

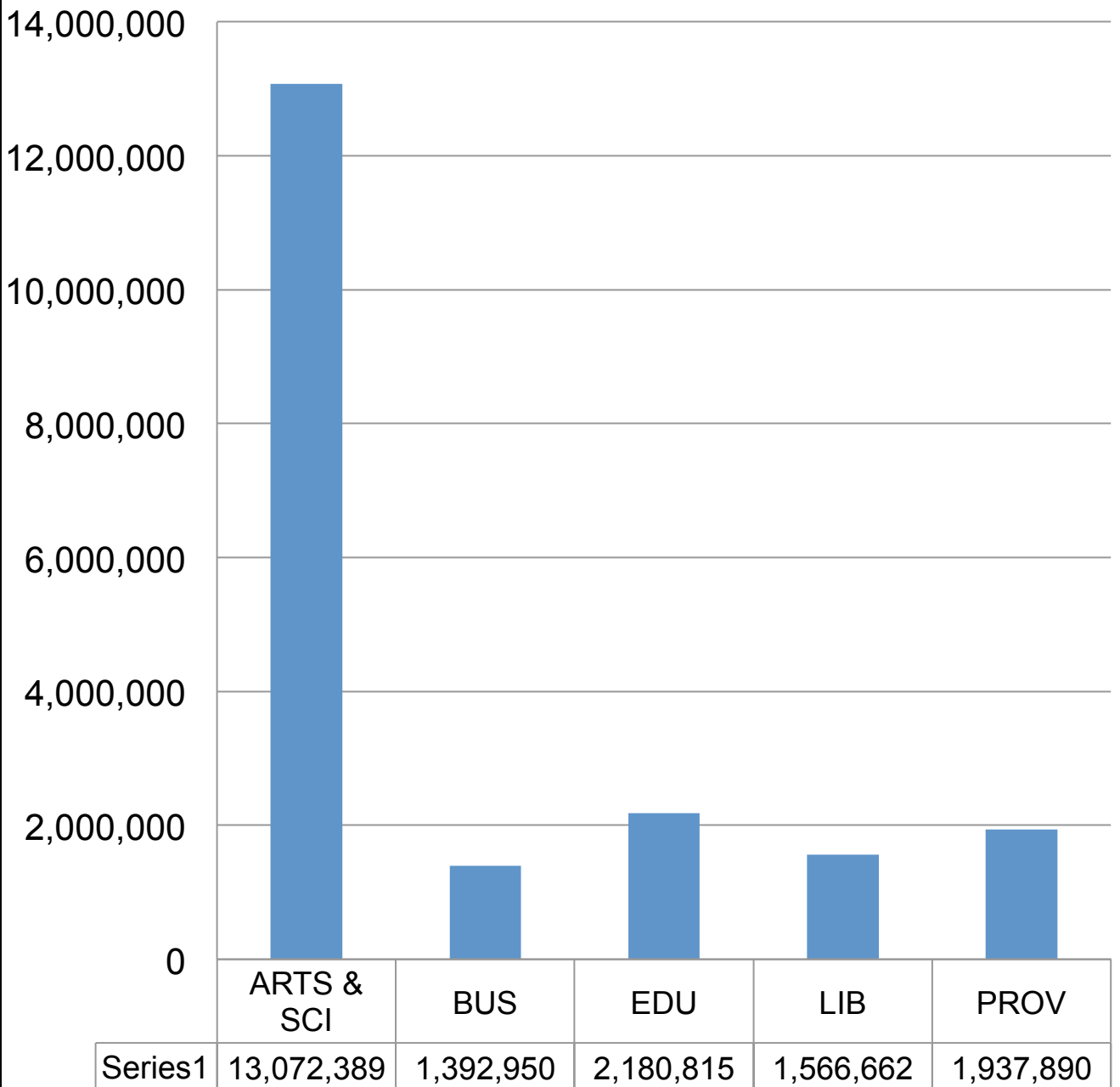
<b>Academic Affairs, 2013-14</b>	<b>FTE</b>	<b>Requests</b>
• Tenure Track Faculty	11	849,036
• Temporary Faculty		229,892
• Faculty Promotion/Equity		147,000
<b>Sub-total</b>	<b>11</b>	<b>1,225,928</b>
• Faculty FY 2014-15, pre-budgeted	4	440,000
<b>Sub-total</b>	<b>15</b>	<b>1,665,928</b>
<b>Staff</b>		
• Arts & Sciences	4	140,000
• School of Education	0.5	21,628
• MVS School		12,000
• Broome Library	5	270,000
• Provost		20,000
• Global Research / IGER	0.8	115,500
• Faculty Development	1	69,300
• Institutionalization	0.2	20,000
<b>Sub-total</b>	<b>11.5</b>	<b>668,428</b>
<b>Operations</b>		
• Teaching Technology		180,000
• Sustainability		30,000
• Centers		10,119
• Broome Library		255,603
• Program Op. & Student Help		204,900
<b>Sub-total</b>		<b>680,622</b>
<b>Other</b>		
• One-time		?
• FERP		129,024
• School of Education		5,700
• Academic Support		5,000
• Black History Month		25,000
<b>Sub-total</b>		<b>164,724</b>
<b>TOTAL</b>	<b>22.5</b>	<b>2,739,702</b>

## 2012-13 REVIEW

Tenure Track Faculty	\$1,221,362
Temporary Faculty	\$1,540,181
Promotions	\$137,920
Staff, temp contracts	\$210,181
TK20 / ISLAS	\$19,919
LRC Coordinator	\$36,263
ASC II -IRA / Senate	\$56,984
ASA - Events	\$34,536
ASA –Articulation/Prg	\$51,700

One-time	2012-13
• Admin Retreat (FERP)	184,192
• Varian Contract	8,000
• LSAMP Match	15,589
• Institutionalization: ISLAS U Exp Dir	(2013-14)
• Institutionalization: VISTA	(2013-14)
• Institutionalization: ACCESO	(2013-14)
• Institutionalization: COMPASS	(2013-14)
• Center Directors (4 dir) - spring	
• Vacation Pay	34,927
• Sustainability	30,000
• Faculty relocation (Library)	5,000
• Faculty recruitment	100,000
• Sci Fac Start-up 2011-12 (\$20,000 ea over 3 yr)	21,000
• Lacayo Consultant	10,000
• Fac Dev	30,996
• Spec Asst to Prov –CO initiative	7,749
• North Hall (moving/painting/furniture, etc)	50,000

ACADEMIC AFFAIRS FINANCIAL PERFORMANCE  
Ending March 2012







Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

# Strategic Resource Planning Task Force DSA Budget Presentation

Presented by:

**Wm. Gregory Sawyer, Ph.D.**

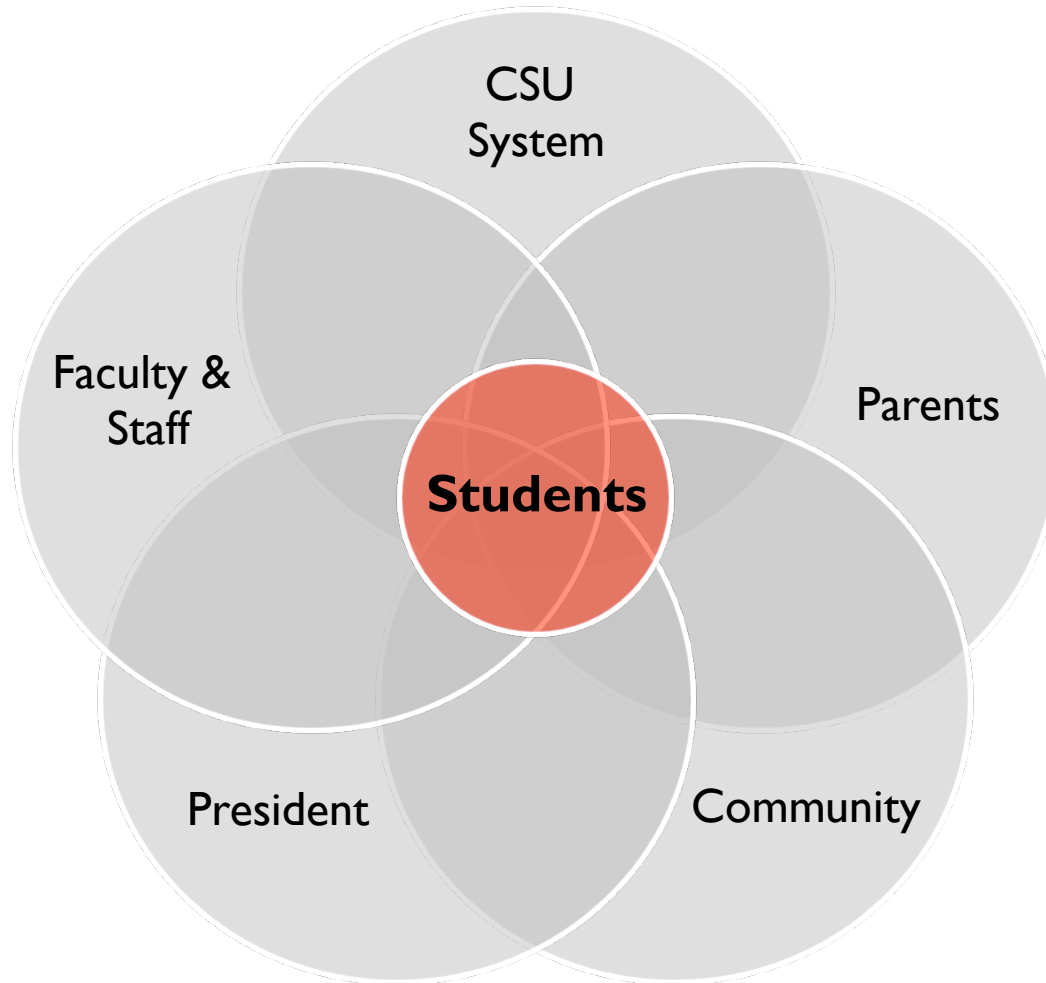
Vice President for Student Affairs

# A Learning-Focused Student Affairs Division

A Student Affairs Division committed to *student learning and personal development* exhibits the following characteristics:

1. The CSU Channel Islands Student Affairs division mission compliments the institution's mission, with the enhancement of student learning and personal development being the primary goal of student affairs programs and services.
2. Resources are allocated to encourage student learning and personal development.
3. Student Affairs professionals collaborate with other institutional agents and agencies to promote student learning and personal development.
4. The Division of Student Affairs includes staff who are experts on students, their environments, and teaching and learning processes.
5. Student Affairs policies and programs are based on promising practices from the research on student learning and institution-specific assessment data.

# CI Student Affairs Constituents



# Division of Student Affairs

Mission Statement:

*their*

*Placing students at the center of ~~the~~ educational experience, the Division of Student Affairs supports and enhances learning, and the University community, through quality co-curricular programs, activities, facilities, and services.*

Our Core Values:

**Excellence, Diversity, Integrity, Collaboration, and Commitment**

# DSA Goals and Aims

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

Aim A: Improve and expand Division programs and services to meet the changing needs of our students

Aim B: Create an environment that supports student 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

Aim D: Instill an appreciation and commitment to environmental sustainability

# DSA Goals and Aims

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

Aim A: Instill an appreciation and commitment to organizational sustainability

Aim B: Enhance Division infrastructure to support student learning

Aim C: Provide resources necessary to accomplish the Division's core learning and development objectives

Aim D: Identify, develop and expand professional competencies among Division personnel

# DSA Goals and Aims

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

Aim A: Expand outreach efforts to encourage students to consider a college education

# DSA Goals and Aims

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

Aim A: Expand opportunities for Channel Islands' students from the region to succeed at reaching their college goals

Aim B: Expand support opportunities for international students



# DSA Goals and Aims

## **Goal V:** Increase retention of CI students

Aim A: Expand staff information and knowledge about “at-risk” students

Aim B: Enhance support services for at-risk students

Aim C: Collaborate within and across University Divisions to increase student retention and success

# DSA Goals and Aims

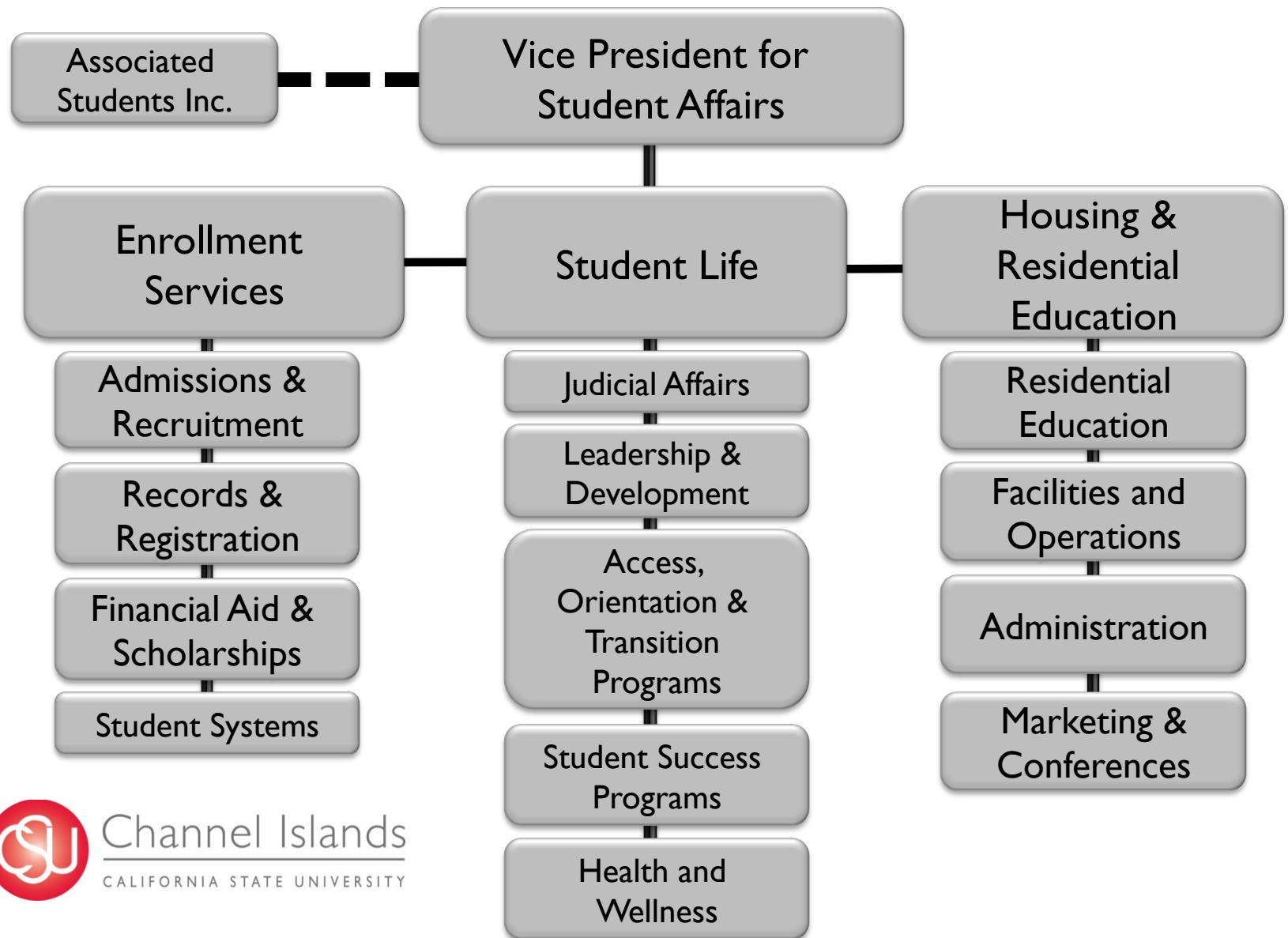
**Goal VI:** Establish the Division's prominence in student leadership, multicultural, and career development

Aim A: Collaborate with members of the University community to develop a best practice leadership development program at CI

Aim B: Collaborate with members of the University community to develop a best practice multicultural development program at CI

Aim C: Collaborate with members of the University community to develop a best practice career development program at CI

# CI Division of Student Affairs Structure



# DSA Budget Areas 2012-2013

- **Enrollment Services** – Primarily Funded by General Fund Allocations and Application Fees.
- **Student Life** - Primarily Funded by General Fund Allocations, Student Fees (Category II) and Grants.
- **Vice President's Office** – Funded by General Fund Allocations.
- **Housing and Residential Education** – Funded by User Fees.
- **Associated Students Incorporated** – Funded by Student Fees (Category II).

# DSA GD90I Budget 2012-2013

Area	FY Budget	YDT Actuals	% of FYB	% of YTD Actuals
Enrollment Services	2,059,056	1,396,222	68%	99%
Student Life	1,472,383	1,025,452	70%	92%
VP Office	1,404,196	805,262	57%	85%
<b>Total Divisional</b>	<b>4,935,635</b>	<b>3,226,936</b>		

# 2012-2013 Highlights

- Personnel and benefits account for **87.7%** of general fund allocation
- New funds for 2012-2013 were utilized to hire a Transfer Credit Specialist, an Assistant Director of Financial Aid for Direct Loans, a New Student Orientation & Transfer Program (NSTOP) Specialist, an Admissions and Recruitment Specialist, a .5 FTE Foster Youth Coordinator and a .6 FTE Administrative Assistant.
- Island View Orientation's Red-Silver Track System received the *Innovative Program of the Year* Award by National Orientation Director's Association (NODA), Region II.
- Jacob Hanley (Exhibits Committee) was recognized as the WACUHO *Volunteer of the Year* Award.
- Brittany Cashatt, Received the *New Professionals Case Study* – Second Place Award

# 2012-2013 Highlights

- Spring 2013: **Disability Resource Programs** will **proctor 1,046 exams**, provide **note-taking services** for **381 courses**, and process **296 Alternative Media requests**.
- The **Educational Opportunity Program (EOP)** received **1,625** applications (up from 900) for only 50 slots.
- **Enrollment Services (ES)** has processed over **11,800** applications this year, up **4,100** from 2009-10.
- **Financial Aid (FA)** has disbursed over **\$39,500,000** up **\$15,600,000** from 2009-10

# 2013-14 Total “New” Dollars Requested

Type of Request	Total FTEs	Total Dollars	Critical FTEs	Critical Dollars
Total Staff Request	4.0	\$ 172,244	2.0	\$ 91,236
Total Operations - Permanent Request	0.0	\$ 87,450	0	\$ 11,000
Total Operations - One Time Request	0.0	\$ 32,000	0	\$ 22,000
<b>Total Divisional Request</b>	<b>4.0</b>	<b>\$ 291,694</b>	<b>2.0</b>	<b>\$ 124,236</b>



# Staff

Staff	Total FTEs	Total Dollars	Critical FTEs	Critical Dollars	Strategic Purpose/ Description
Coordinator EOP	1.0	\$ 49,008	1.0	\$ 49,008	Critical position to serve the growing EOP population (1,600) + applications
Counselor for Career Development	1.0	\$ 42,228	1.0	\$ 42,228	Critical position to serve the growing needs for Career Services and replace HLI funding.
Coordinator for Student Life	1.0	\$ 49,008	0	\$ -	Student Conduct coordinator
Administrative Assistant DRP/Career	1.0	\$ 32,000	0	\$ -	
<b>Subtotal</b>	<b>4.0</b>	<b>\$ 172,244</b>	<b>2.0</b>	<b>\$ 91,236</b>	

# Operations - Permanent

Operations	Total Dollars	Critical Dollars	Strategic Purpose/Description
SL - Staff Training and Development	\$ 22,500	\$ -	To train SL staff on best practices within Student Life programs <ul style="list-style-type: none"> <li>• Webinars</li> <li>• Visit other campuses</li> </ul>
EOP Scholarships	\$ 15,000	\$ -	To increase the number of student receiving EOP Scholarships
VP office for Division Training	\$ 15,000	\$ 9,000	<b>To train DSA personnel on assessment and State of the Academy practices</b>
VP office - Assessment Needs	\$ 5,000	\$ 2,000	<b>Comprehensive Program Review (CPR)</b>
SL - Student Assistants	\$ 10,000	\$ -	To assist with programs & retention (EOP)
VP office - Student Assistants for Welcome Center	\$ 19,950	\$ -	To provide coverage in BT Welcome Center
<b>Subtotal</b>	<b>\$ 87,450</b>	<b>\$ 11,000</b>	

# Operations – One Time

Operations	Total Dollars	Critical Dollars	Strategic Purpose/Description
SL - DRP Equipment	\$ 12,000	\$ 10,000	<b>For Federal ADA compliance</b> •Additional computers •One time license(s) for accommodation software
VP office - Assessment Technology	\$ 10,000	\$ 8,000	<b>To assess programs and services and implement QI</b>
Site Review Teams(SRT)	\$ 5,000	\$ 2,000	<b>Support SRT for CPR for four area programs</b>
WASC Training	\$ 5,000	\$ 2,000	<b>To train staff for WASC review</b>
<b>Subtotal</b>	<b>\$ 32,000</b>	<b>\$ 22,000</b>	

# Questions?



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# **Technology & Communication**

April 2013

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Budget Code	Purpose	Examples
610	Software & maintenance contracts	Blackboard, SPSS, cloud services
640	General IT	All IT employees, hardware purchases
707	Communication & Marketing	All C&M employees, advertising expense

# T&C Budget lines

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Budget Code	Purpose	Adjusted Base
610	Software & maintenance contracts	\$648,772
640	General IT	\$4,808,960
707	Communication & Marketing	\$791,222

T&C Adj. Base 2012/13

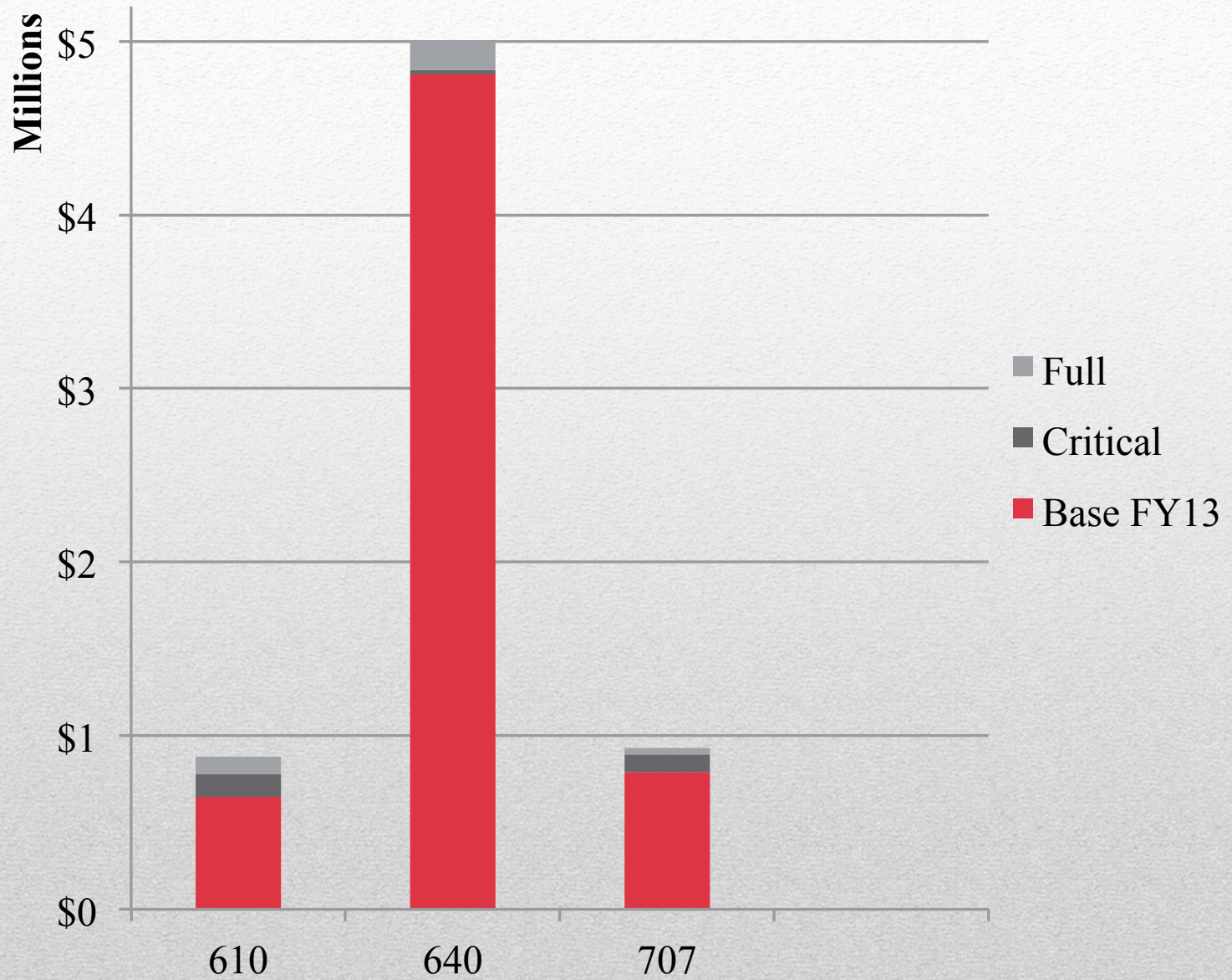
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Budget Code	Purpose	Critical Need	Optimal Need
610	Software & maintenance contracts	\$131,228	\$201,228
	One-time	\$0	\$69,500
640	General IT	\$24,000	\$188,175
	One-time	\$10,000	\$150,000
707	Communication & Marketing	\$100,000	\$140,000
	One-time	\$10,000	\$25,000
	TOTAL T&C BASE REQUEST	\$225,228	\$529,403
	TOTAL T&C ONE-TIME REQUEST	\$20,000	\$244,500

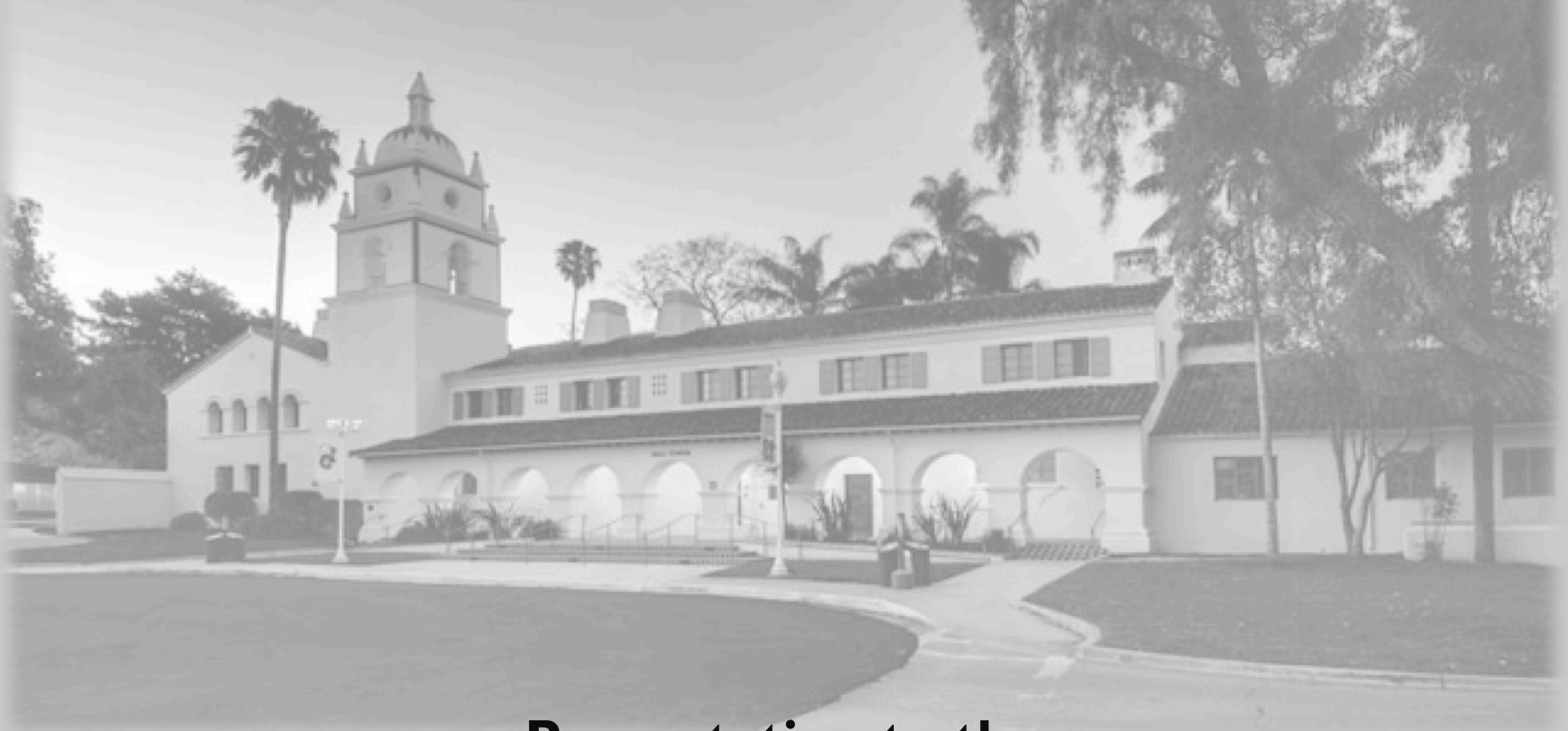
# T&C Request 2013/14

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# Office of the President



**Presentation to the  
Strategic Resource Planning Task Force  
April 19, 2013**

# Supporting the University

The Office of the President supplies funding in support of campus needs and programs both annually and by request.

- ☐ Panetta Institute
- ☐ Politics to the Extreme
- ☐ President's Summer Fellows
- ☐ President's Innovation Award
- ☐ Chancellor White's Visit
- ☐ University-Wide Memberships
- ☐ President's Scholars Support
- ☐ CSSA Meeting Reception
- ☐ CHESS XVII
- ☐ Faculty BBQ
- ☐ And many others...

# Advancing Our Mission Together

The Office of the President strives to support all areas across the University in their efforts to promote and advance the University's Mission and Goals.

- ☐ President Rush and OP staff attended numerous Certificate Ceremonies in recognition of our 10th year Anniversary.
- ☐ OP staff assisted with the writing of various grants to fund a wide variety of campus and community programs.
- ☐ OP supported courtyard renovations, central mall developments, and other campus improvement projects.
- ☐ OP participated in and/or sponsored numerous community events throughout Ventura County.
- ☐ OP staff facilitated community and outreach events such as CI Planting Days, AVID celebration, Engineering Design Career Pathways Summer Bridge Program, and the Community Reception with Chancellor White, to name a few.
- ☐ Etc...

# FY 12-13 Recap

For FY 12-13, the Office of the President received \$75,000 in permanent allocation over FY 11-12 designated for position increases.

The funding supported a planned office reorganization initiated by the necessity to provide more direct assistance to the President's efforts in order to forward key campus initiatives.

## **The allocation was utilized in following ways:**

- ☐ **Reorganization of position duties, including classification, time base and working title changes, resulting in an increase of staff FTE from 5.475 to 6.5.**
- ☐ **Addition of 0.75 FTE Administrative Assistant position.**
- ☐ **Increase student assistant hours to better serve the community.**
- ☐ **Increase in benefit rate to 44.3%.**
- ☐ **Reduction of operating budget by 22%.**

# FY 12-13 Recap Breakdown

## Operating Budget

☐ FY 11-12

\$123,485.00

☐ FY 12-13

\$96,094.00

## Operating Budget Difference

**\$(27,391.00)**

## Salary Difference

**\$67,082.72**

*(FY11 Budget - FY12 Actuals)*

## Student Assistance Budget Increase

**\$2,440.00**

## Benefits Increase 44.3%

**\$33,244.30**

## Total Change from FY 11-12

**\$75,376.02**

# FY 13-14 Budget Request

The Office of the President is requesting an addition of **\$53,000** in permanent allocation to our base budget funding for FY 13-14. The request **includes funding for only those areas which are critical** to the function of the Office in support of the University Mission.

## Staffing:

- ☐ **Student Assistants (1.5 FTE)** **\$25,000**
  - ❖ To maintain the current level of consistency & customer service at University Reception.

## Operations:

- ☐ **Travel** **\$13,000**
  - ❖ To accommodate the President's planned international travel to facilitate the University's Mission Pillar of providing international relationships and opportunities for students and faculty.
  - ❖ To provide for the increase in in-state and out-of-state meetings many of which are mandated by the Chancellor's Office
- ☐ **Membership Dues & Fees** **\$7,000**
  - ❖ Annual increase in dues for University-wide memberships.
- ☐ **Business Meals & Hospitality** **\$8,000**
  - ❖ To support the President in fundraising and promoting University priorities.

# FY 13-14 Proposed Budget

<b>Salary</b> <i>(including Student Assts.)</i>	<b>\$802,294</b>
---	------------------

<b>Operating</b>	<b><u>\$124,890</u></b>
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<b>Total Proposed Budget</b> <i>(not including benefits)</i>	<b>\$927,184</b>
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- ❖ *The Office of the President is not requesting any one-time funding at this time for FY 13-14.*



THANK  
YOU!



# Advancement Budget Requests 2013-14



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# Advancement Expenditures

- Donor Cultivation
  - Travel
  - Printed Collateral Materials
- Donor Research
  - Software
  - Database Subscriptions
- Community & Government Relations
  - Travel
  - Registrations & Memberships

# The Good News!

**CI has created more events garnering increased dollars, resources and friends.**

- **IGER**
- **HLI**
- **Through the Grapevine**
- **A Night with CI Alumni Reunion**



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# A Memorable Evening





# More are Attending CI Events







# More Grand Openings

- **Margaret T. Burgess Courtyard**
- **Del Norte**
- **Entrance Road**
- **Central Mall and Fountain**



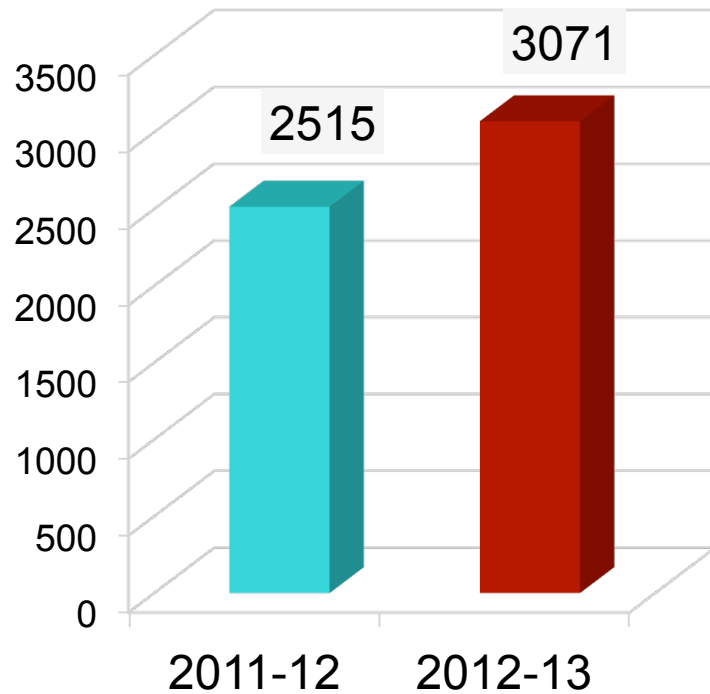


# As a Result...

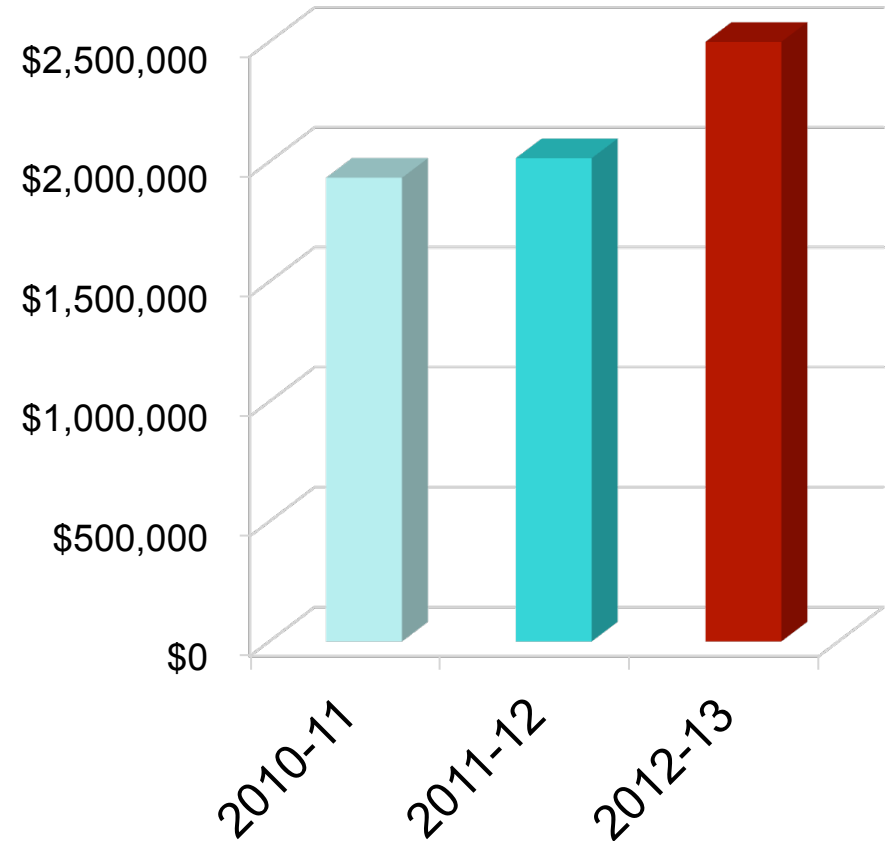
- More Invite Lists need to be prepared
- More invitations are sent
- More funds are generated
- More thank you notes are created



## Gifts Processed



## Funds Raised



# Critical New Needs

- ***Donor Stewardship***
  - Database Specialist
  - Equipment and office set up
- ***Community & Govt. Relations*** to support institutional needs
  - Student Assistant
- ***Social Media*** to connect with business & alumni
  - Student Assistant



## **2012-13 Budget**

- \$1,311,324

## **2013-14 Request**

- \$1,416,874



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# Finance & Administration



*Burgess Courtyard*

SRPTF Meeting  
April 19, 2013



# DFA UNITS

- Finance
- Human Resources
- Public Safety
- Operations, Planning & Construction
- University Glen Corp., Site Authority
- VP - Special Projects, Org. Development (LEAN)





# DFA Strategy Map 2012 - 2017

## Mission

We support CI's academic mission by transforming the delivery of services through continuous improvements, providing a foundation that is knowledge driven, flexible in approach, and entrepreneurial in spirit.

## Vision

We are the recognized leader for delivery of outstanding services to our campus community.

## Values

We value a **People-Centric** perspective that includes **Teamwork, Collaboration, and Relationships** across campus. In addition, we value **Excellence** that is exhibited through **Efficiency, Accountability, and Conscientious**. The **Spirit** of our Division is reflected by **Fun, Magic, Pride, and Integrity**.

We also commit ourselves to these qualities:

~ **Timeliness** ~ **Safety and Quality** ~ **Compassion** ~ **Trust and Respect** ~ **Dedication and Willingness** ~ **Sustainability**

We provide responsive, flexible and dependable services that reflect value

We ensure the safety of our community and the application of regulations and rules

We help solve complex problems by providing a range of operational expertise

Our Value to Our Customers

Goals

**Achieve Operational Excellence**

- Prepare for growth
- Improve customer service
- Share expertise and services

**Recruit and Retain a Diverse and Talented Staff**

- Create training and procedures manuals
- Foster entrepreneurship
- Offer robust development

**Enhance Resources**

- Document processes
- Implement online, web-based, self-service solutions
- Streamline processes to be

**Enrich Communication**

- Improve websites.
- Add more communication tools (For example: Online hub, blog, newsletter, FAQ's,

DFA Work Plan at: <http://www.csuci.edu/vpfa/vp-finance-and-admin/>



# DFA 2012-13 Work Plan Goals

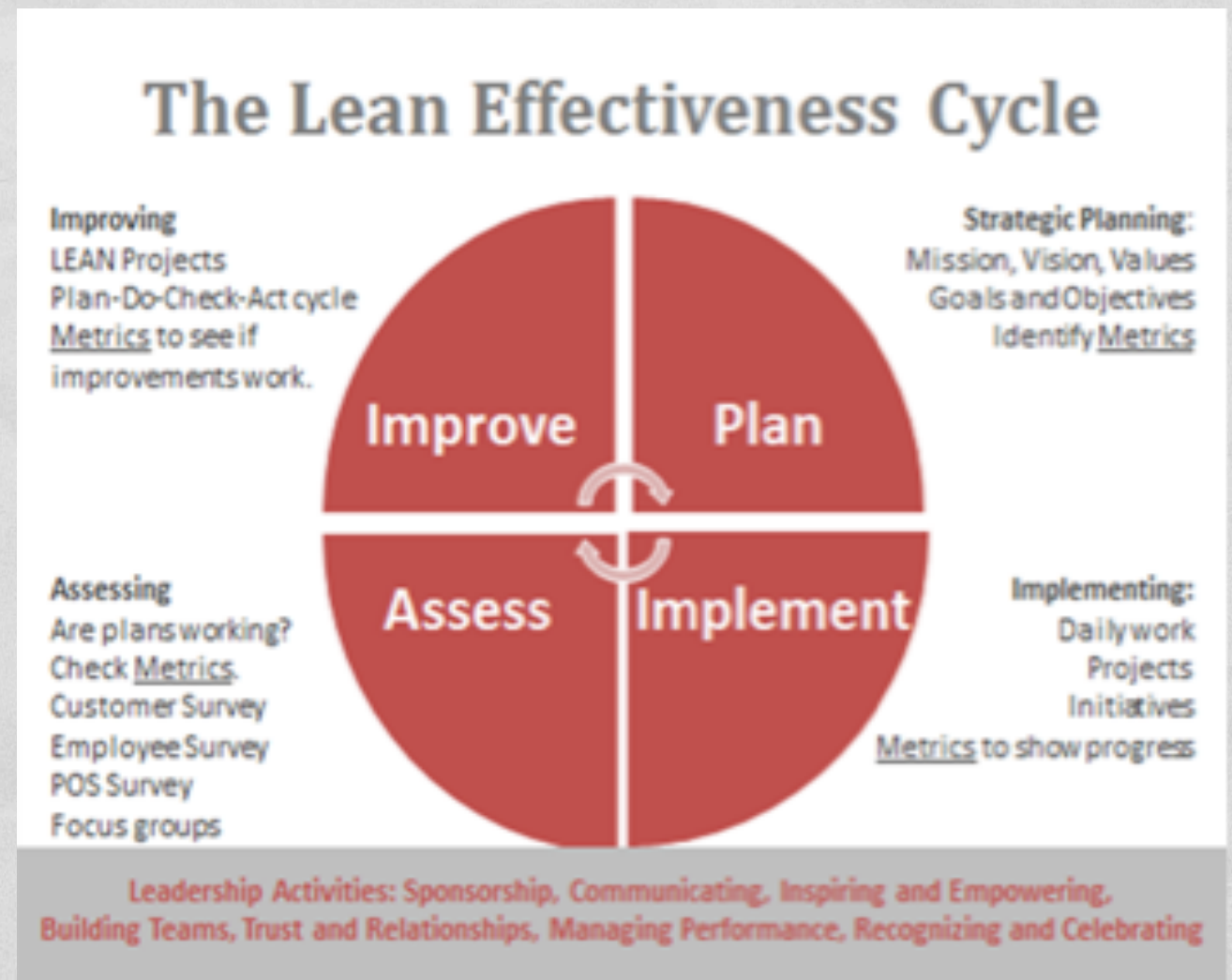
## key initiatives examples

- Finance: Expand PeopleSoft modules for billing receivables; implement payment plans for SFS Ex. Univ.; Use LEAN to implement on-line RGS
- HR: CSU SYSTEM CHRS; absence management
- OPC: Improve sustainability efforts; optimize operating processes using LEAN
- PS: Integrate EH&S program into unit
- UGC: Respond to demand for additional services needs - new food venue
- All Units: Develop quantitative and qualitative metrics for the unit.



# The LEAN Six Sigma Program streamlining processes

- Launched this academic year
- Continuous improvement
- Create value
- Customer-focused



Campus Training and Unit Projects in the last 8 months: savings of \$88,000 and over 3.0 FTE annual staff hours saved



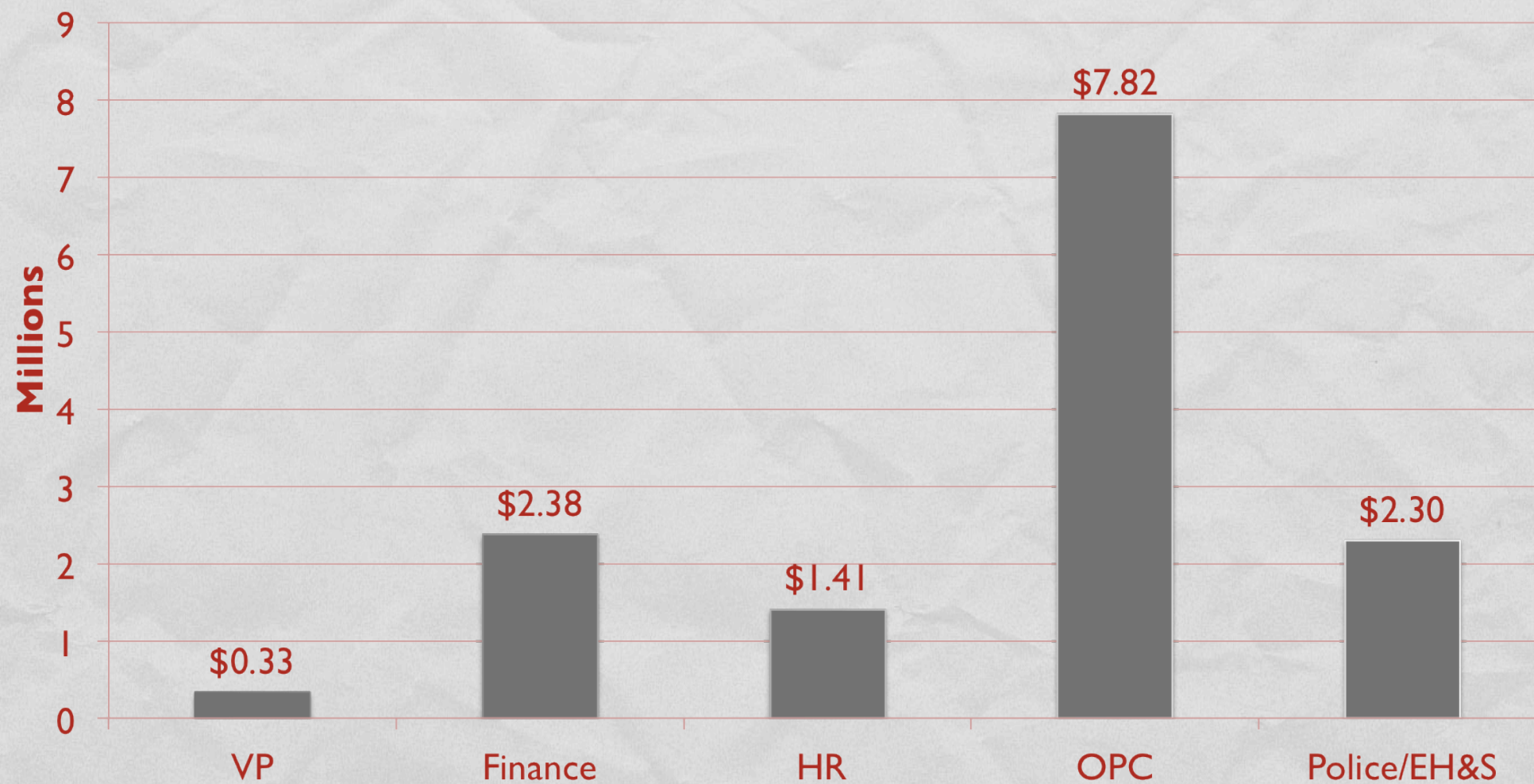
# Resource Management

- Transparency
- LEAN Process Reviews
- Reallocations
- Grant Funding
- Leverage Opportunities
- External Partnerships





# 2012-13 DFA Budget



DFA represents about 19% of the General Fund Operating Budget



# 2012-13 Budget Allocation

## General Strategies Support

### Critical Base Operating Needs:

Operations: \$135,000 for student help in Fiscal Services and Internal Auditor (recruitment underway)

Temporary: \$135,000 for campus-wide professional development training (LEAN training); EH&S staff (hired) hourly funds

Opening of Del Norte Building: \$274,000 for utilities, operations and staffing (custodial, maintenance, operations)



# Critical 2013-14 Base Operating Needs

Staff-Permanent	Total FTEs	Total Dollars	Critical FTEs	Critical Dollars
	\$	-	\$	-
1.0 FTE Project Manager	1.0	\$ 80,000	0.5	\$ 40,000
Controller	1.0	\$ 100,000	0.5	\$ 60,000
Subtotal	2.0	\$ 180,000	1.0	\$ 100,000

Operations-Permanent O&M	Total Dollars	Critical Dollars
	\$ 3,000	
Subtotal	0.0 \$ 3,000	0.0 \$ -

## One-time

Groundswokers	3.0	\$ 168,000		
O&M Materials		\$ 100,000		\$ -
O&M Training		\$ 1,800		
Service Awards		\$ 8,000		\$ 8,000
HR Training/Contracts		\$ 12,000		\$ 12,000
Org. Development Specialist	1.0	\$ 45,000		
Subtotal	4.0	\$ 334,800	0.0	\$ 20,000

TOTAL PERMANENT REQUEST	2.0	\$ 183,000	1.0	\$ 100,000
TOTAL ONE-TIME REQUEST	4.0	348,000	0.0	20,000
TOTAL DIVISIONAL REQUEST	6.0	\$ 531,000	1.0	\$ 120,000





## ***Division of Finance and Administration***

We support the university's academic mission by transforming the delivery of services through continuous improvements, providing a foundation that is knowledge-driven, flexible in approach, and entrepreneurial in spirit.



### ***Who We Are***

[Vision and Values](#)  
[Strategy Planning \(PDF\)](#)  
[Contact Information](#)  
[Leadership](#)

### ***Resources***

[Finance](#)  
[Human Resources Programs](#)  
[OPC](#)  
[Public Safety](#)  
[University Glen](#)  
[Policies & Admin Directives](#)

### ***Initiatives and News***

[VP for Finance & Admin](#)  
[Sustainability](#)  
[Budget Planning](#)  
[Organizational Effectiveness](#)  
[Newsletter](#)