

California State University, Long Beach

Resource Planning Process

Glossary of Terms

This glossary is provided to explain various terms and phrases specific to the CSU that are used in this Resource Planning Process document, and/or to provide references to websites where additional information or explanations may be found.

The State of California's glossary of budget terms is an additional reference. However, some terms used therein may not be common jargon or applicable to the CSU.

http://www.dof.ca.gov/HTML/BUD_DOCS/glossary.pdf

Academic Year (AY)

For semester campuses, an academic year includes the fall and spring semesters, but not the state-supported Summer session. The college year includes summer fall, and spring semesters.

Academic Year Full-Time Equivalent Students (AY-FTES)

The number of academic year full time equivalent students (FTES) at a semester campus are calculated by adding the student credit hours for the fall and spring semesters and dividing by 30. It is the average enrollment over two semesters based on a full time equivalency of 15 credit hours per semester.

Base Budget

Base budget is a term used to distinguish the fixed amount of general fund resources allocated to the campus as compared to other variable, or non-recurring resources, also referred to as *non-base* budget. The amount of each campus' general fund base budget appropriation is reestablished each year as authorized by the CSU Board of Trustees in the Final Budget memo. The CSU Budget Office issues this memo when the Governor signs the Final Budget. In addition, the campus is responsible for reestablishing a base budget for its variable revenues that are collected in the general fund, by setting a minimum amount that it expects to collect.

The President establishes annual changes to the university's base budget after review of recommendations from the Resource Planning Process task force. Such changes are normally addressed in the annual President's Budget Message, issued at the beginning of the Fall semester.

The resources available for operating divisions during the annual Resource Allocation process in the Fall are comprised of the general fund state appropriation and those general fund revenues that are not pass-through to the units who earn the revenue, such as student health center fees, bad debt, administrative deadline, commencement and various class fees.

Additional information may be found:

http://www.calstate.edu/Budget/FY_budget_info.shtml

http://daf.csulb.edu/offices/bhr/managementbudget/budget_policy_proced.html

Baseline Access and Training Support (BATS)

The CSU Technology Infrastructure Initiative (TII) launched the Baseline Hardware/Software Access, User Training and Support (BATS) project in 1996/97. BATS funding is intended to assist all CSU campuses in developing a "baseline" level of technology infrastructure capability; i.e. the capacity to assure every CSU student, faculty and staff member access to a networked desktop computer, personal productivity, and networking software and campus-specific applications, and training and technical support to use these resources effectively.

<http://www.csulb.edu/web/bats>

<http://its.calstate.edu/>

California Environmental Quality Act (CEQA)

This statute, as amended January 1, 2003, requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

The statute and related information may be found at: <http://ceres.ca.gov/ceqa/>

Campus Physical Capacity

Campus physical capacity (CPC) is defined as the academic year FTES (or college year FTES) that can be accommodated by the capacity space currently available on a campus. CPC may be equal to or less than the enrollment ceiling approved for a campus.

Capacity of campus facilities is usually expressed in terms of student stations, annual FTE student capacity, or office space. Capacity is calculated using the appropriate utilization measures and space standards approved by the state. The CSU uses an Assignable Square Feet/Full Time Equivalent (ASF/FTE) model, described in detail in the following document. A campus cannot request capital outlay funding that will add physical space if the project will result in exceeding the campus's physical capacity as published in its approved *physical master plan*.

Long Beach has a current campus physical capacity of 25,000 Academic Year FTES, which once exceeded will limit our ability to request capital outlay funding for new construction.

http://www.calstate.edu/CPDC/SUAM/Appendices/App_B-Restructure_Campus_Capacities.pdf
http://www.calstate.edu/CPDC/Facilities_Planning/Space_Mgmt/Reports/Campus_Cap/2004/
<http://www.calstate.edu/CPDC/suam/SUAM9045-9050.pdf>

See Campus Master Plan and Enrollment Ceiling.

Campus Physical Master Plan

The array of physical facilities approved for planning, design and construction on land owned by the Trustees as part of a CSU campus. Once initially approved, the Trustees must approve all additions to the campus physical master plan. The campus physical master plan also includes the *enrollment ceiling* approved for the campus based upon the Environmental Impact Report (EIR) for the site.

The Board of Trustees requires that every campus have a physical master plan, showing existing and anticipated facilities necessary to accommodate specified levels of enrollment, in accordance with approved education policies and objectives. Each campus master plan reflects the ultimate physical requirements of academic programs and auxiliary activities. A related element, adopted by the Board, separate from the physical master plan, is the campus enrollment ceiling that specifies the maximum FTE for each campus at build-out.

<http://www.calstate.edu/CPDC/suam/SUAM9007-9014.pdf>
http://its.calstate.edu/documents/Data_Collection/I_Reports_MOS/mos3_2001/MOS_3-MasterPlanGoals.doc
http://www.csulb.edu/divisions/aa/planning_enrollment/#LongRangePlan

Carryover Savings

Each division is allowed to retain 100% of any unspent general fund budget balance at the close of the fiscal year. We refer to these balances that roll forward to the next fiscal year as carryover savings. Also referred to as *division reserves*, carryover savings are published in the Internal Budget document and labeled as *non-base budget allocations*.

http://daf.csulb.edu/offices/bhr/managementbudget/budget_policy_proced_files/fy0405/Internal_Budget/index.html

Common Management System (CMS)

CMS is a CSU initiative to bring state-of-the-art administrative services to students, faculty and staff. CMS utilizes the PeopleSoft Suite of software products for human resources, financial and student information processing. Visit the campus website at:

<http://www.csulb.edu/divisions/af/cms/>

Compensation Funding

To recognize the salary increase commitments of the CSU collective bargaining agreements and CSU's Management Personnel Plan, the Resources and Requirements forecast projects the amount of incremental funding necessary to cover the cost of negotiated salary increases that go into effect during a given fiscal year. Prior to the past several decremental budget years, the State/CSU funded mandatory compensation costs. However, for the past three years, our campus has been responsible for covering these base budget costs from existing General Fund resources.

Division Reserves

Same as *carryover savings*.

Enrollment Advisory Committee

In the Fall of 1998, President Maxson and the Chair of the Academic Senate formed a small working group to begin the process of planning for a predicted enrollment surge in the next decade. This group is now referred to as the Enrollment Advisory Committee.

http://www.csulb.edu/divisions/aa/planning_enrollment/#Enrollment

Enrollment Ceiling

The California State University is experiencing significant enrollment growth that is likely to continue in coming years. The demand on the CSU is projected to increase by 100,000 additional students by 2011. With this increased enrollment demand, there will be increased external pressure to raise enrollment capacity. It is essential that campuses control this process and that any increase in the campus enrollment ceiling occur in a fashion that maintains the academic integrity of the campus.

Increasing the enrollment ceiling of a campus requires a revision of the campus master plan and this involves reviewing the physical capacity of the campus. While the enrollment ceiling of a campus certainly depends on physical capacity, it also must be responsive to the internal academic goals of the institution, including such things as campus mission and institutional identity, the range and mix of academic programs, number of majors and student diversity, and internal organization and cohesion.

<http://www.calstate.edu/AcadSen/Records/Resolutions/2002-2003/2604.shtml>

Enrollment Target

The enrollment target is the total number of full-time equivalent students that a campus receives base budget funding for during a college year. The Board of Trustees will establish enrollment targets during the budget process with the intent to publicize campus enrollment targets ten months prior to the beginning of the academic year. Consistent with the Governor's Compact with Higher Education, the systemwide enrollment target will increase in 2005/06 by 8,070 FTES or 2.5%. For LB, this target is slightly under the 27,740 FTES target we had in 2003/04.

	<u>2004/05 FTES Target</u>	<u>2005/06 FTES Target</u>
Bakersfield	6,588	6,753
Channel Islands	1,575	1,614
Chico	14,174	14,528
Dominguez Hills	9,261	9,493
East Bay	11,814	12,109
Fresno	16,867	17,289
Fullerton	24,453	25,010
Humboldt	7,209	7,389
Long Beach	26,896	27,551
Los Angeles	16,700	17,118
Maritime Academy	833	854
Monterey Bay	3,536	3,624
Northridge	23,606	24,196
Pomona	17,236	17,667
Sacramento	22,082	22,617
San Bernardino	13,393	13,728
San Diego	26,812	27,616
San Francisco	22,468	22,974
San Jose	21,655	22,196
San Luis Obispo	16,521	16,934
San Marcos	5,913	6,072
Sonoma	6,736	6,904
Stanislaus	6,462	6,624
Campus Total	322,790	330,860

For information about the CSU enrollment management policy can be found at:

http://www.calstate.edu/acadres/docs/CSU_Enroll_Mngment_Policy_Practices.pdf

Final Budget

Reference to the final enacted state budget and CSU allocations. Differentiated from preliminary budget that is developed after the *Governor's budget* and *May Revision* and the Legislative Budget Recommendations received by the Governor in June. See *Governor's Budget*.

General Fund

The General Fund has existed since the beginning of the state as a political entity. It is the government's major source of funds used for most of its activities. Under this fund, various special accounts are created and reserved for particular activities. Chapter 942/77 provides for the treatment of these accounts as other governmental funds for Accounting and budgeting purposes effective July 1, 1978.

Usage of this fund varies in accordance with legislative authorizations and governing statutes. Except for various constitutional and statutory authorizations without further legislative action, the General Fund is appropriated on a yearly basis. Income to the fund varies in accordance with the governing statutes. A detailed listing is contained in the Governor's Budget and the Controller's Annual Report.

http://www.dof.ca.gov/HTML/Budgt04-05/BudgetSum04/DescFndClssfctns_04-05.pdf

Governor's Budget (January)

The State Constitution requires that the Governor submit a budget to the Legislature by January 10. It provides for a balanced budget in that, if the proposed expenditures for the budget year exceed estimated revenues, the Governor is required to recommend the sources for the additional funding. We refer to this budget as the Governor's Budget.

The budget process for California defies a simple concise definition. It is a process rather than a product. It is not the development of the Governor's Budget, the Legislature's enactment of a budget, or the executive branch's administration of the budget. Rather, it is the combination of all of these phases with all the ramifications and influences of political interactions, relationships with federal and local governments, public input, natural events, legal issues, the economy, initiatives and legislation, etc. Although the size and complexity of California and the dynamics of the process make it difficult to establish and maintain an orderly process, these very reasons necessitate an orderly formalized process.

By constitutional requirement, the Governor's Budget must be accompanied by a Budget Bill itemizing recommended expenditures that shall be introduced in each house of the Legislature. The Constitution also requires that the Legislature pass the bill by June 15. It is not uncommon for the Legislature to miss this deadline.

The following web references summarize the major steps and procedures of California's budget process:

http://www.dof.ca.gov/HTML/BUD_DOCS/Bud_link.htm

http://www.dof.ca.gov/HTML/BUD_DOCS/budenact.pdf

Health Benefits Maintenance

To recognize the mandatory costs required to cover health benefit costs for employee's who are compensated from general fund accounts, the Resources and Requirements forecast projects the incremental amount of funding necessary to cover the cost of employer-paid benefits that will go into effect in a given fiscal year.

Higher Education Compact

The Higher Education Compact is an agreement between Governor Schwarzenegger, the University of California, and the California State University for the period 2005-06 through 2010-11. It commits to a long-term resource plan for UC and CSU that addresses base budget allocations, enrollment, student fees and other key program elements for 2005-06 through 2010-11. In exchange for this long-term stability, UC and CSU commit to focusing their resources to address long-term accountability goals for enrollment, student fees, financial aid, and program quality. To allow appropriate monitoring of progress toward these goals, UC and CSU commit to providing student and institutional outcome data in numerous program areas including program efficiency, utilization of system wide resources, and student-level information.

The details of this Compact are contained in the attached:

<http://www.calstate.edu/BudgetCentral/110504compact.shtml>

Mandatory Costs

A typical cost of doing business that is unavoidable, is referred to as mandatory. These normally include negotiated compensation increases, benefit costs, energy and utility cost increases, insurance premiums, worker's compensation contributions to the CSU risk pool, and maintenance costs of new building space.

May Revision

The May Revision is an annual update to the Governor's Budget containing a revised estimate of General Fund revenues for the current and ensuing fiscal years, any proposals to adjust expenditures to reflect updated revenue estimates, and all proposed adjustments to Proposition 98, presented by the Department of Finance to the Legislature by May 14 of each year.

Here is the link to the current year's document:

http://www.dof.ca.gov/HTML/Budget_05-06/MayRevision2005-06/MayRevision2005-06Menu.htm

Net State Support

Another commonly used reference to the total available general fund budget is the term *net state support*.

Non-base Budget Allocations

Non-base budget is a term to distinguish one-time temporary resources and are not additive to base budgets. *Carryover savings* are a type of non-base budget allocation.

Non-resident Tuition (NRT)

The additional fee assessed to students who do not meet the State of California residency requirement. Students need to meet particular requirements to pay in-state tuition (SUF), which is significantly lower than out-of-state tuition (NRT). The requirements are: (1) have attended high school in California for at least 3 full years; (2) have graduated from a California high school or received the equivalent; and (3) be enrolled as a new or continuing student at a CSU campus. If students are without lawful immigration status, they must also file an affidavit with a CSU campus stating that they have filed an application with the INS to legalize their immigration status or that they will do so as soon as they are eligible.

In 2004/05, the non-resident tuition increased by twenty percent (20%). That rate resulted in per unit charges equal to \$339 per semester term with a maximum payment of \$10,170 (plus fees that vary campus by campus). The NRT fee rate charged in 2005/06 will be the same as 2004/05.

One-Time, Temporary Resources

See *Non-base budget allocations*.

PERS Retirement Rate Change

CalPERS uses contributions of the employer and the employee and income from investments to pay for employee retirement benefits. Employee and the employer contributions are a percentage of applicable employee compensation. The employer contribution is set annually by CalPERS based on annual actuarial valuations. The employee contribution is 5% of salary for Miscellaneous Tier 1 members and 8% for some Peace Officer/Firefighter members (Public Safety Management and Firefighters only) less an exclusion allowance for coordination with Social Security. For eligible CSU Public Safety (R08) employee Peace Officer/Firefighter members, the CSU currently pays for both the employer and employee contributions.

CSU Contribution Rates for CalPERS Retirement Coverage – Fiscal Year 2005/06

The California Public Employees' Retirement System (CalPERS) Board of Administration approved the employer contribution retirement rates for Fiscal Year 2005/06. The decreased rates are the result of new rate stabilization policies adopted by CalPERS.

Effective July 1, 2005, the CSU retirement contribution rates for employees covered by the following CalPERS Member Categories are as follows:

Member Category	CSU Employee Group	Rate for FY 05/06
State Peace Officer/Firefighter	Unit 8 (Payroll Codes 51 and 52)	31.563%*
State Peace Officer/Firefighter	MPP Directors and Lieutenants of Public Safety and other Unit 9 Firefighter Classifications (Payroll Codes 53 and 54)	23.563%
State Miscellaneous – Tier 1	All Other CSU Employees (Payroll Codes 00, 08, and 20)	15.942%

*Includes 8% employee contribution rate paid by CSU.

Revenues and Reimbursements

The following revenues and reimbursements are budgeted and collected in the general fund as required by Education code and CSU Fee Policy:

Revenue	Reimbursement	Base Budget	Pass-through
State University Fee		X	
Non Resident Tuition		X	
Application Fee		X	
Student Health Fee			X
ID Card			X
Commencement Fee			X
Transcripts		X	
Library Fines		X	X – excess of base
Late Fees			X
Course Fees			X
Late Registration Fee		X	
Bad Check Fee			X
	Concurrent Enrollment	X	
	Grant Related Faculty		X
	Federal Admin Allowances	X	
	Special Funds Overhead		X

Base Budget = fungible/available for allocation

Pass-through = allocated to department or division, the fee has entitlement.

State University Fee (SUF)

State University Fee is the amount of tuition a resident student pays to attend the California State University. The SUF for a full time student are shown below:

Academic Year	Under-graduate +8%	Graduate Teacher Credential +8%	Graduate +10%	Non-Resident (NRT Fee Rate Unchanged)
2005-06	\$2,520	\$2,922	\$3,102	\$10,170
2004-05	\$2,334	\$2,706	\$2,820	\$10,170
2003-04	\$2,046	\$2,256	\$2,256	\$8,460

In addition, all students pay campus fees that vary campus-by-campus and average \$526. At CSULB, other mandatory student fees (paid by all students) total \$344; note that certain courses may charge other special fees that are not included in that amount.

Non-resident students pay the State University Fee, non-resident fee and campus fees.

The following chronology gives the full-time (and part-time) undergraduate resident CSU student fees (including the total when average campuses fees are included):

Academic Year	Full-time (part-time) Systemwide Fees	Average Total Fees
2005-06	\$2,520 (\$1,464)	\$2,864
2004-05	\$2,334 (\$1,356)	\$2,648
2003-04	\$2,046 (\$1,188)	\$2,572
2002-03	\$1,572 (\$912)	\$2,070
2001-02	\$1,428 (\$828)	\$1,877
2000-01	\$1,428 (\$828)	\$1,839

Academic Year	Full-time (part-time) Systemwide Fees	Average Total Fees
1999-00	\$1,428 (\$828)	\$1,832
1998-99	\$1,506 (\$876)	\$1,890
1997-98	\$1,584 (\$918)	\$1,946
1996-97	\$1,584 (\$918)	\$1,935
1995-96	\$1,584 (\$918)	\$1,892
1994-95	\$1,584 (\$918)	\$1,853
1993-94	\$1,440 (\$834)	\$1,604
1992-93	\$1,308 (\$756)	\$1,460
1991-92	\$936 (\$540)	\$1,080
1990-91	\$780 (\$450)	\$920
1989-90	\$708 (\$408)	\$845
1988-89	\$684 (\$396)	\$815
1987-88	\$630 (\$366)	\$754
1986-87	\$573 (\$333)	\$680
1985-86	\$573 (\$333)	\$666
1984-85	\$573 (\$333)	\$658
1983-84	\$612 (\$342)	\$692
1982-83	\$410 (\$279)	\$505
1981-82	\$251.50 (\$221.50)	\$319
1980-81	\$160 (\$130)	\$226
1979-80	\$144 (\$114)	\$210

The current Student fee policy for the CSU may be found at:
http://www.calstate.edu/budget/FeeEnrll_Info/FeeInfo/EO740/EO740_Index.shtml

State University Grant (SUG)

The State University Grant Program was established by the State of California under the Budget Act of 1982, Chapter 326. Its creation was consistent with legislative intent and recommendations contained in the Report of the Chancellor's Task Force on a New Student Fee and Financial Aid Program (December, 1981). The State University grant program is budgeted in the General Fund. The amount of SUG funds is increased annually by one-third of the marginal cost revenue estimated for enrollment growth, or one-third of the revenue attributable to a SUF rate change. In an effort to mitigate the state budget reductions in 2004/05, the percentage set-aside will drop to 20% of the fee revenue due to rate increases. Once the fee increase is applied, the State University Grant program (SUG) will have an additional \$15 million to fund 10,000 new grant awards systemwide with an average adjustment of \$25 less per grant. Campuses receive an allocation based on enrollment targets and student need.

http://www.csulb.edu/depts/enrollment/financial_aid/grants.html
http://www.calstate.edu/AR/fa_programs.shtml

University Contingency Reserve

Year-end balances held in university-wide programs are made available as a university contingency reserve to address further deterioration in the budget or other emergencies that may arise. Any unspent amount at the end of a fiscal year will carry forward to address the next year's budget process. These funds are of a one-time, non-recurring nature and attributable to savings from a variety of programs including benefits, compensation, utilities and general reserves. Excess revenue that result from collections above the base revenue budget requirements for SUF, NRT and Application fees also contribute to the contingency reserve.

University Information Technology Committee

The 2002/03 Resource Planning Process task force recommended the establishment of the University Information Technology committee to address the expanded mission in planning for campus-wide information technology needs and recommendations for BATS funding allocations.

University Wide Budgets

Resources that are held centrally to cover mandatory costs, special programs that benefit the entire campus and or campus reserves, are held in program budgets referred to as "University Wide." These funds are administered by various division managers who have fiduciary responsibility and accountability for the programs. Each year these division managers report to RPP. Any unspent balances at year-end are made available to the entire campus.