



California State University
Dominguez Hills

University Budget Committee, Dr. Barbara Chrispin, Chair
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MEMORANDUM

To: James E. Lyons, Sr.
President

From: Dr. Barbara Chrispin, Chair
University Budget Committee

Date: September 15, 2003

Subject: Revised Recommendations of the University Budget Committee for Fiscal Year 2003/04

With the approval of the state budget and the allocation of 2003-04 General Funds to the campus, UBC is pleased to provide you with our revised recommendation for the University budget.

In making our recommendations, UBC has strived to protect academic programs and provide funds to meet the enrollment targets specified by the Office of the Chancellor as well as maintain the basic infrastructure and operational integrity of the campus. These recommendations are presented in Table 1 on the following page. In addition, as an endorsement of the Strategic Planning process, we have earmarked funds to support the strategic planning initiatives identified by the Strategic Planning Task Force. It is anticipated that these funds will be allocated through the UBC budget process.

Our rationale for divisional baseline allocations under a campus net reduction plan of .4 percent is as follows:

- Academic Affairs net increase of .25%; supports increase in enrollment.
- Administration and Finance net decrease of 1.5%; affects only OE monies .
- Student Affairs net decrease of 1.5%; supports the request for an additional Police Officer, affects only OE monies.
- University Advancement net decrease of 1.5%; affects only OE monies .
- Office of the President net decrease of 1.5%; affects only OE monies.

Other budget recommendations:

- Earmark up to \$1,000,000 over a two-year period (2003-04 and 2004-05) to support the strategic planning initiatives of the Strategic Plan (including up to \$250,411 from the net reduction of the 2003-04 divisional base budget and \$750,000 from one-time funds).
- Allocate up to \$150,000 to cover 2004 commencement costs from one-time monies available from surplus 2002-03 centrally monitored funds; commencement committee to provide UBC with final accounting of funds expended on this activity.

- Based on each division's percentage of 2003-04 budget allocation, allocate \$400,000 of 2002-03 funds held in reserve as a one-time allocation; allocate \$200,000 additional one time funds to Academic Affairs to support enrollment growth.
- Hold back any unspent 2002-03 one-time funds (approximately \$1,350,000) for any additional budget reductions in 2003-04 and 2004-05.
- Allocate up to \$500,000 of one-time funds for PeopleSoft HR; Division of Administration and Finance to provide UBC with final accounting of funds expended on this project.

Note: In order to align the strategic planning process and the UBC process, UBC recommends that a Phase II process be added to the 2003-04 budget process. This process assumes the following:

1. Proposals for funding the strategic planning initiatives would be submitted to UBC by the appropriate Vice President following consultation with the Deans/Cost Center Heads and their respective PECs;
2. Proposals would indicate whether the request is for one-time or baseline funds;
3. The deadline for submitting proposals for strategic planning initiatives will be Nov. 1, 2003.

While the task of planning for budget reductions is not a task that anyone welcomes, we commend the divisions for the hard work that went into their proposals and for the effort they made to hold positions vacant and to redirect monies to areas of higher priority. Should the state budget crisis continue to worsen next year as is currently projected, the probability is high that the campus will face additional reductions. If that is the case, we hope that the process started this year has initiated a change in campus thinking about redirecting existing funds into areas of high priority in accordance with the strategic planning process and university goals.

Please let us know if you have any questions about our recommendations.

Attachment: 2003/04 UBC Revised Budget Recommendations to the President
Phase II Budget Form
President's Acceptance of UBC Recommendations

cc: Operations Group
UBC Members

2003/04 UBC Revised Budget Recommendations to President

	Academic Affairs	Administration and Finance	Student Affairs	University Advancement	President's Office	Total Divisional General Fund Allocation
2002/03 Base Budget	39,723,195.00	12,452,810.00	8,965,612.00	1,255,563.00	686,758.00	63,083,938.00

\$250,411 Campus Net Baseline Reduction Plan to Fund Strategic Plan

Divisions	Amount of Reduction	2003/04 Proposed NRP	2003/04 Revised Base Budget	New % Budget	Old % Budget	Difference	One-Time Allocation \$ 600,000
Academic Affairs	100,000.00	0.25%	39,823,195.00	63.38%	63.00%	0.38%	452,000
Admin and Finance	(186,792.15)	-1.50%	12,266,017.85	19.52%	19.70%	-0.18%	78,800
Student Affairs	(134,484.18)	-1.50%	8,831,127.82	14.05%	14.20%	-0.15%	56,800
University Advancement	(18,833.45)	-1.50%	1,236,729.56	1.97%	2.00%	-0.03%	8,000
President	(10,301.37)	-1.50%	676,456.63	1.08%	1.10%	-0.02%	4,400
Total	(250,411.15)	-0.40%	62,833,526.86	100.00%	100.00%	0.00%	600,000
Support for Strategic Plan	250,411.14		250,411.14				750,000

Allocation of One-time Funds of \$2,000,000	
Strategic Planning	750,000
PeopleSoft HR	500,000
Divisions by Old Budget %	400,000
Academic Affairs	200,000
Commencement	150,000
Total	\$2,000,000

Approximate Campus Reserves	\$1,350,000
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9/15/2003

California State University, Dominguez Hills

Budget Request Form

College Year: 2003-04

Strategic Initiative Yes ___ No ___

If yes: Goal

Objective

Division:

Unit/Cost Center/Dept:

Administrator:

Description/Justification of Request:	Expenditure Type and Categories
Description/Title	Permanent Funding <input type="checkbox"/> One-Time Funding <input type="checkbox"/>
	<p align="right">Dollars</p> Faculty Position _____ Staff Position _____ MPP Positions _____ Other Personnel Services _____ Total Position Request _____ Staff Benefits _____ Total Personal Services _____ Operating Expenses _____ Equipment _____ Grand Total of Request _____
	<p>Written Statement of Goal:</p>

October 20, 2003

MEMORANDUM

To: The University Community

From: Dr. James E. Lyons, Sr.
President

Re: UBC Recommendations

I have received the Revised Recommendations of the University Budget Committee for Fiscal Year 2003/04, and I have accepted the Committee's recommendations. I know what a difficult task it is when to decide where budgets can be cut rather than having the much more pleasant task of deciding where money can be added. In the face of this difficulty, the UBC has done a commendable job. I am grateful for their leadership and determination to complete this assignment.

Those of us on this campus who work closely with the UBC have some idea of the amount of time, thought, and energy it takes for them to do their job, and we are appreciative of their efforts. The Provost and the Vice Presidents would join me, I am sure, in thanking each member of the Committee. We also appreciate the care of the UBC in deriving a way to help us support the University's strategic initiatives without violating the budget process. The members of the Operations Group will be working to make their budget requests by November 1, as agreed.

Without this kind of commitment from many, we would not be able to move our institution, so I count on its continuation in what may be difficult times ahead.