

The President's Office

April 4, 2005

President's Office Summary Review

The President's Office is not a "division" in the same sense of the four divisions included in the responsibilities of the Vice Presidents. It does, however, have fiscal responsibilities for a variety of operations. All details of the President's responsibilities and activities, including travel, hosting dignitaries (Chancellor or Trustees, political figures, delegations from abroad, WASC officials, parents, students, prospective students and others).

Institutional dues and memberships (WASC, ACE, AAHE, HACU and similar groups) are paid from the President's Office budget. System-wide responsibilities such as charring committees generates work for the President's Office which includes making travel arrangements, typing, duplication of documents, scheduling meetings, etc. Travel for the President on University or CSU business such as to attend Legislative Days in Sacramento and in Washington D.C. Travel for the President to attend and participate in organizations external to the campus and the system is significant, but provides great benefit to the campus by making the university a vital participant in the larger world of higher education. Some of this travel is reimbursed by the organizations.

Traditionally the President's Office has provided some or all of the support for numerous campus activities and initiative such as the University's Strategic Plan follow-up, Commencement, Staff Day, semester-opening general meeting, the campus holiday party, etc. A significant volume of paper work is generated by the President's office including reports and responses to the Chancellor's Office, governmental agencies and officials, the campus community, funding agencies, students, faculty, and the general public. All this requires a significant budget for supplies, printing costs, and postage as well considerable staff time.

Divisional Fiscal Update

- a. We have achieved our 2004-2005 baseline reduction through a decrease in temporary help and operation expenses. Additionally, while the office has provided some minimal support for requests from special programs and activities in the past, there is little chance of such requests being met in the future.
- b. The President's Office did not receive any one-time money in 2004- 2005.

Future Plans for the President's Office

- a. Because the one-time expense that occurred in serialized positions in 2004-2005, will not occur in 2005 -2006, there should be sufficient funds to cover additional expenses that may occur in the Presidents office.