquisition of our own programmable portable message boards could assist event organizers in providing real time direction to event participants. These boards would be able to be moved throughout the campus not only as directional assistance but could also be used for special circumstances such as temporary construction areas, etc.

VC Priority #__________
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration and Finance
Department / Unit: Police and Parking Services

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</tr>
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<tbody>
<tr>
<td>4</td>
<td>Building Renovation</td>
<td>5.5</td>
<td>$416,000</td>
</tr>
</tbody>
</table>

Brief Justification:
The WCU Police Department is housed in the Camp Lab Annex Building in 5200 square feet. The space is shared by the Police Department, Parking Services, Parking Enforcement, and Cat Tran. We have approximately 36 full time employees and average 30-40 additional part time employees. Our "interview" room is a common space where our employees eat their lunch. Victims and suspects are interviewed in this common area and are often interrupted by other employees coming and going. There is no privacy for victims. Our detective has a cubicle attached to this common space that does not afford the confidentiality that some investigations require. Current space is non-compliant with accreditation. There is a need to remodel the police department to make adequate use of available space, add the Coordinator, provide a compliant interview/interrogation room, and an office for an Accreditation Manager. $80p/sq ft.

VC Priority #___________
### Form 3: Prioritized List of Recurring/Ongoing Budget Requests
#### 2015-2016

**Division: Administration and Finance**

**Department/Unit: Police and Parking Services**

Instructions: List all recurring/ongoing budget requests in priority order. Complete and attach a *Justification: Recurring/Ongoing Budget Request* (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 22.34%. In addition, for each new 1.0 FTE, include $5,435 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Career Retention/Succession</td>
<td>$200,942</td>
</tr>
<tr>
<td>2</td>
<td>Sworn Patrol Officers (4)</td>
<td>$176,000</td>
</tr>
<tr>
<td>3</td>
<td>Accreditation Manager/Program (non-sworn)</td>
<td>$100,000</td>
</tr>
<tr>
<td>4</td>
<td>Sexual Assault/Crime Prevention Coordinator-Sworn Sgt.</td>
<td>$66,272</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$543,214</strong></td>
</tr>
</tbody>
</table>
Brief Justification:
Career Retention and Succession is one of the most significant challenges facing University Policing today. University Police are called upon to perform at a significantly higher level of service than our law enforcement counterparts in local and state government. The unique environment coupled with significant compliance with federal statutes and mandates that are the norm in a University setting are foreign to traditional law enforcement agencies. Officers and supervisors must not only know and be able to apply the state criminal code but they must also be specialists in applying and interpreting the applications of University Policy, Student Code of Conduct, FERPA, CLERY, HIPPA, and their significant associated mandates with their primary function of law enforcement services. Since 2000 the WCU Police Department has experienced a turnover rate of over 200%. While the initial salary level is fairly competitive with local law enforcement agencies, this is quickly outpaced by across the board raises, merit raises, and promotional opportunities that exist in local agencies. For the last several years we have been able to slow but not stop departure of officers to other agencies. We average an approximate turnover rate of 10% each year. This year, our turnover will reach 25%. Our cost to replace an officer is approximately $25,000.00 for each officer. This cost is based solely on their 16 week training period and equipment costs. Officers do not work by themselves until completing this 16 week training. It does not include the costs of losing the institutional knowledge, additional in-service training, and recruitment/hiring. Out of 20 officers, there is just 1 officer who has been employed at Western longer than 10 years.
Form 4: Justification: Recurring/Ongoing Budget Request
2015-2016

Division: Administration and Finance
Department/Unit: Police and Parking Services

Instructions: One page per item listed on Form 3.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Police Officers (4)</td>
<td>5.5, 4.3, 2.2</td>
<td>$176,000</td>
</tr>
</tbody>
</table>

Brief Justification:
Student enrollment has now reached over 10,000 students. Total population of our campus is almost 12,000 including faculty and staff. WCU has 20 full time officers including the Chief of Police. By comparison, Waynesville has a population of 2705 and has a department of 14 officers. In 2013, WCU Police responded to over 7000 calls for service. In addition, officers staffed 65 special events that required law enforcement services. 14 officers making up 4 squads are currently assigned to patrol with 2 lieutenants overseeing 2 squads. Officers work 12 hour shifts. Each squad is made up of 1 sgt. and two officers. Two additional officers are assigned a 12 hour shift from 2pm until 2am each day. This provides additional manpower for the busiest time of day (evenings) and acts as a bridge during shift change at 6pm. These four positions would also be assigned to the patrol function and would be added to the 2pm to 2am shift schedule. For officer safety purposes and adequate response capabilities we have established a 2 officer minimum presence on campus.
WCU has approx. 4055 residential students, and 19 officers. By comparison UNC A&T has 3,900 residential students and 31 officers, UNC Wilmington has 4100 residential students and 34 officers.

A recent Saturday night call report noted 9 delayed entries in communications and dispatching of services of officers. This was a combination of too few officers and too few tele-communicators to handle the call volume.
Special Events continue to pose a challenge to adequate law enforcement services. There were 28 occasions where special events necessitated virtually all police department employees to work the event. For the Fall Semester there were 2 Saturdays where the entire police department was not working.
Police costs for special events for 2014: $30,000.00

VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request  
2015-2016

Division: Administration and Finance  
Department/Unit: Police and Parking Services

Instructions: One page per item listed on Form 3.  
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Accreditation Manager/Program</td>
<td>5.5.1</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

Brief Justification:  
Law Enforcement Accreditation for UNC Institutions was suggested as part of the 2007 Task Force Report on Safety and Security. In 2014 President Ross initiated a comprehensive review of UNC Safety and Security. Law Enforcement Accreditation was again suggested for all UNC Institutions. Accreditation is at least a 3 year process and depending on the accrediting body, there are between 300 and 600 separate standards that must be met for a law enforcement agency to be accredited. These standards represent the best business practices in law enforcement. Each standard requires 3 years of documented “proof” that the standard is being met. The Accreditation is ongoing with re-accreditation occurring on a 3 year cycle. Most agencies have a dedicated individual who is responsible for the detailed process that accreditation entails. Internal and external audits of virtually every aspect of operations is reviewed and analyzed. Extensive policy and practice alterations are a very intensive part of the process. The benefits of Accreditation include: adoption of best law enforcement operations, investigations, and administration best practices, stronger defense against lawsuits and complaints, greater accountability within the organization, and it provides objective evidence of an agency’s commitment to excellence to the community. The requested funding covers the salary and benefits of a non-sworn Accreditation Manager ($63,900) and also includes the associated costs of equipment, supplies, accreditation fees, etc. ($36,100) that will be necessary to make accreditation possible.

VC Priority #__________
Brief Justification:
Western Carolina University Police Department recognized the significant impact of crime on members of the campus community, especially within the area of sexual assault. As a result, a member of the department was sent to specialized school to become a certified Victim Assistance Advocate. To our knowledge, this officer is the only certified Victim Assistance Advocate within our University and the local community. However, the duties of this position can be described as part time within our Support Services Section. Other duties include supervision of the department detective, investigations, programming, statistical duties including Clery and Uniform Crime Report, inventory control, and various other duties. The University has grown and the increased demand for services of a full-time Sexual Assault/Crime Prevention Coordinator has become necessary. Federal mandates regarding crime prevention programs and services to sexual assault victims have increased the need for a person dedicated to providing these services to the students. This position is noted and recommended in the 2014 Safety and Security Task Force Report.
Form 1: Prioritized List of One-Time Budget Requests  
(2015-2016)

Division: Administration and Finance

Name of Department / Unit: Emergency Services

Instructions: List all one-time budget requests in priority order. If making more than 24 requests, please reuse the form. Complete and attach a Justification: One-Time Budget Request (Form 2) for each item listed. Form originator should calculate and include fringe benefits of 30% as appropriate.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Scale Emergency Preparedness Exercise (June 2015)</td>
<td>45,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Campus Weather and Lightning Detection System</td>
<td>35,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Update Campus Building Evacuation Maps</td>
<td>75,000.00</td>
</tr>
<tr>
<td>4</td>
<td>E911/NG911 phone system</td>
<td>150,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Replace Classroom/Office Emergency Action Guides</td>
<td>15,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Library Safety and Physical Security enhancements</td>
<td>88,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Business Continuity Planning Software (Hosted by Kuali)</td>
<td>18,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Radio System Project Phase II (VIPER, Radio Tower work)</td>
<td>296,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Siren System Expansion to West Campus (HHS)</td>
<td>38,000.00</td>
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</table>

Total $ 760,000.00
Campus Preparedness is requesting one-time funds to conduct a full scale simulated emergency exercise in June 2015. A critical component of any emergency preparedness program is training and exercising your response plan. The Western Carolina University campus is no different, in fact, our challenges exceed that of our local counterparts due to our unique student demographic and requirements placed on institutions of higher learning by Clery. Clery mandates institutions conduct at least one annual exercise to test preparedness capabilities. This initiative must be documented and available for audit by the Department of Education.
Priority Number | Budget Request | Strategic Initiative(s) Number (e.g. 3.1.2) | Cost
---|---|---|---
2 | Campus Weather and Lightning Detection System | 5.5.2, 5.5.5, | $ 35,000.00

**Brief Justification:**
In terms of threats to the safety of WCU, weather ranks as among the top. To monitor for severe weather conditions threatening the campus community, Emergency Services has been utilizing NC First, a system provided by the State of North Carolina. NC First was funded by a grant several years ago and the grant has since expired and the system is not longer updated or maintained. Emergency Services is requesting one time funds to install a campus wide weather and lightning detection system. This system would pull information from the National Weather Service, so all warnings, watches and advisories that specifically impact the campus generate an alert through the system and notify on duty telecommunicators of approaching severe weather.

Public Safety and other departments like Athletics and Campus Rec require up to date information on weather in order to monitor for severe weather conditions. The system provides a critical tool for those on campus who are responsible for outdoor events and other occasions that might be impacted by the weather. Monitoring lightning is an important function, particularly for major sporting events. Weather monitoring systems provide detailed alerts when lightning is detected within advisory, caution and warning areas of campus, and can be set at 15, 10 and 8 miles, respectively. Using this 8-mile warning radius, the Athletic Department and the Campus Recreation Center, for instance, would be able to decide when athletic events and outdoor recreational activities should be suspended.

VC Priority #___________
Emergency Services is requesting one time funds to aid in the development of updated building emergency evacuation maps/plans. Clery requires institutions to have a plan for evacuating each building on your campus. While WCU has posted evacuation plans in each building, many are outdated due to ongoing building renovations. Emergency Services in partnership with Facilities Management and the Academic Construction Management program are collaborating on an effort to utilize students to assist with updating floors plans and evacuation maps. This will be a multi year effort to complete updates for all university owned buildings. Funds being requested this year would be to "jump start" the program with assistance from an outside consultant to work on updating larger facilities on campus i.e. the Library, University Center, Ramsey, Bardo Arts, and the Dining Hall. Funds would also be used for the cost of printing updated evacuation maps.
Form 4: Justification: Recurring/Ongoing Budget Request
2014-2015

Division: Administration and Finance

Department/Unit: Emergency Services

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<tbody>
<tr>
<td>4</td>
<td>E911/NG911 phone system (phase I)</td>
<td>5.5.2, 5.5.5</td>
<td>$150,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
WCU is in the process of updating the campus phone system to a hosted VoIP system. Current programming does not account for 911 and/or emergency phone lines on campus. Those services will need to be provided separately as VoIP systems are not accepted by code to handle mission critical phone service i.e. fire alarm panels, elevator phones, emergency phones, etc. With this endeavor already underway, it will be necessary for the campus to expedite a project specific to emergency phone lines/service. Even though the VoIP project is a catalyst for expediting a 911 phone system project, it is not the only reason. The WCU campus community is growing and expanding geographically and wireless technology is progressing at an alarming rate. The current phone system utilized in the Emergency Communications Center is decades old and not capable of providing basic information to operators i.e. location and number identification is a standard in 911/Emergency Communication Centers across the country. Not having this basic information available to the operator during a call could pose significant challenges if a caller is unable to talk or the call is dropped before they give their location. Emergency Services is requesting funds for a phase I 911 system implementation that will align our 911 telephony capabilities with local and regional 911 centers.

VC Priority #___________
Form 4: Justification: Recurring/Ongoing Budget Request  
2014-2015

Division: Administration and Finance

Department/Unit: Emergency Services

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<tbody>
<tr>
<td>5</td>
<td>Replace Classroom/Office Emergency Actions Guides</td>
<td>5.5.1, 5.5.3,</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
In 2007 Emergency Action Guides were installed in classroom locations on the main Cullowhee campus. Information on the 2007 guides is outdated and many are missing. Emergency services is requesting funds to update to the emergency action guides and install the new guides in classrooms, common spaces, administrative, and office spaces on the Cullowhee, Biltmore, Cherokee, and Highlands campuses.

VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request  
2014-2015

Division: Administration and Finance
Department/Unit: Emergency Services

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<tr>
<td>6</td>
<td>Library Safety and Physical Security enhancements</td>
<td>5.5.2, 5.5.5,</td>
<td>$88,000.00</td>
</tr>
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</table>

Brief Justification:
Hunter Library is a vibrant public access facility that serves the campus and surrounding Jackson County community. The Library is one of the largest public access facilities on campus and serves the community during normal business hours, evenings, and weekends. The library has a definite need for basic safety and security systems to ensure a safe and enjoyable learning environment for students, staff, faculty, and visiting members of the community. Emergency Services is requesting funds to enhance and support a safe and secure learning environment at the Library. The Emergency Services request includes funds for:

- Installation of 24 cameras in the library (the network video recorder was purchased by A&F 2 years ago)
- Electronic Access control on 3 doors
- Newly constructed wall/door access between the Library and IT Commons area – to secure both operations separately.
- Door Alarm and remote monitoring – of selected doors
- AED installation and training

*This request is a comprehensive safety and security request and expands on requests made separately by the Library and IT Services.*
Form 4: Justification: Recurring/Ongoing Budget Request  
2014-2015

Division: Administration and Finance  
Department/Unit: Emergency Services

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<tr>
<td>7</td>
<td>Business Continuity Planning Software (Hosted)</td>
<td>5.5.1, 5.5.2, 5.5.3, 5.5.5</td>
<td>$18,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
The University has identified 31 critical financial and operational departments that maintain business continuity plans (BCP's) in addition to the state mandated IT Disaster Recovery Plan (maintained by IT Services). The State of North Carolina requires IT Disaster Recovery plans be updated and tested annually and business continuity plans for critical business units be updated as needed (as changes occur). These plans are currently maintained by each of the departments on an excel spreadsheet provided to WCU by the Texas Tech System (the UNC system had not adopted or formalized a template for BCP's). The spreadsheet is difficult to navigate for both end users and auditors. Emergency Services is requesting funds for a hosted system similar to Kuali Ready, recently procured by several UNC system schools, to assist in the development, ongoing management, and audit of Business Continuity Plans.

VC Priority #__________
### Brief Justification:

In 2011 the campus completed phase I of the campus wide radio system update to bring systems inline with FCC regulations. The project, always intended as a multi phase/multi year project, has been in a holding pattern pending availability of funds. Phase II includes the upgrade of campus public safety radios to the statewide VIPER system and bringing Athletics and the Ramsey Center online with the campus system. The 2011 campus radio system was designed to accommodate the future integration of VIPER. VIPER provides police, EMS, and emergency management with the ability to communicate directly with state, regional, and local resources without interfaces or patches to the system. Recent updates to VIPER include a newly built tower at the Jackson County Airport that enhance radio communications on campus and within buildings that currently have poor radio coverage i.e. HHS. This project also includes funds to complete the HVAC and lightning protection systems at the Reservoir Ridge radio site.
Form 4: Justification: Recurring/Ongoing Budget Request
2014-2015

Division: Administration and Finance

Department/Unit: Emergency Services

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Siren System Expansion -- West Campus (HHS)</td>
<td>5.5.2, 5.5.5</td>
<td>$ 38,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
Western Carolina University is committed to ensuring rapid response to emergencies and to communication and notification with the campus community using a variety of methods. The goal is to reach the target audience of the emergency within a period commensurate with the nature of the emergency and message to be delivered. WCU utilizes a number of systems to achieve this objective; the outdoor siren system is one of the primary systems utilized. While the University utilizes many systems, the Siren System is unique in that it notifies members of the community that are outside away from computers, email, and desk phones. It provides a quick and easy method to alert the community that something is wrong and they should seek shelter in-doors immediately. There current siren system configuration has three siren towers located on the main campus. To ensure proper notification, Emergency Services recommends a fourth siren be installed at the west campus to ensure students, staff, faculty, an visitors to the new Health and Human Sciences Building and the recreational trail receive the same audible emergency notifications as the main campus.
Form 3: Prioritized List of Recurring/Ongoing Budget Requests  
(2015-2016)

Division: Administration and Finance

Name of Department/Unit: Emergency Services

requests, please reuse the form. Complete and attach a Justification: Recurring/Ongoing Budget Request (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 30% as appropriate.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparedness Training and Education Outreach Program</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Annual maint. campus communication and safety systems</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Business Continuity Planning Software</td>
<td>$18,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>173,000.00</strong></td>
</tr>
</tbody>
</table>
Form 4: Justification: Recurring/Ongoing Budget Request
2014-2015

Division: Administration and Finance
Department/Unit: Emergency Services

Instructions: One page per item listed on Form 3.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparedness Training and Education Outreach Program</td>
<td>5.5.3</td>
<td>35,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
Emergency Services is requesting recurring funds be allocated to support annual tabletop exercises, training initiatives, printed documentation, education and outreach materials. Currently there are no funds allocated to support emergency preparedness training, exercises, or community outreach. A critical component of any emergency preparedness program is training, education, and community outreach. The Western Carolina University campus is no different, in fact, our challenges exceed that of our local counterparts due to our unique student demographic and requirements placed on institutions of higher learning by Clery. Clery mandates institutions to conduct annual assessments of preparedness capabilities through training, education, and practice exercises each year. These initiatives must be documented and available for audit by the Department of Education. In addition to the mandated requirements, there is a basic need to provide continuous education, outreach programs, promotional/marketing campaigns, and updated emergency information for classrooms and other campus facilities.

VC Priority #__________
### Brief Justification:

Western Carolina University has substantial one-time investments in the campus wide communication and safety systems. Over the last 5 years campus wide radio communication and camera systems have been upgraded and/or replaced to meet FCC mandated upgrades, provide interoperable communications between campus departments and local partners, and allow for an integrated campus wide camera system that can be monitored by the Emergency Communications and Operations Centers. These systems are invaluable in aiding investigations, managing special events and crisis situations/incidents. Emergency Services is requesting funds to support and maintain communication and public safety systems that serve the campus community. In addition to existing systems, Emergency Services is requesting funds for software support/maintenance of systems requested as part of the 2015-2016 budget process. These systems include:

**Existing Systems**
- Campus Wide Radio System: 11 Repeaters, 450 subscriber units (100 additional units to be added).
- Campus Wide Camera System: 45 network video recorders, approximately 350 cameras located in outdoor high traffic areas, entry/exit points of campus, residential, academic, administrative, and event venue locations.

**2015 Requested Systems**
- Weather and Lightning Detection System – ongoing maintenance and software support
- E911/NG 911 Phone System – ongoing maintenance and software support.

Ensuring communication and public safety system investments are maintained and software is current is not only a strategic objective in the 2020 plan but protects the university’s investment and reduces risk and liability. If we cannot maintain these systems to ensure proper operation then the institution should look to remove or dramatically reduce these systems to reduce risk and liability.
VC Priority # __________

### Brief Justification:

The University has identified 31 critical financial and operational departments that maintain business continuity plans (BCP's) in addition to the state mandated IT Disaster Recovery Plan (maintained by IT Services). The State of North Carolina requires IT Disaster Recovery plans be updated and tested annually and business continuity plans for critical business units be updated as needed (as changes occur). These plans are currently maintained by each of the departments on an excel spreadsheet provided to WCU by the Texas Tech System (the UNC system had not adopted or formalized a template for BCP’s). The spreadsheet is difficult to navigate for both end users and auditors. Emergency Services is requesting funds for a hosted system similar to Kuali Ready, recently procured by several UNC system schools, to assist in the development, ongoing management, and audit of Business Continuity Plans.

### Form 4: Justification: Recurring/Ongoing Budget Request

**2014-2015**  
**Division: Administration and Finance**  
**Department/Unit: Emergency Services**

Instructions: One page per item listed on Form 3.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Business Continuity Planning Software (Hosted)</td>
<td>5.5.1, 5.5.2, 5.5.3, 5.5.5</td>
<td>18,000.00</td>
</tr>
</tbody>
</table>
## Form 1: Prioritized List of One-Time Budget Requests
### 2015-2016

**Division:** Administration and Finance  
**Department/Unit:** Facilities Management

Instructions: List all one-time budget requests in priority order. Complete and attach a *Justification: One-Time Budget Request* (Form 2) for each item listed.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DENR Monitoring Wells - Landfill Operations</td>
<td>$50,000</td>
</tr>
<tr>
<td>2</td>
<td>Additional Vehicles</td>
<td>$46,000</td>
</tr>
<tr>
<td>3</td>
<td>Ramsey Center Basketball Floor Replacement</td>
<td>$120,000</td>
</tr>
<tr>
<td>4</td>
<td>Greenhouse Storage Building Replacement</td>
<td>$25,000</td>
</tr>
<tr>
<td>5</td>
<td>Building Entrance Matting</td>
<td>$22,000</td>
</tr>
<tr>
<td>6</td>
<td>Microfiber Mopping &amp; Waxing System</td>
<td>$12,000</td>
</tr>
<tr>
<td>7</td>
<td>Debris/Leaf Vac</td>
<td>$9,500</td>
</tr>
<tr>
<td>8</td>
<td>48&quot; Walk Behind Mower</td>
<td>$5,600</td>
</tr>
<tr>
<td>9</td>
<td>Bullex Fire Extinguisher Training System</td>
<td>$11,500</td>
</tr>
<tr>
<td>10</td>
<td>RAC Two way radio upgrade</td>
<td>$16,500</td>
</tr>
<tr>
<td>11</td>
<td>Backhoe Utility Thumb</td>
<td>$5,000</td>
</tr>
<tr>
<td>12</td>
<td>Carpet Replacement - Hospitality Room</td>
<td>$13,000</td>
</tr>
<tr>
<td>13</td>
<td>Hach Turbidity and Chlorine analyzing equipment</td>
<td>$29,000</td>
</tr>
<tr>
<td>14</td>
<td>Update Telemetry-SCADA</td>
<td>$13,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$378,600</strong></td>
</tr>
<tr>
<td>Priority Number</td>
<td>Budget Request</td>
<td>Strategic Initiative(s) Number (e.g. 3.1.2)</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>DENR Monitoring Wells - Landfill Operations</td>
<td>5.5*</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Provides for installation of additional post closure compliance monitoring wells required by DENR. Wells are monitored for landfill groundwater contamination, methane gas and potential leaching to surrounding areas.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.*

VC Priority #___________
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration and Finance

Department / Unit: Facilities Management

Instructions: One page per item listed on Form 1.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Additional Vehicles</td>
<td>5.5*</td>
<td>$46,000</td>
</tr>
</tbody>
</table>

Brief Justification:

Provides for additional vehicles needed within Facilities Management due to increased campus growth and satellite locations. Electric carts currently being used by FM Administration are not authorized on any road with a speed limit above 35mph. With campus locations now including Health and Human Sciences, Highlands Biological Station, Biltmore Park, and the Arboretum, FM Administration needs suitable transportation. The two vehicles requested include one truck and one minivan that can also serve any large FM passenger needs.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
**Form 2: Justification: One-Time Budget Request**  
2015-2016

**Division:** Administration and Finance  
**Department / Unit:** Ramsey Regional Activity Center

Instructions: One page per item listed on Form 1.  
Each justification MUST link to AT LEAST ONE specific strategic initiative from the WCU Strategic Plan, 2020

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Ramsey Center Basketball Floor Replacement</td>
<td>5.5*</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
This is the main floor used for all home intercollegiate volleyball, men’s and women’s basketball competition as well as Western Carolina University intramural championship games and regional high school tournaments. The typical life of a basketball floor is ten years; the current floor was purchased in 2004 and has been refinished several times. Due to the amount of wear and tear from daily use and setting up of events on the floor, the condition of the floor is rapidly deteriorating.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Ramsey Regional Activity Center are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
### Form 2: Justification: One-Time Budget Request

**2015-2016**

**Division:** Administration and Finance

**Department / Unit:** Facilities Management

Instructions: One page per item listed on Form 1.

Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

<table>
<thead>
<tr>
<th>Priority Number</th>
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Greenhouse Storage Building Replacement</td>
<td>5.5*</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Sheds currently in place are 30+ years old. These metal sheds cannot be kept rain tight thus exposing all contents to the elements. In order to preserve building contents, building replacement is recommended.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #___________
## Form 2: Justification: One-Time Budget Request
2015-2016

**Division:** Administration and Finance  

**Department / Unit:** Facilities Management

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

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<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Building Entrance Matting</td>
<td>5.5*</td>
<td>$22,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**
Placing 12 to 15 feet of entrance matting outside and inside a facility's entrance can capture 80-90% of the dirt and waste from an occupants shoes and prevent unwanted moisture. Many campus buildings have insufficient or deteriorated matting that needs to be replaced.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
**Form 2: Justification: One-Time Budget Request**  
**2015-2016**

**Division:** Administration and Finance  
**Department / Unit:** Facilities Management

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Microfiber Mopping &amp; Waxing System</td>
<td>5.5*</td>
<td>$12,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
Microfiber cleans faster, better, and safer than traditional cleaning methods. Its unique construction collects and holds dust, dirt and allergens better than traditional cleaning methods and has been shown to reduce bacteria levels by as much as 99%. It uses up to 95% less chemicals and water for substantial cost savings and greener cleaning. The microfiber mops can be laundered and reused hundreds of times resulting in an estimated 60% lifetime cost savings. Also, the floor care tools are up to 75% lighter than traditional tools, reducing worker strain and saving as much as 20% in labor costs per day.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #________
Form 2: Justification: One-Time Budget Request  
2015-2016  

Division: Administration and Finance  
Department / Unit: Facilities Management  

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

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<tr>
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Debris/Leaf Vac</td>
<td>5.5*</td>
<td>$9,500</td>
</tr>
</tbody>
</table>

Brief Justification:  
This will vacuum leaves and shred them before pulling into the back of a truck. This shredding process provides for easier composting and is more environmentally friendly. This addition will cut labor by approximately 30% and speed up composting by 75%.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
### Form 2: Justification: One-Time Budget Request
#### 2015-2016

**Division:** Administration and Finance  
**Department / Unit:** Facilities Management

Instructions: One page per item listed on Form 1.  
**Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020**

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>48&quot; Walk Behind Mower</td>
<td>5.5*</td>
<td>$5,600</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Current walk behind mowers have only 21" cutting ability. The larger 48" walk behind mower is self propelled and can be used in areas where riding mowers cannot reach. Also, the cutting capabilities is more than double and would save approximately 25% of labor.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration and Finance

Department / Unit: Facilities Management

Instructions: One page per item listed on Form 1.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

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<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Bullex Fire Extinguisher Training System</td>
<td>5.5*</td>
<td>$11,500</td>
</tr>
</tbody>
</table>

Brief Justification:
Provides much needed training materials to promote campus fire safety. This system provides hands on training to faculty, staff, and students on how to use a fire extinguisher. Its flexibility allows for training to be done inside or outside.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>RAC Two way radio upgrade</td>
<td>5.5*</td>
<td>$16,500</td>
</tr>
</tbody>
</table>

**Brief Justification:**

This upgrade would include 30 radios, chargers and accessories. Currently the Ramsey Center event staff regularly utilizes 30 radios for various events and programs. The radios are used by staff for program logistics, visitor safety and information. The upgrade would include 30 Motorola CP 200D digital radios, 5 gang chargers and speaker mics. The radios could interface with current campus digital radios and provide better coverage during events or emergencies. Also, the gang chargers will take up less space, and electrical outlets. Currently to charge the radios on hand there is a need for 15 duplex outlets. The speaker mics will enable event staff to communicate during loud events.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
### Form 2: Justification: One-Time Budget Request

2015-2016

**Division:** Administration and Finance  
**Department / Unit:** Facilities Management

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Backhoe Utility Thumb</td>
<td>5.5*</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
This manual thumb helps to pick up large, heavy objects common in service work such as lifting large chunks of asphalt. Use of the backhoe without the thumb for this purpose creates dangerous safety conditions for people and property damage as objects are more prone to falling.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #________
### Brief Justification:

The Hospitality Room is the "living room" of the Ramsey Center where various types of meetings and events are hosted daily. This space is in use multiple times each day and is reserved by not just university groups but local, regional and state organizations utilize this space as well. Throughout the years, the carpet has sustained numerous permanent stains as well as wear and tear. This very visible area needs to have the carpet replaced.

The replacement of the carpet would include laminate wood flooring to be placement in front of the entrance from the kitchen area. This laminate flooring will reduce the amount of wear and staining the floor receives when food service is provided for events.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

---

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Carpet Replacement - Hospitality Room</td>
<td>5.5*</td>
<td>$13,000</td>
</tr>
</tbody>
</table>
### Brief Justification:
The turbidity equipment is greatly needed because the equipment we have in operation is old and obsolete. We can no longer get parts such as circuit boards for these so if a circuit board or major part stops working, we would not be able to measure & record the required turbidity levels in the water. Based on DENR rules, we would have 5 business days to replace or get the turbidimeters operational. The Surface Scatter 7 Turbidimeter is needed because the one we currently have is also obsolete and has been reading inaccurately. We have tried replacing parts that we are still able to get and have calibrated the equipment but it still reads inaccurately at higher turbidity levels. This makes it hard to treat the water coming in to the plant.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.*
**Form 2: Justification: One-Time Budget Request**  
*2015-2016*

**Division:** Administration and Finance  
**Department / Unit:** Facilities Management

*Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020*

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Update Telemetry-SCADA</td>
<td>5.5*</td>
<td>$13,500</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Update telemetry/SCADA equipment. This equipment is 12 years old which is not that old compared to other equipment in the plant but 12 years is old in hardware and software age. We need to have all the tank levels, flows and alarms set to one computer instead of having to look in 3 different places for required information. Having this equipment/computer upgraded would allow for more efficient data collection.

*This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.*

VC Priority #__________
## Form 3: Prioritized List of Recurring/Ongoing Budget Requests
### 2015-2016

**Division:** Administration & Finance

**Department/Unit:** Facilities Management

Instructions: List all recurring/ongoing budget requests in priority order. Complete and attach a *Justification: Recurring/ Ongoing Budget Request* (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building Environmental Services Tech (Recycle)</td>
<td>$36,438</td>
</tr>
<tr>
<td>2</td>
<td>(3) Total - Building Environmental Services Tech (Housekeeping)</td>
<td>$108,279</td>
</tr>
<tr>
<td>3</td>
<td>Building Environmental Services Tech (Housekeeping-RAC)</td>
<td>$36,093</td>
</tr>
<tr>
<td>4</td>
<td>EHS Professional (Safety Officer/Fire Marshall)</td>
<td>$77,820</td>
</tr>
<tr>
<td>5</td>
<td>(2) Total - Facility Maintenance Tech-Mech Trades (HVAC)</td>
<td>$105,990</td>
</tr>
<tr>
<td>6</td>
<td>Vehicle/Equipment Repair Technician - Contributing</td>
<td>$44,466</td>
</tr>
<tr>
<td>7</td>
<td>(2) Total - Building Environmental Services Tech (Grounds)</td>
<td>$74,643</td>
</tr>
<tr>
<td>8</td>
<td>Interior Designer/Facilities Planner</td>
<td>$73,810</td>
</tr>
<tr>
<td>9</td>
<td>Building Environmental Services Tech (Scrub Team)</td>
<td>$36,707</td>
</tr>
<tr>
<td>10</td>
<td>Building Environmental Services Tech (Arborist Support)</td>
<td>$37,322</td>
</tr>
<tr>
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<td>Engineer (Mechanical) &amp; Project Manager</td>
<td>$91,380</td>
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<td>Facility Maintenance Tech-Building Trades (Carpenter)</td>
<td>$50,863</td>
</tr>
<tr>
<td>13</td>
<td>DENR Well Monitoring - Landfill Operations</td>
<td>$5,000</td>
</tr>
<tr>
<td>14</td>
<td>Campus Repair &amp; Maintenance Funds</td>
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<td>Fire Extinguisher Annual Inspection</td>
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<td>16</td>
<td>Student Non-Work Study Wages (Grounds, Admin &amp; RAC)</td>
<td>$65,000</td>
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<td>17</td>
<td>Professional Development and Training</td>
<td>$40,000</td>
</tr>
<tr>
<td>18</td>
<td>Graduate Assistantship (Office of Sustainability &amp; Energy)</td>
<td>$8,000</td>
</tr>
<tr>
<td>19</td>
<td>Reclass Director of Safety to EPA</td>
<td>$8,969</td>
</tr>
<tr>
<td>20</td>
<td>Reclass Director of Energy Management to EPA</td>
<td>$12,655</td>
</tr>
<tr>
<td>21</td>
<td>Facilities Management Uniform Shirt Purchase (Phase 1)</td>
<td>$20,000</td>
</tr>
<tr>
<td>22</td>
<td>(4) Moving/General Worker positions</td>
<td>$144,372</td>
</tr>
</tbody>
</table>

**Total** $1,180,806
Form 4: Justification: Recurring/Ongoing Budget Request
2015-2016

Division: Administration & Finance
Department/Unit: Facilities Management

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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building Environmental Services Tech (Recycle)</td>
<td>Goal 5.5 *</td>
<td>$36,438</td>
</tr>
</tbody>
</table>

Brief Justification:
This position to serve within the Grounds department as a Recycle worker. Currently, the recycling operation is manned by one individual and draws upon support from other Grounds employees when needed. This then removes Grounds employees from their scheduled work assignments. Further, the WCU recycling program has shown a large increase in the number of recyclables. Since 2009, we have shown an increase of 55% in cardboard and 55% in GPA (Glass, plastic and aluminum).

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.
### Form 4: Justification: Recurring/Ongoing Budget Request
#### 2015-2016

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**Department/Unit:** Facilities Management  

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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>(3) Total - Building Environmental Services Tech (Housekeeping)</td>
<td>Goal 5.5 *</td>
<td>$108,279</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
These three positions are to back-fill in for lost positions during budget cuts of FY09-10 to FY13-14. During that span, housekeeping operations lost nine (9) total positions. Also during this time, expectations & required service levels have remained the same while work requirements, number of requests, square footage and enrollment has increased.

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VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request
2015-2016

Division: Administration & Finance

Department/Unit: Facilities Management

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</tr>
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<tbody>
<tr>
<td>3</td>
<td>Building Environmental Services Tech (Housekeeping-RAC)</td>
<td>Goal 5.5 *</td>
<td>$36,093</td>
</tr>
</tbody>
</table>

Brief Justification:
Due to past budgets cuts, the Ramsey Center has sacrificed three full time housekeeping positions. Since these cuts occurred, the number of events and operating hours has increased. Presently we are hosting more than 800 yearly programs and operating the Ramsey Center 85 hours a week plus any additional time due to events and programs, all this with just 3 housekeepers. The requested position would be scheduled Wednesday through Sunday, which would provide coverage during the weekends and would eliminate most of the overtime hours accrued by the current staff. This position would also provide janitorial services for the building that normally are left until the following week.

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Form 4: Justification: Recurring/Ongoing Budget Request  
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<tbody>
<tr>
<td>4</td>
<td>EHS Professional (Safety Officer/Fire Marshall)</td>
<td>Goal 5.5 *</td>
<td>$77,820</td>
</tr>
</tbody>
</table>

Brief Justification:
This positions is to back-fill in for lost position during budget cut of FY11-12. Position is needed to meet campus and regulatory requirements (OSHA, EPA, code compliance, building inspection, fire prevention/protection systems, and campus training).

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**Form 4: Justification: Recurring/Ongoing Budget Request**

**2015-2016**

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**Department/Unit:** Facilities Management

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<tbody>
<tr>
<td>5</td>
<td>(2) Total - Facility Maintenance Tech-Mech Trades (HVAC)</td>
<td>Goal 5.5 *</td>
<td>$105,990</td>
</tr>
</tbody>
</table>

**Brief Justification:**

These two positions are to back-fill in for lost positions during budget cuts of FY11-12 to FY13-14. During that span, the HVAC shop lost these two (2) positions. Also during this time, expectations & required service levels have remained the same while work requirements, number of requests, square footage and enrollment has increased.

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Division: Administration & Finance

Department/Unit: Facilities Management

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<tbody>
<tr>
<td>6</td>
<td>Vehicle/Equipment Repair Technician</td>
<td>Goal 5.5 *</td>
<td>$44,466</td>
</tr>
</tbody>
</table>

Brief Justification:
This position to back-fill in for lost position during budget cut of FY11-12. During the past several years, expectations & required service levels have remained the same while work requirements, number of requests, increase in equipment and vehicles, as well as enrollment has increased.

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Form 4: Justification: Recurring/Ongoing Budget Request  
2015-2016

Division: Administration & Finance

Department/Unit: Facilities Management

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</thead>
<tbody>
<tr>
<td>7</td>
<td>(2) Total - Building Environmental Services Tech (Grounds)</td>
<td>Goal 5.5 *</td>
<td>$74,643</td>
</tr>
</tbody>
</table>

Brief Justification:
These two positions are to back-fill in for lost positions during budget cuts of FY09-10 to FY11-12. During previous years, grounds operations expectations & required service levels have remained the same while work requirements, number of requests, total maintained acreage, sidewalks, roadways and enrollment has increased.

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VC Priority #___________
Form 4: Justification: Recurring/Ongoing Budget Request
2015-2016

Division: Administration & Finance
Department/Unit: Facilities Management

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<tbody>
<tr>
<td>8</td>
<td>Interior Designer/Facilities Planner</td>
<td>Goal 5.5 *</td>
<td>$73,810</td>
</tr>
</tbody>
</table>

Brief Justification:
This position to be established to address the increased need for architectural services on campus, primarily with minor projects. This would establish an Interior Designer/Facilities Planner at a base salary of $60,000 plus benefits.

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VC Priority #__________
**Form 4: Justification: Recurring/Ongoing Budget Request**
**2015-2016**

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</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Building Environmental Services Tech (Scrub Team)</td>
<td>Goal 5.5 *</td>
<td>$36,707</td>
</tr>
</tbody>
</table>

**Brief Justification:**
This position to back-fill in for lost positions during budget cuts of FY09-10 to FY13-14. During that span, housekeeping operations lost nine (9) total positions. Also during this time, expectations & required service levels have remained the same while work requirements, number of requests, square footage and enrollment has increased.

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Form 4: Justification: Recurring/Ongoing Budget Request
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</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Building Environmental Services Tech (Arborist Support)</td>
<td>Goal 5.5 *</td>
<td>$37,322</td>
</tr>
</tbody>
</table>

Brief Justification:
This position to serve within the Grounds department as an assistant to the Arborist. Currently, the arborist works alone or has to draw upon other crews for assistance. This position would serve as a trainee to the arborist for future succession planning and also provide additional safety of having a two-man crew.

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Form 4: Justification: Recurring/Ongoing Budget Request
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<tbody>
<tr>
<td>11</td>
<td>Engineer (Mechanical)/Project Manager</td>
<td>Goal 5.5 *</td>
<td>$91,380</td>
</tr>
</tbody>
</table>

Brief Justification:
This position to back-fill in for lost position during budget cut of FY11-12. This position to be established to address the need for mechanical engineering expertise to support our HVAC and Plumbing operations, but to also provide expertise to Planning, Design and Construction as a project manager for all capital projects (plan review, code interpretation, and construction management). Position also serves as needed succession planning for the Director of Operations and Maintenance. This would establish a Mechanical Engineer position at a base salary of $70,000 plus benefits.

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VC Priority #___________
**Priority Number** | **Budget Request** | **Strategic Initiative(s) Number (e.g. 3.1.2)** | **Cost**  
--- | --- | --- | ---  
12 | Facility Maintenance Tech-Building Trades (Carpenter) | Goal 5.5 * | $50,863  

**Brief Justification:**  
This position to back-fill in for lost positions during budget cut of FY11-12. At that time, the Carpentry shop lost two (2) positions. Also since that time, expectations & required service levels have remained the same while work requirements, number of requests, minor project work, square footage and enrollment has increased.

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Form 4: Justification: Recurring/Ongoing Budget Request  
2015-2016

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<tr>
<td>13</td>
<td>DENR Well Monitoring - Landfill Operations</td>
<td>Goal 5.5 *</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Brief Justification:  
Post closure compliance monitoring required by Department of Environmental Resources (DENR) for landfill groundwater contamination, methane gas and potential leaching to surrounding areas.

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**Form 4: Justification: Recurring/Ongoing Budget Request**  
**2015-2016**

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<td>14</td>
<td>Campus Repair &amp; Maintenance Funds</td>
<td>Goal 5.5 *</td>
<td>$95,000</td>
</tr>
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**Brief Justification:**  
The Facilities Management budget covers the cost for regular, routine and preventative maintenance for all state appropriated facilities. Between fiscal years 2009-10 and 2011-12, the Facilities Management budget for this work experienced a reduction of $95,496. This request is to re-instate these dollars back to this line item.

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2015-2016

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<tbody>
<tr>
<td>15</td>
<td>Fire Extinguisher Annual Inspection</td>
<td>Goal 5.5 *</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

Brief Justification:
Provides for 3rd party certification to comply with National Fire Protection Association (NFPA) requirement for annual fire extinguisher inspections. The Office of State Fire Marshall (OSFM) is presently enforcing these inspections in conjunction with NC Department of Insurance (NCDOI) inspections.

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**Form 4: Justification: Recurring/Ongoing Budget Request**

**2015-2016**

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<tr>
<td>16</td>
<td>Student Non-Work Study Wages (Grounds, Admin &amp; RAC)</td>
<td>Goal 5.5 *</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

As part of fiscal year 2009-10 budget cuts, Facilities Management removed all student wages (non work study) from its budget for a total of $52,435. Student wages are relied upon heavily to supplement our Grounds and Greenhouse crew during seasonal or high-demand periods, as well as other areas as needed. Further, student workers are the lifeline for the Ramsey Center. They serve various roles such as, receptionists, set up crew and building managers, answers Ramsey Center phone calls insuring that the 7000 line and ticket office phone lines are always answered, filing, and other clerical work. These are positions that are vital to the operation of the Ramsey Center. The student office assistant also greets, directs and answers questions for Ramsey Center guests Monday through Friday from 8:00 am until 5:00 pm. Student set up crews are used to set up events and clean the building. Usually the sponsor of the events are billed for student worker costs associated with the event, however, these students are used for additional jobs that cannot be charged back. Student workers assist with annual cleaning of the main arena and other common areas as well as other routine duties. Lastly, the building manager is responsible for the evening and weekend operation of the Ramsey Center. This person is responsible for making sure that the building is secure or open and available for use as well as supervise student set up crews during these times. The student managers are often scheduled to work events on holidays or when the university is on break. This request is to re-instate $40,000 into this line item for Facilities and $15,000 for the Ramsey Center.

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**Form 4: Justification: Recurring/Ongoing Budget Request**  
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<tr>
<td>17</td>
<td>Professional Development and Training</td>
<td>Goal 5.5 *</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
Training required to maintain certifications or licenses while other training is required to stay abreast of latest equipment, technology and practices. Previous years training budget has been cut due to budget restrictions, no travel, etc. Examples include safety training, Water Plant utility training, OSHA, sprinkler certifications, leadership, Capital Project Coordinator (CPC) conferences, Association for Physical Plant Administrators (APPA), etc. Further, additional staff has been added thus increasing this request from previous year’s request. For the Ramsey Center, an important component of efficient public venue management is training, education and awareness of current business trends. In order to stay up to date with the ever changing business trends, request for funding is being asked in order to send professional staff to conferences such as the Academy for Venue Safety and Security, and the Venue Management School. Conference attendees will receive CEUs toward the Certified Facilities Executive certificate. Sample topics presented would include: Operations, Event Production, Managing Human Resources, Risk Mitigation, Facility Safety and Security.

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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Graduate Assistantship (Office of Sustainability &amp; Energy)</td>
<td>Goal 5.5 *</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

Brief Justification:  
Provides for a Graduate Assistant to support the Office of Sustainability and Energy with its efforts in systematically integrating energy efficiency, recycling and sustainability across campus.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
**Form 4: Justification: Recurring/Ongoing Budget Request**  
2015-2016

Division: Administration & Finance  
Department/Unit: Facilities Management

Instructions: One page per item listed on Form 3.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Reclass Director of Safety to EPA</td>
<td>Goal 5.5 *</td>
<td>$8,969</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
Provides for the reclassification of the Director of Safety & Risk Management (Position #3215) from an SPA classification to that of an EPA classification. Other peer institutions within the North Carolina system have the same position classified as EPA. This would provide the funds to increase current annual salary from $70,700 to $78,000 (plus required benefit increase).

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request  
2015-2016

Division: Administration & Finance  
Department/Unit: Facilities Management

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

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<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Reclass Director of Energy Management to EPA</td>
<td>Goal 5.5 *</td>
<td>$12,655</td>
</tr>
</tbody>
</table>

Brief Justification:  
Provides for the reclassification of the Chief Sustainability Officer (Position #3001) from an SPA classification to that of an EPA classification. Other peer institutions within the North Carolina system have the same position classified as EPA. This would provide the funds to increase current annual salary from $49,700 to $60,000 plus required benefit increase).

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #___________
Form 4: Justification: Recurring/Ongoing Budget Request  
2015-2016

Division: Administration & Finance  
Department/Unit: Facilities Management

Instructions: One page per item listed on Form 3.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
2) address outcomes from administrative and/or accreditation review.

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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Facilities Management Uniforms</td>
<td>Goal 5.5 *</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**
Uniforms for Facilities Management personnel was cut as part of fiscal year 2009-10 budget reductions. Uniforms provided the following key elements:

- Uniforms present a level of professionalism and create a positive impression.
- A professional uniform adds credibility and shapes the way customers evaluate our services.
- Combined with the use of employee ID’s, uniforms provide security to the campus community by giving a clear identification of the employees within different work environments.
- Uniforms instill a sense of pride in employees, thereby increasing the level of ownership in their daily activities.
- Uniforms may help to boost employee morale.
- By providing uniforms, employees do not have to rely on personal financial resources to provide work clothing. This can be viewed as an added benefit to employment.
- Uniforms allow for a better defined dress code policy.

This cost includes five shirts and one safety vest for each individual employee. In phase 1, these will be laundered by the employee. With additional phases, our goal is to contract this service out so that a company will provide pick up and delivery of laundry.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
### Form 4: Justification: Recurring/Ongoing Budget Request  
#### 2015-2016

**Division:** Administration & Finance  
**Department/Unit:** Facilities Management  

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
2) address outcomes from administrative and/or accreditation review.

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<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>(4) Moving/General Worker positions</td>
<td>Goal 5.5 *</td>
<td>$144,372</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
Growth to our campus and increased numbers in enrollment can be attributed to an increase in work requests for departmental and surplus moves. Currently, the majority of these moves are being performed by our depleted Housekeeping staff and Scrub Team crew. I am proposing a redistribution of these work requests to a newly created first shift crew that can not only handle these tasks but also be available for use in other shops/departments as needed.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.
**Form 5: University-wide Initiatives**  
2015-2016

**Division:** Administration & Finance

**Department/Unit:** Facilities Management

Instructions: List recommended university-wide initiatives budget requests in priority order. Complete and attach a Justification: University-wide Initiatives Budget Request (Form 6) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Campus Spill Prevention Control &amp; Counter Measures Plan</td>
<td>$6,000</td>
</tr>
<tr>
<td>2</td>
<td>Classroom Furniture</td>
<td>$40,000</td>
</tr>
<tr>
<td>3</td>
<td>Campus Flash Hazard Analysis and Program</td>
<td>$30,000</td>
</tr>
<tr>
<td>4</td>
<td>MSDS Online Tool</td>
<td>$6,000</td>
</tr>
<tr>
<td>5</td>
<td>Replace Chemical Storage Building Heat &amp; Ventilation system</td>
<td>$35,000</td>
</tr>
<tr>
<td>6</td>
<td>Waste Management &amp; Recycle Site Rework</td>
<td>$170,000</td>
</tr>
<tr>
<td>7</td>
<td>Repair and repaving-Facilities Management Parking &amp; Shop lot</td>
<td>$650,000</td>
</tr>
<tr>
<td>8</td>
<td>Aerial Photograph &amp; LIDAR</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

|               | **Total**                                                                      | **$957,000** |
VC Priority #__________

Form 6: Justification: University-wide Initiatives
2015-2016

Division: Administration & Finance
Department/Unit: Facilities Management

Instructions: One page per item listed on Form 5. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Campus Spill Prevention Control &amp; Counter Measures Plan</td>
<td>Goal 5.5 *</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

Brief Justification:
Provides for updated Spill Prevention, Control and Countermeasure Plan (SPCC) to comply with federal and state laws regulating oil spills affecting US waters, namely the Clean Water Act (CWA). The last update to WCU plan performed in 1995. Plan to be developed by professional consultant.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.
### Priority Number

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<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Classroom Furniture</td>
<td>Goal 5.5 *</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Provides for classroom furniture replacement as required and identified due to normal wear or damage. Also used to replace older traditional desk/tablet furniture with tables and chairs arrangement.

* This request cannot be tied to a particular initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Campus Flash Hazard Analysis and Program</td>
<td>Goal 5.5 *</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Provides for OSHA required Campus Wide flash hazard analysis / program to include:

- Calculations for the degree of arc flash hazard
- Appropriate tools / PPE for safe working
- Warning labels on equipment
- Employee training

Note: This was request was approved in 2014-2015 but was not able to implement in given time period.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.
Form 6: Justification: University-wide Initiatives
2015-2016

Division: Administration & Finance
Department/Unit: Facilities Management

Instructions: One page per item listed on Form 5. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MSDS Online Tool</td>
<td>Goal 5.5 *</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

Brief Justification:
Online cataloguing of Material Safety Data Sheets (MSDS) for Safety Office and individual departmental use. This is an Occupational Safety Hazards Administration (OSHA) requirement for reporting and organization.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
Form 6: Justification: University-wide Initiatives
2015-2016

Division: Administration & Finance

Department/Unit: Facilities Management

Instructions: One page per item listed on Form 5.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:
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<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Replace Chemical Storage Building Heat &amp; Ventilation system</td>
<td>Goal 5.5 *</td>
<td>$35,000</td>
</tr>
</tbody>
</table>

Brief Justification:

- Replace Chemical Storage Building Heat / Ventilation system
  - Ventilation fan is only part that is working
  - Not able to store certain chemicals in cold temperatures due to freezing
  - Waste chemical storage has increased within buildings. Building storage is already limited

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #___________
**Form 6: Justification: University-wide Initiatives**  
2015-2016

Division: Administration & Finance  
Department/Unit: Facilities Management

Instructions: One page per item listed on Form 5.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:  
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Waste Management &amp; Recycle Site Rework</td>
<td>Goal 5.5 *</td>
<td>$170,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Due to an increase in volume, this project provides for the re-work and expansion of waste and recycle pickup locations for three areas on campus: Hunter Library, Niggli Theater and Natural Science Building.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #__________
**Form 6: Justification: University-wide Initiatives**  
**2015-2016**

**Division:** Administration & Finance  
**Department/Unit:** Facilities Management

Instructions: One page per item listed on Form 5. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Repair and repaving-Facilities Management Parking &amp; Shop lot</td>
<td>Goal 5.5 *</td>
<td>$650,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**
Provides for repair and replacement of deteriorated surface parking and drives around Facilities Management building. Current asphalt breaking up and past useful life.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #___________
### Form 6: Justification: University-wide Initiatives 2015-2016

**Division:** Administration & Finance  
**Department/Unit:** Facilities Management

Instructions: One page per item listed on Form 5. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:

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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Aerial Photograph &amp; LIDAR</td>
<td>Goal 5.5 *</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Provides for current aerial color orthophotography suitable for 1″=100′ mapping and associated prints. Last aerial photograph performed early to mid-1990’s. Would also provide for Light Detection and ranging (LiDAR) to provide supplemental topography information sufficient for future preliminary site designs, cut-fill calculations and hydrologic/hydraulic studies.

* This request cannot be tied to a particular Initiative within the 2020 Vision/Strategic Plan. The responsibilities and activities of Facilities Management are directly tied to all six (6) Strategic Directions and the 2020 Vision as a whole.

VC Priority #___________
Form 1: Prioritized List of One-Time Budget Requests  
2015-16

Division: Administration & Finance  
Department / Unit: Human Resources and Payroll

Instructions: List all one-time budget requests in priority order. Complete and attach a  
*Justification: One-Time Budget Request* (Form 2) for each item listed.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Set-up for New Position</td>
<td>$8,000</td>
</tr>
<tr>
<td>2</td>
<td>Stand-up Adjustable Height Computer Workstations</td>
<td>$1,200</td>
</tr>
<tr>
<td>3</td>
<td>Dell Desktop Computers and Monitors</td>
<td>$2,400</td>
</tr>
<tr>
<td>4</td>
<td>Dell Laptop</td>
<td>$990</td>
</tr>
<tr>
<td>5</td>
<td>Franklin-Covey Participant Kits</td>
<td>$14,500</td>
</tr>
<tr>
<td>6</td>
<td>PeopleAdmin Annual Conference Attendance</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Total: $32,090
### Form 2: Justification: One-Time Budget Request

**2015-16**

**Division:** Administration & Finance

**Department / Unit:** Human Resources and Payroll

Instructions: One page per item listed on Form 1.

Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *Vision: Focusing our Future*. Justification narrative below must:

1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.

2) address outcomes from administrative and/or accreditation review.

<table>
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<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office furniture, computer, office accessories for new position of Human Resources Consultant for Classification and Compensation</td>
<td>Goal 4.1</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**

In alignment with WCU's Vision 2020 Strategic Plan, Strategic Direction #4, Invest in Our People, Goal 4.1, Make salary and total compensation packages an institutional priority in order to attract, reward, and retain the highest quality employees, this request is to establish a Human Resources Consultant position to serve as the University's senior analyst to study salaries, participate in national as well as local salary surveys, serve as staff to the University's salary committee, advise senior leadership regarding next steps in implementing the Salary Plan; supervise the current classification and recruitment staff. Currently, these duties are shared between the AVC for Human Resources and the Associate Director in addition to their customary duties. This is new additional work that has become critical to our mission of addressing salaries. With the retirement of the AVC and loss of institutional knowledge and expertise in this area and the commitment required to achieve this goal, this request is the number one priority for HR/PR for FY 2014-2015. This request is to provide funding for office furniture, computer and related accessories to provide an office work area for this person.
Form 2: Justification: One-Time Budget Request
2015-16

Division: Administration and Finance
Department / Unit: Human Resources and Payroll

Instructions: One page per item listed on Form 1.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Safco Stand-up 35&quot; - 49&quot; Adjustable Height Computer Workstations</td>
<td>4.5</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

Brief Justification:
This request is for funding to purchase three (3) adjustable height computer workstations. Certain staff spend significant time in data entry on a daily basis. Constant sitting at a desk and performing data entry can lead to multiple work related health issues including but not limited to carpal tunnel syndrome, back and leg issues as well as neck strain. This request is to provide one alternative workstation for each suite. This request aligns with Goals 4 and 5 of the Vision 2020 Strategic Plan.

VC Priority #___________
**Form 2: Justification: One-Time Budget Request**  
2015-16

**Division:** Administration and Finance  
**Department / Unit:** Human Resources and Payroll

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Dell Desktop Computers with Monitors</td>
<td>5.4.1</td>
<td>$2,400</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Per Strategic Goal 5.4.1, we need to establish and systematize a schedule that allows for annual replacements for old desktop computers as needed. Many current staff in Human Resources have older computers that date back to 2009 and 2010 and need to be replaced. Staff in HR are classified as super users based on the volume and scope of institution wide work we do. This request is for funding to upgrade three (3) computers.

VC Priority #__________
Form 2: Justification: One-Time Budget Request  
2015-16

Division: Administration and Finance  
Department / Unit: Human Resources and Payroll

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Dell Laptop for HR/PR Staff Use</td>
<td>5.4.1</td>
<td>$990</td>
</tr>
</tbody>
</table>

Brief Justification:
HR/PR has need for an additional laptop computer that can be used for work from home during heavy workloads and significant time restraints, or under adverse weather conditions. Many of the HR/PR functions are time critical and have to be performed on a monthly basis. As such, the stewardship and security of university data are important responsibilities for every member of the university who has access to such data. We want to discourage the use of personal computers that likely do not have the security of a WCU owned computer.

VC Priority #__________
### Form 2: Justification: One-Time Budget Request

**Division:** Administration and Finance  
**Department / Unit:** Human Resources and Payroll

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<th>Strategic Initiative(s) Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Franklin-Covey Participant Kits</td>
<td>4.2</td>
<td>$14,500</td>
</tr>
</tbody>
</table>

**Brief Justification:**

This request is for funding to purchase 100 additional kits in preparation for the rollout of the professional development program, 7 Habits of Highly Effective People. This program aligns perfectly with Goal 4.2, Ensure professional development opportunities for all employees.
Form 2: Justification: One-Time Budget Request
2015-16

Division: Administration and Finance

Department / Unit: Human Resources and Payroll

Instructions: One page per item listed on Form 1.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>PeopleAdmin Annual Conference Participation</td>
<td>4.2</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Brief Justification:
HR is in the early design phase of a complete upgrade of our current applicant tracking and recruitment, position description and performance management software platform. Total implementation is expected to take a year. It is essential that two (2) staff be allowed to attend the annual PeopleAdmin conference in Austin, TX in 2015. This goal aligns with the professional development initiative in Goal 4.2 of the Vision 2020 strategic plan.

VC Priority #_________
Form 3: Prioritized List of Recurring/Ongoing Budget Requests  
2015-16

Division: Administration & Finance

Department/Unit: Human Resources & Payroll

Instructions: List all recurring/ongoing budget requests in priority order. Complete and attach a Justification: Recurring/ Ongoing Budget Request (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Position - Human Resources Consultant</td>
<td>$78,554</td>
</tr>
<tr>
<td>2</td>
<td>KeyMark ONBASE Annual Maintenance Fee</td>
<td>$8,000</td>
</tr>
<tr>
<td>3</td>
<td>LawLogix Integration with Banner HR</td>
<td>$8,400</td>
</tr>
</tbody>
</table>

Total $94,954
## Form 4: Justification: Recurring/Ongoing Budget Request

### 2015-16

**Division:** Administration & Finance

**Department/Unit:** Human Resources & Payroll

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 *Vision: Focusing our Future*. Justification narrative below must:

1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Position - Human Resources Consultant for Classification &amp; Compensation</td>
<td>4</td>
<td>$78,554</td>
</tr>
</tbody>
</table>

**Brief Justification:**

In alignment with WCU's Vision 2020 Strategic Plan, Strategic Direction #4, Invest in Our People, Goal 4.1, Make salary and total compensation packages an institutional priority in order to attract, reward, and retain the highest quality employees, this request is to establish a Human Resources Consultant position to serve as the University's senior analyst to study salaries, participate in national as well as local salary surveys, serve as staff to the University's salary committee, advise senior leadership regarding next steps in implementing the Salary Plan; supervise the current classification and recruitment staff. Currently, these duties are shared between the AVC for Human Resources and the Associate Director in addition to their customary duties. This is new additional work that has become critical to our mission of addressing salaries. With the retirement of the AVC and loss of institutional knowledge and expertise in this area and the commitment required to achieve this goal, this request is the number one priority for HR/PR for FY 2015-2016.

VC Priority #___________
### Form 4: Justification: Recurring/Ongoing Budget Request

**2015-16**

**Division:** Administration & Finance  
**Department/Unit:** Human Resources & Payroll

Instructions: One page per item listed on Form 3. Each justification **MUST** link to at least one specific strategic initiative from the WCU Strategic Plan, *Vision: Focusing our Future*. Justification narrative below must:

1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
2) address outcomes from administrative and/or accreditation review.

<table>
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<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>KeyMark ONBASE Annual Maintenance Fee</td>
<td>5</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
The HR/PR office scans and maintains an electronic copy of personnel and payroll documents in the KeyMark ONBASE software system which is maintained currently by IT services. This system reduces our dependency on printed documentation and is in line with Goal 5.3 of the Vision 2020 strategic plan to use digital alternatives to paper. Our institution receives an annual invoice for several departments across campus who utilize the system. The HR/PR portion of the annual costs is the amount requested.

VC Priority #__________
Form 6: Justification: University-wide Initiatives  
2015-16

Division: Administration & Finance
Department/Unit: Human Resources & Payroll

Instructions: One page per item listed on Form 5. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Guardian LawLogix Integration</td>
<td>5</td>
<td>$8,400</td>
</tr>
</tbody>
</table>

Brief Justification:
WCU implemented Guardian LawLogix for online I-9's for the campus during the summer of 2014. This implementation centralized all I-9's for HR/PR, Career Services, Financial Aid and Graduate School. Phase 2 of the implementation involves an integration with Banner which would allow for all New Hires and Terminations to be loaded into Guardian LawLogix and streamline our current manual process of entering each new hire start date and termination date into the system. During the initial implementation, we processed a total of 632 I-9's, including 280 for Career Services, 110 for Financial Aid, 130 for the Graduate School, and 112 for Human Resources. This request is for funding in the amount of $8,400 to continue with the entering, scanning, auditing and storage of I-9's.

VC Priority #__________
### Form 5: University-wide Initiatives
2015-16

**Division:** Administration and Finance

**Department/Unit:** Human Resources and Payroll

Instructions: List recommended university-wide initiatives budget requests in priority order. Complete and attach a *Justification: University-wide Initiatives Budget Request* (Form 6) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Funding for Step Three of the WCU Salary Plan</td>
<td>$750,000</td>
</tr>
<tr>
<td>2</td>
<td>Funding for the Employee Assistance Program (ComPsych)</td>
<td>$17,000</td>
</tr>
</tbody>
</table>

**Total** $767,000
Form 6: Justification: University-wide Initiatives  
2015-16

Division: Administration and Finance

Department/Unit: Human Resources and Payroll

Instructions: One page per item listed on Form 5. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
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<tr>
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<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Funding for Step Three Salary Plan</td>
<td>4</td>
<td>$750,000</td>
</tr>
</tbody>
</table>

Brief Justification:

This request is to identify funding to implement Step Three of the university's salary plan which will bring all employees to 77.5% of labor market and continue to address both compression and inversion.
**Priority Number** | **Budget Request** | **Strategic Initiative(s) Number (e.g. 3.1.2)** | **Cost**
--- | --- | --- | ---
2 | Funding for Employee Assistance Program (ComPsych) | 4 | $17,000

**Brief Justification:**

This request is to provide recurring state funding to pay for the ComPsych Employee Assistance Program. To date, permanent state funding has not been identified for the program even though the program is critical for the support of our workforce and aligns perfectly with the Vision 2020 strategic goal 4.3. Work to develop a work-life environment for Western Carolina employees that enhances their personal and professional lives. During the program year of September 2013 through August 2014, the program saw 39 discreet contacts with traditional EAP, FamilySource, FinancialConnect, and LegalConnect. Additionally there were 350 discreet online contacts, and twelve professional development workshops reaching 155 employees. Total discreet contacts totalled 544, for an employee utilization rate of 36.27% (based on 1500 employees). The overall satisfaction rate with the program was 98%.

VC Priority #_________
## Form 1: Prioritized List of One-Time Budget Requests 2015-2016

**Division:** Administration & Finance  
**Department/Unit:** Financial Services

Instructions: List all one-time budget requests in priority order. Complete and attach a *Justification: One-Time Budget Request* (Form 2) for each item listed.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer (7 ea @ $1,200)</td>
<td>$8,400.00</td>
</tr>
<tr>
<td>2</td>
<td>Web based version of Web FOCUS</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Chairs for Cashiers</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>4</td>
<td>PCI Compliance Review</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Office Chair for Administrative Support position</td>
<td>$450.00</td>
</tr>
<tr>
<td>6</td>
<td>On-Base Document Imaging Set-up</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Workstation with chair for Director’s Office</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

**Total** $65,850
### Form 2: Justification: One-Time Budget Request
#### 2015-2016

**Division:** Administration & Finance  
**Department/Unit:** Financial Services

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:

1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer (7 ea @ $1,200)</td>
<td>5.3</td>
<td>$8,400.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**

These computers are about 5 years old and running very slow, especially with multiple sessions open.

VC Priority #__________
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration & Finance
Department/Unit: Financial Services

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Web based version of Web FOCUS</td>
<td>5.3, 5.4.2</td>
<td>$ 17,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
We are several versions behind on the web focus program. This program is used to prepare reports for UNC General Administration and for internal reporting. This request would allow the upgrade to include the web version, allowing access from the web rather than only being available on one computer.

VC Priority #__________
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration & Finance
Department/Unit: Financial Services

Instructions: One page per item listed on Form 1.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Chairs for Cashiers</td>
<td>5.3</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
The chairs in the cashiers office are broken and torn and must be special ordered (high for the counter access).

VC Priority #________
**Form 2: Justification: One-Time Budget Request**

**2015-2016**

**Division:** Administration & Finance

**Department/Unit:** Financial Services

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:

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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>PCI Compliance Review</td>
<td>5.3, 5.4.2</td>
<td>$14,000.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**

PCI Compliance is a requirement for receipts processes. There is mandatory periodic testing of the PCI process and our Bursar and IT feel that it is important to have a PCI Gap Analysis for the new 3.0 version of the PCI Security Standards.

VC Priority #__________
**Form 2: Justification: One-Time Budget Request**

2015-2016

Division: Administration & Finance

Department/Unit: Financial Services

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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Office Chair for Administrative Support position</td>
<td>5.3</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Existing chair is old and non-ergonomic which is uncomfortable and creates back and leg pain.
Form 2: Justification: One-Time Budget Request
2015-2016

Division: Administration & Finance
Department/Unit: Financial Services

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>On-Base Document Imaging Set-up</td>
<td>5.3, 5.4.2</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
We are interested in beginning the document imaging process and using the software already in use in many WCU departments.

VC Priority #___________
**Form 2: Justification: One-Time Budget Request**

**2015-2016**

**Division:** Administration & Finance

**Department/Unit:** Financial Services

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Workstation with chair for Director's Office</td>
<td>5.3</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**

Desk, chair and associated furniture in Director's office is ancient and needs replacement.

VC Priority #___________
**Form 3: Prioritized List of Recurring/Ongoing Budget Requests**  
**2015-2016**

**Division:** Administration & Finance  
**Department/Unit:** Financial Services

Instructions: List all recurring/ongoing budget requests in priority order. Complete and attach a *Justification: Recurring/ Ongoing Budget Request* (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

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<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ellucian eProcurement Maintenance</td>
<td>8,925.00</td>
</tr>
<tr>
<td>2</td>
<td>Ellucian eInvoicing Maintenance</td>
<td>10,930.00</td>
</tr>
<tr>
<td>3</td>
<td>Yearly Maintenance for Web Focus</td>
<td>3,400.00</td>
</tr>
<tr>
<td>4</td>
<td>Purchasing Compliance and HUB position</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Training (including CPE costs)</td>
<td>10,000.00</td>
</tr>
<tr>
<td>6</td>
<td>On-Base Continuing Support</td>
<td>5,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Change 30 hr. Administrative Support Position back to 40 hrs.</td>
<td>$ 8,028.00</td>
</tr>
<tr>
<td>8</td>
<td>Administrative Support Specialist Position (Controller)</td>
<td>39,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Administrative Support Associate Position (Purchasing)</td>
<td>35,500.00</td>
</tr>
<tr>
<td>10</td>
<td>Adjust salary for Cashier to compensate additional duties</td>
<td>$ 3,100.00</td>
</tr>
</tbody>
</table>

**Total** $173,883
## Form 4: Justification: Recurring/Ongoing Budget Request
### 2015-2016

**Division:** Administration & Finance  
**Department/Unit:** Financial Services  

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *Vision: Focusing our Future*. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
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<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ellucian eProcurement Maintenance-(with 3% annual increase)</td>
<td>5.3, 5.4.2</td>
<td>8,925.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
Annual maintenance fee for the Ellucian eProcurement Integration Component installed to integrate SciQuest with Banner.

VC Priority #_________
**Form 4: Justification: Recurring/Ongoing Budget Request**  
**2015-2016**

**Division:** Administration & Finance  
**Department/Unit:** Financial Services

Instructions: One page per item listed on Form 3.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, *2020 Vision: Focusing our Future*. Justification narrative below must:  
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
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<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Ellucian eInvoicing Maintenance-(with 3% annual increase)</td>
<td>5.3, 5.4.2</td>
<td>10,930.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
Implementation of the eInvoicing module of the SciQuest System was required by UNC General Administration. Western implemented this module. This annual maintenance is required for the portal.

VC Priority #__________
VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request
2015-2016

Division: Administration & Finance

Department/Unit: Financial Services

Instructions: One page per item listed on Form 3.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020
Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Purchasing Compliance and HUB position</td>
<td>5.3</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
The Purchasing Department must complete various reports on HUB (Historically Underutilized Businesses) and is encouraged to increase use of these businesses. There are also relatively new requirements relating to federal grant processing and vendor review that WCU is struggling to implement. This position would be able to ensure vendor information is maintained and reported correctly; federal regulations are followed and encourage departments to utilize HUB vendors where possible. They would develop policies and procedures and maintain the departmental policy manual and user's guide; review Purchase Order, P-Card and bid documentation for compliance with the NC Administrative Code, the NC Purchasing Manual, and University policies; assist with the review of purchases from University grants for compliance with the grant requirements; monitor University vendors for Federal and State debarment; and actively identify and pursues HUB vendors for University purchases and bid solicitations.

VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request  
2015-2016

Division: Administration & Finance  
Department/Unit: Financial Services

Instructions: One page per item listed on Form 1.  
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:  
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Training (including CPE)</td>
<td>5.3</td>
<td>$ 10,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
Budget cuts over the last several years have cut into the budgets for training and for providing Continuing Professional Education (CPE). This budget request is to return some of those funds for training to the financial services budgets. The continuing education of financial services staff is critical to providing excellent service, especially with the changes the IRS, federal and state agencies are making that Western Carolina University must comply with.

VC Priority #__________
Form 4: Justification: Recurring/Ongoing Budget Request
2015-2016

Division: Administration & Finance

Department/Unit: Financial Services

Instructions: One page per item listed on Form 1. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
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<tr>
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Continuing Support for On-Base Document Imaging</td>
<td>5.3, 5.4.2</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Brief Justification:
Provide continuing support for document imaging system.

VC Priority #___________
Division: Administration & Finance

Department/Unit: Financial Services

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Change 30 hr. Administrative Support Position back to 40 hrs.</td>
<td>5.3</td>
<td>$ 8,028.00</td>
</tr>
</tbody>
</table>

Brief Justification:
The additional hours are needed for this position to provide additional support for the purchasing agents in bid tabulations, printing purchase orders and assisting campus with CataMart issues. Agents currently do their own bid tabulations on spreadsheets which provides less time to do their essential position responsibilities.

VC Priority #___________
### Form 4: Justification: Recurring/Ongoing Budget Request

2015-2016

**Division:** Administration & Finance  
**Department/Unit:** Financial Services

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:

1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.  
2) address outcomes from administrative and/or accreditation review.

<table>
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<tr>
<th>Priority Number</th>
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Administrative Support Specialist Position (Controller)</td>
<td>5.3</td>
<td>39,000.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**  
This position is to replace the accounting positions lost due to budget cuts for travel and grants. Even though two positions were lost, we are requesting one position. The travel spending and the grant activity are both increasing. We also plan to review travel processing and policies, with hopes to automate some of the processes.
## Form 4: Justification: Recurring/Ongoing Budget Request

**2015-2016**

**Division:** Administration & Finance  
**Department/Unit:** Financial Services

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:

1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified. 2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Administrative Support Associate Position (Purchasing)</td>
<td>5.3</td>
<td>35,500.00</td>
</tr>
</tbody>
</table>

**Brief Justification:**

The P-Card and CataMart Administrator is supported by a non-work study student position. Inconsistency in the student's available work hours and accuracy create a concern for missed violations that may expose the University to audit comment.

VC Priority #__________
Division: Administration & Finance

Department/Unit: Financial Services

Instructions: One page per item listed on Form 3. Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

<table>
<thead>
<tr>
<th>Priority Number</th>
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<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Adjust salary for Cashier to compensate additional duties</td>
<td>5.3</td>
<td>3,100.00</td>
</tr>
</tbody>
</table>

Brief Justification:
The Cashier assumed extra duties, including the review and approval of travel reimbursements when a position was cut from the Controller's office. This increase compensates for the additional and higher level duties. The amount includes benefits.

VC Priority #:__________
Form 3: Prioritized List of Recurring/Ongoing Budget Requests
2015-16

Division: Administration & Finance

Department/Unit: Budget Office

Instructions: List all recurring/ongoing budget requests in priority order. Complete and attach a Justification: Recurring/ Ongoing Budget Request (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budget Analyst</td>
<td>$72,951</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$72,951</td>
</tr>
</tbody>
</table>
Form 4: Justification: Recurring/Ongoing Budget Request
2015-16

Division: Administration and Finance
Department/Unit: Budget Office

Instructions: One page per item listed on Form 3.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Strategic Initiative(s) Number (e.g. 3.1.2)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budget Analyst</td>
<td>5.4.2</td>
<td>$72,951</td>
</tr>
</tbody>
</table>

Brief Justification:
The Budget Office has existing and projected functions that cannot be met with current staffing levels. The current workload results in Budget Office staff constantly responding to short-term requests rather than being able to both respond to short and long-term needs. In addition, the past two years of increased detail demands from UNC-BOG, OSBM, and FRD are resulting in large amounts of time filling out spreadsheets and information requests. Currently, the Budget Office is unable to devote time to non-state budgets, up-to-date budget processes, forecasting, internal/external training, cross-training, or succession planning. Example: this campus has one individual that is an expert on budget-related position control - and when that person is off campus, these functions cannot be processed. Due to workload, there is no time to do cross-training for this function.

A new budget analyst position would result in:
1) Quicker and better quality customer service
2) Cross-training in position control for Budget Office and Human Resource employees
3) Quicker budget processing and increased assistance to campus departments.
4) Training materials for campus employees
5) Up-to-date method of budget processes in planing for out-years
6) Assist in implementing efficient and effective business processes.
Form 5: University-wide Initiatives  
2015-16

Division: Administration and Finance

Department/Unit: Budget Office

Instructions: List recommended university-wide initiatives budget requests in priority order. Complete and attach a Justification: University-wide Initiatives Budget Request (Form 6) for each item listed. Form originator should calculate and include fringe benefits of 22.86%. In addition, for each new 1.0 FTE, include $5,378 for the employer portion of health insurance.

<table>
<thead>
<tr>
<th>Priority Number</th>
<th>Budget Request</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A&amp;F High School Outreach Pilot Program</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $6,000
Form 6: Justification: University-wide Initiatives
2015-16

Division: Administration and Finance

Department/Unit: Budget Office

Instructions: One page per item listed on Form 5.
Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: Focusing our Future. Justification narrative below must:
1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
2) address outcomes from administrative and/or accreditation review.

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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A&amp;F High School Outreach Pilot Program</td>
<td>1.4.4</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

Brief Justification:
This is a request to establish a pilot for a high school outreach program. The program would invite high school students to come to WCU to learn about the careers and necessary education necessary to work in business and administration careers in a higher education institution. The budget would be used to pay for marketing, supplies, travel, and food expenses. Program options could include:

One-Day Event
1) 2 hour seminar (including lunch) where high school students learn about:
   a) Administration & Finance careers.
   b) WCU educational opportunities relevant to these careers.

2) High school students get a tour of WCU campus.

VC Priority #__________