

MEMORANDUM

March 28, 2005

To: Dr. Justine Bell-Waters
Acting Vice President, University Advancement

From: University Advancement Program Effectiveness Council (UA/PEC)
Dr. Frank Papa, Chair
Lamel Harris
Hanna Mtango
Jean McTaggart
Pimwadee Phumathon
Dr. Linda Pomerantz

Subject: UA/PEC Recommendation to UBC

University Advancement submitted their budget plans for fiscal year 05-06 to the UA/PEC. Although there are no new monies to be allocated for fiscal year 05-06, UA submitted a proposal regarding necessary funding. The UA/PEC strongly recommends the following:

1. Public Affairs Specialist Position (Level I). As the supporting document details, the continuation of this position is required for many of the essential tasks performed by University Communications and Public Affairs.
2. Major Gifts Officer (Administrator II). Typically, securing major gifts requires cultivation. Because of this, securing major gifts requires a large investment of time. It is highly likely that employing a Major Gifts Officer will lead to additional gifts. Thus, it is highly likely that this investment will result in a net gain.
3. New HP Color LaserJet Heavy Duty Printer, (One-time funding). As the supporting documents detail, UA's current printer is inadequate. For example, it is slow and it needs constant repair. As a result, resources are not being used efficiently. Clearly, the net present value (NPV) of an investment into a new printer, over any reasonable period of time, is greater than the NPV of continuing with the current printer.
4. Supplies and Print Job for Development of the SG4 Communiversality Survey (One-time funding). Last year, it was noted that additional resources would be needed to finalize this project. Without these additional monies, the resources already invested into this project will have been wasted, to a great extent.
5. Distinguished Practitioner Adjunct Faculty (Permanent funding). Utilizing distinguished adjunct faculty results in additional resources for the University, in a variety of ways. Thus, it is highly likely that this investment results in a net gain.

cc: University Budget Committee




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Dominguez Hills

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Memorandum

April 1, 2005

To: University Budget Committee

From: Dr. Justine Bell-Waters 
Vice President, University Advancement

Subject: University Advancement Budget Plans for FY 2005-2006

The University Advancement division will face significant challenges for fiscal year 2005/2006 since there are no monies to allocate. These challenges are noted in our report submitted to the UA/PEC (please see attached). In the event that any monies become available, we are submitting requests of augmentation for your consideration. Please see the attached document for additional information regarding the augmentation requests. These items are in priority order as follows;

- 1) **Public Affairs Specialist Position, Level I (PERMANENT FUNDING)**
 - University Communications & Public Affairs: \$35,000
 - 2) **Major Gifts Officer: Administrator II, (PERMANENT FUNDING)**
 - Office of Development: \$65,000
 - 3) **New HP Color LaserJet Heavy Duty Printer, (ONE-TIME FUNDING)**
 - University Communications & Public Affairs: \$16,500
 - 4) **Supplies and Print Job for Development of the SG4 Communiversitry Survey (ONE-TIME FUNDING):**
 - Academic & Community Partnerships: \$10,000
 - 5) **Distinguished Practitioner Adjunct Faculty, (PERMANENT FUNDING)**
 - Academic & Community Partnerships: \$10,000
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The following include our divisional responses and/or statements to the items requested by the University Budget Committee;

1. Summary review of divisional programs

- You will find an in depth review of our divisional programs in our submission to the UA/PEC. Please see the attached document.

2. Divisional fiscal update

- Please see the attached UA/PEC submission for our current fiscal status.
- While UA was imposed a net reduction to the baseline budget this year, the division took a hit by eliminating an MPP position, significantly reducing departmental operating expenses budgets, decreasing temporary help, and eliminating one student assistant position.
- UA received one-time and salary savings monies this year from the following; staff benefit credit for eliminating the Director of Annual Giving Position, carryover funds from fy03-04, and salary savings from vacant positions of AVP/Development and Media Relations Officer.
- The one-time monies enabled UA to hire two consultants, extend one temporary employee for another year, augment a few departmental operating expense budgets where it was necessary, and augment our divisional postage budget for the current year.
- In light of our fiscal status for next year and if no monies will be made available to our division, all such arrangements (previously noted) will cease once the funds are expended. No additional funding to an already impacted baseline budget will also result in cutting and/or significantly reducing programs and activities, which will cause a severe challenge to the division in accomplishing UA's University and Strategic Plan goals.

3. Future divisional plans

- Please see the attached UA/PEC submission for the divisional future plans.

We thank you for the opportunity to submit our budget plan and augmentations for next fiscal year. If you have any questions, please contact me at extension 3787.

Thank you.

JBW:ota
attachments