# Report on the 2004-2005 Survey of Faculty & Staff

## Results for the Budget Office

Southeastern Louisiana University
Office of Institutional Research and Assessment

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## Background

During the Spring of 2005, the Office of Institutional Research and Assessment (IR&A) conducted a survey of faculty and staff. The purposes of the survey were 1) to assess progress toward meeting the University's strategic planning benchmarks; and 2) to evaluate certain non-instructional units. The non-instructional units included in this year's survey were: Administrative Computing, Purchasing, Property Control, Central Receiving, Student Activity Center, Budget Office, University Counseling Center and Southeastern Channel. This report will provide the results of the section regarding the Budget Office.

## Survey Method

The 2004-2005 Survey of Faculty and Staff, along with a cover letter from the Provost and the Chair of the Institutional Effectiveness Committee, was sent to all full-time faculty and staff. The exceptions were the staff in Institutional Research and Assessment, the President, and the four Vice Presidents. Thus a total of 1,258 faculty and staff were included in the survey and received survey forms via campus mail. The information provided by the respondents was treated with strict confidentiality. A master list was maintained for purposes of follow-up only, this list was securely maintained. The master list was destroyed after data was collected. The information gained from the survey is reported for the entire survey group and individuals can not be identified with any response. Reminders to return the survey was distributed via e-mail. A second mailing was then sent to those faculty and staff who had not returned the survey. A total of 926 faculty and staff completed the survey and returned it to IR&A for a return rate of 74%. A copy of the survey can be found in Appendix A.

The average term of employment at Southeastern for respondents is 8.9 years, and the average age of the respondents is 46.1. These numbers reflect values nearly identical to the population as a whole. Table 1 presents other characteristics of the respondents as compared to the population.

**Table 1**
**Respondents and Population Characteristics**

|  | Respondents | Population | % of Population Responding |
|---|---|---|---|
| **Total** | 916 | 1281 | 71.5% |
| Faculty | 409 | 498 | 82.1% |
| Classified Staff | 303 | 476 | 63.7% |
| Unclassified Staff | 204 | 307 | 66.4% |
| **EEO Classification** | | | |
| Faculty | 372 | 479 | 77.7% |
| Executive/Administrative/Manager | 160 | 173 | 92.5% |
| Clerical/ Secretarial | 158 | 195 | 81.0% |
| Professional, Non-Faculty | 123 | 203 | 60.6% |
| Skilled Craftsman | 24 | 74 | 32.4% |
| Service/ Maintenance | 43 | 111 | 38.7% |
| Technical/ Paraprofessional | 36 | 46 | 78.3% |
| **Gender** | | | |
| Female | 581 | 742 | 78.3% |
| Male | 335 | 539 | 62.2% |
| **Race** | | | |
| Black, Non-Hispanic | 87 | 184 | 47.3% |
| White, Non-Hispanic | 799 | 1055 | 75.8% |
| Other | 30 | 42 | 71.4% |
| **Rank (Faculty Only)** | | | |
| Full Professor | 61 | 67 | 91.0% |
| Associate Professor | 75 | 85 | 88.2% |
| Assistant Professor | 122 | 147 | 83.0% |
| Instructor | 142 | 186 | 76.3% |
| **Tenure Status (Faculty Only)** | | | |
| Tenured | 140 | 159 | 88.1% |
| Non-Tenured, Tenure Track | 108 | 126 | 83.7% |
| Non-Tenure Track | 152 | 200 | 76.0% |

## Results

Four items asked faculty and staff how satisfied they were with various aspects of the Budget Office at Southeastern.  The results for each item are presented with a set of summary points describing the data as a total group.  This is followed by tables which present frequencies and mean for four groups of faculty and staff: Budget Unit Heads, Clerical, Faculty, and Other staff.

**I frequently use the Budget Office website for forms and to reference budget policy/procedure**

- Of the 909 faculty and staff who responded, 8% (n=69) indicated that they strongly disagreed with the statement and 11% (n=102) strongly agreed with the statement. Forty-eight percent (48%, n=445) indicated that this item did not apply to them.

- The average rating across all faculty and staff was 3.24.
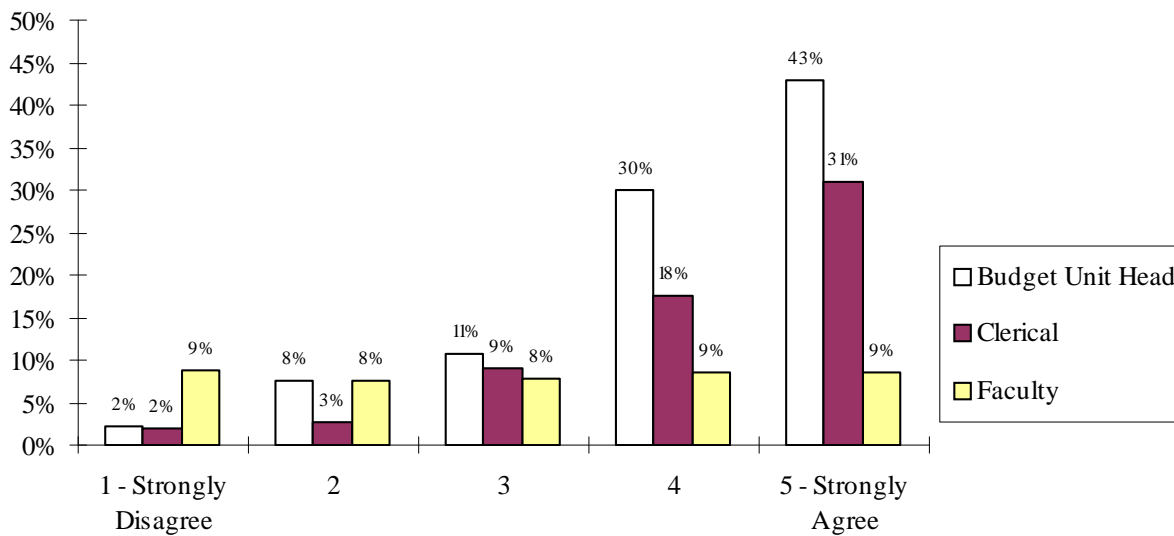
**Figure 1**
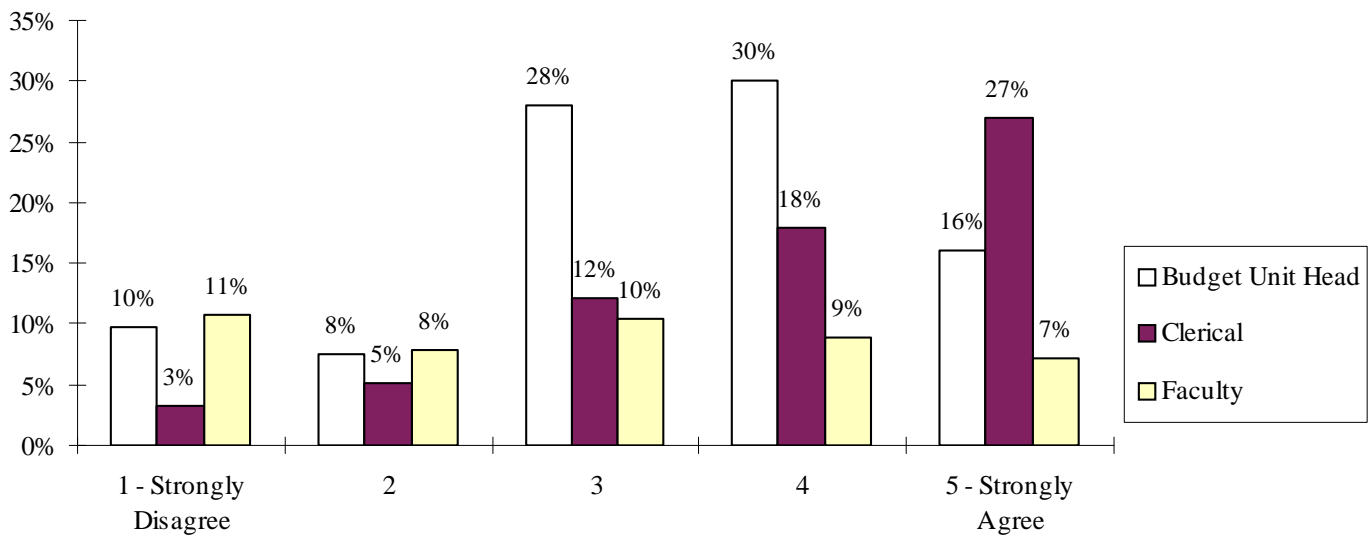


**Table 2**

| | 1 - Strongly Disagree | 2 | 3 | 4 | 5 - Strongly Agree | Does not Apply | Mean* |
|---|---|---|---|---|---|---|---|
| Budget Unit Heads | 10% (9) | 8% (7) | 28% (26) | 30% (28) | 16% (15) | 9% (8) | 3.39 |
| Clerical | 3% (5) | 5% (8) | 12% (19) | 18% (28) | 27% (42) | 35% (54) | 3.92 |
| Faculty | 11% (40) | 8% (29) | 10% (39) | 9% (33) | 7% (27) | 55% (206) | 2.87 |
| Other | 5% (15) | 7% (20) | 12% (35) | 7% (21) | 6% (18) | 62% (177) | 3.06 |
| Total | 8% (69) | 7% (64) | 13% (119) | 11% (110) | 11% (102) | 48% (445) | 3.24 |

* The mean does not include those respondents who answered Does Not Apply.

**I call the Budget Office for information and assistance in understanding financial transactions.**

● Of the 901 faculty and staff who responded, 5% (n=49) indicated that they strongly disagreed with the statement and 16% (n=145) strongly agreed with the statement. Forty-nine percent (49%, n=454) indicated that this item did not apply to them.

● The average rating across all faculty and staff was 3.59.
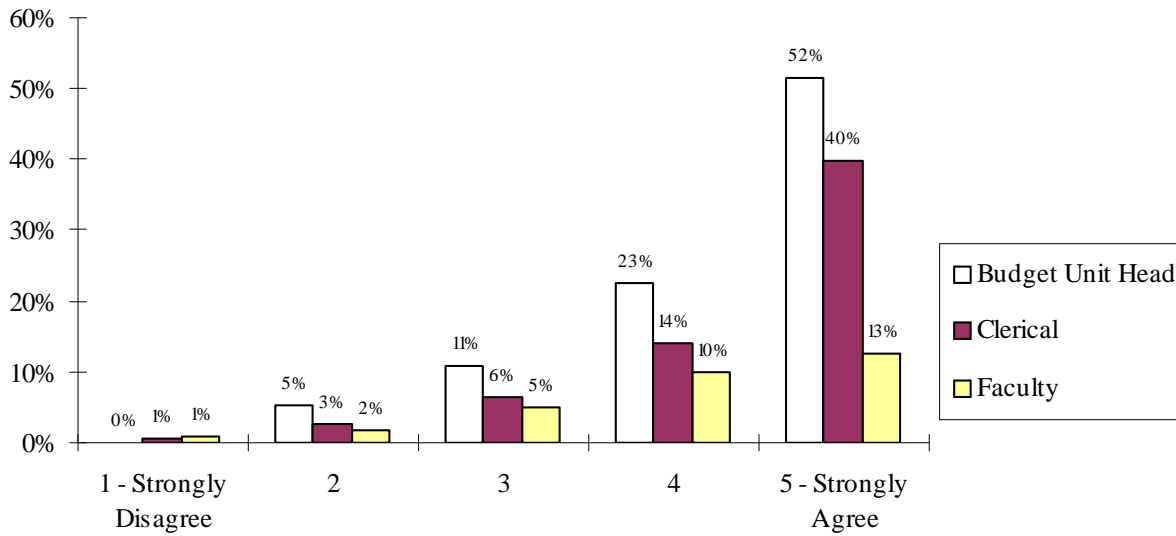
**Figure 2**



**Table 3**

|  | 1 - Strongly Disagree | 2 | 3 | 4 | 5 - Strongly Agree | Does not Apply | Mean* |
|---|---|---|---|---|---|---|---|
| Budget Unit Heads | 2% (2) | 8% (7) | 11% (10) | 30% (28) | 43% (40) | 7% (6) | 4.11 |
| Clerical | 2% (3) | 3% (4) | 9% (14) | 18% (27) | 31% (48) | 38% (58) | 4.18 |
| Faculty | 9% (33) | 8% (28) | 8% (29) | 9% (32) | 9% (32) | 59% (218) | 3.01 |
| Other | 4% (11) | 4% (12) | 9% (26) | 13% (36) | 9% (25) | 61% (172) | 3.47 |
| Total | 5% (49) | 6% (51) | 9% (79) | 13% (123) | 16% (145) | 49% (454) | 3.59 |

* The mean does not include those respondents who answered Does Not Apply.

**I get answers to my questions when I call the Budget Office.**

- Of the 905 faculty and staff who responded, 1% (n=5) indicated that they strongly disagreed with the statement and 22% (n=200) strongly agreed with the statement. Fifty-four percent (54%, n=496) indicated that this item did not apply to them.

- The average rating across all faculty and staff was 4.20.

**Figure 3**



**Table 4**

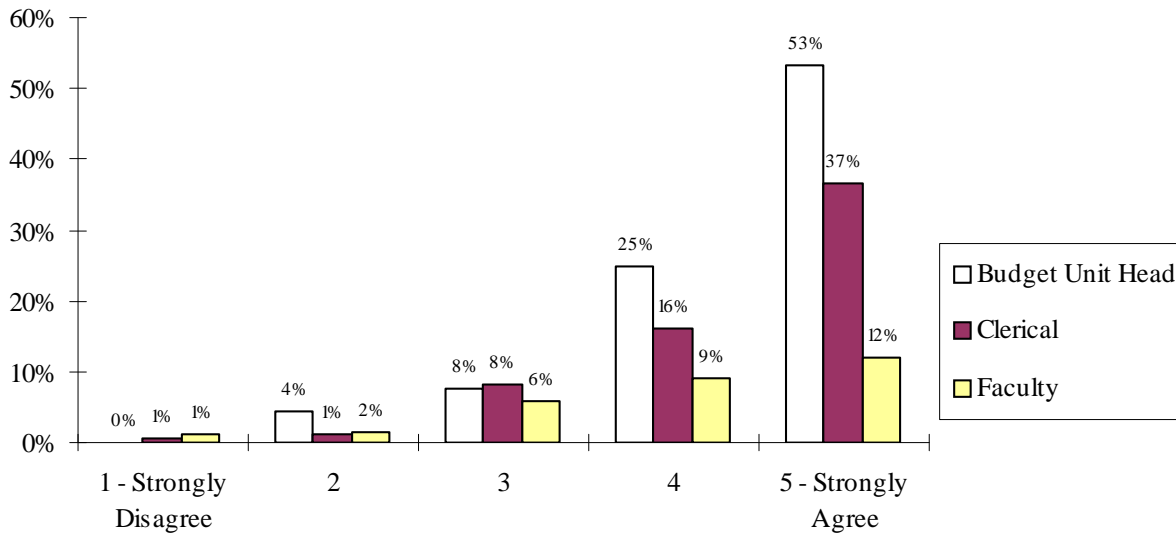|  | 1 - Strongly Disagree | 2 | 3 | 4 | 5 - Strongly Agree | Does not Apply | Mean* |
|---|---|---|---|---|---|---|---|
| Budget Unit Heads | 0% | 5% (5) | 11% (10) | 23% (21) | 52% (48) | 10% (9) | 4.33 |
| Clerical | 1% (1) | 3% (4) | 6% (10) | 14% (22) | 40% (62) | 37% (57) | 4.41 |
| Faculty | 1% (3) | 2% (7) | 5% (19) | 10% (37) | 13% (47) | 70% (260) | 4.07 |
| Other | 0% (1) | 1% (3) | 9% (26) | 14% (40) | 15% (43) | 60% (170) | 4.07 |
| Total | 1% (5) | 2% (19) | 7% (65) | 13% (120) | 22% (200) | 54% (496) | 4.20 |

* The mean does not include those respondents who answered Does Not Apply.

**The Budget Office provides solutions to my problems when I contact them.**

- Of the 901 faculty and staff who responded, 1% (n=5) indicated that they strongly disagreed with the statement and 21% (n=193) strongly agreed with the statement. Fifty-four percent (54%, n=498) indicated that this item did not apply to them.

- The average rating across all faculty and staff was 4.17.
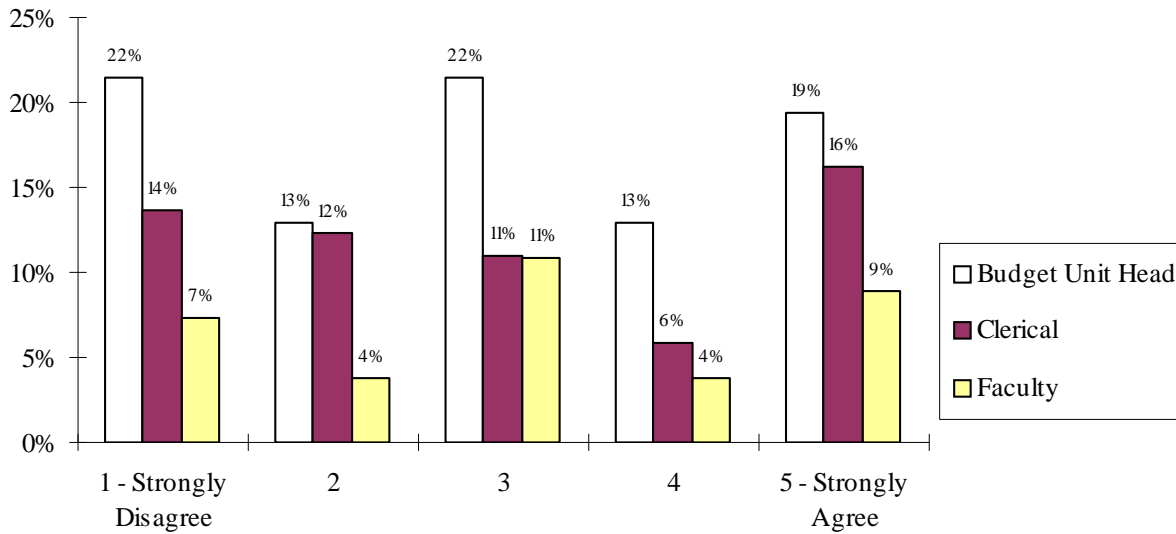
**Figure 4**



**Table 5**

|  | 1 - Strongly Disagree | 2 | 3 | 4 | 5 - Strongly Agree | Does not Apply | Mean* |
|---|---|---|---|---|---|---|---|
| Budget Unit Heads | 0% | 4% (4) | 8% (7) | 25% (23) | 53% (49) | 10% (9) | 4.41 |
| Clerical | 1% (1) | 1% (2) | 8% (13) | 16% (25) | 37% (57) | 37% (58) | 4.38 |
| Faculty | 1% (4) | 2% (6) | 6% (22) | 9% (34) | 12% (45) | 70% (260) | 3.99 |
| Other | 0% | 3% (9) | 9% (26) | 12% (34) | 15% (42) | 61% (171) | 3.98 |
| Total | 1% (5) | 2% (21) | 7% (68) | 13% (116) | 21% (193) | 54% (498) | 4.17 |

* The mean does not include those respondents who answered Does Not Apply.

**I prefer the Budget to be distributed on CD-Rom rather than a paper copy.**

- Of the 899 faculty and staff who responded, 10% (n=89) indicated that they strongly disagreed with the statement and 11% (n=100) strongly agreed with the statement. Fifty-three percent (53%, n=493) indicated that this item did not apply to them.

- The average rating across all faculty and staff was 3.04.
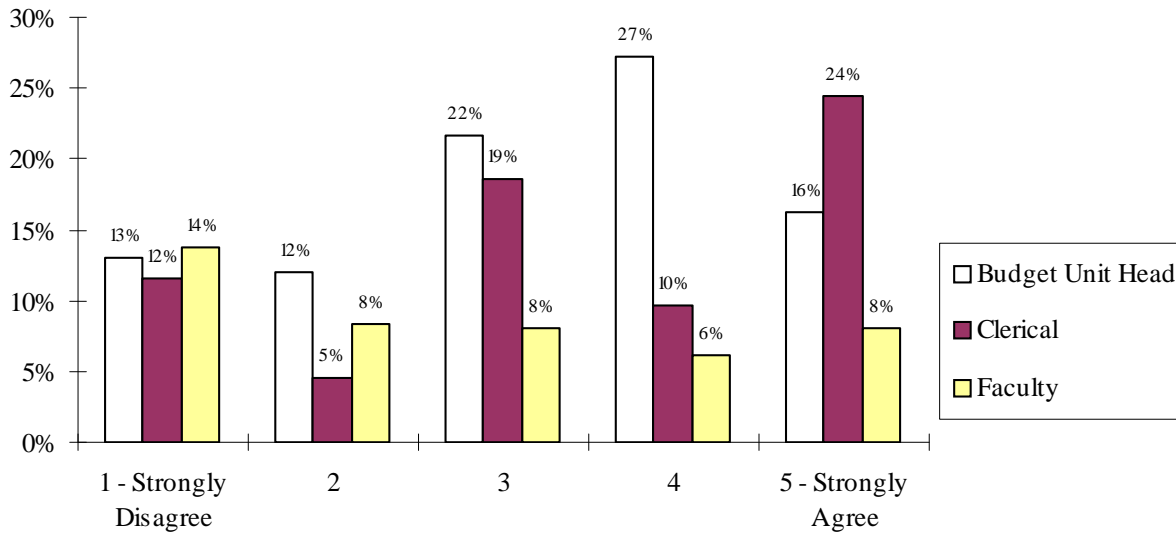
**Figure 5**



**Table 6**

| | 1 - Strongly Disagree | 2 | 3 | 4 | 5 - Strongly Agree | Does not Apply | Mean* |
|---|---|---|---|---|---|---|---|
| Budget Unit Heads | 22% (20) | 13% (12) | 22% (20) | 13% (12) | 19% (18) | 12% (11) | 2.95 |
| Clerical | 14% (21) | 12% (19) | 11% (17) | 6% (9) | 16% (25) | 41% (63) | 2.98 |
| Faculty | 7% (27) | 4% (14) | 11% (40) | 4% (14) | 9% (33) | 65% (241) | 3.09 |
| Other | 7% (21) | 5% (15) | 10% (27) | 6% (18) | 9% (24) | 63% (178) | 3.09 |
| Total | 10% (89) | 7% (60) | 11% (104) | 6% (53) | 11% (100) | 53% (493) | 3.04 |

* The mean does not include those respondents who answered Does Not Apply.

**I would be interested in attending budget training sessions.**

- Of the 904 faculty and staff who responded, 10% (n=94) indicated that they strongly disagreed with the statement and 13% (n=124) strongly agreed with the statement. Forty-six percent (46%, n=420) indicated that this item did not apply to them.

- The average rating across all faculty and staff was 3.19.

**Figure 6**



**Table 7**

|  | 1 - Strongly Disagree | 2 | 3 | 4 | 5 - Strongly Agree | Does not Apply | Mean* |
|---|---|---|---|---|---|---|---|
| Budget Unit Heads | 13% (12) | 12% (11) | 22% (20) | 27% (25) | 16% (15) | 10% (9) | 3.24 |
| Clerical | 12% (18) | 5% (7) | 19% (29) | 10% (15) | 24% (38) | 31% (49) | 3.45 |
| Faculty | 14% (51) | 8% (31) | 8% (30) | 6% (23) | 8% (30) | 56% (208) | 2.70 |
| Other | 5% (13) | 6% (16) | 9% (24) | 12% (35) | 15% (41) | 54% (154) | 3.58 |
| Total | 10% (94) | 7% (65) | 11% (103) | 11% (98) | 13% (124) | 46% (420) | 3.19 |

* The mean does not include those respondents who answered Does Not Apply.

**What topics would you like the Budget Office to provide training on?**

Respondents were asked what type of topics they would like to see presented in training sessions. Sixty-four respondents answered this question. Seventeen percent (17%) indicated they would like training on the monthly budget reports, including what to do with them and how to read them. Eight percent (8%) would like training on expenditure codes. All the responses are presented below.

- Excel Program developed for departmental record keeping (standardized)
- Should I reconcile my monthly budget report with anything? Why are procedures hard to find? Do they exist?
- Effort Report
- I would like a printed procedures manual that faculty receive.
- Why do we use such an antiquated system?
- Use of vax financial system. Interpreting the monthly printouts.
- Monthly reports.
- How to read the printouts or budgets, especially big budgets.
- As a fairly new employee, I would need training on expense codes. Also, training on what funds can be moved from one account to another; and those that are dedicated and cannot be touched. In general for me any topic would help in my development as an employee at SLU.
- Common errors faculty make
- I'm not even sure what they do.
- Basic information - how to do budget adjustments, grants and matches
- How to read the monthly budget reports w/o confusion
- Which budget #'s to use for each purchase.
- Expenditure Codes - definitions
- How to simplify the report on paper.
- Reading the budgets
- Budget planning
- What Lab fee money can and cannot purchase?
- How to prepare a budget. esp. For the secretary in my office.
- Travel
- Timelines for budget prep. No one seems to know!
- Budget Operations 101
- What types of accounts exist? How do the different types work? How can I match different types of accounts to the needs of different programs?
- budget projections
- International seminars
- Regulations involving the correct procedure on signing for receipt of assets and consumables.
- purchase acquisition, budget allocation process
- -APR 15th procedure  -Proper paperwork
- Everything - I am new to SLU
- computing budgets for grants

- How to properly track the monthly budgets with an excel spreadsheet.
- How to read the budget reports
- As a relatively new employee I think anyone responsible for the budget should receive general training as soon as possible upon becoming employed!
- FIS system, etc.
- Adjustments; Keeping track of matching funds (esp. would have been useful as anew facility)
- Procedure
- How to track personnel dollars better
- Match
- Policy/procedure information access
- Training on use of expenditure codes
- "Idiot's Guide to the Budget"
- all aspects
- EXPENSE CODE APPLICATION
- HOW BUDGET IS FORMULATED. METHODOLOGY OF PROVIDING NUMBERS (FUNDS) TO EACH ACCOUNT - BUDGET LINE ITEM.
- Understanding revenue/restrict budget monthly reports and correct way to complete budget adjustments for those accounts.
- The ABC's/123's of Budget management - Basically explain to departments how to efficiently manage their budgets / identify which budget line items require paper process vs. computer process and why. Current director can be presumptuous about other's understanding of the budget process.
- Reading the print-out! Revenue expenditure codes.
- The Budget office needs to work on a computezed system for Budget Adjustments so it doesn't take 4 Days
- general info.
- Workshops on budgets
- I think secretaries in Nursing Dept need to be trained to do this so they can help faculty not say "call this number - We have a high number of contact hours / wk and it is difficult to learn all this.
- Submitting proposals for Budget Increase / change - Best practices
- Budget organization / planning
- Budgeting and Purchasing Dept. Forms and PR's need to be online and work well.
- FIS...it's a dinasoar
- How to understand the budget print outs
- General info
- General
- Protocol- Procedures.
- What are items in the Budget? How is the Budget derived? What % of funding is state, tuition, donation?
- Purchasing and Travel
- No training - but the amount of paperwork is extremely excessive and the forms are not user friendly

- Understanding budget reports
- All topics

# Appendix A

# 2004-2005 Survey of Faculty and Staff

# Survey of Faculty and Staff

## 2004-2005

**Please indicate your level of agreement with the following statements regarding campus support units.**

|  | Strongly Disagree | | | | Strongly Agree | Does Not Apply |
|---|---|---|---|---|---|---|

**Administrative Computing**

| Statement | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Academic systems, such as Blackboard, are reliable. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| System response time is adequate. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Login and password problems are resolved in a timely manner. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Students that are assisted appear to be satisfied with the campus computing systems. | ① | ② | ③ | ④ | ⑤ | ⑥ |

**Purchasing**

| Statement | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| I am satisfied with the help given by Procurement Specialist assigned to my budget unit. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Purchasing's webpage is user friendly in directing me with my product and service needs. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Purchasing staff are professional in assisting me with my purchases. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Overall, I am satisfied with the level of service I receive from the Purchasing Department. | ① | ② | ③ | ④ | ⑤ | ⑥ |

**Property Control**

| Statement | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Property Control personnel are helpful in assisting me with our tagged property inventory. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Overall, I am satisfied with the level of service I receive from the Property Control staff. | ① | ② | ③ | ④ | ⑤ | ⑥ |

**Central Receiving**

| Statement | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Usually, Receiving logs in and delivers my packages in a timely manner. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Delivery personnel are courteous in the delivery of my packages. | ① | ② | ③ | ④ | ⑤ | ⑥ |

**Student Activity Center**

| Statement | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| I am aware that the Student Activity Center offers faculty and staff memberships. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I am aware that I can have my membership automatically deducted from my paycheck. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I exercise regularly. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I would use the Student Activity Center more if the facility offered a juice bar. | ① | ② | ③ | ④ | ⑤ | ⑥ |

**Budget Office**

| Statement | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| I frequently use the Budget Office website for forms and to reference budget policy/procedure. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I call the Budget Office for information and assistance in understanding financial transactions. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I get answers to my questions when I call the Budget Office. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| The Budget Office provides solutions to my problems when I contact them. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I prefer the Budget to be distributed on CD-Rom rather than a paper copy. | ① | ② | ③ | ④ | ⑤ | ⑥ |
| I would be interested in attending budget training sessions. | ① | ② | ③ | ④ | ⑤ | ⑥ |

What topics would you like the Budget Office to provide training on?

**University Counseling Center**

Did you know that mental health counseling and psychotherapy are available at the University Counseling Center (UCC)?
- ○ No (Skip to the section on the Southeastern Channel)
- ○ Yes

Did you know that UCC services are available to faculty and staff as well as students?
- ○ No (Skip to back)
- ○ Yes

Have you or a faculty/staff member you know taken advantage of any of the UCC services?
- ○ No (Skip to back)
- ○ Yes

How satisfied were you or your acquaintance with the service(s)?

| ① | ② | ③ | ④ | ⑤ | ⑥ |
|---|---|---|---|---|---|
| Very Unsatisfied | | | | Very Satisfied | Don't Know |

## University Counseling Center Cont.

Have you referred a student to the UCC?　　○ No (Skip next question)
　　　　　　　　　　　　　　　　　　○ Yes

How satisfied was the with the help he/she received?

　　　　　　　① 　　　　② 　　　　③ 　　　　④ 　　　　⑤ 　　　　⑥
　　　Very Unsatisfied　　　　　　　　　　　　　　Very Satisfied　　Don't Know

What additional services would you like available at the UCC?


## Southeastern Channel

Have you ever watched the Southeastern Channel?　　○ No (Skip next question)
　　　　　　　　　　　　　　　　　　　　　　　　○ Yes

What types of programs would you like to see more of on the Southeastern Channel?

○ Telecourses　　　○ Training Programs　　○ Lectures　　○ Cultural/Entertainment Events
○ Talk Shows　　　○ Documentaries　　　○ Sports Programs　　○ Other _____
○ Community Forums

Please provide a description of a program you think would be suitable for the Southeastern Channel.




Please describe a course that you think should be taught on the Southeastern Channel.  If possible, please suggest who you think would be a good instructor.




Would you counsider teaching a telecourse on the Southeatern Channel?　　○ No (Skip to Professional Development Section)
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　○ Yes

Would you prefer to teach a "live" (shown as you lecture in a regular lecture situation) course or a "taped" (taped prior to the airing and delivered without students present) course?　　○ Live
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　○ Taped

## Professional Development

| Please indicate your satisfaction with the following aspects of professional development/training at Southeastern. | Very Dissatisfied | | | | Very Satisfied | Does Not Apply |
|---|---|---|---|---|---|---|
| Availability of training through Human Resources | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Type of training available through Human Resources | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Quality of training done by Human Resources | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Availability of training on how to use software through Basic Computing Services | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Type of training available through Basic Computing Services | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Quality of training done by the Basic Computing Services | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Availability of training through the Center for Faculty Excellence | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Type of training available through the Center for Faculty Excellence | ① | ② | ③ | ④ | ⑤ | ⑥ |
| Quality of training done by the Center for Faculty Excellence | ① | ② | ③ | ④ | ⑤ | ⑥ |