



## New Student Orientation

2022-23 Division of Student Affairs Budget Hearings

FEBRUARY 24, 2022

## Mission Statement

New Student Orientation is committed to college transitions by acclimating new Western Carolina University students and their families to the institution and life within the community by showcasing examples of student involvement on and off-campus, as well as state-wide and nationally through a variety of research, academic and cultural experiences.

# REVENUE & FUNDING SOURCE

FUNDING SOURCE	2020-21	2021-22	2022-23
State of North Carolina	\$210,450	\$210,450	\$210,450
Generated Revenue	\$144,265	\$163,504	\$468,750
<b>Total</b>	<b>\$354,715</b>	<b>\$373,954</b>	<b>\$679,200</b>

- State Funds include 3 Professional Staff positions and their benefits. As well as the \$28,954.00 for student staff training. (Currently the Administrative Position is open.)
- The orientation fee was \$45 for online orientation in 2020, and the online orientation fee for 2021 was \$55. In Summer 2021 students could also elect to attend in-person orientation for an additional \$30. Therefore, revenue funds were minimal.
- 21-22: Orientation Plans to go back to pre-pandemic programming, offering two-day sessions and one-day sessions.
- 21-22: Orientation Fees were increased to cover rising housing and food costs. 1-Day Student Fee remained at \$70 per hour. The 2-Day Student Fee increased to \$150, a \$25 increase. (First-Year Students are required to stay on campus.)

# STAFFING/PERSONNEL

	2020-2021		2021-2022		2022-2023	
	FTE	Total Salary (+ fringe if applicable)	FTE	Total Salary (+ fringe if applicable)	FTE	Total Salary (+ fringe if applicable)
Full-time	3	\$181,856		\$181,856		\$181,856
Professor <small>Per Diem \$100 per session.</small>	0	\$0		\$0		\$6,000
<b>Total</b>		\$181,856		\$181,856		\$187,856

- Orientation in 2020 was virtual, and Orientation in 2021 was a hybrid of virtual and in-person orientation.
- 22-23: Orientation will return to an in-person model that will include a professor's panel. However, this will employ a smaller number of professors than University Academic Experience. UAE employed 16 professors. The new sessions will go from 16 professors per session to 5 per session, thereby reducing costs.

# STUDENT STAFFING

	2020-2021				2021-2022				2022-2023			
	# Pos	Hrly/ Cont.	Rate	Total	# Pos	Hrly/ Cont.	Rate	Total	# Pos	Hrly/ Cont.	Rate	Total
Work Study	5	Hourly	\$8	\$10,192	5	Hourly	\$8-9	\$10,000	4	Hourly	\$10-11	\$9,200
Non-work Study	20-30	Hourly	\$10-12	\$13,847	14	Hourly	\$10-12	\$19,638	20		\$10-12	\$49,440
Non-work Study Training		Hourly	\$7.25	\$28,594		Hourly	\$7.25	\$28,594	16	Hourly	\$9.15	\$28,594
<b>Total</b>				\$52,633				\$58,232				\$97,234

- Currently Orientation is experiencing recruitment issues. We normally field a staff of over 40 student workers. Currently we have 16 employees and hope to get to a staff of 20 by the time our summer programming commences.

# PROFESSIONAL DEVELOPMENT

Who	What/Why	2021-22
3 Professional Staff Members	NODA: National Association for Orientation, Transition, and Retention	\$4,212
2 Professional Staff Members	NODA Membership: National Association for Orientation, Transition, and Retention	\$360
16 Student Staff and 2 Professional Staff Members	SROW Conference Attendance for Student Staff: SROW (Southern Region Orientation Workshop) is the regional conference for NODA	\$9,939
	<b>Total</b>	<b>\$14,511</b>

- New Student Orientation tries to attend NODA (national association for OTR professionals on a bi-annual basis to ensure that the office is keeping abreast of developments in Orientation, Transition, and Retention.)
- SROW is a great professional development opportunity for our student staff. They get to interact and network with students across NODA, region VI.

# PROFESSIONAL DEVELOPMENT

Who	What/Why	2022-23
1 Professional Staff Member	Attendance at National Association for Orientation, Transition, and Retention	\$1,600
Student Staff	Attendance and SROW (Southern Regional Orientation Workshop) Region VI of NODA (National Association for Orientation, Transition, and Retention)	\$18,000
	<b>Total</b>	<b>\$19,600</b>

- Since Orientation tries to attend the conference bi-annually, The Director and Assistant Director will in all likelihood not attend. However, NSO is hiring a new Administrative Assistant and it would be beneficial for them to attend.
- SROW is a great opportunity for our student staff to meet students from across our region and network.

# EQUIPMENT

What	2020-21	2021-22	2022-23
Computer Replacement	\$6,443	\$3,648	\$4,000
<b>Total</b>	<b>\$6,443</b>	<b>\$3,648</b>	<b>\$4,000</b>

- 20-21: Orientation lent 2 laptops to Financial Aid for work from home. Financial Aid generously replaced these laptops with 2 new computers at no cost. Orientation replaced 3 workstation computers with laptops and hubs (Director, Assistant Director and Graduate Assistant).
- 21-22: Two laptops will need to be retired and refreshed. Current cost of replacement would be \$1,824 each.
- 22-23: Two laptops will need to be retired and refreshed. Current cost of replacement would be \$1,824 each. The cost was rounded to \$2,000 each in anticipation of inflation.

# RESERVES

Anticipated 2021-22 Expenditures	Amount
Staffing	\$80,000
Administrative Expenses	\$25,000
Orientation Supplies	\$35,000
Summer Housing	\$85,000
Contract Food	\$175,000
<b>Total</b>	<b>\$400,000</b>

	Amount
Starting 2021-22 Balance	\$423,918
Total Anticipated Expenditures	\$400,000
Expected 2021-22 EOY Balance	\$447,836
EOY Operating Budget Reserve Coverage Ratio (months)	1:3

# SUMMARY

Revenue/Expenses	2020-21	2021-22	2022-23	Explanation of Difference
State Funds	\$210,450	\$210,450	\$210,450	
Generated Revenues	\$144,265	\$163,504	\$468,750	In 22-23 NSO hopes to go back to regular programming and revenues
<b>Total Revenue</b>	<b>\$354,715</b>	<b>\$373,954</b>	<b>\$679,200</b>	
Staffing/Personnel	\$181,856	\$181,856	\$187,856	Addition of \$6,000 in monies for Professor's Panel Stipends
Student Staffing	\$52,633	\$58,232	\$97,234	Hopes that student staff will be at full strength for the 22-23 cycle
Professional Development	\$335	\$14,511	\$19,600	20-21 conferences were virtual & the student staff was smaller in 21-22
Equipment	\$6,443	\$3,648	\$4,000	
General Operations	\$103,000	\$221,000	\$345,500	
<b>Total Expenses</b>	<b>\$344,267</b>	<b>\$479,247</b>	<b>\$654,190</b>	A smaller staff in 21-22 and use of orientation items purchased for 2020-2021 sessions not used will recognize a sizeable contribution to reserves.  In 22-23, we anticipate greater guest registration and the housing costs, food, etc. caused by that increase will increase expenses exponentially.
Contribution to Reserves	\$10,448	\$60,203	\$25,010	

# BUDGET REDUCTION EXERCISE SUMMARY

- In the 10% budget reduction exercise New Student Orientation was asked to explore cutting \$78,000 combined from our two accounts (160734 and 223001). Since changes to the orientation charge is not required to be blessed by the state and only approved by the Chancellor, budget reductions could be offset by raising Orientation prices in a number of ways, specifically:
  - Increasing the Guest charge by \$26 per person.
  - Increasing the charge for both Students and Guests by \$14.19 per person.
  - Splitting the charge increase between Students (30% increase) and Guests (70% increase).
    - Increase of \$9.36 per Student.
    - Increase of \$18.20 per Guest.
  - Increasing the Student charge by \$31.20 per person.

# BUDGET REDUCTION EXERCISE SUMMARY

- A traditional budget reduction of 10% would require the following steps:
  - Account 160734 (State Budget)
    - \$22,312.00 total reduction
      - Reduce Spring Training sessions to 4-5 for the semester and 1 retreat.
  - Account 223001 (Orientation Budget)
    - \$55,851.00 total reduction
      - Drop annual SROW (Southern Regional Orientation Workshop) attendance (\$18,279)
      - Cut 8 student staff members (\$32,800)
      - Eliminate printing of QuickStart Guide (\$3,850)
      - Eliminate printing of Summer Checklist (\$1,210)
  - Other potential areas of reduction could include:
    - Eliminating January Uniform shirt (\$868)
    - Eliminating Staff water bottle (\$1,015)
    - Reduce Cat's Night Out Expenses by 10% (\$2,850)
    - Purchase pencils for Guests instead of pens (\$488)

# NEW BUDGET REQUESTS

New Student Orientation does not have any new budget requests for this cycle.



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Questions/Discussion