MEMORANDUM

DATE: May 12, 2017

TO: Dr. Willie J. Hagan
   President

FROM: Dr. Theodore Byrne
       Chair, University Budget Committee

SUBJECT: Final Recommendations of the University Budget Committee (UBC) for Base Budget Funding of Student Success Funding In Support of CSUDH Strategic Plan’s Goals and Objectives

The University Budget Committee (UBC) charge for Spring 2017 was to recommend the allocation of an additional $1.8M of Student Success Fee funding. This additional Student Success Fee base funding will be added to the existing $5,097,913 and will create nearly $6.9M of total funding available as of July 1, 2017. The UBC met on April 14th and was presented a list of potential items to be funded by the Divisions totaling $2,351,956. The Cabinet’s recommendations of the highest priority items to be funded totaled $1,869,571. The UBC listened to the Cabinet’s presentation, discussed, and voted to accept and forward without change the Cabinet recommendations to the President. There are 18 voting UBC members, 7 were not present, 3 of which sent proxies, leaving 4 voting position unfulfilled. The final vote of the UBC was unanimous in favor of the Cabinet’s recommendations. These UBC recommendations are now forwarded to the President for his consideration.

$1.8M Base Funding for Student Success Fee Allocations

The attached FY 2017/18 Student Success Fee Program Funding Requests

- **Centrally Monitored** presented one item totaling $238,565. This request is for mandatory funding of the current student success fee-supported personnel costs (salary & benefits) per the CSU Compensation Agreements with all employee bargaining units. **The total amount recommended by the UBC for funding is $238,565 for personnel cost increases in FY 2017/18.**

- **Academic Affairs** presented a list of six (6) programs for funding totaling $1,055,456. The top five items, and partial funding of item six, were recommended by the Cabinet for funding, totaling $793,072. The five programs recommended for full funding and one partial funding by the UBC were: 1) Freshman Success; funding of Accelerate courses, Dream Course sections, faculty training, and High Impact practices totaling $137,200; 2) Transfer Success; one advisor and peer mentor to implement advising task force recommendations with a total salary and benefit cost of $100,679; 3) Graduate Student Success; thesis & grant review coordinator with a salary and benefit cost totaling $70,623; 4) Affordable E-Books; Equal funding for the five colleges to procure E-Books for their students totaling $50,000; 5) Summer Advising; funding of faculty stipends and release time to implement the advising task force recommendations totaling $272,090; 6) Advising &
Peer Mentors, partial funding of request for peer mentors and advisors. Request was for $424,865, funding of salary and benefits recommended at $162,480.

A short discussion ensured by the committee in support of the programs listed above. All are based on the Student Success Initiative that states that a sense of belonging increases retention rates. Some of these programs, especially the summer programs, did not have advisors nor peer mentors. Another issue that was discussed was the need for affordable E-Books. Kendall Hinesley from the library stated that books are significantly more expensive than e-books and if books are too expensive, students won’t buy them and they will end up falling behind in their classes.

The total amount recommended for funding in support of Academic Affairs is $793,072: $137,200 to fund Freshman Success; $100,679 to fund Transfer Success; $70,623 to fund Graduate Student Success; $50,000 to fund E-Books; $272,090 to fund Summer Advising; and, $162,480 to fund Advising and Peer Mentors.

- **Administration and Finance** presented a list of three (3) programs for funding totaling $223,825. Cabinet recommended two items for full funding and the third for partial funding, totaling $203,825. The two (2) items recommended for full funding were: 1) Violence Prevention Peer Education to provide for education materials and peer mentoring totaling $50,000; 2) Student Financial Management Success by the restoration of full funding for the Assistant Manager position; salary and benefits totaling $53,825; 3) partial funding of the $120,000 request for Teaching and Learning Environment; funding for cleaning and renovations up to six classrooms annually at a cost of $20,000 each; the recommendation is to fund five (5) classroom renovations totaling $100,000.

Discussion of this presentation pointed out that various instructional areas around campus require attention and renovations. A question was asked on how renovation priorities are determined. Rod mentioned that there is a “Facilities and Space” committee to determine which areas are a priority depending on various factors.

The total amount recommended for funding in support of Administration and Finance initiatives is $203,825; Teaching and Learning Environment $100,000; Violence Prevention Peer Education $50,000; and Student Financial Management Success $53,825.

- **Information Technology** presented a request for four (4) items totaling $238,250. Cabinet recommended to fully fund all four requests. The four requests were: 1) Adobe Creative Cloud software for student at-home use totaling $151,000; 2) unlimited access to lynda.com software for the entire campus community totaling $51,000; 3) SPSS software for use on campus or at home totaling $23,250; and 4) Zoom conferencing/meeting software for the entire campus totaling $13,000.

Vice-President Márquez responded to questions by explaining that obtaining licenses as a University saves a significant amount of money. For example, the Adobe Creative Cloud
is going to be available for all students for $53 vs $234 a year; Lynda.com is free to all students, faculty, and staff – without the licensing it would be $230 a year/ per person.

The total amount recommended for funding in support of Information Technology software provided for unlimited student usage is $238,250: Adobe Creative Cloud $151,000; Lynda.com $51,000; SPSS + $23,250; and, Zoom $13,000.

- **Presidents Division - Athletics** presented a request for four (4) items totaling $336,329. Cabinet’s recommendation was to fully fund two of the requests, partially fund one, and reject funding of one, totaling $136,329. The four requests were: 1) Corporate Partnership Coordinator; funding of a position to engage with local business to support student athletics; Salary and Benefits totaling $79,329; 2) General operating expense to fund student athlete travel, equipment, contracted services and supplies was requested at $150,000; the cabinet recommended fund totaling $50,000; 3) Post Season expenses for teams qualifying was requested for $100,000, this request was not recommended by Cabinet for funding; and 4) Student Success coordinator; fully fund the existing position by adding additional salary and benefits funds totaling $7,000.

  *Sara Perry, representing Jeff Falkner of Athletics, agreed with the Cabinet’s recommendation. The $100,000 request for postseason expenses was denied because playoffs aren’t always a guarantee; if a team makes playoffs, Athletics will work on finding one-time funds to cover these expenses.*

The total amount recommended for funding in support of the Presidents Division - Athletics is $136,329: Corporate Partner Coordinator $79,329; General Operating Expense $50,000; Student Success Coordinator $7,000.

- **Student Affairs** presented a list of four (4) programs for funding totaling $259,531. Cabinet recommended all four items for full funding: 1) A full time Toro Guardian Scholars Program Advisor, half time Program Coordinator, and quarter time Assistant Coordinator, and Student Assistants; salary and benefit funding totaling $126,381; 2) Associate Director of Student Leadership and Engagement Salary and Benefits totaling $98,150; 3) Emergency resources for students in need; cost for food and school supplies totaling $15,000; and, 4) Funding of activities and supplies in support of Welcome Week and Toro Days totaling $20,000.

  *ASI President Sylvestre mentioned that funding for the Student Health Center should come from these student success fees that students are already paying, rather than having the student pay an additional fee to support it. Naomi clarified for Jordan that those funds are not able to support the health center, unless it is a completely new program that the health center is introducing.*

The total amount recommended for funding in support of Student Affairs’ initiatives is $259,531; Guardian Scholars $126,381; Student Leadership and Engagement $98,150; Emergency Resources $15,000; and, Welcome Week/Toro Days $20,000.
Summary

Total of all Base UBC recommendations in support of the Student Success Fee allocations is in the amount of $1,869,571. This creates a base budget of $6,967,484 beginning on July 1, 2017. Of this total budget, $6,370,000 is anticipated to be funded by Student Success Fee revenues and the remaining $597,984 will be provided by campus Operating Trust resources.

A complete listing of the FY 2017/18 requests presented, those funded, and those not recommended by the UBC for funding are attached. The UBC requests your review of these recommendations for new FY 2017/18 base funding. If you have any questions for the UBC, please let me know. The UBC awaits your decision to approve, reject, or modify these recommendations. Thank you for your continued support of the UBC.

PRESIDENTIAL RESPONSE TO COMMITTEE RECOMMENDATIONS:

✓ Accept Recommendations

___ Reject Recommendations

___ Modify the Recommendations as follows:

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

Dr. Willie J. Hagan, President

Date

Sjm

C: Cabinet Members
   UBC Staff

Enc: FY 2016/17 UBC Members
     FY 2017/18 Student Success Program Funding Requests and Recommendations
     April 14, 2017 Meeting Minutes (Draft)