California State University, Los Angeles

2008-2009 Resource Allocation Plan

Budget Administration

(2643)

California State University, Los Angeles

DATE: December 1, 2008

TO: Kyle Button, Vice President for Institutional Advancement
Desdemona Cardoza, Provost and Vice President for Academic Affairs
George Pardon, Vice President for Administration and Chief Financial Officer
Peter Quan, Vice President for Information Technology Services and Chief Technology Officer
Anthony Ross, Vice President for Student Affairs

FROM: James M. Rosser, President

COPIES TO: K. Baaske, J. Chemel

SUBJECT: **2008/09 FINAL BUDGET GUIDELINES**

This memorandum provides further clarification for the 2008/09 University's Resource Allocation Process (RAP) and serves as the final budget guidelines.

The 2008/09 Final Budget signed by the Governor (Chancellor's Office memorandum B 08-03) reflects a General Fund appropriation adjustment for the California State University (CSU) of approximately <$15.1> million.

In addition, the CSU's 2008/09 budget was reduced by <$31.3> million as a result of the State's estimated shortfall for the current fiscal year. The impact to Cal State L.A. is a reduction of <$1,481,200> which will be funded from the University Reserve on a one-time basis in 2008/09. The Legislature is expected to meet in the next couple of months to consider additional reductions to the State budget in the current fiscal year. If there is an impact to Cal State L.A., future action may be required.

CSULA FUNDING ADJUSTMENTS

Cal State L.A. has been assigned a 2008/09 enrollment target of 17,809 FTES (17,000 resident and 809 non-resident), no change in resident FTES from 2007/08 target. In 2008/09, there is no growth funded in student enrollment FTES target. In addition, CSU does not receive marginal cost funding for non-resident students.

Per Chancellor's Office memorandum B 08-03, the final funding adjustments to Cal State L.A.'s 2008/09 General Fund base budget are as follows:

Base Budget Adjustments

< $411,000>	Retirement Adjustment for 2007/08
$2,496,000	State University Grant
<$1,695,000>	1/3rd Set-Aside from 2008/09 SUF Revenue Increase
<$30,915>	Chancellor's Office Auxiliary Audit Assessments

CSULA ALLOCATION PROCESS

The final **General Fund** net allocation is $133,080,149. Anticipated revenue and reimbursements bring the total General Fund gross expenditure budget to $211,437,312.

General Fund State Appropriation	$133,080,149
Anticipated Campus Operating Revenue/Reimb	73,013,000
Estimated Resource Allocation	$206,093,149
Reimbursed Activities	5,344,163
Total Estimated Gross Budget	$211,437,312

Campus budget allocations are based upon predefined Chancellor's Office allocations and the campus strategic initiatives. Staff benefits and Faculty/Staff compensation increases have not been allocated to the Executive areas.

The following are the estimated 2008/09 Funding Allocations:

	Net Alloc	Benefit Alloc Est	General Fund Gross
Exec Office of the President	$6,066,475	$1,220,361	$7,286,836
Provost/VP for Acad Affairs	80,200,943	28,620,889	108,821,832
VP for Info Tech. Srvcs	9,630,707	2,062,676	11,693,383
VP for Student Affairs	33,579,803	3,483,650	37,063,453
VP for Admin and Finance	21,845,447	5,492,018	27,337,465
VP for Institutional Adv.	2,076,570	740,009	2,816,579
Sal/Retirement Adj., Insur.	10,656,610	416,991	11,073,601
Total	$164,056,555	$42,036,594	$206,093,149

The 2008/09 **Lottery** Revenue budget for Cal State L.A. is $2,170,000. This includes the following:

California Pre-Doctoral Scholarship	$54,000
California Pre-Doctoral Admin. Support	$5,000
Campus Based Programs + Interest	$2,111,000
Total	$2,170,000

STRATEGIC PLANNING/BUDGET GUIDELINESS

The 2008/09 campus budget priorities are linked to the University Strategic Plan and the Governor's 2008/09 final budget. Consideration will continue to be given to the long-term and short-term campus impacts resulting from base budget reductions, while continuing to position the University for the future. The following are campus guidelines for 2008/09:

- Student Recruitment/Enrollment Management: Enrollment management is a critical element in our strategy. Cal State L.A. has been assigned a 2008/09 target of 17,809 FTES (17,000 Resident FTES). This target is the same as 2007/2008 and will be reached based upon the enrollment priorities established by the campus. Given our commitment

to quality instruction, Cal State L.A.'s College Year Student Faculty Ratio (SFR) should not exceed 22:1.

- Human Resources: Efforts will continue to hire and retain tenure-track and tenured faculty, and to address salary equity issues. All critical budgeted staff and administrative positions will be filled. Staff development efforts will continue to be supported.

- Academic Support and Student Services: Academic support and student services support will continue, with priority given to the Library and the Trustees' Graduation Initiative.

- Assessment of Student Learning: Support will continue for the development of instructional programs and faculty to facilitate the assessment of student learning outcomes.

- Quality Service: Quality service, inclusive of facilities maintenance and cleanliness, will continue to be a campus priority. The University continues to establish process maps for the purposes of achieving operational efficiency and cost savings.

- University Advancement: Funding will be directed toward strategies and materials to promote the University's ability to increase non-state funding, with an emphasis on unrestricted funds, student support and scholarships, private grants, and capital and equipment gifts.

- Instructional and Administrative Technology: Funds will continue to be provided for baseline support and for faculty use of academic and academically-related technologies that support and improve teaching, learning and advisement. Priority will also be given to compliance with 1) the CSU Accessible Technology Initiative (ATI) to make information technology resources and services accessible to all students, faculty, staff and general public regardless of disability, and 2) the CSU Information Security Policy for protecting the confidentiality of information; ensuring the integrity of data; maintaining the currency of systems and applications; preserving information as required for disaster recovery and business continuity; and complying with federal and state regulations.

- Equipment and Furniture: Support for essential equipment and furniture, inclusive of classrooms, laboratories, and the Library will be continued.

- Travel and Professional Development: Support will be provided for the following purposes:

    a. Tenured and tenure-track faculty support for research, scholarly and creative activities, and faculty development.

    b. Administrative travel essential to University operations.

- Open University Funds: Open university funds may be used by colleges, through the college-level budget development process, to supplement operating expenses, tenured and tenure-track faculty travel for research, scholarly and creative activities, and faculty development. Academic Affairs is charged with the responsibility of maintaining allocation guidelines.

- College Work-Study: Contingent upon continued approval of Title III status, College Work-Study funds will be available without a matching requirement for participating units.

- Lottery Funds: Lottery funds will be allocated consistent with Trustees' policy and campus priorities.

- Instructionally Related Activities: Instructionally related activities requests will be processed in accordance with Administrative Procedure Number 217.

- WASC Accreditation: The campus is currently preparing for WASC accreditation visits scheduled for Spring 2009 and Fall 2010. The University will provide the on-going funding support necessary to ensure the success of this process.

- Quarter to Semester Conversion: One-time funds will be set aside to begin the effort to evaluate the conversion from a quarter to semester academic schedule.

Major Capital Projects:

La Kretz Hall, Wing A of the Wallis Annenberg Integrated Sciences Complex, was completed in July 2008. Classes were offered in La Kretz Hall beginning in the Fall quarter 2008. The design for Wing B is underway and the initial phase of construction began in August 2008.

Construction of the new University-Student Union building is complete and opened in the Fall quarter 2008.

The campus received Board of Trustees approval for the construction of the Marc and Eva Stern Math and Science School (Stern MASS) on a portion of Parking Lot 2. Construction started in June 2007, and was completed and occupied in November 2008. Stern MASS is a joint use facility, and will house a Professional Development Center for Cal State L.A.

The campus received Board of Trustee approval for the construction of a facility for the Los Angeles County High School for the Arts (LACHSA) adjacent to Parking Structure C. Construction is expected to begin in May 2009. The facility will be for joint use, available to the campus after normal LACHSA school hours.

Construction of the Corporation Yard and Public Safety Building project started in Fall 2008 with the initial excavation of the Public Safety Building site.