CSU, DOMINGUEZ HILLS
ACADEMIC SENATE MEETING
NOVEMBER 18, 2015

ADMINISTRATION & FINANCE
HOW ARE WE DOING?
WHO ARE WE AND WHAT DO WE DO

SAFETY & RELATED OPERATIONS
- Campus Police
- Transportation & Parking Services
- Risk Management/EHOS

SUPPORT (ADMINISTRATIVE & BUSINESS) SERVICES
- PCLASS (Procurement & Other Services)
- Payroll
- Accounting Services

HUMAN RESOURCES

FACILITIES & SPACE MANAGEMENT

CSUDH FOUNDATION (501 (c) 3)
- Commercial Services (Dining, Retail, Bookstore)
- Sponsored Programs Post Award
- Business & Real Estate Development

BUDGET OFFICE & SERVICES
SAFETY & RELATED OPERATIONS

CAMPUS POLICE

- **Organization**
  - 20 Sworn Officers (Includes Chief and Lieutenant)
  - 6 Dispatchers & Other Support Operations (2 Vacant)
  - 1 Emergency Management/Preparedness Staff (Vacant)

- **15/16 Priorities & Accomplishments**
  - Specialized Training & Planning (Including Emergency Preparedness)
  - Campus Crime Presentations & Programming
  - New Equipment & Operation
    - Body Cameras
    - Rooftop PA
TRANSPORTATION & PARKING SERVICES

- **Organization**
  - 4 Parking Officers (2 Vacant)
  - 3 Support Staff
  - 1 Transportation Specialist

- **15/16 Priorities & Accomplishments**
  - Multi-Year Facilities Renewal Plan
    - Lots 5A, 5B, & 7 Re-Surfacing
    - Birchknoll & Pacific View Drive Re-Surfacing
    - Lot #3 Planning/Design
    - Upgrading Lighting (LED)

- **Transit & Transportation-Related Improvements**
  - Lot 3 Charging Stations
  - Long Beach Transit Option
  - Bicycle Facilities/Bus Shelter
  - ZipCar
Safety & Related Operations (Cont.)

RISK MANAGEMENT/EHOS

- Organization
  - 1 MPP
  - 1 Staff

- 15/16 Priorities & Accomplishments
  - Specialized Training (Praesidium, Facilities, Other)
  - Hazardous Materials Disposal
  - Safety Inspection (Theater, Science Laboratories, Art Studios and Other Facilities)
  - Ergonomic Work Station Evaluations
  - Reduced Overall Insurance Premiums (16/17)
SUPPORT SERVICES
(ADMINISTRATIVE & BUSINESS)

PCLASS/PROCUREMENT

- Organization
  - 1 MPP (2 Vacant)
  - 16 Staff (3 Vacant)

- 15/16 Priorities & Accomplishments
  - PCard Program
    - (64% Increase In Card Holders & 90% Increase In Spend)
  - TAMIS Contract Database
  - Outside Review of Polices/Procedures, Organization and Practices
  - New Direct Pay Policy (Honoraria & Independent Contractors)
ACCOUNTING SERVICES

- Organization
  - 3 MPPS
  - 20 Staff (2 Vacant)

- 15/16 Priorities & Accomplishments
  - Greater Communications with Individuals/Units (Requestors) When Various Transactions Occur
  - Working with Enrollment Services On Scholarship Processing Process
  - Converting More Accounting Forms to Online
PAYROLL

• Organization
  • 2 MPP (1 Vacant)
  • 3 Staff (1 Vacant)

• 15/16 Priorities & Accomplishments
  • Fix The Faculty Salary Process (Including An Outside Review)
  • Get Up to Full Staffing
  • Communications to Individuals When Paid Late and/or Inaccurate.
HUMAN RESOURCES MANAGEMENT

- Organization
  - 5 MPP (2 Vacant)
  - 5 Staff (1 Vacant/Temp)

- 15/16 Priorities & Accomplishments
  - Implement HRM 2.0 (Create & Hire Key Positions)
  - Initiate Labor Management Committee
  - Administer Equity & Other Compensation Adjustment Processes
  - Recruitment/Employment Process Review & Re-Engineering
Support Services (Administrative & Business) (Cont.)

FACILITIES SERVICES

- Organization
  - 4 MPP (1 Vacant)
  - 81 Staff (7 Vacant)

- 15/16 Priorities & Accomplishments (Facilities)
  - Summer, 2015 Major Renovations ALC’s & CBAPP Case Study Room
    - Classroom Renovations
    - Faculty Office Renovations (17)
  - Current Projects/Renovations
    - Advancement Call Center
    - PEGS Graduate Writing Center
    - Veterans Center
    - Central Plant Water Tower Replacement
  - Water Conservation & Other Sustainability Projects
  - Working with Ecology Club on New Nature Garden (@NS&M)
  - Bus Shelter/Bicycle Storage & Repair Design
  - Received Best Practices Award (Kenny Seeton) at UC/CSU Sustainability Conference
  - Review of Custodial Practices & Procedures
15/16 Priorities & Accomplishments (Space)

- Received 64 Priority Space Needs Request (Addressed Roughly 1/3-Mainly Faculty Offices Needs And Incorporating Other Into Renovations In Space Allocation Plan (Next 1-3 Years)
- Addressing Needed Storage to Create Space Reallocation
- Working with Academic Affairs To Update Space/Utilization Databases
CSUDH FOUNDATION (501 (c) 3)

- **Organization**
  - 4 MPP (Equivalent)
  - 13 Staff (Administrative Staff)

- **15/16 Priorities & Accomplishments**
  - Address Need for Updating Existing Policies, Procedures, & Practices To Meet Executive Orders
  - Launch Post Award Advisory Council and Expand and Improve Grants and Contracts Administrative Services
  - Streamline Operations/Automate Processes
  - Incorporate New Revenue Sources & Shift Leases To Foundation
  - Open On-Campus Banking Services
  - Develop Dining & Retail Master Plan
  - Prepare Analyses & Support CSUDH/AEG Re-negotiations
Support Services (Administrative & Business) (Cont.)

BUDGET

- Organization
  - 1 MPP
  - 1 Staff

- 15/16 Priorities & Accomplishments
  - Addressing Many Years of No REAL Departmental Budgets Managed By Department Heads & Limited Use Of Budget Monitoring Tools
    - Operating Trust Issue = Base Allocation Vs. Annual Spend
    - Dependence Upon “Reserves”, Fund Balances, & Other 1-Time Resources
    - The CSU Human Capital Management System Does Not Support Position Control
  - Growing the Base (Re-Align Base Resources With Budgeted Expenditures)
Support Services (Administrative & Business) (Cont.)

15/16 Operating Trust Budget Development Process

- Initial Approach (July/September)
  - Identify & Categorize Projected 15/16 Spend By Division
  - Align Available Carry Forward & 1-Time Resources To Address The Delta Between Base & Projected Spend
  - Implement Fiscal Measures To Address Remaining Expenditures Gap

- Current Approach (October – Current)
  - Identify Projected Expenditures As Either Covered By Base Resources Or Needed 1-Time Funding By Division
  - Identify Whether Projected Non-Base Expenditures Were Formally Approved By President/UBC & Categorize Non-Approved Expenditures By Division
  - Determine Which Non-Approved, Projected Expenditures Will Be Deferred Or Eliminated
  - Align Available Carry Forward & 1-Time Resources to Projected “Approved” Expenditures
  - Formulate 15/16 Budget and 16/17 – 20/21 (5-Year Fiscal Plan)
  - Identify and Implement Necessary 15/16 Fiscal Measures
  - Produce Defined Divisional/Departmental 15/16 Budgets (Base & Approved 1-Time)
SIGNIFICANT INITIATIVES

- Process Improvement/Re-Engineering
- Real Budgets & Budget Monitoring
- HRM Expanded Services & Support
- CAMS Agreements/Relationship
- New Center for Science & Innovation
- Library/IT/Student Success Planning/Renovations
- 1-Stop Student Services Center Planning/Renovations
- LaCorte Hall, SBS, COE, & Gymnasium/Fieldhouse Renovations
- New Student Housing (Phase I +)/Current Housing Renewal
- Proposed Land Development & Monetization
- Transit/Alternative Transportation Master Planning
- Identifying Alternative Sources Of Capital (Debt & Equity)
Significant Initiatives (Cont.)

**PROCESS IMPROVEMENT/RE-ENGINEERING**

- Key Strategic Plan Initiative
- For Starters
  - Faculty Salary/Payroll Process
  - Recruitment/Employment Process
  - On-Boarding Process
- Copying/Printing/Document Management
- Customer Satisfaction Surveys – Ongoing Tool & Barometer
EFFECTIVE BUDGETS & BUDGET MONITORING

- Produce Divisional **And** Departmental Base and Approved 1-Time Operating Budgets (Plus Carry Forward)
- Improve Use Of Budget Monitoring/Status Reporting Tools To Support More Effective Budget Management
- Budget Status Monitoring (TBD)
- Transparency/Campus Communications (Open Gov. Com)
HRM EXPANDED SERVICES & SUPPORT

- Value Added Support Service & Consultation (Move Beyond Mere Transactional Services)
- Employee Relations Council (Work More Collaboratively With Bargaining Units)
- Compensation (Policy & Practices)
- Organizational Development
Significant Initiatives (Cont.)

CAMS AGREEMENT/RELATIONSHIP

- Lease (5.4 Acres) & Construction Agreement – December, 1999
- Operating Agreement – January, 2004
- Pursue Revision of Operating Agreement/Other Agreements
  - Policy Structures
  - Cost & Approach For CAMS Students Taking Classes
  - Use Agreements/Approach
NEW CENTER FOR SCIENCE & INNOVATION
CSU’s Library Of The Future
  - Collection Management/Use of High Density Shelving
  - Expanded Learning Commons
  - Student support/Success Services (Consolidated)

Planning/Visioning Activity

Renovation & Reallocation of Space On 3rd/4th/5th Floors- North Library Over Next Several Years
Student Affairs Initiative for Consolidating Student Transactional Services w/"Front Desk" On 2nd Floor of Welch Hall
Engage A/E Consultant To Plan/Develop Operational And Space Allocation Concepts
Opportunity To Improve Both Services/Space Utilization
Fund Actual Renovations/Relocations in Phases
Need to Accelerate Current CSU Renovation/Capital Process
Develop Separate Capital Project Feasibility Studies To Get Projects Approved And Added To The CSU 5-Year Capital Plan
Opportunity To Apply Alternative Sources of Capital
Address Deferred Maintenance/ADA/Code/Programmatic Priorities Comprehensively
NEW STUDENT HOUSING (PHASE 1 +)/CURRENT HOUSING RENEWAL
Proposed 500 Bed +/- Suite Style Student Housing (Phase I)
- Site
- Delivery Method (P3)
- Process

Renew Current Housing
- ISES Facility Condition Survey
- Financing Challenges

Need For Campus Dining Facilities
New Student Housing (Phase II)
Proposed Land Development & Monetization (Cont.)

- Urban Land Institute Technical Advisory Plan/(TAP)
  - Joint CSUDH/AEG/City of Carson Activity
  - Assess Other Development Opportunities For Current StubHub Area
  - Assess New Market-Based Development For The Campus Eastern & Southern Periphery
  - Not Campus Academic Core
- Land Development Committee To Review Concepts/Feasibility
- Foundation Contract w/Development Advisor/Negotiations
Proposed Land Development & Monetization (Cont.)
New Development = New Opportunities & Challenge
Potential CALTRANS Planning Grant
CSUDH Master Transportation Plan (Joint AEG/CSUDH Effort)
IDENTIFYING ALTERNATIVE SOURCES OF CAPITAL (DEBT & EQUITY)

- New CSU Capital Project Financing Authority/Need for Alternative Funding Sources
- Current & Projected CSU Debt Capacity Limitations
- EB5 (Debt)
- Equity (Non-Debt)