



Strategic Resource Planning Committee

Solano Hall 2175
Tuesday, September 24, 2019
12:30 – 2:00 PM

Agenda

1. Welcome
2. FY 2019-20 Operating Budget Update
 - Divisional Summary Requests
 - Approved FY 2019-20 Budget Summary
 - Five-Year Forecast
3. Final Budget Allocations from Chancellor's Office
 - Permanent
 - Temporary
4. FY 2019-20 Allocation/Earmark
5. FY 2019-20 Strategic Initiative Proposal Presentations – BFA
 - Green Revolving Fund – Tom Hunt, Interim AVP Facilities
 - DUO 2-Factor Authentication (2FA) for Students – Jim August, CIO
6. Next Steps

FY 2019-20 Operating Budget Update

FY 2019-20 REALLOCATIONS

			<u>Salary/Bene's</u>
Student Affairs	Management - Admin III - Position 830	0.40	(20,862)
	Non Represented - Admin II - Position 828	(0.50)	(28,050)
	Portion of vacant Admin Assistant for Wellness Promotion & Education – Position 2212		(7,450)
	Asst. Dir. for Inclusive Student Services / Intercultural Services	0.10	
		1.00	56,362
	Management - Admin III - 008		(11,252)
	Operating - VPSA		(1,648)
	EOP scholarships (Budget in 609001-GD901-X10101)		12,900
	Balance of vacant Admin Assistant for Wellness Promotion & Education – Position 2212	-0.5	(35,750)
	CARE Case Manager	0.5	35,750
BFA	Financial Reporting Analyst - Financial Services	(1.00)	(75,471)
	Financial and Budget Reporting Analyst - B&P	1.00	75,471
Advancement	Director of Special Projects	(1.00)	(88,832)
	Admin Analyst Specialist	0.50	49,332
	Admin Support Assistant	0.50	39,500
	Associate Director, Prospect Research	(1.00)	(69,781)
	Admin Analyst/Specialist NE (AAS NE)	0.50	26,867
	Admin Analyst/Specialist I (AAS)	0.50	26,867
	Administrator II	-	16,047
	TOTAL GENERAL OPERATING - REALLOCATION REQUESTS	1.00	-

FY 2019-20 Divisional Budget Requests - PERMANENT

	<u>Description</u>	<u>FTE</u>	<u>Salary/Bene's</u>	<u>Detail</u>
Academic Affairs	Tenure Track Faculty - Conversions	12.0	480,000	Conversion positions
	Tenure Track Faculty - New Lines	4.0	510,000	Increase tenure density
	Financial Aid Specialist	1.0	67,500	Convert temp to perm
	Faculty Promotions		186,000	
University Advancement	Commencement		50,000	
Office of the President	Salary Adjustment		7,815	
Business & Financial Affairs	Title IX - Admin Analyst	1.0	85,500	Increased caseload; Cleary responsibility
	Title IX - Admin Coordinator	1.0	69,750	Increased caseload; Cleary responsibility
	Title IX - Consultants		15,000	Family Coalition
Student Affairs	Coordinator of Basic Needs	1.0	85,500	
	Academic Advisors	3.0	225,000	New Positions
	Grad Advisor - Assistant Director	1.0	78,750	Convert temp to perm
Total		24.0	1,860,815	

FY 2019-20 Divisional Budget Requests - TEMPORARY

	<u>Description</u>	<u>Salary/Bene's</u>
Academic Affairs	Provost Travel Pool for TTF	200,000
Academic Affairs	New TTP Startup	168,000
Academic Affairs	Supplemental Enrollment Fund	250,000
Academic Affairs	Additional Release Time for new TTF	308,673
Academic Affairs	Sabbaticals	60,000
Student Affairs	Pilot to expand DSA Peer Support Training	56,700
	Pilot for Mandatory Peer Advising	51,030
Business & Financial Affairs	Tableau Software License Renewal	61,200
TOTAL		- 1,155,603

FY 2019-20 Divisional Budget Requests – TOTAL DOLLARS

	Permanent	Temporary	Total
Office of the President	7,815	0	7,815
Academic Affairs	1,243,500	986,673	2,230,173
Advancement	50,000	0	50,000
Business & Financial Affairs	170,250	61,200	231,450
Student Affairs	389,250	107,730	496,980
Total	1,860,815	1,206,633	3,016,418

2019-20 Budget Requests – CONSOLIDATED SUMMARY

GENERAL OPERATING	Permanent	Conversion/ Reallocation	Total Permanent	Temporary	Grand Total
New Benefitted Positions	12.00	12.00	24.00	-	24.00
Salaries & Wages	\$ 1,315,815	\$ 468,748	\$ 1,784,563	\$ 894,403	\$ 2,678,966
Operating & Maintenance	65,000	11,252	76,252	261,100	337,452
TOTAL GENERAL OPERATING	\$ 1,380,815	\$ 480,000	\$ 1,860,815	\$ 1,155,603	\$ 3,016,418

2019-20 **Approved** Budget - Summary of Sources

	2019/20 PERMANENT	2019/20 TEMPORARY
Enrollment Increase	203	
Percent Increase Tuition	3.5%	
Projected Revenue Increase	PERMANENT	TEMPORARY
Tuition (based on growth)	927,000	
CO - GI 2025 Allocation	1,068,000	
CO - Mandatory (Health, Retirement)	432,000	
CO - Prior Year Retirement Adjustment (18/19)	407,000	
CO - Compensation	2,702,000	
Minimum Wage Increase	133,000	
Enrollment Growth (203 FTES)	1,371,000	
Ave. Unit Load Increase	51,000	
New Space O&M	102,000	
Contingency/Unallocated Prior Two Years		2,431,431
Strategic Initiatives Unallocated 2018/19		527,100
Total Sources	<u>7,193,000</u>	<u>2,958,531</u>

2019-20 **Approved** Budget - Summary of Uses

EXPENDITURES	PERMANENT	TEMPORARY
CO - Mandatory (Health, Retirement)	432,000	
CO - Prior Year Retirement Adjustment (18/19)	407,000	
Compensation - Faculty Promotion	186,000	
CO - Compensation	2,702,000	
Sabbaticals - Faculty		60,000
Course Releases - New TT Faculty		308,673
Divisional Requests - Perm	1,860,815	
Divisional Requests - Temp		786,930
Set Aside for Strategic Initiatives (3 years)		1,000,000
Fixed Costs Increases (insurance/utilities)	340,886	
Compensation - Campus Contribution (est.)	640,000	
Minimum Wage Increase	133,000	
Staff Equity - Pool	250,000	
Contingency	350,000	
New Space O&M	102,000	
Divisional Contingency annual allocation (est.)		150,000
Legal Expense		150,000
Total Uses	7,403,701	2,455,603
Total 18/19 Permanent Uncommitted	2,377,667	
Cumulative Budget Change	2,166,966	
Total One-Time Uncommitted		502,928

2019-20 Budget - Summary

2019/20	PERMANENT	TEMPORARY
Total Sources	7,193,000	2,958,531
Total Uses	7,403,701	2,455,603
Total Permanent Uncommitted	2,377,667	
Cumulative Budget Change	2,166,966	
Total One-Time Uncommitted		502,928

Five-Year Forecast - Revenues

Year	2019/20 Prelim	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast	2023/24 Forecast
Enrollment Increase	3.5%	2%	2%	2%	2%
Percent Increase Tuition	0	0	0	0	0
Redirects funded					
Enrollment Increase (FTES)	203	120	122	125	127
Projected Revenue Increase					
General Fund	-	-	-	-	-
General Fund (2016/17 adj)	-	-	-	-	-
General Fund Enrollment Growth	1,371,000				
Tuition from Growth	927,000	689,040	700,524	717,750	729,234
Ave. Unit Load Increase	51,000				
CO - GI 2025 Allocation	1,068,000				
CO - Compensation	2,702,000				
CO - Health; Retirement; O&M; Min Wage	667,000				
CO - Prior Year Retirement Adjustment	407,000				
Total Sources	7,193,000	689,040	700,524	717,750	729,234

Five-Year Forecast - Expenditures

	2019/20	2020/21	2021/22	2022/23	2023/24
Projected Expenditures Increase					
CO - Health; Retirement; O&M; Min Wage	667,000				
Compensation - Faculty Promotion	186,000	150,000	150,000	150,000	150,000
Temporary Course Releases - New Faculty		-	-	-	-
Fixed Costs (utilities, insurance)	340,886	357,930	375,827	394,618	414,349
Student Captioning Services	-	-	-	-	-
CO - Compensation	2,702,000				
Compensation/Benefits - Campus Contribution (est.)	640,000	652,800	665,856	679,173	692,757
Div Requests - Perm	1,860,815				
Staff Equity Pool	250,000	125,000	125,000	125,000	125,000
CO - Prior Year Retirement Adjustment (18/19)	407,000	-	-	-	-
Contingency	350,000	350,000	350,000	350,000	350,000
		-	-	-	-
Total Uses	7,403,701	1,635,730	1,666,683	1,698,791	1,732,106
Total Permanent Uncommitted	2,377,667	(946,690)	(966,159)	(981,041)	(1,002,872)
Cumulative Permanent Budget Change	2,166,966	1,220,276	254,117	(726,924)	(1,729,796)
One Time Uncommitted - Beg Bal	2,958,531	502,928	452,928	402,928	352,928
Total One-Time Funding Expenditures	2,515,603	0	0	0	0
Sabbatical - Faculty	60,000	50,000	50,000	50,000	50,000
One Time Ending Balance	502,928	452,928	402,928	352,928	302,928
Total FTES	5,992	6,112	6,234	6,359	6,486
Increase In FTES	203	120	122	125	127

2019-20 Budget - PERMANENT REVENUES (BoT July Meeting)

ENROLLMENTS

- Additional Preliminary - 203 FTES (5,992 FTES total)
- Additional Final - 346 FTES (6,135 FTES total)

FINAL FUNDING

	Preliminary	FINAL	CHANGE
Health	143,000	143,000	0
Retirement above State Funding	289,000	513,000	224,000
Minimum Wage Increases	133,000	133,000	0
O&M Facilities	102,000	102,000	0
Compensation	2,702,000	2,702,000	0
GI 2025	1,068,000	1,068,000	0
AUL Increase	51,000	74,000	23,000
SUG Grant	0	72,900	72,900
Funded Enrollment Growth	1,371,000	2,337,000	966,000
Subtotal	5,859,000	7,144,900	1,285,900
Tuition from Enrollment Growth	927,000	1,580,000	653,000
TOTAL	6,786,000	8,724,900	1,938,900

Notes:

AUL: Average Unit Load

SUG: State University Grant

2019-20 Budget - ONE-TIME REVENUES

CHANCELLOR'S OFFICE ALLOCATIONS

Graduation Initiative 2025 - \$500,000

The Chancellor's Office expects campuses to use these one-time funds to support one or more of the six pillars of Graduation initiative 2025. Examples include:

- Redesigning courses
- Offering more course sections on a temporary basis
- Programs focusing on student engagement and well-being
- Increasing financial aid or emergency loans for students with financial need
- Data-driven decision making and technology to advance academic support programs and advising
- Updated road maps integrated into the student degree audit system
- Professional development programs for closing equity gaps
- Address administrative barriers that may impede student progress

Year Two Enrollment Funding - \$579,000

- Funding to help cover additional instructional and support services costs in support of campus unique student populations.

Math and Science Teacher Initiative - \$60,000

- Funding to supplement the programs that work to recruit and graduate new math and science teachers each year.

2019-20 Budget - PROPOSED ALLOCATION/EARMARK

PROPOSED NEW ALLOCATIONS IN ADDITION TO EXPENDITURES APPROVED IN THE PRELIMINARY BUDGET:

- \$500,000 Increase - Strategic Initiatives
Increase the allocation for the 2019/20 Strategic Initiatives from \$1 million to \$1.5 million.
- \$1.1 million - Earmark for 7.0 Permanent Faculty Lines for FY 2020/21.
- Remaining uncommitted balance: Campus to evaluate operating needs for the next budget cycles to determine holistically the operational needs of the campus and review in the 2020/21 budget development cycle.



Discussions / Comments / Questions

FY 2019-20 Strategic Initiative Proposal Presentations

Green Revolving Fund <https://drive.google.com/file/d/1KtZYqTfTPX0CYX8oFkoy32Vt1XyPHcOA/view>

– Tom Hunt, Interim AVP Facilities Services

DUO 2-Factor Authentication (2FA) for Students https://drive.google.com/file/d/1PwGNQ7C-so1Sx31tC8Fy6bh4G3lZH_0D/view

– Jim August, Chief Information Officer

– Neal Fisch, Director Enterprise Services & Security

Process for SI Proposal Scoring

INSTRUCTIONS:

This rubric allows a score of 0-3 for each the proposal elements. Note, two elements have a maximum score of "2". Please use the scoring sheet and mark your score in whole numbers on the last column.

PROPOSAL: _____

Scoring Rubric Strategic Initiative Proposal Evaluation

Strategic Initiative Proposal Element	Ratings to Standard				Mark your score (0-3)
	Exceeds (3)	Meets (2)	Nearly Meets (1)	Does Not Meet (0)	
Maps to CSUCI Strategic Initiative	The proposal clearly maps and/or aligns with more than one CI Strategic Initiative Objective and/or Action.	The proposal maps and/or aligns with at least one CI Strategic Initiative Objective and/or Action.	The proposal partially aligns with one CI Strategic Initiative Objective and/or Action.	The proposal does not align with the CI Strategic Initiative Objectives and/or Actions.	
Proposal Summary	Summary provides a very clear and succinct overview of the project.	Summary provides a clear overview of the project.	Summary provides a less than adequate overview of the project.	Summary provided is not clearly written.	
Proposal Narrative	Purpose is clearly articulated and aligned with the proposal.	Purpose is clear.	Purpose is too broad or narrow.	Purpose is not clear.	
	Includes a comprehensive explanation of the problem.	Explanation of the problem is clear.	Explanation of the problem is only partially provided.	Explanation of the problem is not provided.	
	The connection to student learning or benefit is described.	The connection to student learning or benefit is described.	The connection to student learning or benefit is described.	The connection to student learning or benefit is not described.	

Goals	Goals are clearly described in the narrative.	Goals are described in the narrative.	Goals are difficult to understand.	Goals are not described.	
	Goals are appropriate and directly aligned to the baseline.	Goals align to the baseline.	Goal alignment to the baseline is questionable.	Goals do not align to the baseline.	

Budget Justification	budget justification are completed and are very clear and compelling.	budget justification are completed and are clear.	budget justification are completed, but clarification is needed.	completed and/or are confusing.	
Budget Detail	Budget detail is explicitly clear and all costs appear reasonable.	Budget detail is clear and costs appear reasonable.	Budget detail is not clear and/or there are questions about the reasonableness of cost.	Budget detail is not included.	

ATTACHMENT IV

ATTACHMENT IV

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ATTACHMENT IV

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Budget detail is not included.	

- Score each proposal separately using the SCORING RUBRIC
- Transfer scoring to COMMITTEE MEMBER SCORING SUMMARY
- After all proposal presentations have been completed, return summary sheet to SRPC@csuci.edu. **Scoring Summary Sheets are due on November 8th.** Please keep in mind that the last presentation is scheduled for November 7th.
- Scoring sheets will be consolidated into a comprehensive score sheet that will be provided to you prior to the November 15th meeting. Final recommendations will be formulated at that time.

All proposals and the scoring [rubric](#) are available by accessing the [FY20 SRPC Proposal Review](#) file share.



Next Steps