STUDENT AFFAIRS

2014/2015 Budget Request - March 3, 2014

GENERAL OPERATING	Temporary	Permanent	Total	FTE
Vice President	9,383	421,615	430,998	5.0
Student Life	38,162	679,939	718,101	9.0
Wellness and Athletics	57,506	723,860	781,366	6.5
TOTAL GENERAL OPERATING REQUEST	105,050	1,825,414	1,930,464	20.5

AUXILIARY ENTERPRISE	Temporary	Permanent	Total	FTE
Housing Operations	29,577	736,276	765,853	5.0
Off-Site Housing Operations	816,000	23,280	839,280	-
Building Maintenance	840,373		840,373	-
Construction	2,000,000		2,000,000	-
TOTAL AUXILIARY ENTERPRISE REQUEST	3,685,950	759,556	4,445,506	5.0

AUXILIARY ORGANIZATION	Temporary	Permanent	Total	FTE
Associated Students, Inc.	-	84,673	84,673	1.0
University Student Union	10,500	185,550	196,050	4.0
TOTAL AUXILIARY ORGANIZATION REQUEST	10,500	270,223	280,723	5.0

STUDENT FEES	Temporary	Permanent	Total	FTE
Health Facility Fee	-	-	-	-
Health Services Fee		231,750	231,750	1.5
Materials, Services, Facility & Technology Fee		3,485	3,485	-
Recreation & Athletics	25,000	145,204	170,204	-
			-	
TOTAL STUDENT FEES REQUEST	25,000	380,439	405,439	1.5

Question #1

Division Of Student Affairs Strategic Plan 2011-2016				

Goal I: Provide student-centered learning through co-curricular programs and services

AIM	MET	NOT MET	CONTINUOUS	COMMENTS ON PROGRESS
Aim A: Improve and expand Division programs and services to meet the changing needs of our students	X		X	The Vice President's office provided Division-wide Staff trainings and newsletters which covered student development based topics such as working with distressed students, crisis response, diverse student population needs, assessment, customer service, and working with first-generation college students. The Cal-MHSA grant assisted with the creation of a health education program. Personal Counseling has added additional counselors to meet the growing demand. Campus Recreation has expanded all programming including the support of new sports clubs. All programs within the area of Student Life work to uphold this goal.
Aim B: Create an environment that supports student on-going learning and development	X		X	Division-wide Student Assistant Training: Three Tracks for students at various levels in their Student Assistant position in the Division. Programs such as Island View Orientation, EOP Summer Bridge, Dolphins Quest and SSS STAGES prepare students for on going learning and development.
Aim C: Create a multicultural campus community that fosters appreciation, respect, and engagement among people and nations of the world	X		X	The Vice President for Student Affairs office developed and oversaw the implementation of Dolphins Quest, which is a cross-divisional program designed specifically to meet the needs of underrepresented, minority students to assist them with succeeding in a college environment. Through intramural sports, fitness activities and sports clubs Campus Recreation fosters a multicultural environment respectful of all cultures. SHS and PCS are respectful of people from all cultures and take great care to tailor the services based on cultural differences. All programs within Multi-Access areas fall within this goal (Veterans, Transfers, Commuters, Multicultural, First Years).
Aim D: Instill an appreciation and commitment to environmental sustainability	X		X	The Vice President's office limited printing of DSA Newsletters and Annual Reports and focused on electronic distribution. In addition, the VP's office supports sustainability through our increase use of the Web for marketing and providing important information in publications such as the University Catalog. The CIBC has implemented strategies to reduce fresh water consumption and electrical use. All programs are committed to reducing paper use/waste. Island View Orientation collaborates with Academic Affairs to include information about sustainability at each new student orientation.

Goal II: Enhance capacity to deliver on the Division's commitment to student learning and development

AIM	MET	NOT MET	CONTINUOUS	COMMENTS ON PROGRESS
Aim A: Instill an appreciation and commitment to organizational sustainability	X		X	The Vice President's office is responsible for ensuring that the Division has identified and hired the best staff in order to create and implement programs and services for students. This year, the Vice President re-structured the DSA in order to group functional programs and services into appropriate areas under an AVP (developed new area: Wellness and Athletics). Our Division regularly reviews staff position descriptions to ensure we have staff performing the duties that are essential and modifying their responsibilities as the needs of our students and University change. In addition, the Vice President's office is committed to on-going and continuous improvement and evaluates those functions that should be centralized versus decentralized. As a result, we determined that we should train additional staff on budgeting and scheduling interviews which allows areas to operate more effective and efficiently based on their specific needs and timelines. Wellness and Athletics utilizes a variety of assessment tools to make quality improvements in programs and services to meet the changing student needs. Island View Orientation and Career Development Services both aim to instill a send of sustainability.
Aim B: Enhance Division infrastructure to support student learning	X		X	In addition to re-structuring the Division into more functional areas under the appropriate AVP (Wellness and Athletics), we have identified critical staff positions that are essential for next year to account for the large increase in FTE. All of the Student Life Programs work to support student learning out of the classroom. An example is Multicultural Programs and Leadership Programs that coincide with general education classes.
Aim C: Provide resources necessary to accomplish the Division's core learning and development objectives	X		X	The Vice President's office provided trainings to all staff on assessment, creating learning outcomes and objectives, TK20 capabilities and Qualtrics. The Vice President's office also established a timeline and process for each program in the DSA to undergo a review utilizing the Comprehensive Program Review (CPR) tool to evaluate and assess effectiveness. While increasing resources, Wellness and Athletics continues to have unmet needs including a Director of Campus Recreation, a Director of Health Services, a Fitness Coordinator, a second University Psychologist and additional support staff. The area also needs additional operating funds. All of the Student Life Programs work to this end.
Aim D: Identify, develop and expand professional competencies among Division personnel	X		X	The Vice President's office provided in-person training to all staff based on the NASPA/ACPA Core Competencies. Additional training has been provided via webinars, online resources, and publications related to the NASPA/ACPA Core Competencies. The staff participate in professional development workshops throughout the year. The most recent DSA training was held in December titled "The Data Summit". In working with divisional representative, the area of Student Life strives to empower staff by enhancing professional development opportunities.

Goal III: Promote mutual engagement between the University and students of the region and international communities

AIM	MET	NOT MET	CONTINUOUS	COMMENTS ON PROGRESS
Aim A: Expand outreach efforts to encourage students to consider a college education	X		X	Dr. Sawyer participates in numerous public speaking engagements addressing the importance of a college education. Wellness and Athletics occasionally assists University Outreach with these efforts through recreation programming. The weekly outreach efforts in conjunction with the COMM 100 class continue to create a college going culture in Ventura County. Programs like College for a Day and LEAP are testament to this effort.

Goal IV: Develop and enhance support for regional and international students at CSU Channel Islands

AIM	MET	NOT MET	CONTINUOUS	COMMENTS ON PROGRESS
Aim A: Expand opportunities for Channel Islands' students from the region to succeed at reaching their college goals	X		X	The Vice President office coordinated and administered the Hearst Scholarship process, which provides funding to a student who has overcome adversity and is pursing a college education. All programs within Wellness and Athletics contribute to the success of this aim. Students are provided basic health services and counseling services for those in need. Campus Recreation provides programs which connect students to the campus as well as relieve stress and increase fitness. Campus collaboratives such as MSLI have assisted the area of Student Life achieve this aim.
Aim B: Expand support opportunities for international students	X			Currently the Wellness and Athletics area has not created specific opportunities for international students. I would anticipate there being opportunities as the Intercollegiate Athletic program is initiated. Multicultural programs are working hard to prepare for the influx of international students. We are in the process of developing an orientation and program to assist in their transition. A Transition staff member would be helpful in helping us meet this goal.

Goal V: Increase retention of CI students				
AIM	**MET**	**NOT MET**	**CONTINUOUS**	**COMMENTS ON PROGRESS**
Aim A: Expand staff information and knowledge about "at-risk" students	X		X	The Vice President's office actively advertised and/or provided Division-wide and Campus-wide training opportunities in order to expand staff knowledge regarding "at-risk" students. Through meetings, training, research and professional development opportunities staff within Wellness and Athletics increase their knowledge, skills and ability to work with "at-risk" students on a regular basis. Many of the programs within the sub-area of Student Success Programs like EOP, SSS and PATH work to meet this goal. We have partnered with enrollment management to pinpoint this population to address their particular needs.
Aim B: Enhance support services for at-risk students	X		X	The Vice President's office developed and oversaw the implementation of Dolphins Quest, which is a cross-divisional program designed specifically to meet the needs of underrepresented, minority students to assist them with succeeding in a college environment. The Waterfront Program provides activities in conjunction with the EOP and SSS programs. This is for all programs and services provided by the areas of Student Life.
Aim C: Collaborate within and across University Divisions to increase student retention and success	X		X	The Vice President's office developed and oversaw the implementation of Dolphins Quest, which is a cross-divisional program designed specifically to meet the needs of underrepresented, minority students to assist them with succeeding in a college environment. Additionally, VPSA staff support the CI Student Success Task Force. All programs within Wellness and Athletics collaborate with other departments in Student Affairs to meet the needs of our students. By meeting the needs of our students, retention and success is easier to achieve. This is currently and will be in the future an on-going process. Career Development Services, EOP, and Veterans are just a few of those programs who collaborate with outside entities.
Goal VI: Establish the Division's prominence in student leadership, multicultural, and career development				
AIM	**MET**	**NOT MET**	**CONTINUOUS**	**COMMENTS ON PROGRESS**
Aim A: Collaborate with members of the University community to develop a best practice leadership development program at CI			X	The Vice President's office staff provided leadership for the CI Back to Basics program and CI Speech Tournament and will support the Leadership Programs Comprehensive Review Process. Additionally, the VPSA staff actively supports ASI and SABUL leaders and recognizes CI student leaders via regional and national award nomination opportunities. Campus Recreation provides opportunities for students to obtain leadership skills and put those skills to practice through participation in sports clubs, intramural sports and as student employees. Student Health Services provides student assistants opportunities to implement leadership skills learned. The development of Leadership CI is something that needs to be addressed with the new Director of Student Engagement.
Aim B: Collaborate with members of the University community to develop a best practice multicultural development program at CI			X	The Vice President's office staff actively supported the Multicultural Programs Comprehensive Program Review process. Additionally, VPSA staff provide professional and student staff training opportunities to support multicultural programming opportunities. Campus Recreation provides opportunities for students of various cultures to participate in programs with each other and learn from one another. We are working with the Center for Multicultural Engagement to provide resources and services to our diverse student population. Dolphins Quest is one such new initiative to meet these needs.
Aim C: Collaborate with members of the University community to develop a best practice career development program at CI			X	The Vice President's office staff actively supported the Career Services Comprehensive Program Review process. Additionally, the VPSA staff hires and mentors various CI students related to their career interests and development. Students in nursing and other health related fields are provided experiential learning opportunities while working in Student Health Services and Personal Counseling Services. Business students have opportunities to put their skills to practice while being members and holding leadership positions in sports clubs and as student assistants in all programs in the area. Our CDS partners with the Hank Lacayo Institute and Veterans to enhance the services we provide to our students. Relationships with the Project VISTA and Academic Senate solidify this program as a campus collaborative.

Question #2

Division Of Student Affairs Strategic Plan 2011-2016

NEW REQUEST	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	JUSTIFICATION
SSP II Foster Youth Specialist	X	X			This funding to expand the current part time Foster Youth Specialist to Full time personnel. The development of a comprehensive Foster Youth program was a new initiative from the Chancellor's Office in Spring 2012 (http://www.calstate.edu/fosteryouth/) . At the time, we only had funding to hire a part time person. As the program has started, a pipeline has been created to CI from county Foster Youth Programs. We are seeing an influx of students who are self-identifying as foster youth and requesting services.
Disability Resource Programs ASC I	X	X		X	The ASC I in Disability Resource Programs is critical to maintain compliance with ADA and the Office of Civil Rights. Because of the sensitivity of information and the level of confidentiality of accommodations provided, there is a need for additional professional staff to address these concerns. In order to maintain the integrity of the program, we will need a support staff member to serve as the frontline to faculty, students and government agents that frequent the center. From Spring 2013 to Fall 2013, there was a 50% in students receiving services on campus (SPR14=207, FA13=315) Americans With Disabilities Act or ADA (http://www.ada.gov/) Rehabilitation Act of 1973 (Section 504) (http://www2.ed.gov/about/offices/list/ocr/504faq.html) Addendum Section 508 (1998) (http://www.section508.gov/)
Director of Health Services	X	X		X	Student Health Services and Personal Counseling Services have never had a Director to provide the necessary vision, direction, oversight, high-level decision making and supervision for Student Health Services and Personal Counseling Services necessary to provide programs and services that meet the needs of our students and protect the University. Risks include lack of compliance with Federal laws and guidelines as well as students with undetected/untreated mental illnesses.
Administrative Analyst/Specialist I Non-Exempt for Staff Resources	X	X		X	Currently we have an ASC I serving as support for all staff resources responsibilities in addition to providing administrative support to the AVP and VPSA office. This should be an Analyst I level position that is able to focus on staff resources for the Division, which includes recruitment, postings, tracking organizational initiatives such as classification reviews, separations, performance reviews, compiling employee data and providing assistance with developing training, policies, procedures and manuals based on needs of the Division. This is particularly important as the University and Division continues to grow and add additional staff. If we are not funded for this position, the current ASC I will need to continue serving a dual role with several functions being un-met that are out of the scope of an ASC I classification.

Division Of Student Affairs Strategic Plan 2011-2016					
NEW REQUEST	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	**JUSTIFICATION**
In-Class Progression for 2 Analysts	X	X		X	Funding to provide in-class progressions to staff performing additional duties due to campus growth and departmental need. To provide appropriate compensation for work being performed and to ensure that our hard working and experienced staff continue to pursue their careers here at CI.
Personnel (non-benefited) for the Eduational Access Center	X	X		X	This money will be used to offset the costs of valuable student assistants in the Educational Access Center. These students provide the necessary accommodations of Alternative Media, Alternative Testing and Note-taking. In these services alone, we have seen a 17.5% increase in the use of these services in the past year.
Operations Funding for Wellness & Athletics AVP office.	X	X	X		The Wellness & Athletics office is comprised of five positions. This funding is to provide the necessary resources to implement the functions of the new office. This office will assist with current programs and the creation of Intercollegiate Athletics at CI.
Scholarships for EOP	X	X			The Educational Opportunity Program is unfunded by the Chancellor's Office, unlike 21 other CSU campuses. Acceptance into EOP for first time freshmen includes a financial scholarship for all who complete the 9 day Summer Bridge component. Typically, this scholarship is in the sum of $1000 for the academic year. As the campus as grown, so have the number of EOP students accepted into the program. For the past two years, we have taken monies from other funding sources to offset the $45,000 already designated on the line to accommodate the growth. This request would rectify that cost for the 55 students accepted into EOP this coming Fall.
Student Assistants for Wellness & Athletics AVP office & Personnel (Non-Benefited) for Student Life (Portion of request being requested now, remainder requested later on the priority list)	X	X	X	X	The area of Student Life is requesting this amount in personnel (non-benefited) for the following programs: Student Life as a whole ($13,388) for student assistants to coincide with the rise in the minimum wage; To grow the orientation program, 20 orientation leaders are used to effectively facilitate this campus- wide initiative ($5,086); Project ISLAS currently provides funding for EOP Peer Mentors during the 9-day summer bridge program. That funding expires at the end of the 13-14 budget year ($8600); and to support the Foster Youth program, the funding for student assistants is necessary to support the program in the absence of professional support staff ($3500). Student assistants are needed to provide support for Fiscal Operations, Communication and Marketing of programs and services within the area.
SSPIII Coordinator of First Year and Transfer Students.	X	X	X	X	As the campus continues to grow, we must meet the needs of our first year and transfer students. This is not a new initiative, but the focus on addressing the needs and concerns of this population of students has increased. EO 1054 (http://www.calstate.edu/eo/EO-1054.html) SSP III= $72,500 with benefits Startup for new employee= $4,755

Division Of Student Affairs Strategic Plan 2011-2016					
NEW REQUEST	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	JUSTIFICATION
Programs and Services for Student Life and Operating costs for Wellness & Athletics	X	X	X	X	This money will enhance the current services and programming that programs within the area of Student Life can provide to the growing number of students. This is a 10% increase from what was received last year in the same funding string. To provide funding for operations funding for Wellness & Athletics like travel, office supplies, etc.)
Community Responsibility Specialist (SSP II)	X	X			SSP II Community Responsibility Specialist. As the campus continues to grow, the area of Community Responsibility (Judicial Affairs) will need to continue to grow as well. We conducted 8 suspensions during the entire 2012-2013 academic year. In Fall 2013 alone, 15 students were suspended for violations of the student code of conduct. The Assistant Director of Community Responsibility will require additional assistance in the coming year as the number of students living on and off campus grows. EO 1072 (http://www.calstate.edu/eo/EO-1072.html) EO 1073 (http://www.calstate.edu/eo/EO-1073.html) EO 1074 (http://www.calstate.edu/eo/EO-1074.html) Education Code Section 66301 (http://codes.lp.findlaw.com/cacode/EDC/3/d5/40/5/s66301) California Penal Code Title V, California Code of Regulations 41301-41304 SA.11.004 CI policy on Judicial Affairs (http://policy.csuci.edu/SA/11/SA.11.004.htm)
Administrative and Financial Operations Administrative Assistant		X			This administrative assistant position is needed in order to support the area of Administrative and Financial Operations which encompasses the following: budget, financial planning, staff resources, assessment, staff training and development, communication, policies and procedures, emergency planning, space planning and special projects for the Division. The existing structure only has one administrative assistant to support the AVP who is now responsible for this new and growing area. An additional administrative assistant is necessary in order to effectively carryout the functions, duties and responsibilities of the staff in this area. If funding is not received for this position, it will require administrators and analyst level positions to manage many of their own clerical/administrative duties, which will deter them from their actual purpose and role. Student assistant support will be utilized to supplement where appropriate; however, when dealing with budget, staff resources and related functions, students do not have the skill set or level of confidentiality that is required.
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.

	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	
Division Of Student Affairs Strategic Plan 2011-2016					
NEW REQUEST					**JUSTIFICATION**
Analyst		X	X		This funding is to hire an Analyst to Support the addition of Athletics and expansion of Campus Recreation. The creation of the Athletics program and the expansion of the existing Campus Recreation programs requires additional support staff to meet the regulatory needs of the area and to create the policies and proceedures necessary to develop a compliant program.
Administrative Assistant		X	X		This funding is to hire an Administrative Assistant to Support the addition of Athletics and expansion of Campus Recreation. The creation of the Athletics program and the expansion of the existing Campus Recreation programs requires additional support staff to meet the regulatory needs of the area and to create the policies and proceedures necessary to develop a compliant program.
Projection Reclassifications	X	X		X	This funding is to support reclassification reviews for 4 staff who are considering starting the process during the 2014-2015 budget cycle. Three of the Staff Members would be move from SSP III classification to SSP IVs, while the remaining staff member would be move from a represented SSP IV to management MPP I
Administrative Analyst Specialist I Exempt for Operations, Business Continuity and Emergency Preparedness	X			X	This position is needed in order to oversee the business continuity planning and testing required for our Division. This position would document our progress, develop testing environments, ensure regular review and assessment of our plans and provide communication and notification regarding requirements and updates. This position would also be responsible for streamlining and managing the functions associated with internal office moves as well as our Division Emergency Preparedness planning, communication, documentation and assessment. If funding for this position is not received, each program area will continue to manage their own plans at a very low level, which has the potential to expose us to some risk if important items are overlooked or neglected.
Student Assistants for Wellness & Athletics AVP office & Personnel (Non-Benefited) for Student Life (Portion of request being requested now, remainder requested later on the priority list)	X	X	X	X	The area of Student Life is requesting this amount in personnel (non-benefited) for the following programs: Student Life as a whole ($13,388) for student assistants to coincide with the rise in the minimum wage; To grow the orientation program, 20 orientation leaders are used to effectively facilitate this campus- wide initiative ($5,086); Project ISLAS currently provides funding for EOP Peer Mentors during the 9-day summer bridge program. That funding expires at the end of the 13-14 budget year ($8600); and to support the Foster Youth program, the funding for student assistants is necessary to support the program in the absence of professional support staff ($3500). Student assistants are needed to provide support for Fiscal Operations, Communication and Marketing of programs and services within the area.

Division Of Student Affairs Strategic Plan 2011-2016					
NEW REQUEST	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	**JUSTIFICATION**
Administrative Analyst I Exempt for Staff Training and Development		X		X	This position is needed in order to support existing staff training and the research, development, implementation and assessment of new initiatives necessary to meet the needs of our Division. If funding is not received for this position, existing staff will continue to offer the same level of training support that is currently provided; however, this is not optimal. As the number of staff increase in the Division, we should be prepared to developed new trainings designed to support the work they do in their program areas.
Coaches	X		X		Qualified coaches are necessary for the creation of each sports team. Coaches minimize the risks associated with conducting the sports and provide the instruction expected in the program.
Travel and Professional Development for SL staff	X	X		X	Travel and professional development opportunities have not been allocated in the budget since 2008. With 7 staff members who represent CI at statewide meetings four times a year, this travel request is just to cover travel for these individuals and support the professional development opportunities of the remaining 14 members of the area.
Director of Budget, Operations and Staff Resources	X	X		X	A director is needed to support the day-to-day oversight, planning, implementation and development of training associated with budget, operations and staff resources. This director would work closely with and support the AVP with short and long range planning, policy development and leadership necessary to support the entire Division's needs in this area. If funding is not received for this position, the AVP over the area will have to provide this level of support and direction, which will prevent them from providing the much needed direct support to the VP to carryout the vision and mission of the Division.
Sports Operating Expenses			X		Cover the costs associated with providing each sport.
Coordinator of Student Organizations	X	X		X	SSPIII Coordinator of Student Organizations. We currently have 67 registered student organizations and we look to add roughly 12 new clubs in the coming year. About 45% of the campus population is exchanging information regarding student organizations and events on CI Sync. There needs to be a professional staff member who can administer this system and maintain compliance with Executive Oder 1068.
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.
Start-up costs for Teams			X		Cover the costs associated with providing each sport.
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.

Division Of Student Affairs Strategic Plan 2011-2016					
NEW REQUEST	**MINIMIZE RISK**	**DUE TO GROWTH**	**NEW INITIATIVE**	**DUE TO DEFICIT (CATCH UP)**	**JUSTIFICATION**
Veterans Counselor (SSP II)	X	X		X	SSP II Veterans Counselor. During the Fall 2013 semester, there were 1,813 visits to the Veterans' Resource Center on campus. Currently, the program is staffed with on professional staff member to meet the needs of this growing specialized population. Given our growth projection, our proximity to 3 naval bases, and our designation as a Military Friendly Campus for the fourth consecutive year, this proposition is justified
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.
Career Development Counselor (SSP II)	X	X		X	SSP II Career Development Counselor. Given the current state of the economy and changing employment trends, students and alumni are now utilizing CDS more than ever in our 11-year history. Our data indicates a significant growth in student participation among all areas of programs, services, and events hosted by the Career Development Center (25% growth from SP13 to FA13). Specifically, student's access a wide range of career services, mainly mock interviews and drop in career counseling. With national benchmarking research indicating an average student-to-professional counselor ratio as 1:1,889 we are severely understaffed to serve our growing student population (NACE, 2013). This is a priority need that must be addressed in order for Career Development Services to provide access to quality services for our CI students. EO 1064 regarding internships (http://www.calstate.edu/eo/EO-1064.html)
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.
Muticultural Counselor (SSP II)	X	X		X	SSP II Muticultural Counselor. As the campus continues to grow, we must meet the needs of our diverse students. This is not a new initiative, but the focus on addressing the needs and concerns of this population of students has increased.
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.
LEAP Specialist (SSP IB)	X	X		X	SSP IB LEAP Specialist. This best practice program grows each semester to mirror the growing requests from the outside community to provide outreach efforts on and off campus. This position will coordinate the LEAP volunteers and facilitate the Pathways to College program each Friday on campus. They will represent CI out in the community while assisting in creating a college-going culture in Ventura County. This position will collaborate with a communications class to provide presentations out in the community.
New Hire Costs		X			New hire costs are essential in order to support the immediate needs of a new staff member at CI.

Question #3 - Space Needs

Vice President for Student Affairs office

The existing space allocated for professional and para-professional staff in the Vice President for Student Affairs office is inadequate to accommodate the recently approved Analyst II position. An immediate need exists for one additional private office for an AVP (Admin II) that will be re-located upon the hiring of this Analyst II position (anticipated hire date is mid-February 2014). In addition, the Vice President's office has projected growth each year for the next three years to meet the needs of the Division. This growth requires additional office space for 1-2 professional staff in 2015-2016 and 2016-2017 as well as student assistant space and storage. Functionally, staff in the Vice President's office should be centrally located with close access to a copier. This space should also accommodate equipment such as a large format printer and lamination machine.

Wellness & Athletics

The current space allocated to the programs in Wellness & Athletics is inefficient to meet the current needs and will be severely limited in the near future based on the planned growth. The current configuration and location of Personal Counseling Services (PCS) does not provide the necessary confidentiality for students or the professional staff. A new configuration is required and additional space is needed immediately for the incoming Administrative Assistant and required waiting room. In the near future (July 2014), additional space for the Director of Health Services and office space for additional counselors will be needed. The current configuration of Student Health Services (SHS) does not conform to standards based on student population and privacy issues. The current center only has one unisex restroom, which is used by clients as well as patients, including those patients needed to provide samples. Additional restrooms need to be constructed although the current space does not permit the addition. Currently only two examination rooms exist, limiting the number of patients that can be seen per hour. The exam rooms are also located adjacent to the Health Educator's office and the Psychiatrist's office limiting privacy. As our population grows this space must expand in the very near future FY15 or FY16. These two programs (PCS & SHS) would be served more effectively and efficiently if located in adjoining spaces. Campus Recreation currently needs two additional offices for the professional staff (one director and one coordinator). Additional space for fitness equipment and storage space for large gymnasium equipment is currently needed to provide a safer environment (items are stored in playing area). In the near future (FY16) an additional office for a Fitness Coordinator will be needed. Since the Athletics program is a new initiative at the University, the program will require a number of spaces over the next few years. Space for administrative staff and sports staff is required. For FY15 space is needed for two support staff positions and 4-6 coaches. The support staff can share one space and the coaches can share a large space.

Student Life

The current space allocated for the 11 programs within the area of Student Life is insufficient given the anticipated student growth in the coming years. There are five programs in immediate need of space, given the nature of their services and their adherence to federal and local guidelines.

Disability Resource Program

The Educational Access Center which houses the Disability Resource Program (DRP) is too small for the number of services and the level of accommodations we provide students at CI. Given the 50% increase in students receiving accommodations from the spring 2013 semester to the fall 2013 semester, we will need to increase the number of testing rooms, student workspace, expand the computer lab, and create a space for alternative media instruction. During Finals Week, the staff scrambles to find locations to proctor the 245 exams and accommodate student and faculty schedules. Currently, confidentiality is compromised in the center. There are no consultation rooms where faculty and students can discuss accommodations in private; instead these conversations are taking place at a desk adjacent to the reception area. CI could find itself in violation if reported and could incur an investigation by the Office of Civil Rights.

Transfer Center
As we prepare for the coming of more transfer students in 2014-2015, our priorities have shifted to assist these students in building identification with the university. Targeted programs and services are being developed to help engage transfer students on campus. Research states that student engagement is crucial to persistence and graduation (Kuh, 2007; Tinto, 2004). A Transfer Center and staff would provide important means by which students develop feelings about their peers, professors and institutions that give them a sense of connectedness, affection and belongings, while simultaneously offering rich opportunities for learning and development.

Veterans Resource Center
Our current space in the Veterans Resource Center does not meet programmatic requirements for student staff and student usage. Additionally, space is needed to accommodate consultation rooms and a workshop/resource library area that is separate from the entrance/reception area. Additionally, adequate storage space is needed to keep supplies and resources. As previously indicated, we have recognized a significant growth in student participation among all areas of programs, services, and events hosted by the Veteran Resource Center with 1,813 students visiting the center this fall semester alone.

PATH Center
The Promoting Achievement Through Hope (PATH) program addresses the needs of our foster youth student population. A center would provide opportunities for students to engage in cultural events that will help them broaden their scope of diversity in the world. It would also provide a safe place for current and former foster youth to connect with the campus to meet their individual needs. We will provide personal guidance from the foster youth counselor, computers, laptops, iPads and a printer for students to utilize. The center would provide educational materials, workshops and support groups to students based on needs (personal counseling, academic advising, career, life skills, study skills, financial aid, personal and professional development, leadership development) and employ current CI students to serve as student assistants/peer mentors for the students in the program.

Student Engagement and Leadership (SEAL) Center
The current space allocated in the University Student Union is inadequate to accommodate the 67 registered clubs on campus currently along with the 12 who are in interest capacity for the following year. This office will serve as the repository for compliance with Executive Order 1068 with all student organization compliance stemming from this center. The current location does not meet the needs and a meeting room and resource center with computer stations for event planning are necessary to meet the growth of the student population.

Key Indicators and Methods of Assessment/Accountability

The Division of Student Affairs is committed to on-going and continuous improvement. **All programs in the Division are required to undergo a thorough review utilizing the Council for the Advancement of Standards (CAS) Comprehensive Program Review (CPR) assessment tool**. **The CPR is the Division's primary key indicator for all programs and services.** In addition, numerous professional organizations and governing agencies provide data and information regarding student/staff ratios, best practice programs, Executive Order requirements and policies and procedures which inform decisions related to capacity, staffing, resources and sustainability of programs and services.

VICE PRESIDENT FOR STUDENT AFFAIRS OFFICE

Program Name & Professional Associations	Mandate/Guiding Source	Source Description
Budget/Fiscal Operations • National Association of College and University Business Officers (NACUBO)	Campus Policies and Procedures	Numerous Executive Orders and Campus Policies/Procedures govern the management of budgets and processes for accounts payable, finance, grants, procurement and contracts. Other current campus policies and statements can be found in the CI Administrative Policy Manual website or by clicking here.
Staff Resources	Campus Policies and Procedures Chancellor's Office Executive Orders and Collective Bargaining Agreements	Numerous Executive Orders and Campus Policies/Procedures govern staff resources. CSU Collective Bargaining Agreements CSU Additional Employment Policy (PDF, 145KB) CSU Employment and Incompatible Activities (PDF, 260KB) CSU Revised Policy on Nepotism (PDF, 132KB) CI Policy - Drug-Free Work Environment (PDF, 14KB) CI Policy - Violence in the Workplace (PDF, 29KB)

		Executive Order 1088: <u>Systemwide Guidelines for Affirmative Action Programs in Employment.</u> Executive Order 926: <u>Systemwide Policy on Disability Support and Accommodations.</u> Executive Order 1089: <u>Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation for Reporting Harassment or Participation in a Harassment Investigation</u> Other current campus policies and statements can be found in the <u>CI Administrative Policy Manual</u> website or by <u>clicking here</u>.
Communication	Campus Policies and Procedures CI Style Guide	<u>Request for C&M Services Form</u> <u>Event News Release Request Form</u> <u>News Release Request Form</u> <u>Image Release Form (English)</u> (<u>PDF</u>, 21KB) <u>Image Release Form (Spanish)</u> (<u>PDF</u>, 21KB) <u>General Procedures for Postings and Signage</u> <u>Submission Requirements for News Releases, Advisories, Wavelength</u> (<u>PDF</u>, 99 KB) <u>CI's Top 5 Marketing Tools</u> (<u>PDF</u>, 44.8 KB) <u>Identity Style Guide</u> (<u>PDF</u>, 3.36MB) <u>Guidelines for Designing Artwork for Student Orgs</u> (<u>PDF</u>, 101KB) <u>Campus Videos</u> <u>Campus Photos</u> <u>2D Barcode Information and Guidelines</u> (<u>PDF</u>, 239 KB)

Assessment	Campus Policies and Procedures	The mission of the Council for the Advancement of Standards in Higher Education (CAS) is to promote the improvement of programs and services to enhance the quality of student learning and development. CAS is a consortium of professional associations who work collaboratively to develop and promulgate standards and guidelines and to encourage self-assessment (CAS, 2008).
• Council for the Advancement of Standards (CAS) in Higher Education Comprehensive Program Review (CPR)		
Training and Staff Development • National Association of Student Personnel Administrators (NASPA) • American College Personnel Association (ACPA)	Campus Policies and Procedures Chancellor's Office Executive Orders	Other current campus policies and statements can be found in the CI Administrative Policy Manual website or by clicking here.

STUDENT LIFE

Program Name & Professional Associations	Mandate/Guiding Source	Source Description
Judicial Affairs • National Behavioral Intervention Team Association (NaBITA) • Association for Student Conduct Administrators (ASCA)	EO 1072 - http://www.calstate.edu/eo/EO-1072.html EO 1073 - http://www.calstate.edu/eo/EO-1073.html EO 1074 - http://www.calstate.edu/eo/EO-1074.html Education Code Section 66301 - http://codes.lp.findlaw.com/cacode/EDC/3/d5/40/5/s66301 California Penal Code Title V, California Code of Regulations 41301-41304 SA.11.004 CI policy on Judicial Affairs - http://policy.csuci.edu/SA/11/SA.11.004.htm	EO 1072- Implementation of Title IX of the Education Amendments of 1972 and Related Sexual Harassment/Violence Legislation for CSU Students EO 1073- These procedures are established pursuant to section 41301 of Title 5 of the California Code of Regulations (Title 5), and govern all student disciplinary matters system wide EO 1074- System wide Policy Prohibiting Discrimination,

		Harassment and Retaliation Against Students and System wide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students
Disability Resource Program • Office of Civil Rights (OCR) • Association on Higher Education and Disability (AHEAD) • California Association for Postsecondary Education and Disability (CAPED)	Americans With Disabilities Act or ADA - http://www.ada.gov/ Rehabilitation Act of 1973 (Section 504) - http://www2.ed.gov/about/offices/list/ocr/504faq.html Addendum Section 508 (1998) - http://www.section508.gov/ EO 926 (http://www.calstate.edu/eo/EO-926.html) SA.08.002-Policy on Priority Registration for Students with Disabilities (http://policy.csuci.edu/SA/08/SA.08.002.htm)	ADA- The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Section 504- "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . ." Section 508- The standards define the types of technology covered and set forth provisions that establish a minimum level of accessibility. The application section EO 926- The purpose of this executive order is to document and make explicit the system wide policies for the disability support and accommodation program and to engender monitoring and full compliance with all of the disability support and accommodation elements noted herein. CI Policy- To assure equal access to educational programs for continuing CI students with documented disabilities by facilitating accommodation requests in a timely manner.

Student Support Services Program • Western Association of Educational Opportunity Personnel (WESTOP)	Department of Education - http://www2.ed.gov/programs/triostudsupp/index.html Education Department General Administrative Regulations (EDGAR) - http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html0 EO 890 - http://www.calstate.edu/eo/EO-890.pdf	DOE- The goal of SSS is to increase the college retention and graduation rates of its participants. EO 890- Regarding how grants are administered at each campus once we are awarded. EDGAR- Title 34, Code of Federal Regulations (CFR), Parts 74-86 and 97-99
Career Development Services • National Association of Colleges and Employers (NACE)	EO 1064 regarding internships (http://www.calstate.edu/eo/EO-1064.html)	EO 1064- This executive order establishes guidelines for campus student internship policy and procedures and delegates responsibility for implementation to the campus president.
Multicultural Program • National Conference on Race and Ethnicity (NCORE)	CI Mission Statement CI Strategic Initiative DSA Division Goal	DSA Division Goal- To encourage a learning community in and beyond the classroom • that promotes academic excellence and personal development of students. Leadership participation and community involvement will be emphasized. Understanding and appreciating diversity will be embraced in order to prepare students for life after the university experience. CI Strategic Initiative- Student Access, Retention and Success
New Student Orientation and Transition Program • National Orientation Directors Association (NODA) • National Resource Center for the First Year Experience and Students in Transition	EO 1054 - http://www.calstate.edu/eo/EO-1054.html	EO 1054- Category Fees

University Outreach	CO Outreach Report - http://www.calstate.edu/SAS/documents/2010-11_OutreachReport.pdf College Keys Compact: (http://advocacy.collegeboard.org/college-keys-compact/home?affiliateId=rdr&bannerId=collegekeys)	CO Outreach Report- California State University (CSU) outreach and student academic preparation programs provide Information and academic support to California's diverse population of elementary, middle, secondary and post-secondary students. It is outlined in this report. College Keys Compact- call to action to Compact member school districts, colleges and universities, state education agencies, and nonprofit organizations. The goal is to identify, share, and intensify ways to address the needs and challenges of increasing access and success for low-income students
Educational Opportunity Program • Statewide EOP Directors Association	President's Initiative based on "Harmer" Senate Bill 1072 in 1983 College Keys Compact: http://advocacy.collegeboard.org/college-keys-compact/home?affiliateId=rdr&bannerId=collegekeys SA.10.016 CI policy on EOP Grant Awarding - http://policy.csuci.edu/SA/10/SA.10.016.htm	Senate Bill 1072- Creates State College Educational, Opportunity Program providing grants and, where appropriate, educational assistance for students who are economically disadvantaged, but who display potential for success in accredited curricula offered by California State Colleges. College Keys Compact- call to action to Compact member school districts, colleges and universities, state education agencies, and nonprofit organizations. The goal is to identify, share, and intensify ways to address the needs and challenges of increasing access and success for low-income students CI Policy- To establish guidelines for the allocation of Educational Opportunity Program (EOP) financial aid funds to eligible students.
Student Leadership Programs • National Student Leadership Conference (NSLC) • National Association of College Activities (NACA)	EO 1068 regarding student organizations (http://www.calstate.edu/eo/EO-1068.html) SA.21.003 CI Policy on Eligibility Requirements for Memberships in Clubs and Organizations - http://policy.csuci.edu/SA/21/SA.21.003.htm	EO 1068- Revision of the formal chartering and recognition policies for student organizations to include an open membership requirement in addition to the nondiscrimination in student organizations requirement CI Policy- To ensure that students active in clubs and

		organizations at Channel Islands meet the CSU's academic and behavioral requirements.
Veteran's Affairs • US Department of Veterans Affairs	Chancellor's Initiative and Coded Memos	Coded Memo AA-2012-03 Priority Registration for Veterans AA-2010-12 Readmission of Members of Armed Forces AA-2008-03 Enrollment Priority for Certain Veterans and Service members

WELLNESS AND ATHLETICS

Program Name & Professional Associations	Mandate/Guiding Source	Source Description
Student Health Services • American College Health Association (ACHA)	E.O. 943 Policy on University Health Services - http://www.calstate.edu/eo/EO-943.html EO 877 regarding Health Care Portability and Accountability Act of 1996 (HIPAA) - http://www.calstate.edu/eo/EO-877.html	EO 877- These rules mandate significant changes in the legal and regulatory landscape governing the provision of health benefits, the delivery of and payment for health care services, and the privacy and security of individually identifiable health information. EO 943- Student Health Centers shall be established and maintained to facilitate the retention of students matriculated in state-supported programs of the university and to enhance the academic performance of students through accessible and high quality medical care, public health prevention programs, and educational programs and services.
Personal Counseling Services • U.S. Department of Health and Human Services o Substance Abuse	EO 1053 Policy on Student Mental Health - http://www.calstate.edu/eo/EO-1053.html	EO 1053- This policy governs the provision of mental health services to matriculated students in the California State University (CSU) System. Regardless of where or how these services are provided, the provision of services must comply with the policies contained in this executive order (EO).

& Mental Health Services Administration (SAMHSA)
 	
 • International Association of Counseling Services (IACS)
 	
    o Accreditation Standards
 	
    o Staff to Student Ratio Standards
 	
 • American Psychological Association (APA) Ethical Standards
 	
 • American College Counseling Association (ACCA)
 	
 • American Mental Health Counselors Association (AMHCA)		

Campus Recreation • National Intramural-Recreational Sports Association (NIRSA)	EO 1019 regarding establishment of fee - http://www.calstate.edu/eo/EO-1019.html	EO 1019- Campus specific to establish and implement a quality recreation and intercollegiate athletics program and improve the quality of the current recreational opportunities available on campus (9/2007)

Housing and Residential Education Budget Narrative January 2014

Strategic Planning and Reporting. HREs Progress on DSA Strategic Plan Initiatives.

Goal I: Provide student-centered learning through co-curricular programs and services	
AIM	**COMMENTS ON PROGRESS**
Aim A: Improve and expand Division programs and services to meet the changing needs of our students	HRE initiatives in this area include academic programming that supports student academic achievement. Examples of such initiatives include: 1) Pi Party - a celebration for students who achieve a 3.14 GPA or above and provides study aids for all students. 2) Wisdom Wednesdays - sponsoring tutoring and academic support services provided by staff from the Tutoring Center. 3) Faculty programming - all RAs are required to provide a program each year which incorporates involvement from a faculty member of their choice. 4) Academic Advising sessions are sponsored each semester prior to enrollment for the upcoming term.
Aim B: Create an environment that supports student on-going learning and development	In addition to programs listed for Aim A above, HRE is responsive to student concerns regarding their on-campus experience which impedes their ability to be successful, providing advising, support, room changes, roommate mediation, and responsiveness to behavioral concerns. HRE has a significant and unique role to play in the process through the provision of on-campus housing to all students who desire it. As student enrollment grows in the absence of additional housing, we are limited in our ability to effectively serve all students who desire an on-campus experience due to our current compressed housing plan and the need to accommodate students at an off-campus site.
Aim C: Create a multicultural campus community that fosters appreciation, respect, and engagement among people and nations of the world	HRE facilitates community development with sensitivity to the needs of the diverse student body, and the need for students to learn how to interact effectively and respectfully with all people. HRE facilitates the Tunnel of Oppression each year to support this goal, proliferates standards in writing and in practice which prohibits changes within the community based on student concerns about differences among roommates or community members that are protected by the University's non-discrimination statement.
Aim D: Instill an appreciation and commitment to environmental sustainability	HRE participates actively in sustainable practices to support the campus commitment to this effort, and to aid in educating students about their own personal contributions to the effort. Such items include: 1) Involvement in ESRM classes allowing sustainable projects to be supported and attempted within the student housing facility, 2) Responsiveness to Facility Services recommendations for changes we can make that will increase sustainability such as improved lighting, reduced water consumption, and the installation of a water bottle fill station to support a "Take Back the Tap" campaign. One of the expenses proposed for TT905 this year is an upgrade to public lighting throughout Anacapa Village. Though the expense will be approximately $90,000, the return on investment through reduced energy consumption is expected within three years.
Goal II: Enhance capacity to deliver on the Division's commitment to student learning and development	
AIM	**COMMENTS ON PROGRESS**
Aim A: Instill an appreciation and commitment to organizational sustainability	Within HRE, we consider and remedy challenges in a process of on-going continuous improvement to our work that add frustration either for the students we serve, or for employees who must execute needed work. Such improvements include on-line requests for extended stay and maintenance requests, a more robust student housing application process enabled by Star Rez, and an simplified check-out process to prevent incomplete move-out experiences for students that may result in move-out cleaning or damage charges.

	HRE achieves this aim in a number of ways, including: 1) hiring educated staff who are knowledgeable about student development and university processes and can contribute to student learning and retention, 2) Presently developing a first-year experience that would link enrollment in a University 101 course with freshman residency in a residential learning community designed to support the academic success of freshmen and improve retention from freshman to sophomore year, and 3) Providing programmatic and advising interventions to aid in the effectively transition to university residential life and contribute to the important developmental imperative of involvement in campus life which studies show contribute to student retention and graduation.
Aim B: Enhance Division infrastructure to support student learning	
Aim C: Provide resources necessary to accomplish the Division's core learning and development objectives	On-campus residency provides a context for the implementation of programs and encouragement of student involvement. With nearly two-thirds of our freshmen living on campus, the on-campus residential experience provides an essential introduction to "the CI Way" in additional to providing many learning activities through the over 260 programs each year with an average attendance of over 50 students per event. HRE is regularly called upon to support and encourage participation in a variety of events and programs across campus to increase student involvement.
Aim D: Identify, develop and expand professional competencies among Division personnel	For HRE, this is achieved a variety of ways; the most notable of which include: 1) Participation in regional and national professional associations and attendance at the conferences of these associations, 2) Training provided by the Division of Student Affairs and within HRE, and 3) Assignment to campus committees to aid in campus-wide collaboration and skill-building. We offer especially robust training programs for student employees equipping them to serve students and represent the University excellently.

Goal III: Promote mutual engagement between the University and students of the region and international communities	
AIM	COMMENTS ON PROGRESS
Aim A: Expand outreach efforts to encourage students to consider a college education	HRE is involved in this process through promoting LEAP to resident students as an excellent volunteer opportunity, and through hosting the residential programs of Summer Bridge, Upward Bound, and MSLI.

Goal IV: Develop and enhance support for regional and international students at CSU Channel Islands	
AIM	COMMENTS ON PROGRESS
Aim A: Expand opportunities for Channel Islands' students from the region to succeed at reaching their college goals	HRE provides academic support experiences to encourage all students to remain at the institution and to perform better academically. In particular, HRE has supported the Dolphin Quest for Success through the provision of early move-in and through regular personal and individualized follow up to encourage student success and retention.
Aim B: Expand support opportunities for international students	HRE provides a very welcoming atmosphere for international students and provides an opportunity for cross-cultural exchange for students living on campus who are often paired with American students. HRE works closely with the International Programs office to assure housing availability, and to support international students in completing the steps to obtain on-campus housing.

Goal V: Increase retention of CI students	
AIM	**COMMENTS ON PROGRESS**
Aim A: Expand staff information and knowledge about "at-risk" students, AND Aim B: Enhance support services for at-risk students	HRE staff are selected for their demonstrated sensitivity to all students, and in particular, under-represented students in higher education. HRE administrative staff are trained in the processes of financial aid and bill payment both of which often require staff intervention for successful completion. Residential education staff are trained in communicating with under-represented students and supporting their needs through advising and conflict resolution.
Aim C: Collaborate within and across University Divisions to increase student retention and success	HRE works closely with other DSA programs, Student Business Services, Academic Advising, Financial Aid, and Admissions to support the enrollment of new students through the provision of on-campus housing and by supporting the efforts of these offices through regular and accurate communication with students about the administrative processes that are essential to their success.
Goal VI: Establish the Division's prominence in student leadership, multicultural, and career development	
AIM	**COMMENTS ON PROGRESS**
Aim A: Collaborate with members of the University community to develop a best practice leadership development program at CI	HRE contributes to student leadership development through all of our student employment opportunities. Specifically, each student position receives significant training to prepare them for meaningful and important work to serve and support their student peers. Further, HRE engages in regional and DSA training programs for students which increase their leadership knowledge.
Aim B: Collaborate with members of the University community to develop a best practice multicultural development program at CI; AND Aim C: Collaborate with members of the University community to develop a best practice career development program at CI	HRE supports the initiatives of both the multicultural program office (MWGSC) and the Career Development Office to assure that our students are aware of and are encouraged to be involved in these programs. HRE provides programs to support these efforts for residential students, and promotes events held campus wide by both programs.

HRE Growth Funding Narrative

HRE's additional funding request for 2014-15 is outlined in the attached workbook. The request includes 11 broad categories covering 41 specific budget increase requests in our operating budget (TT901), and are based on the premise the occupancy of student housing and the programmatic and service functions required to support our resident students have exceeded our present staff and operational capacity. The resident population has continued to grow steadily since Fall 2010 from 844 students with to 1166 in Fall 2013. This has placed significant additional demands on staffing that requires relief and additional support in order to facilitate continued student housing demand which is expected to increase by over 200 students in Fall 2014 and will be accommodated through the use of off-campus housing sites.

Operating Budget Requests (TT901)
1. **Re-classifications and in-range progressions for eligible staff** – due to the increased workload and complexity of job requirements, a number of staff should be evaluated for either reclassification, or for in-range progression. Three different requests are shown in the funding request for 4 reclassifications due to increase in volume and complexity of workload and two in-range progressions for excellent performance. As CI benefits from an experienced, knowledgeable, and committed team of staff in HRE, the risk to CI of not providing reasonable and equitable increases for staff is that it could

negatively impact morale and cause some employees to consider employment elsewhere. Of particular note, two of the requests are indicated due to a present lack of compliance with the collective bargaining agreement – our two Facility Worker Is should be IIs because they perform work independently and without direct supervision which is not allowed at the FW I level, but is allowed at the FW II level. Similarly, an in-range progression may be indicated with off-campus occupancy as the student load may exceed the Head Resident I capacity of 350.

2. **Additional student employees and additional funding to cover the $1.00 increase in the minimum wage** – additional staff support is needed in our front office, in Summer conference program, in the new office opened in University Glen, in RA staff with the addition of off-campus housing sites, and in a general pay increase due to the increase of the minimum wage. The increases in student staff are needed to support additional occupancy growth. The risk of not hiring these positions is that critical services and oversight will be limited and may not meet the need of students and conference clients.

3. **Addition of a Conference and Marketing Assistant** – Due the both the growth in summer conference clients and occupancy and the transfer of our Senior Summer Conference Specialist to the new centralized Conference and Events Office, a "replacement" and support staff position is needed to back-fill duties left behind that will not transfer to the new office such as student housing marketing and providing service to summer conference clients in residence. If the new office were not opening, a new position would still be needed, but it is absolutely essential due to the loss of the conference coordinator. The volume of work supporting student inquires and preparing for Fall is so great that this task cannot be absorbed by the present staff. Our inability to continue to serve conference clients excellently could result in the loss of conference clients or exposure to litigation risk if the program does not receive the attention to facility and occupancy detail that is needed.

4. **Addition of Administrative (1) and Facilities Staff (4):** The budget request includes a request for an Occupancy and Budget Analyst, Maintenance Supervisor, two Custodians, and a Groundskeeper. (The facilities staff were requested last year and are still under consideration but no decision has yet been rendered.) Additional custodial staff are needed as HRE custodial staff have a volume of work which significantly exceeds other custodians on campus and even more significantly exceed recommended industry standard. The occupancy function has not had an increase in staff support since the campus had only Anacapa Village. The billing and occupancy function has grown significantly complex, and has changed each year for the last five years due to increased occupancy compression. Further, oversight of HRE budget transactions to assure that we remain on-track is a critical need due to the size of our budget (over $10,000,000). The facilities staff are needed to provide additional support to the present staff that are not able to complete the work needed to assure that campus standards for cleanliness and appearance are maintained. The absence of a maintenance supervisor results in a short-sighted response to our facility management; we are only managing individual item failures rather than stewarding the entire facility and identifying potential areas of failure and risk.

5. **New First-Year Experience Program** – Due to our large population of freshmen, we have been working on development of a first-year experience program to support university integration and academic success. Expenses for this program will support targeted activities and two academic peer mentors.

7. **Increase in Overtime Pay to support increased Summer workload** – Overtime has been requested for HRE office staff to cover additional hours worked in Summer to support an extremely high volume of phone calls and email inquiries, Orientation, and preparation for Fall. Overtime in 561 will be used by campus custodians to turn the Town Center from academic year occupancy to summer student occupancy. Providing OT for custodians rather than including this cleaning in the cleaning vendor contract allows custodians to complete work that can be achieved by in-house staff, and increases our cleaning capacity in the week following move-out so we can be prepared for the first conference clients arriving in early June.

8. **Increase in the Summer Cleaning Custodial Contract** -   In addition to overtime we'll use for CI custodians for one week to clean Town Center, we need additional funding for a cleaning contractor. Last year we used a less expensive contractor that did not meet our cleanliness standard and did not complete the work on-time.

9. **Increases in Operating Expenses** – Increases are needed in a variety of operating expenses, primarily to cover projected increases in utility expense, cover additional expenses to support the addition of the new staff requested, and charge-backs from Facility Services.

10. **Expenses directly associated with renting housing off-campus** – A number of budget increase requests are to cover expenses directly associated with renting space off campus for students to live. The present plan calls for a mix of apartment rentals and hotel space for approximately so that students in the hotel can return to campus as vacancies occur throughout the Fall semester. A final plan must include a break-even or better financial plan. There are also indirect expenses because present HRE staff will also support this off-campus rental arrangement. The risk of not pursuing additional housing space is that some students will choose not to attend CI if housing is not available for them, and it may cause the ratio of resident students to decrease which is difficult to regain once it is lost which will cause us to fall farther behind the President's desire for 25-30% of our students living on campus. The risks of accommodating students off campus include the need for transportation and security and an inability to provide the same level of security or assurance of a safe environment off campus than we can on campus. Still, it would appear the greater risk is the alienation of present and future students that may impact their decision to attend, or continue to attend, CI.

Building Maintenance and Equipment Replacement (BMER) Requests (TT905)

One of the requests for TT905 is to cover furniture purchase for off-campus housing accommodations. Our experience is that renting furniture is equal to the cost of purchase, is lesser quality, and we never own the furniture. One request for a lighting replacement in TT905 covers a sustainability conversion that has a return on investment of 3 years. All remaining requests for TT905 funds are to cover replacement or refresh that are called upon by our long-term maintenance plan, but routine failures, or both.

HRE Construction Request (TT910)

The exact expense to HRE reserves for Phase III is uncertain at this time, though a rough estimate is provided. These expenses may cover architectural, construction contractor, or feasibility study expenses. Each expense will be evaluated individually and approved by the Vice President for Student Affairs and the Vice President for Business and Financial Affairs.

The next 2 pages go with the HRE Growth Funding Narrative section (pages 3-5 above)
Division Of Student Affairs Stategic Plan 2011-2016

NEW REQUEST	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	JUSTIFICATION
Re-classifications and in-range progressions for eligible staff	X	X		X	Due to the increased workload and complexity of job requirements, a number of staff should be evaluated for either reclassification, or for in-range progression. Three different requests are shown in the funding request for 4 reclassifications due to increase in volume and complexity of workload and two in-range progressions for excellent performance. As CI benefits from an experienced, knowledgeable, and committed team of staff in HRE, the risk to CI of not providing reasonable and equitable increases for staff is that it could negatively impact morale and cause some employees to consider employment elsewhere. Of particular note, two of the requests are indicated due to a present lack of compliance with the collective bargaining agreement – our two Facility Worker Is should be IIs because they perform work independently and without direct supervision which is not allowed at the FW I level, but is allowed at the FW II level. Similarly, an in-range progression may be indicated with off-campus occupancy as the student load may exceed the Head Resident I capacity of 350.
Additional student employees and additional funding to cover the $1.00 increase in the minimum wage	X	X	X		Additional staff support is needed in our front office, in Summer conference program, in the new office opened in University Glen, in RA staff with the addition of off-campus housing sites, and in a general pay increase due to the increase of the minimum wage. The increases in student staff are needed to support additional occupancy growth. The risk of not hiring these positions is that critical services and oversight will be limited and may not meet the need of students and conference clients.
Addition of a Conference and Marketing Assistant		X	X		Due the both the growth in summer conference clients and occupancy and the transfer of our Senior Summer Conference Specialist to the new centralized Conference and Events Office, a "replacement" and support staff position is needed to back-fill duties left behind that will not transfer to the new office such as student housing marketing and providing service to summer conference clients in residence. If the new office were not opening, a new position would still be needed, but it is absolutely essential due to the loss of the conference coordinator. The volume of work supporting student inquires and preparing for Fall is so great that this task cannot be absorbed by the present staff. Our inability to continue to serve conference clients excellently could result in the loss of conference clients or exposure to litigation risk if the program does not receive the attention to facility and occupancy detail that is needed.
Addition of Administrative (1) and Facilities Staff (4)		X		X	The budget request includes a request for an Occupancy and Budget Analyst, Maintenance Supervisor, two Custodians, and a Groundskeeper. (The facilities staff were requested last year and are still under consideration but no decision has yet been rendered.) Additional custodial staff are needed as HRE custodial staff have a volume of work which significantly exceeds other custodians on campus and even more significantly exceed recommended industry standard. The occupancy function has not had an increase in staff support since the campus had only Anacapa Village. The billing and occupancy function has grown significantly complex, and has changed each year for the last five years due to increased occupancy compression. Further, oversight of HRE budget transactions to assure that we remain on-track is a critical need due to the size of our budget (over $10,000,000). The facilities staff are needed to provide additional support to the present staff that are not able to complete the work needed to assure that campus standards for cleanliness and appearance are maintained. The absence of a maintenance supervisor results in a short-sighted response to our facility management; we are only managing individual item failures rather than stewarding the entire facility and identifying potential areas of failure and risk.
New First-Year Experience Program			X		Due to our large population of freshmen, we have been working on development of a first-year experience program to support university integration and academic success. Expenses for this program will support targeted activities and two academic peer mentors.

Division Of Student Affairs Stategic Plan 2011-2016

NEW REQUEST	MINIMIZE RISK	DUE TO GROWTH	NEW INITIATIVE	DUE TO DEFICIT (CATCH UP)	JUSTIFICATION
Increase in Overtime Pay to support increased Summer workload		X			Overtime has been requested for HRE office staff to cover additional hours worked in Summer to support an extremely high volume of phone calls and email inquiries, Orientation, and preparation for Fall. Overtime in 561 will be used by campus custodians to turn the Town Center from academic year occupancy to summer student occupancy. Providing OT for custodians rather than including this cleaning in the cleaning vendor contract allows custodians to complete work that can be achieved by in-house staff, and increases our cleaning capacity in the week following move-out so we can be prepared for the first conference clients arriving in early June.
Increase in the Summer Cleaning Custodial Contract		X			In addition to overtime we'll use for CI custodians for one week to clean Town Center, we need additional funding for a cleaning contractor. Last year we used a less expensive contractor that did not meet our cleanliness standard and did not complete the work on-time.
Increases in Operating Expenses		X			Increases are needed in a variety of operating expenses, primarily to cover projected increases in utility expense, cover additional expenses to support the addition of the new staff requested, and charge-backs from Facility Services.
Expenses directly associated with renting housing off-campus–		X	X		A number of budget increase requests are to cover expenses directly associated with renting space off campus for students to live. The present plan calls for a mix of apartment rentals and hotel space for approximately so that students in the hotel can return to campus as vacancies occur throughout the Fall semester. A final plan must include a break-even or better financial plan. There are also indirect expenses because present HRE staff will also support this off-campus rental arrangement. The risk of not pursuing additional housing space is that some students will choose not to attend CI if housing is not available for them, and it may cause the ratio of resident students to decrease which is difficult to regain once it is lost which will cause us to fall farther behind the President's desire for 25-30% of our students living on campus. The risks of accommodating students off campus include the need for transportation and security and an inability to provide the same level of security or assurance of a safe environment off campus than we can on campus. Still, it would appear the greater risk is the alienation of present and future students that may impact their decision to attend, or continue to attend, CI.

HRE Space Inventory Needs and Growth Plan

HRE does not additional office space allotment in 2014-15

Although additional operating space is needed to support HRE staff, we are able to find space within our housing facility to address needed expansion within Anacapa and Santa Cruz Village. We are converting one staff apartment to accommodate staff space for Fall 2014. No additional space is needed for Fall 2014. It is important to note that due to student housing compression, demand on public spaces both within HRE and in other parts of the campus is increased. This increases access needs for the University Library, Campus Dining, and the Student Union.

Additional on-campus student housing is urgently needed

The more significant space need for HRE is living space for students. Although we are taking steps to accommodate students off-campus, this is far less desirable to on-campus accommodations, and we assume greater safety and liability risks by taking them off campus. To accommodate the growing need since 2010, we have rented space from University Glen and have compressed doubles to triples for freshmen and singles to doubles for sophomores and upper-division students. For Fall 2015, we will maximize all compressible living space to increase our capacity from the present 1220 beds to 1275 beds. Still, this falls short of our anticipated housing demand of 189 students with a projected FTE of 5,000. We assume that when we move off campus, a minimum of 25% of this demand will melt reducing our highest off-campus occupancy projection to 142 students. As the FTE projections continue to grow in the coming years by a projected 8%, demand for student housing increases at a rate that will make it difficult for CI to accommodate our student's off-campus or to adequately address through on-campus housing development. A student housing solution is urgently needed to continue to support campus enrollment growth goals and to meet student need.

Attached to this budget request are student housing demand projections through 2016 to support the request for additional student housing. There is general agreement among campus leadership regarding the urgency of this need and a meeting is scheduled in January 2014 to discuss a process for opening a new facility as early as Fall 2016.

HRE Key Indicators and Methods of Assessment and Accountability

Housing and Residential Education is committed to on-going and continuous improvement. All programs in the Division of Student Affairs, including HRE, are required to undergo a thorough review utilizing the Council for the Advancement of Standards (CAS) assessment tool which is one element of our Comprehensive Program Review (CPR) process. In addition, numerous regional and national professional organizations and governing agencies provide data and information regarding ratios and benchmarks that are utilized to develop a best practice program. In addition to these professional and assessment organizations, HRE is obligated to adhere to CSU Executive Order requirements, the California Education Code, and campus policies and procedures which inform decisions related to capacity, staffing, resources and sustainability of programs and services. These organizations and governing agencies include the following:

- Federal Department of Education

- CSU Chancellor's Office – in particular, HRE provides routine reporting to Treasury and Finance and

- CSU Chancellor's Executive Orders

- Federal Guidelines (i.e. Sections 504, 508 Compliance and the American's with Disabilities Act, Clery Act, Buckley Amendment, etc.))

- CSU Chief Housing Officers Group

- Association of College and University Housing Officers – International (ACUHO-I)

- Western Association of College and University Housing Officers (WACUHO)

- Association of College Conference and Event Directors – International (ACCED-I)

- National Association of Student Personnel Administrators (NASPA)

- American College Personnel Association (ACPA)

The basic universal standard metric used within the University Housing profession is the "bed-space"; comparisons and the ratios of bed-spaces to campus enrollment. At CI, We use historical and current occupancy as a percentage of campus FTE and headcount to determine our need for housing as the campus grows. In addition to this general metric, we use finer historic yield rates to more accurately calculate anticipated demand for housing against an FTE target. The most commonly used are:

- Our percentage of current residents who return the following year: 49.5%
- Percentage of first-time freshmen who will live on campus: 63%
- Percentage of new transfer students who will live on campus: 15%

A copy of the most recent occupancy projection through 2016 is included with this narrative.

CSU Channel Islands Projected Housing Demand to FTE Fall 2014 to Fall 2016

Fall Term	2011	2012	2013	2014	*2014*	2015	2016
Fall FTE Enrollment - Actual/Target[1]	**3590**	**4337**	**4570**	**4800**	***5000***	**5300**	**5700**
Projected Housing Demand[2]	921	1067	1166	1372	*1464*	1669	1951
Projected Demand exceeding HRE Design Capacity of 824 students	97	243	342	548	*640*	845	1127
Projected Demand exceeding HRE Design Capacity plus UG Town Center of 932 students	**-11**	**135**	**234**	**440**	***532***	**737**	**1019**
Projected Demand exceeding expanded capacity of 1275 in 2013-14[3]	**-354**	**-208**	**-109**	**97**	**189**	**394**	**676**

Detail:

Housing Breakdown Detail:	HRE Yield %[4]	Base #	HRE Yield	Base #	HRE Yield	Base #	HRE Yield	Base #[6]	HRE Yield	Base #[6]	HRE Yield	Base #[6]	HRE Yield	Base #[6]	HRE Yield
First-time Freshmen (FTF as % of enrolled)	63%	613	398	755	471	828	523	1022	644	1130	712	1265	797	1445	910
New Transfers (NT as % of enrolled)	14.0%	714	104	958	134	933	141	1175	165	1315	184	1480	207	1700	238
Returning CI Student - New Resident	varied	-	18	-	7	-	21	-	18	-	19	-	20	-	21
International Students	varied	-	n/a[5]	-	12	-	6	-	10	-	12	-	14	-	16
Returning Residents (RR as % of Spring occupancy)	47.5%	779	375	837	415	960	446	1049	498	1049	498	1234	586	1502	714
RA staff (RAs added as % of revenue occupancy)	2.75%	-	26	-	28	-	29	-	37	-	39	-	45	-	52

	2011	2012	2013	2014	2014	2015	2016
Projected Housing Demand[2]	921	1067	1166	1372	1464	1669	1951
Projected unmet Housing Need	-354	-208	-109	97	189	394	676

Notes:

1. FTE for 2011 and 2012 pulled from Enrollment Reports at Census. FTE for 2013 is unofficial from the 9/20/13 Census Enrollment report. FTE and associated Headcount Targets for Frosh and Transfers are from Admissions Estimates. Estimates for 2014 and beyond are calculated at an 8% increase above the prior year, rounded to the nearest 100.

2. Housing Demand is based on historic yield rates of first-time freshmen, transfers, and returning residents; these percentages diminish over time when we are compressed.

3. Expanded capacity reflects 222 additional revenue beds created by bed space compression (converting some doubles to triples and some singles to doubles) and leasing of 58 apartments in University Glen Town Center yielding 121 beds when compressed.

4. Housing Yield % is estimated on historic housing yield rates. Three-year yield rate ranges: FTF 62.5% - 65% of enrollment; NT 14% - 15.1% of enrollment; RR 46.5% - 49.6% of Spring occpuancy (estimated for 2014 and beyond at 90% of Fall occupancy); and RAs - 2.6% - 2.9% of revenue occupancy. Returning CI Student - New Resident and Internatonal students are estimated to increase slightly above the average yield each year.

5. International students were not counted separately in housing statistics in 2011-12

6. FTF, and NT data prior to 2013 pulled from IR Website. FTF and and NT numbers for 2013 provided by Admissions and Records and are considered unofficial as of 11/8/13. Projections for 2014 are provided by Admissions. Projections for 2015-16 and 2016-17 are calculated as follows: Base # = New students from 2013-14 divided by 45% freshmen and 55% transfers. FTE growth calculated at same 45%/55% ratio.

CSU Channel Islands Projected Housing Demand to FTE Fall 2014 to Fall 2016

	2011	2012	2013	2014	2014	2015	2016
Fall Term	2011	2012	2013	2014	2014	2015	2016
Fall FTE Enrollment - Actual/Target[1]	3590	4337	4570	4800	5000	5300	5700
Projected Housing Demand[2]	921	1067	1166	1372	1464	1669	1951
Projected Demand exceeding HRE Design Capacity of 824 students	97	243	342	548	640	845	1127
Projected Demand exceeding HRE Design Capacity plus UG Town Center of 932 students	-11	135	234	440	532	737	1019
Projected Demand exceeding expanded capacity of 1275 in 2013-14[3]	-354	-208	-109	97	189	394	676

Detail:

Housing Breakdown Detail:	Yield %[4]	Base #	HRE Yield	Base #	HRE Yield	Base #	HRE Yield	Base #[6]	HRE Yield	Base #[6]	HRE Yield	Base #[6]	HRE Yield	Base #[6]	HRE Yield
First-time Freshmen (FTF as % of enrolled)	63%	613	398	755	471	828	523	1022	644	1130	712	1265	797	1445	910
New Transfers (NT as % of enrolled)	14.0%	714	104	958	134	933	141	1175	165	1315	184	1480	207	1700	238
Returning CI Student - New Resident	varied	-	18	-	7	-	21	-	18	-	19	-	20	-	21
International Students	varied	-	n/a[5]	-	12	-	6	-	10	-	12	-	14	-	16
Returning Residents (RR as % of Spring occupancy)	47.5%	779	375	837	415	960	446	1049	498	1049	498	1234	586	1502	714
RA staff (RAs added as % of revenue occupancy)	2.75%	-	26	-	28	-	29	-	37	-	39	-	45	-	52
Projected Housing Demand[2]		921		1067		1166		1372		1464		1669		1951	
Projected unmet Housing Need		-354		-208		-109		97		189		394		676	

Other helpful Stats:

Returning Resident Base Projection			828.9	960	1049	1049	1234	1502
% occupancy increase over prior year			15.9%	9.3%	17.6%	25.6%	14.0%	16.9%
Occupancy as a % of FTE		25.7%	24.6%	25.5%	28.6%	29.3%	31.5%	34.2%
New students as a % of FTE		37.0%	39.5%	38.5%	45.8%	48.9%	51.8%	55.2%
Returning Students as a % of FTE		63.0%	60.5%	61.5%	54.2%	51.1%	48.2%	44.8%
Resident Demand Adjusted for Reduction due to Off-Campus Occupancy (Reduced by 25%)					72	142	296	507

Updated by Cindy Derrico on December 13, 2013

Division of Student Affairs Program Priorities
MODULE 1

Area Head: _____Cindy Derrico_____

Area Name: _____HRE_____

Date: _____June 15, 2012_____

PRIORITY LEVEL 1: Mandated Programs: Any program that is required by an official order, law, or government title is considered a Priority Level 1 program. Some examples include Executive Orders mandated by the CSU system Chancellor, California Education Codes, etc.

Instructions: Please list in the table below all mandated programs in your area that meet the Priority Level 1 definition.

Program Name	Mandate Source	Source Description
1. Housing Administration	EO 876 – General Policies Regarding Financing Activities of the CSU	All campuses are required to maintain a campus debt service coverage ratio (DSCR) for all revenue bonds of 1.35; each program is required to be at a minimum of 1.25. Since Housing represents a significant contributor to the CI DSCR, we commit to achieving an annual minimum 1.35 DSCR in our annual operations and in our projections as we plan for future projects. *It is this executive order which elevates student housing at CI from a level II program to a level I activity because CI (not merely HRE) is responsible for payment of the revenue bonds and as a result we are required to generate sufficient revenue to meet operating expenses AND to generate a DSCR of 1.35.*
	Buckley Amendment, Family Educational Rights and Privacy Act	Provides for the privacy of student records; information about students other than directory demographic information cannot be shared with others except in life-emergencies and with those who have an educational need to know (typically, other university staff or faculty).

	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing http://government.westlaw.com/linkedslice/default.asp?Action=TOC&RS=GVT1.0&VR=2.0&SP=CCR-1000	Title V outlines the requirements which govern student housing programs once housing has been built on campus (so even though housing is not required, once you build I – which we have - all of these items become required by the Education Code)
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42001 - License	Students must sign a housing license agreement and the campus must retain a copy. For minors, the license must be signed by a parent or guardian.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42002 – Assignment of Priority	Students have first priority for use of student housing facilities AND we must give priority to current or former foster youth and provide year-round housing for current or former foster youth.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42003 – Special group arrangements	Provides for groups, other than students, to use student housing facilities; typically for CI this would be summer conference groups. Fees must be charged.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42004 – Schedule of Fees	Fees are authorized by the Chancellor (this responsibility for setting housing rates has been delegated to the President as a Category V fee due to the fact that housing operates under a revenue bond and it is not a required fee of ALL students.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42005 – Approved guests, Section 42006 – Non-approved guests, and Section 42007 – Licensee's responsibility for Conduct of Visitors and Guests	The campus must have a guest policy which is enforced and provides for the collection of a fee after a campus-determined reasonable amount of time is provided for free. (This is to prevent guests from becoming residents who do not pay rent, but enjoy protection under California Landlord-Tennant law). Students MUST be held responsible for the presence and behavior of non-approved guests.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42008 – Advanced Payment of Fees	All housing fees must be paid in advance. Late fees may be charged when students fail to pay fees when due. (This essentially means that payment must precede occupancy for each day of the license period).
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42009, 42010, 42011 – Installment payments, Deferment, failure to pay fees	Housing fees may be collected in installments so long as a fee is charged for this convenience. Fees may also be deferred based on confirmed financial aid. Students are subject to removal if they do not pay fees.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42012, 42013, -	Students are required to move out on move-out day or when their license is terminated for disciplinary action,

	terminating the license and revocation of a reservation/license.	administrative necessity (major emergency/unavailability), failure to maintain student status, failure to pay fees, or other license agreement breach. Reasonable notice must be served in the manner required by the Code of Civil Procedure (California Landlord-Tennant Law).
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42014 – Security Deposits	The CSU allows the collection of a security deposit - CI does not collect security deposits (we collect room and board deposits only); when collected, they are used to cover financial or facility damages caused by the licensee.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42015 - 42109 Refers to Cancellation of a license, required notice, waiving notice, and licensee obligation.	These sections speak to the timing of cancellation requests by students and when they must be honored, when they are discretionary, how students must be made aware of the guidelines used in making cancellation decisions, and the financial implications of cancellation under a variety of circumstances from significant hardship when no notice is required (we do not hold students to a notice period financially) and removal for breach of the license (including judicial removals) which allow for collection of fees for the entire license period, regardless of when the student is removed.
	Title V, Division 5, Chapter 1, Sub Chapter 5, Article 5 – Housing, Section 42020 - 42024 – Refunds, billing errors, collection of student organization fees, and amendments	These sections describe how refunds are determined, that fees collected in error must be refunded, and the ability of the university to collect housing student organization fees (RHA), provided that participation is voluntary.
	California Landlord-Tennant Law (Applications for the CSU are provided in the Unlawful Detainer Handbook provided to the CSU Chief Housing Officers by General Counsel in Fall 2008)	This handbook describes CSU procedures for compliance with California Landlord-Tennant Law as it applies to university facilities. The primary critical components are: How to develop a legally binding notice of removal from housing, timeframes required by law for removal, how to handle a student who does not move when requested through administrative means (this MUST ultimately occur through court action if the student physically refuses to move), the CSU's prohibition of "self-help" which in the civil code

		refers to locking a tenant out of their living space, removing their items. Essentially, residency is considered a "possession" under the law, and it can only be forcibly revoked by the court and not by the campus/landlord.
	EO 876 – General Policies Regarding Financing Activities of the CSU	All campuses are required to maintain a campus debt service coverage ratio (DSCR) for all revenue bonds of 1.35; each program is required to be at a minimum of 1.25. Since Housing represents a significant contributor to the CI DSCR, we commit to achieving an annual minimum 1.35 DSCR in our annual operations and in our projections as we plan for future projects.
	CO Housing Proposal Review Process	Developing future housing facilities requires the development of a comprehensive proposal which includes a market demand study, support from campus leaders (at minimum, the President), the development of a preliminary facility plan with budget projections, and a comprehensive financial proposal which describes how the campus will manage the cash flow for the project and how we will manage the payment of debt on existing and new facilities.
	EO 1054 – CSU Fee Policy	Provides for process and policy for the adoption of fees. Provides for housing fees, a category III fee, to be approved by the President.
	California Health and Safety Code 123095 – Meningitis Awareness and Informed Consent	All public and private post-secondary institutions are required to provide information regarding meningococcal disease and collect an informed consent which demonstrates that students have received the information and indicate whether they've received the vaccine, will receive the vaccine in the future, or do not plan to receive the vaccine.
2. Housing Facilities	Rehabilitation Act of 1973 – ADA Sections 504 and 508 and EO 926	Requires our provision of reasonable accommodations to students with disabilities.
	EO 987 and Policy Statement on Energy Conservation, Sustainable Building Practices, and Physical Plant Management for the CSU.	Sets forth a goal of a 15% reduction in energy consumption.
	EO 1014 – Business Continuity Planning	Requires the development and testing of a program

		which addresses how business will continue for short and long term outages due to extreme emergencies, facility or utility unavailability.
	California State Fire Code	The state has delegated CI operations to a local fire marshal who reviews all campus activities and programs to assure fire safety. Via this ongoing oversight, HRE is compelled to execute fire drills, inspect smoke detectors and fire extinguishers, assure operation of elevators, eliminate or limit fire hazards, and assure clear evacuation routes throughout our facilities.
3. Residential Education	Jeanne Clery Act/Campus Safety Act	HRE is required to provide judicial stats to our University Police Department for inclusion in the annual Security report which outline both individually and corporately any violations of law (specifically alcohol, drug, and violent crimes) which have been documented in housing.
	EO 1072 and EO 1074 – Title IX reporting and education requirements	CSU campuses have specific educational imperatives and reporting protocols which must be followed for any violation of Title IX, including sexual assault.

PRIORITY LEVEL 2: Programs Critical to the Institution's Infrastructure and Ongoing Operations: Any non-mandated program whose primary function is to support the infrastructure of the University and is supported by policies and/or directives is considered a Level 2 Priority program. *Additional characteristics: Some critical programs, while not mandatory, can have mandates associated with them if the program is offered. For example, Financial Aid is a non-mandated Level 2 program; however, Executive Order 1054 outlines the principles under which the CSU would determine fee rates and maintain adequate financial aid resources for students; consequently this mandate would be included as a Priority Level 2 program.*

Instructions: Please list in the table below all mandated programs in your area that meet the Priority Level 2 definition.

Program Name	Policies, Directives, and Infrastructure Source	Source Description
1. Housing Administration	EO 1031 – Records Retention	Requires the retention of records for student housing for a minimum of five years. In HRE, we keep hard copy files for five years; and we retain electronic files indefinitely (we scan all hard copy files to electronic files).
2. Residential Education	CO Residential Education Audit Requirement	Annually, the CO reminds Housing Officers that RA training must be provided and that attendance sheets must be collected to verify attendance and who was

		exposed to critical information.

PRIORITY Level 3: Institutional Imperatives: Any program that supports or helps carryout the University's mission, goals, values, and vision is considered a Level 3 Priority program. Some examples include the University Mission Statement/Pillars, Characteristics of a CI Graduate, the University's Strategic Plan.

Instructions: Please list in the table below all mandated programs in your area that meet the Priority Level 3 definition.

Program Name	Institutional Imperatives Source	Source Description
1. Residential Education	EO 1051 – Use of Approved Waiver of Liability	Requires the use of liability waivers for all active programs, and other programs where a reasonable expectation of risk exists.
2. Housing Administration	CO Audits	We are routinely asked for occupancy and financial information, either directly from the CO, or indirectly via CI Finance and Administration to develop historical information and to ensure that we are meeting bond revenue and other fiscal requirements.

ASI 2014-15 Budget

Strategic Planning and Reporting

Supplemental Questions

1. **Overview of ASI's current strategic plan and progress toward goals.**

DSA Strategic Goal	2013/14 ASI Aim (goal)	Progress Toward ASI Aims (goals)
1. To recruit, enroll, retain and graduate a diverse student body at both the undergraduate and graduate levels.	(1) ASI will maintain a highly trained and educated staff.	1. ASI hosts retreats (safety, business processing, customer service, Union history, CSU ASI purpose/function, facility operations and upkeep, leadership development) for student assistants every semester. In addition, on-going trainings occur at the weekly student assistant staff meetings. 2. Students and professional staff attend regional and national conferences (ACUI, AOA, NACA). 3. Student and professional staff performance appraisals are tied to CI Mission and ASI Statement of Purpose. 4. ASI professional staff participate in a book club (four books) and ACUI Bulletin (quarterly) discussions throughout the year. In addition, ASI staff are encouraged to participate in the DSA book club.
2. To encourage a learning community in and beyond the classroom that promotes academic excellence and personal development of students. Leadership participation and community involvement will be emphasized. Understanding and appreciating diversity will be embraced in order to prepare students for life after the university experience.	(2) ASI leaders (student assistants, entity leaders and Board members) will attain leadership development opportunities which will prepare them for the professional setting.	1. ASI conducts a day-long training for the ASI Board of Directors each summer. 2. ASI conducts training for student assistants each semester (see description above). 3. ASI entity leaders and student assistants participate in the DSA SA Orientation & Training each summer and winter. 4. ASI entity leaders attain assessment experience through the regular post-program review process. 5. All entity leaders (except SG Pres/VP) and ASI student assistants participate in an application process, which mirrors the professional setting. This includes the submission of an application, cover letter, resume, and in-person interview. The publication positions require examples of publication work. The Marketing Assistant positions require five samples of their work.
	(3) ASI will provide financial assistance for programs which enhance student learning and development outside the classroom and engage students in the CI	1. Through the Budget Allocation and Spending Committee (BASC) process, ASI provides financial assistance to student organizations and areas outside of ASI, which enhance student learning and development and engage students in the CI community.

		community.
	(4) ASI entities will provide engagement opportunities for the student body through participation in the organization leadership and through program participation.	1. The ASI entities hosted 18 events in FA13. 2. ASI Entity leaders have trainings each semester to further the member's skill and leadership development. 3. ASI entities host regular meetings to engage the student body through membership and program implementation. 4. Product development: *The Nautical* and *CI View* provide students the opportunity to create publications.
3. To offer programs and services for students that enhance their quality of life at CSUCI. In addition, the Division of Student Affairs will offer programs and services that foster positive relationships between members of the campus and surrounding communities.	(5) ASI will maintain a comfortable, enjoyable and safe physical environment within the Student Union.	1. The Student Union hosts live music, SPB programming, DSA programming, Open Mic Nights, Awareness Campaigns etc. 2. Furniture placement supports collaboration and community; student art are incorporated to create an aesthetically pleasing physical space; display case will highlight school pride and CI/ASI history. 3. Game Room, board games 4. Training will include exceptional customer service, safety, and crucial conversations. 5. Union will provide amenities including charging stations, umbrellas, picnic blankets, copier etc. 6. Full-time custodian 7. On-going assessment through SU spring survey, comment cards (on-line and at Info Desk), social media feedback monitored 8. Sustainable initiatives such as water filling stations, recycling bins, skate board and bike racks are installed.
	(6) ASI will implement collaborative initiatives with members of the campus community.	1. ASI partners with HRE and PAMU faculty to host open mic nights and live musical performances. 2. ASI entities partner with faculty, DSA areas, and student organizations to host diverse programs throughout the year.
4. To prepare students for life-long learning and ongoing personal development; provide opportunities for the learning and development of the whole person; and to continually evaluate and improve the quality of programs and services offered to students.	(7) ASI will develop purposeful initiatives and regularly assess, evaluate, reflect and enhance services, programs, and facilities. (8) see Aims 1-4 and 6	1. Every spring the Student Union disseminates a survey. 2. Suggestion boxes are located at the Student Union Information Desk. 3. On-line suggestion boxes are located on the ASI and Student Union websites. 4. Entities conduct assessment practices after each event. 5. Student Assistant performance appraisals are conducted at the end of each semester. 6. The ASI Annual Report includes programs and initiatives from the ASI entities, Student Union, Administration. 7. Student Union student assistants record shift reviews at the end of each evening. These include concerns with patrons, the facilities, and/or amenities. 8. Student Union student assistants have weekly meetings which includes time to review comments found within the SU Suggestion Box, email, and social media accounts. In addition, this is time for the assistants to present suggestions on how to improve these areas.

2. **New growth funds and operational risks**

   As CSU Channel Islands continues to experience enrollment growth, there will be a marked need to increase opportunities for these additional students to engage in the CI campus community. These students will be looking for opportunities to join/start student organizations; attain leadership and management skills; develop relationships with their peers, staff and faculty; and spend their non-academic time in a productive, engaging and enjoyable manner.

   The student body voted to tax themselves through the Associated Student Body Fee and Student Body Center Fee. These fees were approved, as students wanted to allocate funds for engagement opportunities outside of the classroom. Our students understood the value of experiencing a holistic education, yet also understood the constraints associated with the use of state funds. As such, they taxed themselves in order to fund opportunities for leadership and co-curricular programming.

   ASI funds are used to engage students in the CI community and create a holistic educational experience. ASI develops opportunities for community engagement through the ASI entities, ASI Board, and funding registered student organizations. ASI assists students in discovering and experiencing purposeful leisure through Open Mic nights, Poetry Slams, and game tournaments. ASI provides opportunities for students to practice self-governance through the ASI Board of Directors, ASI entities, CI committees, and student organizations. ASI develops opportunities for companionship and community by providing a Student Union facility which hosts student musical and artistic talent; provides for students to engage with faculty, staff and their peers in an informal manner; and creates space for students to meet as student organizations. ASI enhances school spirit through the oversight of the ASI mascot, distribution of school pride materials, and operating a facility which showcases CI's spirit logo on digital signage, chairs, rugs etc.

   It is critical that CI provides co-curricular opportunities, as they lead to a holistic educational experience. In its absence, students are less engaged, less likely to persist, less likely to graduate, and less likely to financially contribute as an alumni/ae (Astin, Theory of Involvement, 1985; Kuh and Pike, 2005, Student Engagement). In addition, if students don't have purposeful leisure opportunities, some may be tempted to spend their time in a manner that is counterproductive to academic success.

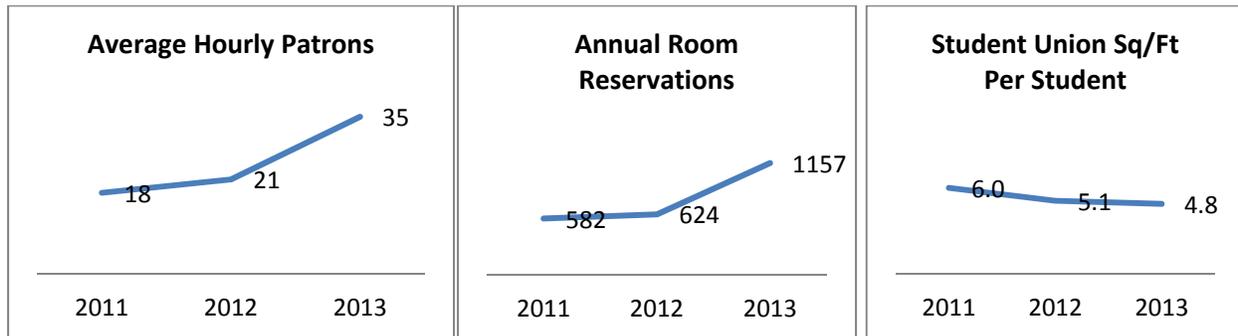   ASI is looking to meet the demands associated with enrollment growth through the following initiatives:
   a) *Hiring additional staff.* ASI would like to hire two new professionals—an Administrative Support Assistant and ASI Entity Coordinator. The Administrative Support Assistant will staff the Student Union Information Desk in order to enhance and provide consistent customer service for patrons. In addition, this position will assist with processing the growing volume of business related paperwork. The ASI Entity Coordinator will assist with Entity development, which will ultimately lead to increased opportunities for student engagement and involvement in co-curricular programs.
   b) *In-range and reclassification of current staff.* Due to new duties, ASI would like to reclassify the ASC I position to an ASC II position. ASI would like to initiate an in-range progression for the Student Union custodian. ASI would like to reclassify the Executive Director to reflect current duties and attain equity with similar employment categories.
   c) *Additional funds for co-curricular programming.* ASI would like to increase funding to create additional co-curricular programs and engagement opportunities for the student body. These funds will be allocated to the Student Union, ASI entities, DSA Student Life areas, and registered student organizations.

d) *Additional funds to market co-curricular programs.* It is critical to have professional marketing to educate the student body on the wide range of leadership and engagement opportunities at CSU Channel Islands. It does little good to have outstanding programs, if no one attends. Thus, ASI is looking to provide more funds to market these engagement opportunities.

e) *Increasing the hours of operation for the Student Union.* As student enrollment continues to increase, so too does the demand to utilize the Student Union. As such, the Union will be increasing the hours of operation.

3. **Space assignment**

The Student Union, like other areas of campus, will reach capacity (as it relates to professional staff) within one year. For FY14/15, ASI is requesting two new positions. The Administrative Support Assistant position will be located at the Student Union Information Desk. This position will enhance and provide consistent customer service for patrons. In addition, this position will assist with the additional business processing associated with the increased student population growth. The Entity Coordinator position will be placed in the current SEAL Center, which will displace a Student Affairs employee. Once these positions are filled, no additional office space will be available for full-time staff.

The Student Union is in dire need for expansion. Student Unions throughout the county range from 8-12 square feet per student (according to a survey by the Association for College Unions International). With 5000 FTE students, the CI Student Union is 4.8 square feet/student, well below the standard average. Additional space is needed for (1) meeting rooms, (2) performance area(s), (3) lounge space, (4) dining, (5) new professional positions, (6) storage and (7) larger office for the Executive Director.

Average Hourly Patrons

18   21   35

2011   2012   2013

Annual Room Reservations

582   624   1157

2011   2012   2013

Student Union Sq/Ft Per Student

6.0   5.1   4.8

2011   2012   2013

4. **Growth plans**

Please see item 2 for description. As outlined in the excel spreadsheets, the majority of the additional funding will entail permanent allocations.

5. **Key Program Indicators**

Key Program Indicator	Source	Standard	CI Status
Square Footage for Student Unions	Association for Student Unions International (ACUI)	8-12 sq/ft per student	4.8 sq/ft per student
Office space	CSU Policy 9065: Office Standards	150 sq/ft for Department Head	108 for Exec. Dir.

	Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
1.	$ 31,900	2014-15	Permanent		1.0	STUDENT LIFE: This funding is to expand the current part time Foster Youth Specialist to Full time personnel. The development of a comprehensive Foster Youth program was a new initiative from the Chancellor's Office in Spring 2012. At the time, we only had funding to hire a part time person. As the program has started, a pipeline has been created to CI from county Foster Youth Programs. We are seeing an influx of students who are self-identifying as foster youth and requesting services.
2.	$ 56,500	2014-15	Permanent		1.0	STUDENT LIFE: The ASC I in Disability Resource Programs is critical to maintain compliance with ADA and the Office of Civil Rights. Because of the sensitivity of information and the level of confidentiality of accommodations provided, there is a need for additional professional staff to address these concerns. In order to maintain the integrity of the program, we will need a support staff member to serve as the frontline to faculty, students and government agents that frequent the center. From Spring 2013 to Fall 2013, there was a 50% increase in students receiving services on campus (SPR14=207, FA13=315) ASC 1= $56,500 with benefits.
3.	$ 79,750	2014-15	Permanent		0.5	WELLNESS & ATHLETICS: Director of Health Services: Administrator to provide the vision, direction, oversight, high-level decision making and supervision for Student Health Services and Personal Counseling Services. This postion will be paid 50% from GD901 and 50% from GD915 (79,750+79,750=159,500 sal.&ben)
4.	$ 65,250	2014-15	Permanent		1.0	VPSA OFFICE: Administrative Analyst/Specialist IE for Staff Resources: Currently we have an ASC I serving as support for all Staff Resources in addition to providing administrative support to the AVP and VPSA office. This should be an Analyst I level position that is able to focus on staff resources for the Division, which includes recruitment, postings, paperwork, tracking organizational initiatives such as classification reviews, separations, performance reviews and employee data as well as assist with developing training based on needs of the DSA.
5.	$ 16,081	2014-15	Permanent		-	WELLNESS & ATHLETICS AND STUDENT LIFE (50% each):In-Class Progression for 2 Analysts
6.	$ 45,000	2014-15	Permanent		-	STUDENT LIFE: This money will be used to offset the costs of valuable student assistants in the Educational Access Center. These students provide the necessary accommodations of Alternative Media, Alternative Testing and Note-taking. In these services alone, we have seen a 17.5% increase in the use of these services in the past year.
7.	$ 25,000	2014-15	Permanent		-	WELLNESS & ATHLETICS: Funding for operations of new AVP office (Wellness & Athletics)
8.	$ 10,000	2014-15	Permanent		-	STUDENT LIFE: The Educational Opportunity Program is unfunded by the Chancellor's Office, unlike 21 other CSU campuses. Acceptance into EOP for first time freshmen includes a financial scholarship for all who complete the 9 day Summer Bridge component. Typically, this scholarship is in the sum of $1000 for the academic year. As the campus has grown, so have the number of EOP students accepted into the program. For the past two years, we have taken monies from other funding sources to offset the $45,000 already designated on the line to accommodate the growth. This request would rectify that cost for the 55 students accepted into EOP this coming Fall.
9.	$ 20,000	2014-15	Permanent		-	WELLNESS & ATHLETICS AND STUDENT LIFE (50% each): Student Assistants for new AVP office for W &A and Student Life

					Office
10	$	72,500	2014-15	Permanent	1.0	STUDENT LIFE: SSPIII Coordinator of First Year and Transfer Students. As the campus continues to grow, we must meet the needs of our first year and transfer students. This is not a new initiative, but the focus on addressing the needs and concerns of this population of students has increased. SSP III= $72,500 with benefits
11	$	40,407	2014-15	Permanent	-	WELLNESS & ATHLETICS (49%) AND STUDENT LIFE (51%): Operations of Wellness & Athletics area and Operations for Student Life
12	$	63,800	2014-15	Permanent	1.0	STUDENT LIFE: SSP II Community Responsibility Specialist. As the campus continues to grow, the area of Community Responsibility (Judicial Affairs) will need to continue to grow as well. We conducted 8 suspensions during the entire 2012-2013 academic year. In Fall 2013 alone, 15 students were suspended for violations of the student code of conduct. The Assistant Director of Community Responsibility will require additional assistance in the coming year as the number of students living on and off campus grows. SSP II= $63,800 with benefits
13	$	55,100	2014-15	Permanent	1.0	VPSA OFFICE: Administrative and Financial Operations Administrative Assistant: This administrative assistant position is needed in order to support the area of Administrative and Financial Operations which encompasses the following: budget, financial planning, staff resources, assessment, staff training and development, communication, policies and procedures, emergency planning, space planning and special projects for the Division. The existing structure only has one administrative assistant to support the AVP who is now responsible for this new and growing area. An additional administrative assistant is necessary in order to effectively carryout the functions, duties and responsibilities of the staff in this area.
14	$	31,275	2014-15	Temporary	1	-	WELLNESS & ATHLETICS (24%), STUDENT LIFE (46%), VPSA OFFICE (30%): New Hire Expenses: This funding is needed to provide the appropriate space and resources to new hires (start up costs for new 6 employees)
15	$	78,300	2014-15	Permanent	1.0	WELLNESS & ATHLETCIS: Analyst to Support the addition of Athletics and expansion of Campus Recreation
16	$	52,200	2014-15	Permanent	1.0	WELLNESS & ATHLETICS: Administrative Assistant to Support the addition of Athletics and expansion of Campus
17	$	52,270	2014-15	Permanent	-	STUDENT LIFE: This funding is to support reclassification reviews for 4 staff who are considering starting the process during the 2014-2015 budget cycle. Three of the Staff Members would be move from SSP III classification to SSP IVs, while the remaining staff member would be move from a represented SSP IV to management MPP I.
18	$	79,750	2014-15	Permanent	1.0	VPSA OFFICE: Administrative Analyst Specialist I Exempt for Operations, Business Continuity and Emergency Preparedness: This position is needed in order to oversee the business continuity planning and testing required for our Division. This position would document our progress, develop testing environments, ensure regular review and assessment of our plans and provide communication and notification regarding requirements and updates. This position would also be responsible for streamlining and managing the functions associated with internal office moves as well as our Division Emergency Preparedness planning, communication, documentation and assessment.
19	$	35,574	2014-15	Permanent	-	WELLNESS & ATHLETICS (42%), STUDENT LIFE (58%): Student Assistants for new AVP office for W &A and Student Life Office
20	$	79,750	2014-15	Permanent	1.0	VPSA OFFICE: Administrative Analyst I Exempt for Staff Training and Development: This position is needed in order to support existing staff training and the research, development, implementation and assessment of new initiatives necessary to meet the needs of our Division.

21	$	262,254	2014-15	Permanent	4.0	WELLNESS & ATHLETICS: Lead coach (for each Cross Country and Golf) and two part-time assistant coaches (for each Cross
22	$	23,117	2014-15	Permanent	-	STUDENT LIFE: Travel and professional development opportunities have not been allocated in the budget since 2008. With 7 staff members who represent CI at statewide meetings four times a year, this travel request is just to cover travel for these individuals and support the professional development opportunities of the remaining 14 members of the area.
23	$	130,500	2014-15	Permanent	1.0	VPSA OFFICE: Director of Budget, Operations and Staff Resources: A director is needed to support the day-to-day oversight, planning, implementation and development of training associated with budget, operations and staff resources. This director would work closely with and support the AVP with short and long range planning, policy development and leadership necessary to support the entire Division's needs in this area.
24	$	125,846	2014-15	Permanent	-	WELLNESS & ATHLETICS: Operating Expenses for Teams
25	$	72,500	2014-15	Permanent	1.0	STUDENT LIFE: SSPIII Coordinator of Student Organizations. We currently have 67 registered student organizations and we look to add roughly 12 new clubs in the coming year. About 45% of the campus population is exchanging information regarding student organizations and events on CI Sync. There needs to be a professional staff member who can administer this system and maintain compliance with Executive Oder 1068. SSP III= $72,500 with benefits
26	$	14,265	2014-15	Permanent	-	VPSA OFFICE: New Hire Expenses: This funding is needed to provide the appropriate space and resources to new hires (start up costs for 3 new employees)
27	$	50,000	2014-15	Temporary	1 -	WELLNESS & ATLETICS: Start-up Costs for Teams
28	$	4,755	2014-15	Temporary	1 -	STUDENT LIFE: Startup for a new employee
29	$	60,900	2014-15	Permanent	1.0	STUDENT LIFE: SSP II Veterans Counselor. During the Fall 2013 semester, there were 1,813 visits to the Veterans' Resource Center on campus. Currently, the program is staffed with one professional staff member to meet the needs of this growing specialized population. Given our growth projection, our proximity to 3 naval bases, and our designation as a Military Friendly Campus for the fourth consecutive year, this proposition is justified. SSP II= $60,900 with benefits
30	$	4,755	2014-15	Temporary	1 -	STUDENT LIFE: Startup for a new employee
31	$	60,900	2014-15	Permanent	1.0	STUDENT LIFE: SSP II Career Development Counselor. Given the current state of the economy and changing employment trends, students and alumni are now utilizing CDS more than ever in our 11-year history. Our data indicates a significant growth in student participation among all areas of programs, services, and events hosted by the Career Development Center (25% growth from SP13 to FA13). Specifically, student's access a wide range of career services, mainly mock interviews and drop in career counseling. With national benchmarking research indicating an average student-to-professional counselor ratio as 1:1,889 we are severely understaffed to serve our growing student population (NACE, 2013). This is a priority need that must be addressed in order for Career Development Services to provide access to quality services for our CI students. SSP II= $60,900 with benefits.
32	$	4,755	2014-15	Temporary	1 -	STUDENT LIFE: Startup for a new employee
33	$	60,900	2014-15	Permanent	1.0	STUDENT LIFE: SSP II Muticultural Counselor. As the campus continues to grow, we must meet the needs of our diverse

						students. This is not a new initiative, but the focus on addressing the needs and concerns of this population of students has increased. **SSP II= $60,900 with benefits**
34	$	4,755	2014-15	Temporary	1	-	STUDENT LIFE: Startup for a new employee
35	$	55,100	2014-15	Permanent		1.0	STUDENT LIFE: SSP IB LEAP Specialist. This best practice program grows each semester to mirror the growing requests from the outside community to provide outreach efforts on and off campus. This position will coordinate the LEAP volunteers and facilitate the Pathways to College program each Friday on campus. They will represent CI out in the community while assisting in creating a college-going culture in Ventura County. This position will collaborate with a communications class to provide presentations out in the community. SSP IB= $55,100 with benefits
36	$	4,755	2014-15	Temporary	1	-	STUDENT LIFE: Startup for a new employee

Temporary	105,050		-
Permanent	1,825,414		20.5
Total Request	1,930,464		20.5

SUMMARY INVESTMENT FUND Requests 2014-2015 (Round One)

Housing

	Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
1	$7,593	2014-15	Permanent		0	OPERATIONS: Increasing the benefit ratio on existing staff from 44.3% to 45%.
2	$4,611	2014-15	Permanent		0	OPERATIONS: Reclassification of the Coordinator of Student Housing Conferences to the Senior Summer Conference Specialist. This reclassification has already occurred and this additional funding is requested to cover the new salary. Until further notice, salary and benefits are covered by TT901.
3	$23,537	2014-15	Temporary	5 Years	0	OPERATIONS: Requesting funding for the HRE University Glen Town Center office that is open 71 hours per week, and staffed by approximately 4 student assistants. Office serves increased student housing in University Glen Town Center. The office addresses questions and concerns to students, staff, and visitors, provides a study/programming space for residents, and distributes community items such as cleaning supplies and recreational materials. 4 student assistants (15-20 hours each, 284 per month). *This is an expense we are incurring this year for which we did not budget last year.*
4	$42,050	2014-15	Permanent		0	OPERATIONS: Reclasses are in order for the two Associate Directors within HRE justified by increased responsibilities in the last four years - this funding is estimated pending a successful reclassification. These managers have also not received a salary increase during this time and are below the system average in salary.
5	$60,900	2014-15	Permanent		0	OPERATIONS: Due to centralized conference office requiring the transfer of our Summer Conferennce Specialist, the growth of the conference program, and increased HRE marketing demands with website and social media updates, a Summer Conference and Marketing Assistant is needed within HRE to assume the marketing tasks left behind by a staff transfer, and within HRE to implement conference services within housing that are sold by the Conference and Events Office.
6	$6,590	2014-15	Perm/Tem	1 yr	0	OPERATIONS: Additional expenses to hire a Summer Conference and Marketing Assistant - $2450 are non-recurring and $4100 are recurring expenses.
7	$19,776	2014-15	Permanent		0	OPERATIONS: Reclassification for the Occupancy Analyst and the HRE Operations Assistant, and In-range

						progression for the Occupancy Clerk. Duties have increased in volume and complexity for the positions being considered for reclassification, and it has been three years since these staff have received an increase in salary and her performance and growing responsibilities warrant in-range progression consideration.
8	$13,781	2014-15	Permanent		0	OPERATIONS: Request two reclassification for both Facility Worker 1 to Facility Worker 2: anticipate each FW1 is making $50,000, 10% reclassification increase x 45% benefit package = $7,250 x 2 FW2 = $14,500 increase to budget. Over a year they have working independently under limited supervisor completing facility work orders requiring skill in multiple trades, conducting preventative maintenance, and refresh projects.
9	$9,432	2014-15	Permanent		0	OPERATIONS: For 560 Residential Education: Increase in student assistant (desk assistant, games assistant, program assistant) pay rates due to minimum wage increase of $1/hour. Represents increase to 1048 student assistant hours per month.
10	$25,572	2014-15	Permanent		0	OPERATIONS:For 562 main housing office - $7,500 increase due to increase in minimum wage and $10,816 for 3.0 additional student assistants to support significantly increased traffic and projects in main HRE office.
11	$20,144	2014-15	Permanent		0	OPERATIONS: An increase in student assistant funding is required to cover the increase of the minimum wage, and to significantly increase staff capacity due to the growth of the Conference Program.
12	$58,000	2014-15	Permanent		1	OPERATIONS: Admin Analyst I - Non-Exempt needed to support contracting, assignment, and billing activites, and to provide high-level budget support to HRE staff. The need for additional support is due to increase in occupancy and billing and budget activity, an additional position is needed to provide billing support, verifying accounts, providing reconciliations as requested, and providing general budget support for HRE. The present Analyst is eligible for a reclassification and and is unable to complete all tasks required to provide prompt and excellent service.
13	$6,590	2014-15	Permanent		0	OPERATIONS: Additional expenses to hire an Occupancy and Budget Analyst - $2450 are non-recurring and $4100 are recurring expenses.
14	$94,250	2014-15	Permanent		1	OPERATIONS: Request to add staff: HRE Maintenance Supervisor (Facility Project Supervisor) $65,000

					base salary + 45% benefits. Responsibilities include prioritizing, planning, coordinating, and implementing short and long-term facility work projects in a lead capacity for HRE. Provide oversight for the work of one or more groups of skilled and semi-skilled trades workers, and vendors with the performance of daily work orders, scheduled repair, preventative maintenance, and refresh projects.
15	$6,890	2014-15	Perm/Temp	1yr	0	OPERATIONS: Additional expenses to hire a HRE Maintenance Supervisor. $4750 in recurring expenses and $2140 in non-recurring expenses.
16	$25,055	2014-15	Permanent		0	OPERATIONS: Miscellaneous operating expenses - Increases needed to cover increased expense in programs and occupancy resulting in increased expenses in supplies, business meals, etc. Increased staff in 13-14 resulted in increases to office phone and meetings and conferences. Additional small increases in operating expense listed in Tab 2.
17	$14,896	2014-15	Permanent		0	OPERATIONS: Expenses to add First-Year Experience Program - Addition of First Year Experience program in student housing. Funds represent 2 academic mentor positions and programmatic funding.
18	$50,700	2014-15	Permanent		1	OPERATIONS: Request to add one HRE Custodian to staff, $35,000 x 45% benefits = $50,750. Our occupancy has grown from the original design of 800 to 1200. We have doubled and tripled bedrooms, and expanded to University Glen Town Center. The volume of trash, recycle has increase, as well as the need to santitize rooms when residents transfer rooms. Housing and Residential Education expands 270,513 square feet, which includes living space, office, non-assigned, hallway and stairwells. Each HRE Custodian is responsbile for (not including living space as a daily basis, or projects) for 23,667 sq. feet each. This does not include cleaning apartments or exterior trash. (During winter break, HRE custodians cleaned 37 rooms.) The industry range is 19000-20000 sq. ft. per custodian, which does not inlcude project work. CI campus custodians are responsible for an average 21,997 sq. ft.
19	$1,250	2014-15	Temporary	1 year	0	OPERATIONS: Additional expenses to hire new HRE Custodian would include: background check $50, uniform & boots $400, safety equipment: respirator, back belt, protective eyewear, etc. $500, training: custodian $300 = $1250
20	$52,200	2014-15	Permanent		1	OPERATIONS: Request to add a HRE Groundsworker to staff, $36,000 x 45% benefits = $52,200. We continue to incorporate sustainable practices over Housing and Residential Education's 5 acres of property, which include composting, native and drought tolerant landscape. We have needed a second Groundsworker for three years.
21	$1,450	2014-15	Perm/Temp	1 yr	0	OPERATIONS: Additional expenses to hire new HRE Groundskeeper would include: background check

					$50, uniform & boots $400, safety equipment: respirator, back belt, protective eyewear, etc. $500, training: custodian $300 = $1250
22	$5,000	2014-15	Permanent		0	OPERATIONS: Significant overtime is accrued in Summer, and it is expected that two employees will reach the maximum of accruable CTO necessitating pay out of overtime.
23	$25,000	2014-15	Permanent		0	OPERATIONS: Increase Summer Cleaning Contract funding for Anacapa and Santa Cruz Village. Vendor used last Summer did not provide good service; need additional funding for effective vendor.
24	$14,790	2014-15	Permanent		0	OPERATIONS: Reclassification for the Executive Director of HRE is expected this year due to increased volume and scope of responsibility. This funding is estimated pending a successful reclassification.
25	$18,595	2014-15	Permanent		0	OPERATIONS: Anticipate utility increase from $320,608 for FY 13-14 to increase by $18,800 for a total cost of $339,408; utilities include electricity, natural gas, water, sewage, trash, thermal, reclaimed water, fuel.
26	$7,000	2014-15	Permanent		0	OPERATIONS: Anticipate 3% increase over FY 13-14 rates for cable television in all student housing and in University Glen.
27	$44,500	2014-15	Permananet		0	OPERATIONS:Increase in maintenance cost recovery expenses anticipated due to the aging of the facilities and increased occupancy and density.
28	$50,000	2014-15	Permanent		0	OPERATIONS:Increased Maintenance Contract Expenses. Republic Elevator increase of 3%,, Orkin 3% plus $20,000 for bedbug canine inspection and subsequent treatments; and Sheeler Moving.
29	$50,700	2014-15	Permanent		1	OPERATIONS: Request to add a second HRE Custodian to staff, $35,000 x 45% benefits = $50,750. Our occupancy has grown from the original design of 800 to 1200. We have doubled and tripled bedrooms, and expanded to University Glen Town Center. The volume of trash, recycle has increase, as well as the need to santitize rooms when residents transfer rooms. Housing and Residential Education expands 270,513 square feet, which includes living space, office, non-assigned, hallway and stairwells. Each HRE Custodian is responsbile for (not including living space as a daily basis, or projects) for 23,667 sq. feet each. This does not include cleaning apartments or exterior trash. (During winter break, HRE custodians cleaned 37 rooms.) The industry range is 19000-20000 sq. ft. per custodian, which does not inlcude project work. CI campus custodians are responsible for an average 21,997 sq. ft.
30	$5,000	2014-15	Permanent		0	OPERATIONS: Increased printing budget for newsletter distribution and year end communication about

					check out requirements.

Expenses Associated with Operating Student Housing in Off-Campus Sites - A break-even or better financial plan must be developed. Should be considered separately from regular operational budget requests.

#					
1	$739,200	2014-15	Temporary	2 years	0	OPERATIONS: Leasing off campus facilities - apartments and hotel space to accommodate students who need campus housing beyond campus capacity.
2	$19,600	2014-15	Permanent		0	OPERATIONS: Addition of 3 Resident Assistant positions in response to increased student housing off-campus.
3	$3,680	2014-15	Permanent		0	OPERATIONS: With the addition of more students off-campus that require oversight, there is the possibility that an In-class progression of current staff may be needed due to increased student load beyond the classification standard allowance. Increasing number of residents creates increased responsibility that surpasses current limits of Head Resident classification.
4	$60,000	2014-15	Temporary	2 years	0	OPERATIONS: Sheeler Moving for furniture transport and set up ($10,000), Security provided off campus by UPD or a contract company ($25,000) , and shuttle ($25,000).
5	$16,800	2014-15	Temporary	2 years	0	OPERATIONS: Internet and Cable TV for Additional Leased Apartments
1	$416,873	2014-15	Temporary	1	0	BUILDING MAINTENANCE: Request to purchase 150 bedroom sets to accommodate increased occupancy = $334,560; 150 desk chairs = $25,625 - 20 living room and kitchen furniture= $36,893; 150 mattresses = $25,625 for a grand total of $415,828.
2	$8,000	2014-15	Temporary	1	0	BUILDING MAINTENANCE: Replace Anacapa Bldg. D Hot Water Heater which is faulty.
3	$90,000	2014-15	Temporary	1	0	BUILDING MAINTENANCE: Replace smoke detectors in Anacapa Village. Replacement is overdue based on our long-term maintenance schedule,and we've had regular failures requiring after-hours removal and installation of new equipment.
4	$90,000	2014-15	Temporary	1	0	BUILDING MAINTENANCE: Anacapa Hallway Lighting upgrades for more energy efficient lighting requested by OPC. The utility savings suggests a three-year return on investment.
5	$26,000	2014-15	Temporary	1	0	BUIILDING MAINTENANCE: Purchase of "Pot Belly" Trash compactors which are more efficient, increase public refuse capacity, reduce pests/rodents, and reduce the frequency of trash emptying by custodians.

6	$25,000	2014-15	Temporary	1	0	BUILDING MAINTENANCE: Replace broken copier/printer in HRE Main Office. Problems with the copier have interfered with work production for over one year. Even though we've received a new copier, it has not been consistently working properly.
7	$70,000	2014-15	Temporary	1	0	BUILDING MAINTENANCE: Redesign Anacapa Dumpster area to prevent students from needing to enter parking lot and line of car travel to dispose of trash.
8	$100,000	2014-15	Temporary	3	0	BUILDING MAINTENANCE: Replace carpet in Anacapa Village - phase I of a three-phase project to be completed over Summer 2014 in A Bldg.
9	$14,500	2014-15	Temporary	3	0	BUILDING MAINTENANCE: Paint Anacapa A Building Interior - Painting Anacapa interior will occur over the next three years.
1	$2,000,000	2014-15	Temporary	1	0	CONSTRUCTION: Estimated expenses from HRE reserves to begin the Santa Rosa Village student housing project prior to the availabilitty of financed funding from the CSU Chancellor's Office.

Temporary	3,685,950		-
Permanent	759,556		5.0
Total Request	4,445,505		5.0

SUMMARY INVESTMENT FUND Requests 2014-2015 (Round One)

ASI

	Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
1	$5,800	2014-15	permanent		1	ASI : *Reclassification:* Enrollment growth entails increased work for ASI staff; as more patrons utilize the Union, more students request meeting room spaces, more student organizations are formed and request funding & resources, and more areas conduct co-curricular programming. To meet the demands associated with this work, we are proposed the reclassification of the ASI Administrative Assistant (difference in salary and benefits) from an ASC I to an ASC II.
2	$36,600	2014-15	permanent		0	ASI : *Increase Student Engagement:* As CI continues to experience enrollment growth, there will be an increased need for students to engage in the CI community. Students will want to attend events during their non-academic time, they will want to join/form student organizations, and they will be looking to submerge themselves in CI's holistic experience. To meet this need, ASI will be implementing a number of new initiatives. (1) ASI will partner with the Center for Community Engagement in the hiring of a student assistant who will create on-going community service opportunities for our student body. (2) ASI will hire an additional Marketing Student Assistant to create marketing materials for ASI, Student Union, Entities and registered student organizations. (3) ASI will allocate additional funds for marketing items. (4) ASI will provide entities leaders with funding to attend regional conferences, which will enhance their skill/knowledge level and ultimately lead to better programming and services for our entire student body. (5) Allocate additional funds for programs to further engage the student body. In addition, ASI is finding the need to consult with their attorney to review governing documents and ensure compliance with non-profit corporation status, CSU mandates, and auxiliary requirements.
3	$30,999	2014-15	permanent		0	ASI : To meet the demand for increased involvement opportunities, ASI Entities are requesting a 13% increase to their annual budget.
4	$5,426	2014-15	permanent		0	ASI : To meet the demand for increased involvement opportunities, CI's registered student organizations will be requesting a 13% increase. This will allow for new organizations to be formed and attain ASI funds.
5	$5,848	2014-15	permanent		0	ASI : Funding for personnel (non-benefited) for various Student Life programs inlcuding: Multicultural programs, NSOTP, University Outreach, Career Services and Student Leadership Programs.
1	$24,650	2014-15	permanent		1	USU: To initiate pay equity with similar AVP and Executive Director positions at CI, the ASI Board will be reviewing

						the ASI Executive Director's salary.
2	$2,000	2014-15	permanent		1	USU : *In-Range Progression* for Custodial Support
3	$77,900	2014-15	permanent		1	USU :*New Position:* As enrollment growth continues at CI, so too will there be need for students to engage in the CI community. ASI is proposing to hire an addition Coordinator to assist with Entity development, which will ultimately lead to increased opportunities for student engagement and involvement in co-curricular programs.
4	$46,000	2014-15	permanent		1	USU :*New Position:* As enrollment growth continues at CI, so too will the Student Union patron use. ASI is proposing to hire an Administrative Support Assistant who will staff the Student Union Information Desk in order to enhance and provide consistent customer service for patrons. In addition, this position will assist with the additional business processing work.
5	$10,500	2014-15	Temporary	1	0	USU :Additional costs of hiring two new employees.
6	$29,000	2014-15	permanent		0	USU : *Increase in Operating Expenses:* (1) ASI/VPSA purchased a new mascot costume in 2013. With the new mascot comes additional expectations, such as heightening the professionalism of the mascot. ASI will oversee this process, including the hiring (rather than any person) and training of a student specifically assigned to school mascot duties. (2) Additional funds are being requested for on-going repair and upkeep of current equipment such as data projectors, sound equipment, etc.). (3) The Union is looking to open on Sundays. These funds will pay for student assistants to cover these additional hours.
7	$6,000	2014-15	permanent		0	USU : Computer equipment refresh

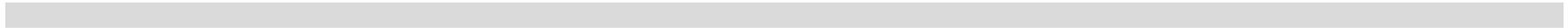|			
Temporary	10,500		-
Permanent	270,223		5.0
Total Request	280,723		5.0

SUMMARY INVESTMENT FUND Requests 2014-2015 (Round One)

Health Services Fee

Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
$79,750	2014-15	Permanent		0.5	Director of Health Services: Administrator to provide the vision, direction, oversight, high-level decision making and supervision for Student Health Services and Personal Counseling Services. This postion will be paid 50% from GD901 and 50% from GD915 (79,750+79,750=159,500 sal.&ben)
$87,000	2014-15			1	Health Educator: Position in FY14 is funded by the Cal-MHSA grant which is an institutional grant from the CO and concludes in FY14. These funds are to hire a permanent Health Educator as required.
$65,000	2014-15	Permanent		0	Additional operating funds required for Health Education, possible contract increases and professional development.

Temporary	-			-	
Permanent	231,750			1.5	
Total Request	231,750			1.5	

SUMMARY INVESTMENT FUND Requests 2014-2015 (Round One)

Materials,Service, Facility, Technology Fee

Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
$3,485	2014-15	Permanent		0	The Disability Resource Program will be requesting $3486 more in funding to offset the cost of contractual services, stipends for nottakeres and various small equpitment. (13-14 funding was approved at $88,226)

SUMMARY INVESTMENT FUND Requests 2014-2015 (Round One)

Recreation & Athletics

Amount Requested	Fiscal Year	Permanent or Temporary?	If Temporary, # of Years Needed	FTE	Description
$8,502	2014-15	Permanent		0	Increase the Budget for the Director of Campus Recreation Salary and Benefits. Budget process only reflected 11 months of salary.
$13,920	2014-15	Permanent		0	In-Class Progression for both Coordinators
$42,544	2014-15	Permanent		0	Funding for Student Assistants - Increase in rates due to Minimum Wage Increases and additional staff needs
$80,238	2014-15	Permanent		0	Increased operating budget for the Director, Intramurals, Sports Clubs, field maintenance and the boating center.
$25,000	2014-15	Temporary	1	0	Additional equipment needs for the CIBC, New Playfields and aging Rec Center Equipment

Temporary	25,000		-
Permanent	145,204		-
Total Request	170,204		-