



Channel Islands

CALIFORNIA STATE UNIVERSITY

ACADEMIC AFFAIRS

2017/2018 Budget Request

Academic Affairs	Permanent	Temporary	Total
New Benefitted Positions	2.00	11.15	13.15
Increase in revenue	(129,000)		(129,000)
Salaries & Wages	85,504	795,519	881,023
Salary Adjustments	143,400		143,400
Operating & Maintenance	43,496	459,879	503,375
TOTAL GENERAL OPERATING REQUEST	143,400	1,255,398	1,398,798

Auxiliary Enterprise	Permanent	Temporary	Total
New Benefitted Positions	0.25	-	0.25
Increase in revenue	-		-
Salaries & Wages	9,142	-	9,142
Salary Adjustments	-		-
Operating & Maintenance	-	-	-
TOTAL GENERAL OPERATING REQUEST	9,142	-	9,142

DIVISION OF ACADEMIC AFFAIRS FY18 SUPPLEMENTAL BUDGET QUESTIONS RESPONSES

Preamble: The Division of Academic Affairs submits this budget request and narrative in support of the proposed FY18 budget. This submission addresses absolute needs to continue to serve our students well and to begin addressing the challenging goals established in the CSU's Graduation Initiative. While this plan represents a significant first step in reprioritizing division resources to ensure that they align with student success goals, in the absence of new permanent funds over the past two years the division must also rely on carryforward and temporary funding to preserve basic instructional and student support functions.

Strategic Planning and Reporting: Discuss how your division supports the student-centered mission and strategic plan of the University.

The University Strategic Plan sets three priorities: Facilitate Student Success; Provide High Quality Education; and Realize our Future. The Academic Affairs strategic plan exemplifies these priorities, and characterizes CI as an "institution that values and meets the needs of all learners" where "all students...participate in engaging curricular experiences and use academic supports that help them successfully progress towards a degree." Every member of the faculty and academic affairs staff works to enhance and *Facilitate Student Success* and educational equity through direct instruction, mentoring, support services and functions, and an extensive range of high impact practices designed to facilitate student growth through graduation and beyond. To *Provide High Quality Education* is at the core of the purpose and function of the Academic Affairs division. The division strategic plan speaks of the importance of infusing the Mission Pillars "into all aspects of...learning," and the need to "hire and support high quality faculty, staff and administrators committed to the mission of the University and who represent the students we serve." The success of this is evident in the work of the exceptional faculty at CI, the fact that CI continues to be a leader within the CSU in student graduation rates, as well as through the accomplishments of our students and alumni that can be directly attributed to their academic experience. The last priority, to *Realize Our Future*, is reflected in our focus on building appropriate structures and capacity to provide support for the academic endeavor. The division continues to seek to build operational capacity (in our people, systems, and resources to support instruction). In these efforts we look to leverage the use of technology, to seek and be good stewards of public and private resources, and to implement collaborative planning and accountability processes. This takes a variety of forms including making better use of data to assess our work; efforts to improve curriculum, instruction, policies, processes and structures; and careful review of resource allocation to ensure alignment with our overall focus on student success.

Our strategic plan and our existence as the Academic Affairs division, are at the heart of the University Mission and function. Our faculty and staff facilitate the instruction, growth, transformation, and graduation of CI students, who go to on to contribute and lead in their communities.

Discuss any reallocation of resources in your division to address operating needs or changes that have already been addressed by your division.

The divisional budget process in preparation for the 17-18 academic year was focused on ensuring that the highest priorities align with the CSU Graduation Initiative. Last year's budget took the first steps to examine and prioritize new staff positions, using salary savings for budget reallocation. This budget continues and builds on those efforts while keeping Academic Affairs as 'flat' as possible although campus student success efforts require additional staff positions as well as new faculty hires anticipated for the coming year. There are continuing efforts to examine the use of faculty *reassigned time* to ensure that time released from teaching is used wisely, fairly, and in alignment with our strategic plan. In the current year the division maintained a number of mission critical services and functions with *carryforward funds*. Although there are some reallocations of base funding to support permanent needs, the pressing nature of the need, combined with the absence of any new funding anticipated for the coming year will still require the use of carryforward monies.

In the attached Funding Request Workbook, there are two items that reallocate permanent O&M base budget to fund two permanent positions having a net zero base budget effect. These are much-needed staff positions in support of the Santa Rosa Island Research Station (1.0 FTE), currently funded with temporary funds, and School of Education (1.0 FTE) administrative support position that was previously unfunded.

The current structure of the School of Arts & Sciences places an unsustainable burden on the Dean position and office. In FY17 faculty reassigned time was allocated to provide interim associate dean support. For FY18, the division will fund an administrator position as Interim Associate Dean and has reallocated temporary funding to meet this need and improve the operation of the school and service to its students.

In the current year there have been multiple efforts across the division to examine practices, structures and allocation of resources in order to ensure greater efficiency and to provide improved outcomes from investment of resources. These include a restructuring (and reduction) in the allocation of faculty reassigned time within the School of Education, consolidation of the structure for tutoring services within the Learning Resource Center and STEM Center to better serve student needs, physical consolidation of offices to accommodate space needs of faculty and staff, and reallocation of operating funds to support staff in areas of critical need. There is an ongoing assessment of current faculty reassignments and requests for reassignment in relation to their support of student success. The division has leveraged some of its non-tenure track faculty budget by hiring graduate students enrolled at CI to teach certain courses such as the developmental math courses at a pay rate lower than the average lecturer pay rate. In FY18, the division will redirect the savings in support of other important initiatives such as high-priority faculty reassignments that have direct contribution to student success.

Retiring administrators, who exercise rights through the Faculty Early Retirement Program (FERP), create a temporary expense (up to five years). The division identified resources, including the external buyout of one FERP position, that cover those costs for the coming year so that, unlike prior years, there are no additional requests for funding in FY18 to cover those salary commitments.

With a recent campus reorganization, the division of academic affairs is increasing its efforts in STEM and K-12 initiatives. As such, in spring of FY17 an interim Director of STEM Initiatives position was created and funded with external HSI grant funds (.25 FTE). In FY18, the functions of this interim position will be expanded to a 1.0 FTE. The previously identified HSI grant funds will continue to be leveraged to support the position in part and will be supplemented with the temporary salary savings achieved through reassignment of a current tenure track faculty to this administrator position thereby not requiring an additional budget request to fund the position in FY18.

Operations across the division are continually being evaluated by the division for areas to experience efficiencies and better serve and support our students. Streamlining of processes in Academic Advising resulted in greater scheduling flexibility to accommodate student needs. Revamping of websites has provided clearer information to students. Revising of Admitted Dolphin Day both provided efficiencies while improving awareness of next steps for enrollment by prospective students.

Use of non-general fund resources in support of the academic enterprise: It is important to note that the division utilizes a number of non-general fund resources to support a range of instructional and student support functions while reducing the need for general fund allocations. Overall, grants covering faculty, staff and student salaries, fringe benefits, faculty and student travel and general operations rose from \$3.9 million in FY12 to nearly \$5.2 million in expenditures in FY16. That represents an 8-fold return on general fund investment in the research and sponsored programs (RSP) enterprise. While the admission process is complex and labor intensive, revenue from application fees funds significant portions of the operating costs in that unit, reducing the amount of general fund support required for this mission critical function. Student course/lab fees generate approximately \$300,000 per year to provide supplies, materials, and support travel costs that would otherwise come from the general fund. Foundation restricted funds substantially support the Nursing program. Targeted allocations from the Chancellor's Office provide another substantial source of support for various initiatives. Further, per CSU directives, lottery funds are used to fund Teacher Diversity, Early Assessment Program (EAP), and the Pre-Doctoral Programs in School of Education.

Although they do not reduce costs to the general fund, projects such as the Open-CI project saved CI students almost \$440,000 in textbook costs by replacing high cost texts with lower cost or free options. While the allocation processes are either underway or complete for the allocation of resources in the current year for several campus resources including the student IRA and MSFT funds, as well as the lottery funds, future calls for proposals and consideration of

projects will include an explicit focus on support for student success goals. In addition, academic programs will be asked to prepare plans to direct Campus Partners resources in support of campus student success goals. Programs that have significant indirect funding as a result of grant activity use those resources to support further research, programmatic and faculty needs.

New Funding Requests: Please provide a description of new growth funds requested in the attached Funding Request Workbook (Attachment 5). One workbook for each fund. Include a summary of any operational risks that CI must work to mitigate over time. Note that new funding for strategic investment is limited, so your summary should provide a clear sense of how your unit intends to minimize risk, maximize service, and if necessary, repurpose existing funds to do so.

This budget represents the continuing focus on the success of our students. It contains a basic level of funding required to avoid reducing resources and services that support students and instruction. As noted earlier, the final request includes a number of permanent internal reallocations which reduced the need for temporary funds. During the divisional budget process, the total funding requests were reduced from more than \$3 million (including \$2.1 million in permanent requests) to a total of just under \$1.4 million. This includes a total of \$143,400 in permanent funds that are limited to mandatory costs consistent with obligations under the CSU faculty collective bargaining agreement. The only areas where additional resources are not already supported in the current year through temporary funds are increased costs due to legally mandated increases in minimum wage, basic support for new academic programs, grant and institutionalization commitments, marginal support costs for new faculty positions, multi-year software costs, mandated costs tied to labor certification for international faculty, and the addition of positions critical to student success (interim associate dean of the School of Arts & Sciences 1.0 FTE, Librarian 1.0 FTE, student loan processor 1.0 FTE, program analyst to support undergraduate initiatives 1.0 FTE, and a .5 FTE support position in the Writing and Multiliteracy Center). The remaining temporary funding needs include existing staffing and other ongoing resources that are critical to maintaining services to support CI's momentum in supporting the success of its students.

Address how your request supports the University's Strategic Plan and the Trustees' Student Success and Completion initiatives.

As detailed in the first section, the work and focus of the Academic Affairs division is not only supportive of the University Strategic Plan, it is essential to its success. The University's strategic plan, particularly the first two elements of Facilitating Student Success and Providing High Quality Education are integrally connected to the CSU student success and degree completion initiatives. It is critical that both the division and campus take the necessary steps to create the permanent capacity in order for CI to be successful in reaching the long term goals of the CSU initiatives (or in the language of the strategic plan, the realize our future).

The funds represented in this request will allow CI to continue to provide its students with an impressive array of high impact practices that have help propel our campus to a leadership position in the CSU efforts to increase graduation rates while reducing the gap in graduation rates for first generation, underrepresented, and Pell eligible students. CI's success in facilitating success for Hispanic students led the Foundation for Student Success to identify our campus as one of seven in the nation that will serve as "mentors" for other institutions struggling to close the achievement gap for their students. CI has outstanding faculty who continue to be engaged with their students both in the classroom, in the community and in research settings. The results of this continue to be seen in the success of CI's graduates, and the regional and national recognition of our academic programs.

This budget takes initial steps to build permanent capacity to support long term goals while maintaining existing resources available to students in the coming year. Of the 33 temporary items in the divisional request, 25 are directly tied to student success (the remainder are tied to ongoing obligations, mandated activities or divisional operations).

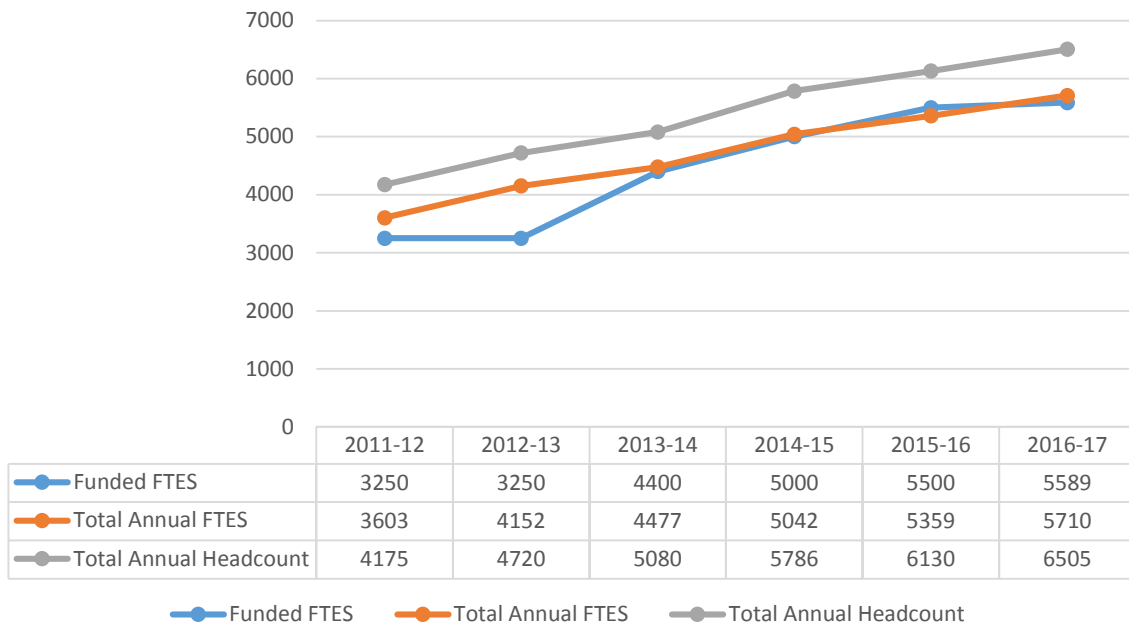
While the 2025 Graduation Initiative is the focus of substantial collective effort at the division level, there are other, grassroots efforts at the program level that support this initiative. Both the Chemistry and Sociology programs have initiated mandatory upper-division advising pilot programs for majors that are expected to improve graduation rates and overall student success tied to 2025 Graduation initiative. In the coming year more initiatives like this are expected across the division.

As the Chancellor and other CSU leaders have noted the targets established for the graduation initiative are ambitious and will have a major impact on students across our system, but they have publicly acknowledged that this is a major effort whose goals cannot be achieved without additional resources.

Discuss any major budget challenges for the division in FY18.

The primary challenge facing the division in the coming fiscal year is similar to the current year, but compounded by expectations tied to the 2025 Graduation Initiative. The lack of growth in permanent funding to the campus means that there are no permanent resources to sustain or advance key student success initiatives in the face of increasing demands for support, added mandates, and ambitious targets. Although the process of examining core functions and reallocating resources has begun, the division has had to rely on temporary or carryforward funds the last two years. As actual enrollments grow each year programs have seen no growth in operating support over a period of multiple years (some areas have resorted to cannibalizing operating funds to maintain key services). Without carryforward or temporary funding the division faces loss of critical support services that will have a direct and significant negative impact on student success (loss of services, elimination of high impact practices, loss of capacity to efficiently facilitate student support and graduation).

Annual Full-time Student Equivalent - Funded vs Actual
Annualized Student Headcount



CI can take great pride in its success in moving students to graduation in a timely way. CI is a leader within the CSU with its graduation rates and low gap in graduation rates for underrepresented, first generation and Pell eligible students. At the same time this success highlights the challenge (and burden) the campus faces in reaching this level of achievement. Freshmen entering CI do so with preparation that is substantially below their peers at other CSU campuses. Yet CI lacks the well-developed support infrastructure found on most other CSU campuses. The under-preparedness of incoming CI students has a significant impact on instruction and support functions. It means that faculty and staff engage in exceptional efforts to bridge the gap our students face when they arrive on campus. The challenges are seen clearly in the deficit of professional advising staff. The national standard for professional academic advisers is 400 students per adviser. CI's ratio was 1,100:1 as supported by permanent base budget. The addition of a temporary graduation advisor was added in the spring with one-time CSU graduation initiative funds and, factoring in actual enrollment, this ratio was reduced to 930:1. In order to partially bridge the gap in advising the faculty advising role has expanded. In another critical area tutorial services continue to rely on student fee-based funding (MSFT) for the majority of their support. CI has benefited greatly from support resources obtained through federally funded HSI capacity building grants, but has struggled to identify the resources to institutionalize these resources as those grants reach the end of their funding. It is remarkable that, despite the challenges our students face when they arrive at CI, they still graduate at higher

rate than other CSU campuses. This is an impressive achievement of which our staff and faculty should be proud, but one that is clearly not sustainable.

Average CI & CSU College Readiness

Readiness	CI 5-Yr Average	CSU 5-Yr Average
College Ready in Math and English	41%	58%
Not College Ready in Math Only	21%	11%
Not College Ready in English Only	9%	13%
Not College Ready in English or Math	29%	18%

Another key challenge involves expanding faculty capacity in relation the FTES growth and improving tenure density. As noted earlier, faculty at CI are highly productive, engaged with students and in campus student success efforts, all the while maintaining an unsustainable level of service responsibilities. The division is making slow progress in increasing its tenure density. A number of creative approaches to further improve the ratio and reduce the service load are being explored. Librarian faculty are currently not included in the campus model for funding new tenure track faculty positions and must be funded within the divisional request. Historically, faculty recruitment base budget has been underfunded and the effort is funded with temporary funds from division salary savings and/or fund balance carryforward. Efforts to address tenure density have a direct impact on faculty recruitment costs.

The Enrollment Management unit is critical to functions that bring students to the campus, ensure their matriculation, financial aid, registration, advising and graduation. This unit moved to Academic Affairs in 2013. Although staff positions for these functions moved with the unit, Academic Affairs has struggled to find sufficient resources to support the complex operations in this area. Inadequate funding for Enrollment Management impacts its core functions of Admissions & Recruitment, Records & Registration, Financial Aid, Academic Advising, and Student Systems. This is exacerbated by increasing numbers of applications redirected from other CSU campuses as well as ongoing annual increases in direct applications and enrollments. Currently, approximately 20% of the funds supporting enrollment management functions are not funded with general fund allocations (primarily application fees and cost recovery from Extended University). In key areas where graduation and orientation fees are charged, the allocation of fees is not tied to increased workload for faculty or other services within Academic Affairs.

An ongoing concern is the range of operations such as faculty service efforts, library subscriptions, annual maintenance, and critical software that lack permanent base budget allocations.

The division lacks technical capacity to support many of its systems and data needs. With a few exceptions, when permanent resources have been available they have been invested in areas that directly support instruction or student support. The division is heavily reliant on other units to support many of the complex systems tied to admission, enrollment and financial aid, as well as data retrieval and analysis capabilities to better understand the needs and trends within our student population.

In recent years the campus experienced significant expansion in its degree offerings without base budgets to support those new programs. This has resulted in erosion of other program budgets to accommodate portions of the real costs associated with new degrees. While, current models do not provide a systematic allocation of resources tied to growing program needs, this budget does provide modest resources (for the first time) for the new Health Science and Global Studies majors. A review of the academic planning process will consider where the development of new programs is needed and appropriate while helping focus on the need to ensuring adequate funding of new programs as they come on line and are offered.

Space: Considering your Unit strategic plans please provide a short summary (1-2 pages at most per direct reporting unit/department) that relates these plans to your current space assignment.

You may wish to consider the following questions in your response:

a. Does your current space inventory meet current programmatic requirements? Or, does the type or quality of the space place any constraints on your ability to meet program requirements? Please provide specific quality or space type concerns (location, specific quality concern, etc.).

b. Will your unit be able to accommodate your growth plans within existing inventory of space? If additional space will be necessary, please describe the amount, type, or quality of additional space you may need to meet programmatic objectives and growth plans.

Faculty and Student Research Space

As noted in prior budget requests, the availability of appropriate facilities to support research and creative activities presents a significant challenge to multiple academic programs. Without research space, engineering and science disciplines are unable to recruit and retain tenure track faculty who are required to engage in research activities as part of their tenure and promotion process. Academic Affairs was able to identify research space to accommodate the next anticipated tenure track hire in Biology for academic year 17-18, but additional space is required to accommodate future science and engineering hires. Over the following two years the campus should plan to accommodate at least six additional research spaces to accommodate hires in biology, chemistry, engineering, and ESRM. As we look further ahead an additional four research spaces will be required in the following two years. Although the spaces needed will vary by discipline, approximately 400 square feet is required to accommodate each faculty-led research team. The research spaces could be grouped into pairings of spaces with high intensity infrastructure (chemistry), medium intensity infrastructure (biology and ESRM), and low intensity

infrastructure (engineering). These spaces require appropriate mechanical systems (in some cases including snorkels or fume hoods, and/or gases), electrical power, plumbing, benches and cabinetry. Additionally, CI's growing distinction as a leader in undergraduate research within the CSU and across the region necessitates providing students access to lab research opportunities as an important part of CI's commitment to student success. This high impact practice equips students to succeed in their undergraduate career and has been highly effective at positioning CI students to succeed in their future graduate school and professional careers.

Faculty and Staff Office Space

Academic Affairs was able to accommodate its office space needs, including new tenure track faculty hires, in academic year 16-17 through consolidations and steps to create additional efficiencies in space assignments. In response to pressing needs for student support services the division worked collaboratively to make office space available with the understanding that additional space would be provided in response to future needs. In preparation for 20 anticipated tenure track hires for academic year 17-18 the division will continue to implement procedures that further increase office space efficiencies. If the campus hires tenure track faculty at rates comparable to prior years, it should be possible to accommodate tenure track office needs in the coming year. Assuming no growth in permanent staff for the coming year, the division should also have adequate office space. However, beyond academic year 17-18 Academic Affairs will not have necessary additional office space to accommodate newly hired tenure track faculty, new staff positions, or additional support services and functions that may be required to meet CI's student success goals and commitments as part of the Graduation Initiative. This will require at least an additional 12 tenure track faculty offices, plus office and support spaces to accommodate staff, particularly in connection with student success initiatives.

Instructional Facilities

As the campus does not anticipate additional funded enrollment growth, the existing stock of instructional space should be sufficient to accommodate enrollments (including unfunded enrollments that may be realized) in academic year 17-18. Currently we are experiencing difficulty accommodating student demand in Art studio facilities (particularly in one location where the lab capacity is 21 and the course could otherwise accommodate 24 students per section). Academic Affairs will work with Facilities Services to explore possible relocation of this lab to another instructional space where more students could be accommodated in the coming year. As the campus adds additional enrollment in the future the greatest pressure will likely be felt in providing instructional lab and large lecture spaces. The use of online and hybrid course delivery methods mitigated some demand for additional instructional space. In the past year scheduling procedures were implemented to accommodate hybrid course scheduling. As access to instructional space becomes more limited with future enrollment growth there will be increased reliance on Friday and late evening courses.

Depending on enrollment pressures, the campus should have sufficient space to accommodate lecture needs until at least the 18-19 (and possibly 19-20) academic year. In addition to continued use of technology in instruction, increased use of Friday and evening times, another alternative the campus should examine is the use of Saturday scheduling. If the campus wishes

to develop a Saturday or weekend instructional program it will be necessary to plan (and budget) for the full range of operations and support services for those programs. It is also important to recognize that any weekend program may require multiple semesters to develop the robust set of offerings and enrollments common during the traditional weekday programs. Another option to increase space utilization and provide additional student opportunities for degree completion might be the development of a full state-supported summer session program and intersession programs.

Library and Other Support Spaces

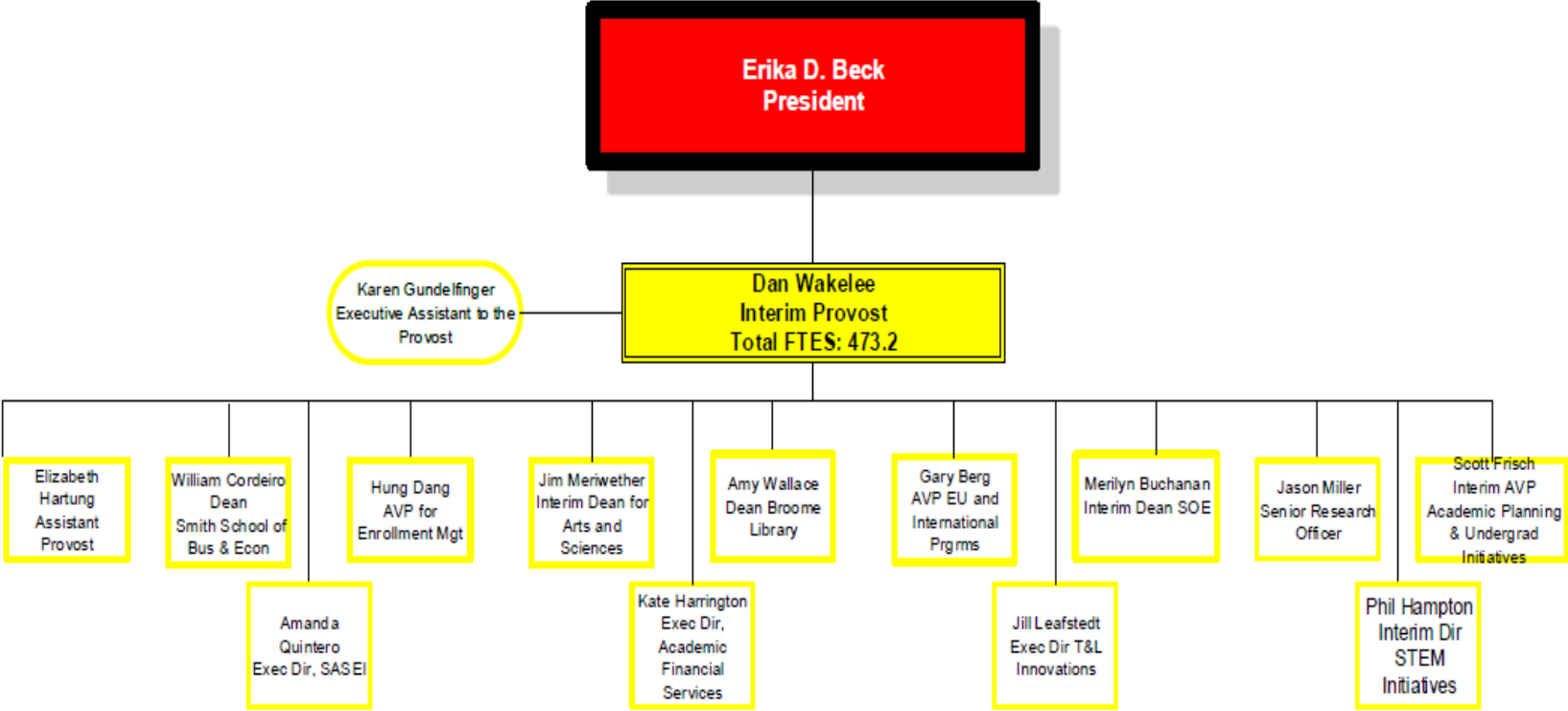
At this time there is insufficient space available to provide new or additional support programs that may be necessary to achieve campus objectives as part of the 2025 Graduation Initiative. In FY17 a consolidation of tutorial services provided through the Learning Resource Center and STEM Center was initiated. However, the Writing and Multiliteracy Center is currently operating at physical capacity. Providing sufficient additional space for academic support functions such as the Writing and Multiliteracy Center and Learning Resource Center will be critical to meeting campus student success goals. There are also needs to expand access to open student computing spaces, particularly in the John Spoor Broome Library, that cannot be accommodated at this time.

There are multiple ongoing needs related to maintenance and facilities operation in the Broome Library including replacement of security cameras, task lighting and carpeting; climate control repairs and improvements; installation of shelving acquired at the time of library construction; and creation of additional material storage that require planning and implementation but which should be University efforts and not the sole responsibility of Academic Affairs.

Organizational Chart: Please include a one-page organizational chart for your division to include total FTE regular employees.

See attached.

CSU Channel Islands Division of Academic Affairs



CSU Channel Islands 2017/18 Budget Request Workbook

Please select the division

Please select the unit/ organization/fund

Academic Affairs

GD901 - General Operating

Permanent Requests	143,400	2.00
Temporary Requests	1,255,398	11.15
Total Requests	1,398,798	13.15

Fiscal Year 2017/2018 Budget Request Form

PERMANENT REQUEST - GD901

DIVISION OF ACADEMIC AFFAIRS V.8.1

Priority	Amount Requested	Full Time Equivalent	Narrative	Summary of funding category	Specific Details	Annual Salary	Revenue	Salary	FTE	O&M	
P1	127,300	-	Faculty who are promoted to Associate or Full Professor receive a minimum increase to their salary of 9.5% per the Contract. This represents an increase from the 7.5% mandated by the CBA prior to 2016.	Tenure Track Faculty				\$ 127,300	-		
				Management (Admin 3, Admin 4, Admin 5)						-	
				Non-Represented (Admin 1, Admin 2 & Confidential)						-	
				Represented Staff (Non-faculty bargaining unit)						-	
				Overtime						-	
				Student Assistants						-	
				Stipends Bonuses Allowances						-	
				Librarians						-	
				Special Consultants						-	
				General Operating Expense							
				Revenue 1		ex. Application fees					
				Revenue 2		ex. Other operating revenue					
				Revenue 3							
			Cost Recovery**								

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Annual Salary	Revenue	Staffing	FTE	O&M	
P2	16,100	-	Lecturer faculty who have no more eligibility in their current range and who have served for five years in their current range are eligible to apply for range elevations. This is contractually mandated as a form of advancement well-performing long-serving lecturer faculty.	Lecturers				\$ 16,100	-		
				Management (Admin 3, Admin 4, Admin 5)						-	
				Non-Represented (Admin 1, Admin 2 & Confidential)						-	
				Represented Staff (Non-faculty bargaining unit)						-	
				Overtime						-	
				Student Assistants						-	
				Stipends Bonuses Allowances						-	
				Librarians						-	
				Special Consultants						-	
				General Operating Expense							
				Revenue 1		ex. Application fees					
				Revenue 2		ex. Other operating revenue					
				Revenue 3							
			Cost Recovery**								

Priority	Amount Requested	Full Time Equivalent	Narrative	Summary of funding category	Specific Details	Annual Salary	Revenue	Staffing	FTE	O&M	
P3	-	1.00	Division Request: Santa Rosa Island Research Station: This divisional request involves reallocation of operating funds to support the Santa Rosa Island Research Coordinator position. SRIRS has been a vital component of high impact practices for faculty and students, and the dramatic increase in use per year merits this reallocation.	Management (Admin 3, Admin 4, Admin 5)					-		
				Non-Represented (Admin 1, Admin 2 & Confidential)						-	
				Represented Staff (Non-faculty bargaining unit)		Santa Rosa Island Research Coordinator			\$ 51,504	1.00	(51,504)
				Overtime						-	
				Student Assistants						-	
				Stipends Bonuses Allowances						-	
				Librarians						-	
				Special Consultants						-	
				General Operating Expense					\$ -		
				Revenue 1		ex. Application fees					
				Revenue 2		ex. Other operating revenue					
				Revenue 3							
				Cost Recovery**							

Priority	Amount Requested	Full Time Equivalent	Narrative	Summary of funding category	Specific Details	Annual Salary	Revenue	Salary	FTE	O&M	
P4	-	1.00	School of Education: Administrative Support Assistant I, SOE Faculty Support: The School of Education offers 13 programs ranging from undergraduate, post-baccalaureate, to master's levels. The School has two support personnel, an Academic Program Analyst and a Budget Analyst. Both work beyond capacity to manage and meet their duties for the SOE as well as providing faculty support. Thus SOE proposes reallocation of operating funds to support a 1.0 FTE ASA I position.	Management (Admin 3, Admin 4, Admin 5)					-		
				Non-Represented (Admin 1, Admin 2 & Confidential)						-	
				Represented Staff (Non-faculty bargaining unit)		Unit 7			\$ 34,000	1.00	(34,000)
				Overtime						-	
				Student Assistants						-	
				Stipends Bonuses Allowances						-	
				Librarians						-	
				Special Consultants						-	
				General Operating Expense							
				Revenue 1		ex. Application fees					
				Revenue 2		ex. Other operating revenue					
				Revenue 3							
				Cost Recovery**							

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Annual Salary	Revenue	Staffing	FTE	O&M	
P5	-	-	Budget for Cost Recovery revenue offset by increase in O&M. Enrollment management will use these funds for existing needs that are currently funded with temporary roll forward funds.	Management (Admin 3, Admin 4, Admin 5)					-		
				Non-Represented (Admin 1, Admin 2 & Confidential)							
				Represented Staff (Non-faculty bargaining unit)							
				Represented Staff (Non-faculty bargaining unit)							
				Student Assistants						-	
				Stipends Bonuses Allowances						-	
				Librarians						-	
				Special Consultants						-	
				General Operating Expense							129,000
				Revenue 1		ex. Application fees					
				Revenue 2		ex. Other operating revenue					
				Revenue 3							
				Cost Recovery from 948				(129,000)			

Grand Total 143,400 2.00

(129,000) 228,904 2.00 43,496

Priority	Amount Requested	FTE	Narrative	DETAILS: Description/Classification	Job Code	Annual Salary	FTE	Staffing	O&M
T31	10,000	-	Undergraduate Initiatives: The campus has struggled to find a repository for student portfolio work and for program assessment to aid continuous improvement. This modest amount allows for pursuing alternative assessment strategies to replace a product that has become quite expensive and not widely adopted. This request is in support of Student Success initiatives.	General Operating Expense					10,000

Priority	Amount Requested	FTE	Narrative	DETAILS: Description/Classification	Job Code	Annual Salary	FTE	Staffing	O&M
T32	2,200	-	Academic Senate: The Senate Chair or her delegate is involved in Transfer and Freshmen Orientation in the summer months. Additionally, expectations for travel to systemwide meetings with other Senate Chairs necessitate an increase to the travel budget.	Summer supplemental stipend(s)					2,200

Priority	Amount Requested	FTE	Narrative	DETAILS: Description/Classification	Job Code	Annual Salary	FTE	Staffing	O&M
T33	8,000	-	Arts & Sciences: Anthropology has acquired a collection of specimens and artifacts that requiring cataloging and curating.	Special consultant for curation of the ANTH collection				8,000	

Grand Total	1,255,398	11.15					11.15	795,519	459,879
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CSU Channel Islands 2017/18 Budget Request Workbook

Please select the division

Please select the unit/ organization/fund

Academic Affairs
Extended University - Operations

Permanent Requests

Temporary Requests

9,142
-

Total Requests

9,142

Fiscal Year 2017/2018 Budget Request Form

PERMANENT REQUEST

Priority	Amount Requested	Full Time Equivalent	Narrative	Summary of funding category	Specific Details	Revenue	Salary	FTE	O&M	
1	9,142	0.25	To increase the FTE for the Extended University's Marketing and Administrative Assistant position at the Thousand Oaks campus from .75 FTE to 1.0 FTE due to increased activities in our marketing, advertising, and recruitment projects. The amount requested is \$9,142 (6,000 salary + 3,142 benefits @ 52.37%). Position will be charged to 860 TH901.	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)	ASA II			\$ 9,142	0.25	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1	ex. Application fees					
				Revenue 2	ex. Other operating revenue					
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
2	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1	ex. Application fees					
				Revenue 2	ex. Other operating revenue					
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
3	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1	ex. Application fees					
				Revenue 2	ex. Other operating revenue					
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
4	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1		ex. Application fees				
				Revenue 2		ex. Other operating revenue				
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
5	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1		ex. Application fees				
				Revenue 2		ex. Other operating revenue				
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
6	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1		ex. Application fees				
				Revenue 2		ex. Other operating revenue				
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
7	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1		ex. Application fees				
				Revenue 2		ex. Other operating revenue				
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
8	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1		ex. Application fees				
				Revenue 2		ex. Other operating revenue				
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
9	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1		ex. Application fees				
				Revenue 2		ex. Other operating revenue				
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
10	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1	ex. Application fees					
				Revenue 2	ex. Other operating revenue					
				Revenue 3						
				Cost Recovery**						

Priority	Amount Requested	Full Time Equivalent	Narrative	DETAILS: Description/Classification	Specific Details	Revenue	Staffing	FTE	O&M	
11	-	-	Enter narrative here	Management (Admin 3, Admin 4, Admin 5)				-		
				Non-Represented (Admin 1, Admin 2 & Confidential)					-	
				Represented Staff (Non-faculty bargaining unit)					-	
				Overtime					-	
				Student Assistants					-	
				Stipends Bonuses Allowances					-	
				Librarians					-	
				Special Consultants					-	
				General Operating Expense						
				Revenue 1	ex. Application fees					
				Revenue 2	ex. Other operating revenue					
				Revenue 3						
				Cost Recovery**						

Grand Total **9,142** **0.25**

9,142 **0.25** **-**

Summary

CI Extended University FY17-18 Budget Request						2/9/2017				
Dept #	Name	Revenue	Cost Recovery 660835 (6.58%)	TF CERF 670444 (15%)	OH-Chancellor's Office 660025	CI IT Cost Allocation 660835	Other Expenses	Total Expenses	Net rev - oper	after EU O/H
860	Extended U Admin	\$ (20,000)			15,000	100,000	1,993,101	\$ 2,108,101	2,088,101	
861	Open U	\$ (670,000)	44,086	100,500			115,000	\$ 259,586	(410,414)	(209,185)
862	Custom Programs	\$ -	-	-			295	\$ 295	295	295
863	Certificates	\$ (40,000)	2,632	6,000			11,368	\$ 20,000	(20,000)	(7,986)
864	Degree Credit Courses	\$ (65,000)	4,277	9,750			35,973	\$ 50,000	(15,000)	4,522
865	International Programs	\$ (150,000)	9,870	22,500			367,630	\$ 400,000	250,000	295,051
866	MBA	\$ (953,000)	62,707	142,950			353,490	\$ 559,147	(393,853)	(107,627)
868	MS Biotech	\$ (1,200,000)	78,960	180,000			449,064	\$ 708,024	(491,976)	(131,566)
869	MS CompSci	\$ (120,000)	7,896	18,000			96,686	\$ 122,582	2,582	38,623
870	MS Math	\$ (120,000)	7,896	18,000			73,343	\$ 99,239	(20,761)	15,280
871	non-credit courses	\$ (1,000)	66	150			1,164	\$ 1,380	380	680
872	SBCC--Business	\$ (270,000)	17,766	40,500			195,457	\$ 253,723	(16,277)	64,815
874	RN-BSN	\$ (120,000)	7,896	18,000			115,749	\$ 141,645	21,645	57,686
875	ADN-BSN	\$ (500,000)	32,900	75,000			206,482	\$ 314,382	(185,618)	(35,447)
876	Summer Session	\$ (1,000,000)	65,800	150,000			362,133	\$ 577,933	(422,067)	(121,725)
877	BSN Cottage	\$ (450,000)	29,610	67,500			133,373	\$ 230,483	(219,517)	(84,363)
879	SBCC--Psychology	\$ (400,000)	26,320	60,000			253,882	\$ 340,202	(59,798)	60,339
880	MBA--Goleta		-	-			178,809	\$ 178,809	178,809	178,809
881	BS-MBA SBCC		-	-			9,252	\$ 9,252	9,252	9,252
883	BA Liberal Studies Online		-	-			10,301	\$ 10,301	10,301	10,301
884	BS Business Online	\$ (900,000)	59,220	135,000			116,351	\$ 310,571	(589,429)	(319,121)
885	MS Nursing		-	-			377	\$ 377	377	377
878 TH915	Early Start	\$ (40,000)	2,632	6,000			40,640	\$ 49,272	9,272	21,286
860 TH925	Reserves						273,696	\$ 273,696	273,696	273,696
	Total	\$ (7,019,000)	\$ 460,534	\$ 1,049,850	\$ 15,000	\$ 100,000	\$ 5,393,616	\$ 7,019,000	\$ -	
	Total Revenue/Expenses								-	
	EU Admin O/H Rate (expenditures/total expenditures)								30.03%	
		Revenue						Expense		
	Osher Endowment (TH910)	(251,000)						251,000	-	