



California State University
Dominguez Hills

University Budget Committee, Dr. Barbara Chrispin, Chair
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MEMORANDUM

To: Division Heads

From: Dr. Barbara Chrispin, Chair
University Budget Committee

Date: August 1, 2002

Subject: Call to the Divisions for Resource Requests for FY 2003-2004

This memorandum serves as the Call to the Divisions to initiate the assessment/planning/allocation process for the **College Year 2003-04**, which includes Summer Session 2003, Fall 2003, and Spring 2004.

In this process, each division, unit, and department assesses its role in ensuring that it contributes toward the achievement of the University Goals and Objectives, and follows the priorities that have been established by the University for the year. This process, which has a high degree of openness and consultation at various levels, involves steps that are outlined in the **Calendar** (attached).

In this process, it is the responsibility of each division head to notify his/her deans/cost center heads to develop and submit program/resource requests. Each division head will work with their Program Effectiveness Council (PEC) to establish a timeline. It is the responsibility of the deans/cost center heads to insure that their departments/units have ample opportunity to present their requests. Once the process is concluded, it is the responsibility of the respective deans/cost center heads to present the requests of the school/cost center to their respective PEC.

Resource requests should be linked to the **University Goals, 2001-04** (attached). Divisions should attend to each of the goals with related objectives when preparing budget proposals. Divisions are expected to present divisional goals with measurable outcomes. Budget proposals will need to be supported by a rationale that incorporates data analysis.

The Program Effectiveness Councils serve in an advisory capacity to the division heads and are responsible for the review of divisional programs. The reviewers will evaluate assessment data used in modifying plans, goals, and strategies. Their reviews will lead to recommendations to the division head regarding: 1) programs to be supported, reduced, or discontinued, 2) new programs to be initiated, 3) priorities in program planning and 4) resource needs of the division and its programs.

After consideration of the PEC recommendations, it is the responsibility of the division head to determine the priority of the program/resource request(s) that he/she will present to the UBC.

Division heads will submit their request(s) and a copy of their PEC report to the UBC. They will also indicate where their recommendations differ from those of their PEC. Divisional presentations should be based on input from all constituencies within the division. Therefore, UBC will not hear appeals from personnel within a division about decisions that were made by their division head and incorporated into their presentations.

The members of the UBC, although coming from each of the divisions of the University, will serve with a "University-wide" perspective. The UBC will hear presentations from all University divisions including: 1) summary review of programs in the division, 2) assessment data, 3) plans for the division, 4) recommended priorities which should be based on the attached university-wide goals and objectives, and 5) projected resource needs. All presentations must include requests for the College Year 2003-04. The historical data to be provided with each presentation must include revenue from all sources, not just the general funds. Any new requirements for equipment and physical facilities associated with requests for augmentation must be noted. At the conclusion of the UBC hearing, the UBC will make recommendations to the President about the allocations for the coming year.

Attached are forms to be used to provide information to the UBC. Each division is expected to provide the detailed financial summaries as required on the forms. For those programs/units where changes in the deployment of resources are made or new resources are requested, detailed data and rationale should be provided. This year the form requesting information about all non-general fund monies includes not only sources/uses of funds but also beginning and ending balances. Please note the year for which data is requested on each form.

The due date for the submission of these reports is given in the attached calendar. Please submit: 1) the names, title, department, and phone extension of your PEC members and Chair, 2) the dates your dean's/cost center head's reports are due to your PEC and 3) the date of your PEC Open Hearing. Please return this information to me via e-mail at bchrispin@csudh.edu with an electronic copy to Mary Ann Rodriguez, who is serving as staff to the UBC, marodriguez@csudh.edu by Thursday, August 15, 2002.

If you have any questions about this process, please contact me at extension 3594 or call Mary Ann Rodriguez at extension 3798.

Attachments: Calendar
University Goals, 2001-04
Budget forms