



MIDWESTERN STATE UNIVERSITY

Office of the
Registrar
Budget
Presentation for
2019-20



Current Departmental Account Allocation 2018-19

M&O - Main account		\$35,167
Student Wages		\$17,000
Non-student wages		\$ 7,000
Travel		\$ 4,920

No increases requested at this time for 2019-20.

Currently projects underway for looking at efficiencies, and serving on work teams for these.

Currently Under Discussion: Proposed new Revenue Stream - \$5 per Transcript fee

Base number	Fee	Revenue Stream
17,000 produced 2017-18*	\$5.00	\$85,000
Less projected supplies to produce		-16,000
Net Revenue to reinvest**		\$69,000

*subtracted internal to MSU if would be provided free

**Use for software, equipment, or other needs to improve efficiency and to appropriately place value on the staff and workload

Rationale: Cost is borne by the individual requestor; whereas with a records fee, that some institutions charge, cost is born only by enrolled students.



Restructure Degree Audit Team and Reclassify Titles

- Larger May and December graduating classes:
 - December 2016 - 442; December 2017 - 458; December 2018 - 491;
 - May 2017 - 657, May 2018 - 702
- Continuous catalog and core changes impacting Scribe
- Must Scribe for all catalog changes
- Length of time it takes to learn catalog inside and out for all undergraduate degree programs, approx. 47 (62 BA/BS) UG majors; approx. 62 concentrations; approx. 51 minors
- Must interpret and make corrections to errors made in records from any entry point
- Provide assistance to advisors, faculty, and administrative staff all over campus.
- Current pay scale is lower than Academic Counselors; however, they are who the AC's and faculty call when they need assistance with advising, degree plans, & catalog policies
- Need to make titles and pay equitable for volume and complexity of work performed
- Need incentive for retention – currently it pays more to have less work volume and responsibility/complexity in other areas on campus
- Growing population of Veterans supported at this position category
- B-on time progress evaluations
- Athlete compliance worksheets
- Excessive hours and \$1,000 Tuition Rebate processing
- Provide structure for retention/internal promotion and professional growth
- 250 hours overtime in month of August by all staff – 102 from this work team, with one there 10 days of the month; one there only a few days of month due to turnover



Assistant to the Registrar – 4 at this title Need Title/Pay Structure Reclassification

1. One serves as Undergraduate Degree Audit team coordinator/student graduation details coordinator, checks B-on Time loans, excessive hours, \$1,000 Tuition Rebate - many hours of overtime involved. **Title and Pay grade correction proposed to: DEGREE AUDIT COORDINATOR**
2. One serves as Veterans Affairs Coordinator-Federal and Hazlewood benefits – 90% of time on VA, 10% on Degree Audit, grad assistance, diplomas – **Title and pay grade correction proposed to: VETERANS AFFAIRS COORDINATOR/DEGREE AUDIT SPECIALIST**
3. Heavy degree audits, manage diploma mailings, learn scribe – **Title and pay grade correction proposed to: DEGREE AUDIT SPECIALIST**
4. One manages Imagine Graduation event, performs degree audits, assists schedule entry and grade processing backs up TSI, and other office duties – **Title and pay grade correction proposed to: DEGREE AUDIT SPECIALIST**



Re-title and set pay scale for Degree Audit/Graduation Coordinator to acknowledge work and experience required
 Proposed Salary: \$40,305

Institution	Title	Salary
Stephen F Austin University	Assistant Registrar	\$40,000
University of North Texas	Assistant Registrar	\$44,000 – 60,000
Texas A&M – Commerce 2 distinct Coord. positions	1. Graduation Coordinator 2. Degree Works Coordinator	\$38,000 \$38,000
University of Incarnate Word	Degree Audit Analyst	\$40,000
Tarleton State University	Registrar Services Specialist-Grad Coordinator	Begins \$31,694 base but not a single position below \$30,000 in the office and goes up based on responsibility
Baylor University	Degree Audit Coordinator	\$44-50,000 approx
Midwestern State University	Assistant to the Registrar	\$30,372 base pay – currently at 32,186 after 5 1/2 years of degree audit; 9 ½ years in office.

Cost to Implement –	\$8,119
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Current Title: Assistant to the Registrar – Veterans Advisor
Proposed Title: Veterans Affairs Coordinator/Degree Audit Specialist

VA - Workload

Veteran Affairs Federal and State Benefits Fall 2018 (201910)

Benefit Program	Number of Students	Tuition and Fees
Chapter 30 - Montgomery GI Bill	12	\$74,902.80
Chapter 31 - Vocational Rehabilitation and Employment (VR&E)	21	\$83,871.45
Chapter 33 - Post 9/11 GI Bill	149	\$577,624.68
Chapter 35 - Dependents Education Assistance Program	58	\$249,583.50
Chapter 1606 - Montgomery GI Bill-Selected Reserve	5	\$6,038.40
Total Federal Benefits:	245	\$992,021
Hazlewood Act Exemption		
Veteran	68	\$163,043.20
Legacy Child	165	\$675,227.01
100% Veteran Disability	25	\$101,607.37
Deceased Veteran	3	\$12,066.95
Total State Benefits:	261	\$951,944.53
Total Benefits for Fall 2018:	506	\$1,943,965.36



Re-title and set pay scale for Veterans Affairs
Coordinator/Degree Audit Specialist acknowledge work
and experience required proposed Salary: \$38,904

Institution	Title	Salary
Texas Woman's University	VA Certifying officer includes Hazlewood and ROTC	\$36,630 – (682 vets)
UNT Dallas	Student Services Associate in Office of Registrar	\$38,200 (120 vets)
Trinity University	Associate Registrar-VA specialist	\$50,000-55,000 range
Baylor University	Coordinator	\$40,000-45,000 range (400- 450 vets)
Midwestern State University	Assistant to the Registrar	\$30,372 (506 vets)

Cost to Implement	\$8,532
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Re-title and set pay scale for Degree Audit Specialists
acknowledge work and experience required
Proposed Salary: \$35,859

Institution	Title	Salary
Stephen F Austin University	Degree Audit Specialist	\$35,000
Texas A&M – Commerce	Degree Auditor	\$38,000
University of Incarnate Word	Degree Audit specialist on team	\$40,000
UT Dallas	Graduation Specialist	\$37,000
Midwestern State University	Assistant to the Registrar	\$30,372

Cost to Implement – Two @ \$5,487	\$10,974
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Administrative Assistant – reclassify to Assistant to the Registrar

- Role of this position has changed over time and handles more than just secretarial duties.
- This position assists with many facets of management of student records in addition to the typical role.
- This position will provide shared support for the Vice President for Enrollment Management--since Mr. Dietz does not have a separate Assistant to the Vice President. This adjustment is less expensive to the University than an additional position for Assistant to VPEM.

	Salary
Reclassified title: Assistant to the Registrar	\$30,372
Currently: Administrative Assistant	\$27,315
Cost to Implement	\$3,057



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