

Institutional Advancement

Item	FT Salary Costs	Fringe Benefit	Total Base Salary & Fringe - Positions	Base Budget DPS/OE Requests	One-Time Requests	Capital Equipment Requests
Administrative Assistant ¹	\$0	\$0	\$0			
Assistant Director of Alumni Relations ²	\$69,669	\$20,900	\$90,569			
Assistant Director of Prospect Management and Research	\$75,000	\$22,500	\$97,500			
Total Request	\$144,669	\$43,400	\$188,069	\$0	\$0	\$0

¹ Position will be fully reimbursed by the CCSU Foundation

² Portion of this will be reimbursed by Alumni Association

CENTRAL CONNECTICUT STATE UNIVERSITY
 FY 2025 BUDGET REQUEST (EXCLUDES CAPITAL EQUIPMENT AND ONE-TIME REQUESTS) SUMMARY
 Balance to Budget Expansion Request Form

Institutional Advancement

Priority	Index	Budget Request Description	Budget Request \$	Reallocation	Net Request	Net "Running Request" Total	Funding Source for Reallocation	Identify if this will specifically contribute to a Key Activity in the 2030 Strategic Plan Action Plan or NECHE Standards. Use Dropdown			
								Health/Safety	Recruitment/Retention	2030 Strategic Plan	NECHE Standards
1	IADV01	Administrative Assistant	0		0	0				Goal 5: Assuring Sustainability for the Future	
2	IADV01	Assistant Director of Alumni Relations	90,569		90,569	90,569	Alumni Association			Standard 7: Institutional Resources	
3	ALDV01	Assistant Director of Prospect Management and Research	97,500		97,500	188,069	savings from other hires in IA.			Standard 7: Institutional Resources	
4					0	188,069					
5					0	188,069					
6					0	188,069					
7					0	188,069					
8					0	188,069					
9					0	188,069					
10					0	188,069					
11					0	188,069					
12					0	188,069					
13					0	188,069					
14					0	188,069					
15					0	188,069					

FY2025 Expansion Option Request Form – 3 page limit

Budget Request #	1
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

Itemize Components of Request (add additional rows if needed)	Index to be Funded	Annual Amount Requested	Fringe Benefit (30% for all FT emp, 7.4% - PT lect)	Index for Reallocation	(Reallocation Amount)	Total Annual Request	Additional Comments
Administrative Assistant	IADV01	\$69,669	\$20,900	Foundation	(90,569)	\$0	Fully reimbursed by the CCSU Foundation
Total Annual Cost						0	
Start up - one-time cost						0	
Net Requested Investment						\$0	

NOTE: Approved expansions may require documentation of positive impact.

1. Describe the existing proposed program and justify the request in detail (e.g., establish new position include position title, student workers, training).

This request is to notify the UPBC that a new position administrative position has come over to the Institutional Advancement division which was formerly a CCSU Foundation position. The role of this administrative assistant is mainly to work on CCSU Foundation related tasks and will be fully reimbursed (salary & fringe) by the CCSU Foundation.

2. A. What are the benefits of implementing/expanding the base budget specifically as it relates to recruitment, retention and/or health and safety?

The main benefit to expanding the Institutional Advancement (IA) budget is to build a solid team capable of achieving the strategic goals set forth in its Development Plan, as well as the Strategic Plan 2030. The foundation of IA’s work is the creation and maintenance of genuine relationships. The cultivation and stewardship of these relationships, the majority of which are with the University’s alumni community, must be donor-centered and personalized.

This administrative assistant role will be a liaison for all of the daily IA work that translates into Foundation related tasks, creating efficiency within the IA team.

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Budget Request #	1
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Contact Name:	Jennifer Destefani

B. What are the consequences if budget expansion is not supported as it relates to recruitment, retention and/or health and safety?

There are no consequences for this position since the CCSU Foundation is covering all expenses related to this position, specifically salary and benefits.

3. Does this expansion impact the CSCU System Office required Academic Program Planning (APP) process? If so, how was it reflected in the report submitted to the BOR in October 2023?

Not applicable.

4. Does this program/request overlap or have interrelationships and/or interdependencies with other programs, departments or divisions? If so, describe. Include feedback from these entities verifying support for the request.

Not applicable.

5. For the index/indices to be funded, specify whether the funding is for discretionary personal services/operating expenses (DPS/OE) or personal services (PS) (i.e., salaried employees).

Not applicable.

6. If this request cannot be funded through reallocation, explain why. If this request can be partially or completely funded through reallocation, please describe.

Not applicable.

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Budget Request #	1
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

7. If this initiative is approved does it require any additional space or special technology? If yes, confirm you have consulted with Facilities/IT and describe the need below.

Facilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
IT	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Description: Space and Technology have already been supplied for this position.

8. Describe connection(s) with the 2030 Strategic Plan, specifying which goal(s) and objective(s) it supports and/or connection with NECHE Standard, identifying applicable standards (e.g. NECHE 5.3).

This position supports Goal 5 in the 2030 Strategic Plan, “Assuring Sustainability for the Future” because it strengthens IA’s ability to achieve its goals.

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Budget Request #	2
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

Itemize Components of Request (add additional rows if needed)	Index to be Funded	Annual Amount Requested	Fringe Benefit (30% for all FT emp, 7.4% - PT lect)	Index for Reallocation	(Reallocation Amount)	Total Annual Request	Additional Comments
Assistant Director of Alumni Relations	IADV01	\$69,669	\$20,900			\$90,569	A request has been made for the Alumni Association to reimburse a portion of this salary, however we will not receive notice of possible approval until early spring 2024.
Total Annual Cost						\$90,569	
Start up - one-time cost						0	
Net Requested Investment						\$90,569	

NOTE: Approved expansions may require documentation of positive impact.

1. Describe the existing proposed program and justify the request in detail (e.g., establish new position include position title, student workers, training).

This request is for the Assistant Director of Alumni Relations position. This is a new role, that will help strengthen the work of alumni relations and will assist the Director of Alumni Relations to help increase outreach to our alumni community and work to increase the percentage of alumni giving and participation in events and various programs. This position will also help manage the partnership with the Alumni Association.

2. A. What are the benefits of implementing/expanding the base budget specifically as it relates to recruitment, retention and/or health and safety?

The main benefit to expanding the Institutional Advancement (IA) budget is to build a solid team capable of achieving the strategic goals set forth in its Development Plan, as well as the Strategic Plan 2030. The foundation of IA’s work is the creation and maintenance of genuine relationships. The cultivation and stewardship of these relationships, the majority of which are with the University’s alumni community, must be donor-centered and personalized.

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Budget Request #	2
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

B. What are the consequences if budget expansion is not supported as it relates to recruitment, retention and/or health and safety?

The consequences of not expanding the IA budget will result in less fundraising amongst our alumni community and strategic outreach. There are so many relationships to be formed out in our alumni community and having a strategy-driven, team approach within IA will be a huge asset.

3. Does this expansion impact the CSCU System Office required Academic Program Planning (APP) process? If so, how was it reflected in the report submitted to the BOR in October 2023?

Not applicable.

4. Does this program/request overlap or have interrelationships and/or interdependencies with other programs, departments or divisions? If so, describe. Include feedback from these entities verifying support for the request.

Not applicable.

5. For the index/indices to be funded, specify whether the funding is for discretionary personal services/operating expenses (DPS/OE) or personal services (PS) (i.e., salaried employees).

This request is for salaried employees.

6. If this request cannot be funded through reallocation, explain why. If this request can be partially or completely funded through reallocation, please describe.

Currently there are no reallocated funds to be used from Institutional Advancement to fulfill this request. As mentioned above, there is a request to the Alumni Association to help supplement the Assistant Director of Alumni Relations position. Furthermore, there are three open positions in IA

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Budget Request #	2
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

that are actively being filled, the results of which could have the possibility of reallocated funding. The hope is to have more details by April 2024.

7. If this initiative is approved does it require any additional space or special technology? If yes, confirm you have consulted with Facilities/IT and describe the need below.

Facilities	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
IT	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Description: If this request is fulfilled, there will be a need for technology (computer/phone).

8. Describe connection(s) with the 2030 Strategic Plan, specifying which goal(s) and objective(s) it supports and/or connection with NECHE Standard, identifying applicable standards (e.g. NECHE 5.3).

This request for additional funding is to support the division of Institutional Advancement which is charged with Goal 5 in the 2030 Strategic Plan, “Assuring Sustainability for the Future.”

According to the Plan, to achieve these goals, the University will continue to implement a financially sustainable model supplemented by entrepreneurial and philanthropic efforts, innovative partnerships, and increased external support for funded research activities. Specifically, #3, to grow the CCSU endowment to facilitate access to higher education, student success, and faculty achievement.

This position will strengthen IA’s ability to achieve these goals and help the IA team to build the Foundation endowment for Central’s future. This investment will help create more alumni relationships and positive interactions on Central’s campus.

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Budget Request #	3
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

Itemize Components of Request (add additional rows if needed)	Index to be Funded	Annual Amount Requested	Fringe Benefit (30% for all FT emp, 7.4% - PT lect)	Index for Reallocation	(Reallocation Amount)	Total Annual Request	Additional Comments
Assistant Director of Prospect Management & Research	ALDV01	\$75,000	\$22,500			\$97,500	This is an entirely new position with a new job description forthcoming.
Total Annual Cost						\$97,500	
Start up - one-time cost						0	
Net Requested Investment						\$97,500	

NOTE: Approved expansions may require documentation of positive impact.

1. Describe the existing proposed program and justify the request in detail (e.g., establish new position include position title, student workers, training).

This request is to fund a new position in the division of Institutional Advancement (IA). The Assistant Director of Prospect Management and Research, is a critical position that is desperately needed to help assess wealth, propensity to give, and data analysis. To continue to reach and exceed fundraising goals, build the endowment, and more importantly, work towards achieving the Institutional Advancement goals set forth in the Strategic Plan 2030, this position is imperative.

2. A. What are the benefits of implementing/expanding the base budget specifically as it relates to recruitment, retention and/or health and safety?

The main benefit to expanding the Institutional Advancement (IA) budget is to build a solid team capable of achieving the strategic goals set forth in its Development Plan, as well as the Strategic Plan 2030. The foundation of IA’s work is the creation and maintenance of genuine relationships. The cultivation and stewardship of these relationships, the majority of which are with the University’s alumni community, must be donor-centered and personalized.

FY2025 Expansion Option Request Form – 3 page limit

Budget Request #	3
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

B. What are the consequences if budget expansion is not supported as it relates to recruitment, retention and/or health and safety?

The consequences of not expanding the IA budget will result in less fundraising amongst our alumni community and strategic outreach. Furthermore, without prospect research, IA fundraisers will continue to reach out to potential donors without quality prospect research that can help add qualified prospects into the pipeline to be cultivated, solicited, and stewarded with a far more personalized and educated approach necessary for this level of fundraising.

3. Does this expansion impact the CSCU System Office required Academic Program Planning (APP) process? If so, how was it reflected in the report submitted to the BOR in October 2023?

Not applicable.

4. Does this program/request overlap or have interrelationships and/or interdependencies with other programs, departments or divisions? If so, describe. Include feedback from these entities verifying support for the request.

Not applicable.

5. For the index/indices to be funded, specify whether the funding is for discretionary personal services/operating expenses (DPS/OE) or personal services (PS) (i.e., salaried employees).

This request is for salaried employees.

6. If this request cannot be funded through reallocation, explain why. If this request can be partially or completely funded through reallocation, please describe.

Currently there are no reallocated funds to be used from Institutional Advancement to fulfill this request. There are three open positions in IA that are actively being filled, the results of which could have the possibility of reallocated funding. The hope is to have more details by April 2024.

FY2025 Expansion Option Request Form – 3 page limit

Budget Request #	3
Budget Request Description	Institutional Advancement Team
Contact Name:	Jennifer Destefani

7. If this initiative is approved does it require any additional space or special technology? If yes, confirm you have consulted with Facilities/IT and describe the need below.

Facilities	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
IT	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Description: If this request is fulfilled, there will be a need for technology (computer/phone).

8. Describe connection(s) with the 2030 Strategic Plan, specifying which goal(s) and objective(s) it supports and/or connection with NECHE Standard, identifying applicable standards (e.g. NECHE 5.3).

This request for additional funding is to support the division of Institutional Advancement which is charged with Goal 5 in the 2030 Strategic Plan, “Assuring Sustainability for the Future.”

According to the Plan, to achieve these goals, the University will continue to implement a financially sustainable model supplemented by entrepreneurial and philanthropic efforts, innovative partnerships, and increased external support for funded research activities. Specifically, #3, to grow the CCSU endowment to facilitate access to higher education, student success, and faculty achievement.

This position will strengthen IA’s ability to achieve these goals and build the Foundation endowment for Central’s future through major endowed gifts, naming gifts, planned gifts, etc. This investment will set the IA team up for success.