

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2002-03 RESOURCE PLANNING PROCESS  
FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03   | EXPENDITURE CATEGORIES  |                                     |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
|--|---|-------------------------------------|--|-------------------------------------|--|---------------------------------|--|--------------------------|--|-------------------|--|--------------------------|--|------|---|--|--|--|----|--|--|-------------------------------------|---|-----|--|--|----|--------|--|----------------|----|--|--|----------------|----|--|--|----------|---|--|--|--|----|--------|--|
| <p><b>PAYROLL TECHNICIAN</b></p> <p>For the past 6 years, we have anticipated that the State Controller's Office would replace their outdated legacy system (PIMS) and streamline payroll processing with a more mainstream product capable of being integrated with PeopleSoft HR. Unfortunately, the SCO is not pursuing this change at this time and the campus must continue to feed two (2) personnel/payroll systems.</p> <p>While the primary pressure is related to maintaining two personnel/payroll systems, the increase in our employee base, together with increasing complexity in the collective bargaining unit contracts has had a dramatic impact on the volume and processing of payroll transactions. Since the work of our payroll technicians is highly specialized, we are not able to augment the staffing during peak work periods with seasonal workers. This request is to provide continued support for an additional 1.0 FTE to process the monthly payroll to the State of California.</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Permanent Funding</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 10%;"></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Previously Funded</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>FTEF</td> <td>#</td> <td></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td>\$</td> <td></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>SUPPORT POSITION<br/>(Staff and MPP)</td> <td>#</td> <td style="text-align: center;">1.0</td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td>\$</td> <td style="text-align: center;">35,000</td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>OTHER PERSONAL</td> <td>\$</td> <td></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>OPER EXP/EQUIP</td> <td>\$</td> <td></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>SUBTOTAL</td> <td>#</td> <td></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td>\$</td> <td style="text-align: center;">35,000</td> <td style="border-top: 1px solid black;"></td> </tr> </table> <p><b><u>Priority #1</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area I</i></p> | Permanent Funding                   |  | <input checked="" type="checkbox"/> |  | One Time, Non-Recurring Funding |  | <input type="checkbox"/> |  | Previously Funded |  | <input type="checkbox"/> |  | FTEF | # |  |  |  | \$ |  |  | SUPPORT POSITION<br>(Staff and MPP) | # | 1.0 |  |  | \$ | 35,000 |  | OTHER PERSONAL | \$ |  |  | OPER EXP/EQUIP | \$ |  |  | SUBTOTAL | # |  |  |  | \$ | 35,000 |  |
| Permanent Funding  |   | <input checked="" type="checkbox"/> |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| One Time, Non-Recurring Funding  |   | <input type="checkbox"/>            |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| Previously Funded  |   | <input type="checkbox"/>            |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| FTEF   | #   |                                     |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
|  | \$  |                                     |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| SUPPORT POSITION<br>(Staff and MPP)  | #   | 1.0                                 |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
|  | \$  | 35,000                              |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| OTHER PERSONAL   | \$  |                                     |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| OPER EXP/EQUIP   | \$  |                                     |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
| SUBTOTAL   | #   |                                     |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |
|  | \$  | 35,000                              |  |                                     |  |                                 |  |                          |  |                   |  |                          |  |      |   |  |  |  |    |  |  |                                     |   |     |  |  |    |        |  |                |    |  |  |                |    |  |  |          |   |  |  |  |    |        |  |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2002-03 RESOURCE PLANNING PROCESS  
FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03  | EXPENDITURE CATEGORIES  |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
|---|---|-------------------|-------------------------------------|---------------------------------|--------------------------|-------------------|-------------------------------------|---|----------------|------|----------------------------------|---|------|----|----------------|--|----------------|--|----------------------------------|------|----------|--|----------------|--------|----------------|--|---|------|----------|--|----------------|--|--|--|---|------|----------|--|-----------|
| <p><b>AFFILIATION AGREEMENTS</b></p> <p>This request is for a permanent position to administer and negotiate Affiliation Agreements and other Off Campus Experience Based Learning Agreements, including Teaching Agreements and Special Contracts with school districts. Our request last year of \$50,000 was fully funded with temporary funding and we have hired a buyer who is performing this task.</p> <p><u>Justification:</u><br/>In the past, Affiliation Agreements required only simple and often verbal agreements, which were administered on an ad hoc basis by a part-time staff, and a part-time student assistant. As academic programs such as Nursing, Social Work, Physical Therapy, Family and Consumer Sciences, and Recreation &amp; Leisure Studies, have increased their demands for these services and agreements, the process has become more complicated:</p> <p style="margin-left: 20px;">a. Volume Increases</p> <ul style="list-style-type: none"> <li>• In the past ten years, the number of contracts has tripled from 500 to 1500.</li> <li>• Further, 80-90% of our new contracts require negotiation, and approximately 25% older, in-place contracts need to be renegotiated to address current liability issues.</li> <li>• Departments such as Physical Therapy and Nursing must "compete" with other universities for limited student opportunities.</li> <li>• These contracts are critical to meet the placement needs for students.</li> </ul> <p style="margin-left: 20px;">b. A high level of expertise is needed to manage these programs</p> <ul style="list-style-type: none"> <li>• The complexity of the contracts has increased exponentially. Many if not most, facilities amend our document with the advice &amp; guidance of attorneys.</li> <li>• Workers Compensation and other liability issues require lengthy negotiations, and must be handled differently for different disciplines, i.e. HIV and Hepatitis-C exposure for nursing and health related students have become a serious liability.</li> </ul> <p>Risk Management has listed Student Internships as an area of high-risk liability.</p> <p>A continuation of funding for this position is needed to ensure efficiency and to minimize risk of losses. Failure to have contracts in place will adversely impact the academic/graduation needs for students in Nursing, Physical Therapy, Social Work, and Teaching degree programs.</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Permanent Funding</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Previously Funded</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding-top: 20px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">FTEF</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">SUPPORT POSITION (Staff and MPP)</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; text-align: right;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">OPER/EXP/EQUIP</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">#</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td></td> <td style="border-bottom: 3px double black; text-align: right;">\$ 50,000</td> </tr> </table> </td> </tr> </table> <p style="margin-top: 20px;"><b><u>Priority #2</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area I</i></p> </td> </tr> </table> | Permanent Funding | <input checked="" type="checkbox"/> | One Time, Non-Recurring Funding | <input type="checkbox"/> | Previously Funded | <input checked="" type="checkbox"/> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">FTEF</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">SUPPORT POSITION (Staff and MPP)</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; text-align: right;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">OPER/EXP/EQUIP</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">#</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td></td> <td style="border-bottom: 3px double black; text-align: right;">\$ 50,000</td> </tr> </table> </td> </tr> </table> <p style="margin-top: 20px;"><b><u>Priority #2</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area I</i></p> |                | FTEF | #                                |   |      | \$ |                | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">SUPPORT POSITION (Staff and MPP)</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; text-align: right;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">OPER/EXP/EQUIP</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">#</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td></td> <td style="border-bottom: 3px double black; text-align: right;">\$ 50,000</td> </tr> </table> |                |  | SUPPORT POSITION (Staff and MPP) | #    | 1.00     |  | \$             | 50,000 | OTHER PERSONAL |  |   |      | \$       |  | OPER/EXP/EQUIP |  |  |  | # | 1.00 | SUBTOTAL |  | \$ 50,000 |
| Permanent Funding   | <input checked="" type="checkbox"/>   |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| One Time, Non-Recurring Funding   | <input type="checkbox"/>  |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| Previously Funded   | <input checked="" type="checkbox"/>   |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">FTEF</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">SUPPORT POSITION (Staff and MPP)</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; text-align: right;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">OPER/EXP/EQUIP</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">#</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td></td> <td style="border-bottom: 3px double black; text-align: right;">\$ 50,000</td> </tr> </table> </td> </tr> </table> <p style="margin-top: 20px;"><b><u>Priority #2</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area I</i></p>   |   | FTEF              | #                                   |                                 |                          | \$                |                                     | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">SUPPORT POSITION (Staff and MPP)</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; text-align: right;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">OPER/EXP/EQUIP</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">#</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td></td> <td style="border-bottom: 3px double black; text-align: right;">\$ 50,000</td> </tr> </table>  |                |      | SUPPORT POSITION (Staff and MPP) | # | 1.00 |    | \$             | 50,000   | OTHER PERSONAL |  |                                  |      | \$       |  | OPER/EXP/EQUIP |        |                |  | # | 1.00 | SUBTOTAL |  | \$ 50,000      |  |  |  |   |      |          |  |           |
| FTEF  | #   |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
|   | \$  |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: right;">SUPPORT POSITION (Staff and MPP)</td> <td style="width: 5%; text-align: center;">#</td> <td style="width: 15%; text-align: right;">1.00</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">OPER/EXP/EQUIP</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">#</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td></td> <td style="border-bottom: 3px double black; text-align: right;">\$ 50,000</td> </tr> </table>  |   |                   | SUPPORT POSITION (Staff and MPP)    | #                               | 1.00                     |                   | \$                                  | 50,000  | OTHER PERSONAL |      |                                  |   | \$   |    | OPER/EXP/EQUIP |  |                |  | #                                | 1.00 | SUBTOTAL |  | \$ 50,000      |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| SUPPORT POSITION (Staff and MPP)  | #   | 1.00              |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
|   | \$  | 50,000            |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| OTHER PERSONAL  |   |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
|   | \$  |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| OPER/EXP/EQUIP  |   |                   |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
|   | #   | 1.00              |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |
| SUBTOTAL  |   | \$ 50,000         |                                     |                                 |                          |                   |                                     |   |                |      |                                  |   |      |    |                |  |                |  |                                  |      |          |  |                |        |                |  |   |      |          |  |                |  |  |  |   |      |          |  |           |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
**2002-03 RESOURCE PLANNING PROCESS**  
**FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03   | EXPENDITURE CATEGORIES   |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
|--|--|-------------------|-------------------------------------|---------------------------------|--------------------------|-------------------|-------------------------------------|------|---------------------|-------------------------------------|---------------------|----------------|-----------|----------------|----------|----------|----------------------|
| <p><b>ENROLLMENT SERVICES PHONE RESPONSIVENESS</b></p> <p>This request is for \$43,000 to continue to fund student relation staff providing direct personal responsiveness to telephone inquires. During the 2000-01 RPP process we requested \$93,000 in permanent funds to improve our personal responsiveness to telephone inquires. Wait time, busy signals and abandoned calls had become unacceptable generating complaints throughout the campus. Our request was funded with \$50,000 in permanent funds and \$43,000 in one-time funds. This \$43,000 was again funded by RPP in 2001-02 as nonrecurring. Although the \$43,000 is a permanent requirement, continued funding is requested to maintain the current level of service. The additional staff has allowed us to:</p> <ul style="list-style-type: none"> <li>• Reduce abandoned calls by 57%.</li> <li>• Reduce the callers who receive a busy signal by 25%.</li> <li>• Reduce waiting times on hold.</li> <li>• Reduce complaints across campus</li> </ul> <p>While this improved staffing does not allow us to answer every call or always insure reasonable wait times especially during deadlines and peak periods, it has made a noticeable difference in our ability to serve our constituents. It should be noted that the campus has grown to expect this as the normal level of service as this level of staffing has now been in place for almost 2 years. Failure to continue these funds could result in an average increase of approximately 2,500 unanswered calls per month.</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Permanent Funding</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Previously Funded</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">FTEF</td> <td style="text-align: center;"># _____<br/>\$ _____</td> </tr> <tr> <td style="text-align: right;">SUPPORT POSITION<br/>(Staff and MPP)</td> <td style="text-align: center;"># _____<br/>\$ _____</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td style="text-align: center;">\$ 43,000</td> </tr> <tr> <td style="text-align: right;">OPER EXP/EQUIP</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td style="text-align: center;"># _____<br/>\$ 43,000</td> </tr> </table> <p><b><u>Priority #3</u></b><br/> <i>University Mid-Range Goals:<br/> Planning Area I</i></p> | Permanent Funding | <input checked="" type="checkbox"/> | One Time, Non-Recurring Funding | <input type="checkbox"/> | Previously Funded | <input checked="" type="checkbox"/> | FTEF | # _____<br>\$ _____ | SUPPORT POSITION<br>(Staff and MPP) | # _____<br>\$ _____ | OTHER PERSONAL | \$ 43,000 | OPER EXP/EQUIP | \$ _____ | SUBTOTAL | # _____<br>\$ 43,000 |
| Permanent Funding  | <input checked="" type="checkbox"/>  |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| One Time, Non-Recurring Funding  | <input type="checkbox"/>   |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| Previously Funded  | <input checked="" type="checkbox"/>  |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| FTEF   | # _____<br>\$ _____  |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| SUPPORT POSITION<br>(Staff and MPP)  | # _____<br>\$ _____  |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| OTHER PERSONAL   | \$ 43,000  |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| OPER EXP/EQUIP   | \$ _____   |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |
| SUBTOTAL   | # _____<br>\$ 43,000   |                   |                                     |                                 |                          |                   |                                     |      |                     |                                     |                     |                |           |                |          |          |                      |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2002-03 RESOURCE PLANNING PROCESS  
FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03   | EXPENDITURE CATEGORIES  |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
|--|---|-------------------|-------------------------------------|---------------------------------|--------------------------|-------------------|--------------------------|------|---------------------|-------------------------------------|---------------------|----------------|----------|----------------|--------------|----------|-------------------------|
| <p><b>CUSTODIAL CONTRACT COST INCREASE</b></p> <p>In February 2001, the university's 5-year custodial contract covering approximately one third of the campus custodial square footage expired. Over six months prior to the contract's expiration, the university solicited bid proposals at the same square footage and service level as the previous contract and ultimately the contract was awarded to the lowest bidder. Although the new contract was awarded to the lowest bidder, costs have appreciated due to inflation and cost of living increases, including a mandatory increase in the federal minimum wage law that took effect in January 2002. The contractor also indicated cost increases in workers' compensation, general liability, and unemployment insurance premiums along with increases in benefits paid to workers and inflationary increases in the cost of supplies and training.</p> <p>The contract provides for 875.5 contract staff hours per week for custodial services to the university that are performed for approximately one-third of the campus. The continuance of this contract does not displace permanent employees and utilizing the contract labor continues to represent significant cost-savings to the university.</p> <p>Annual Increase    <b>\$68,000</b></p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Permanent Funding</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Previously Funded</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">FTEF</td> <td style="text-align: center;"># _____<br/>\$ _____</td> </tr> <tr> <td style="text-align: right;">SUPPORT POSITION<br/>(Staff and MPP)</td> <td style="text-align: center;"># _____<br/>\$ _____</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: right;">OPER EXP/EQUIP</td> <td style="text-align: center;">\$    68,000</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td style="text-align: center;"># _____<br/>\$    68,000</td> </tr> </table> <p><b><u>Priority #4</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area V</i></p> | Permanent Funding | <input checked="" type="checkbox"/> | One Time, Non-Recurring Funding | <input type="checkbox"/> | Previously Funded | <input type="checkbox"/> | FTEF | # _____<br>\$ _____ | SUPPORT POSITION<br>(Staff and MPP) | # _____<br>\$ _____ | OTHER PERSONAL | \$ _____ | OPER EXP/EQUIP | \$    68,000 | SUBTOTAL | # _____<br>\$    68,000 |
| Permanent Funding  | <input checked="" type="checkbox"/>   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| One Time, Non-Recurring Funding  | <input type="checkbox"/>  |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| Previously Funded  | <input type="checkbox"/>  |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| FTEF   | # _____<br>\$ _____   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| SUPPORT POSITION<br>(Staff and MPP)  | # _____<br>\$ _____   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| OTHER PERSONAL   | \$ _____  |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| OPER EXP/EQUIP   | \$    68,000  |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |
| SUBTOTAL   | # _____<br>\$    68,000   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |              |          |                         |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2002-03 RESOURCE PLANNING PROCESS  
FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03  | EXPENDITURE CATEGORIES              |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
|---|-------------------------------------|------|-----------------------------|----------|---|-------------------|-------------------------------------|---------------------------------|--------------------------|-------------------|--------------------------|------|---------------------|-------------------------------------|---------------------|----------------|----------|----------------|----------|----------|---------------------|
| <p><b>CONVERT AND MAINTAIN AS-BUILT PLANS</b></p> <p>Each time any portion of the campus (buildings, building systems, utilities, roads, etc.) is built or modified all record drawings (plans) must be updated to reflect these changes. These "as-built" drawings are critical for maintenance, troubleshooting, modifications, remodeling, and new construction. As a mature campus the emphasis for new projects has shifted to capital renewal, renovations to meet new and changing program requirements, as well as major deferred maintenance where up to date plans are essential. These drawings are used daily by campus staff, architects, engineers, building officials, and contractors. Drawings that do not reflect current conditions pose major cost and safety issues. Incorrect drawings increase costs greatly due to additional change orders, delay claims from contractors, and added disruptions to campus operations. Safety issues are involved because field conditions may be dramatically different than reflected on drawings.</p> <p>The campus as-built project backlog currently consists of approximately 3,500 drawings that need to be super-imposed onto existing digitized base plans. On top of this current and future projects will require as-built updating as well. The request for this single position will help improve project plans and reduce future project costs.</p> <table border="0" data-bbox="259 1165 787 1249"> <thead> <tr> <th align="left">Description</th> <th align="right">Cost</th> </tr> </thead> <tbody> <tr> <td>1.0 FTE Drafting Technician</td> <td align="right">\$49,000</td> </tr> </tbody> </table> | Description                         | Cost | 1.0 FTE Drafting Technician | \$49,000 | <table border="0" data-bbox="933 378 1510 892"> <tr> <td>Permanent Funding</td> <td align="right"><input checked="" type="checkbox"/></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>Previously Funded</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td>FTEF</td> <td align="right"># _____<br/>\$ _____</td> </tr> <tr> <td>SUPPORT POSITION<br/>(Staff and MPP)</td> <td align="right"># 1.00<br/>\$ 49,000</td> </tr> <tr> <td>OTHER PERSONAL</td> <td align="right">\$ _____</td> </tr> <tr> <td>OPER EXP/EQUIP</td> <td align="right">\$ _____</td> </tr> <tr> <td>SUBTOTAL</td> <td align="right"># 1.00<br/>\$ 49,000</td> </tr> </table> <p><b><i>Priority #5</i></b><br/><i>University Mid-Range Goals:</i><br/><i>Planning Area V</i></p> | Permanent Funding | <input checked="" type="checkbox"/> | One Time, Non-Recurring Funding | <input type="checkbox"/> | Previously Funded | <input type="checkbox"/> | FTEF | # _____<br>\$ _____ | SUPPORT POSITION<br>(Staff and MPP) | # 1.00<br>\$ 49,000 | OTHER PERSONAL | \$ _____ | OPER EXP/EQUIP | \$ _____ | SUBTOTAL | # 1.00<br>\$ 49,000 |
| Description   | Cost                                |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| 1.0 FTE Drafting Technician   | \$49,000                            |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| Permanent Funding   | <input checked="" type="checkbox"/> |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| One Time, Non-Recurring Funding   | <input type="checkbox"/>            |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| Previously Funded   | <input type="checkbox"/>            |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| FTEF  | # _____<br>\$ _____                 |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| SUPPORT POSITION<br>(Staff and MPP)   | # 1.00<br>\$ 49,000                 |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| OTHER PERSONAL  | \$ _____                            |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| OPER EXP/EQUIP  | \$ _____                            |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |
| SUBTOTAL  | # 1.00<br>\$ 49,000                 |      |                             |          |   |                   |                                     |                                 |                          |                   |                          |      |                     |                                     |                     |                |          |                |          |          |                     |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2002-03 RESOURCE PLANNING PROCESS  
FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03   | EXPENDITURE CATEGORIES              |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
|--|-------------------------------------|------------------------|--|----------------------|----------|--|------------------------------|---------------|--|--------------------------------------|--|------------------------|-------------------------------|--|--|--|----------|--|----------------|--------------|--|--------------------------------------|--|------------------------|--------------|--|------------------------|---|-------------------|-------------------------------------|---------------------------------|-------------------------------------|-------------------|--------------------------|--|---|------|----|--|---|----------------------------------|----|--|----|----------------|-----------|--|---|----------------|----|--|---|----------|-----------|
| <p><b>REGULATORY COMPLIANCE</b><br/>This request supports permanent funding for the on-going requirements of the Federal Tax Relief Act and temporary funding for new requirements for compliance with Title V relating to Students' Fee Refunds.</p> <p><b><u>Mandatory Compliance</u></b></p> <p>a.) Several tax benefits were made available to help students and parents fulfill a variety of educational objectives, beginning in tax year 1998. Failure to comply with the mandatory reporting requirements can lead to the loss of Federal Grants and Aid. To comply with legislation requirements, CSU entered into a system-wide contract with a vendor to provide the following services to campuses.</p> <ul style="list-style-type: none"> <li>• Generate and mail Form 1098T and related supplemental statements to recipients.</li> <li>• Electronically transmit data to the IRS.</li> <li>• Provide customer assistance including a call service and website.</li> <li>• Archive of data for 5 years (IRS requirements).</li> <li>• Provide reports of activity to campuses.</li> </ul> <p>Since the inception of this regulation, we have continuously experienced an increase in the number of 1098Ts provided to students. For the next fiscal year, in addition to our continuing increase in enrollment, we have been told to expect an increase in the contract cost per student of \$.25 (from \$2.00 to \$2.25).</p> <p>b.) On December 14, 2001, Section 41802 in Title V of the California Code of Regulations was revised. The revised code removes a provision, which stated that students could receive a full, penalty-free, refund of fees for withdrawals up to the fourteenth day after instruction began. The new language states that students receive a full refund only if they cancel registration or drop all classes prior to the first day on instruction. It also requires that the refund of mandatory fees and nonresident tuition will be on a pro-rata basis when the student withdraws up to the sixty percent point in the academic period. This new refund policy must be implemented at the beginning of fall 2002 term. Implementation of the revised Title V provisions related to refunds of student's fees is mandatory. However, these changes in refund policy will be incorporated into the CMS Student Administration module when it is implemented for Fall 2003.</p> <p><b><u>FY 2002/03 Expenditure Projections:</u></b></p> <table border="0"> <tr> <td>a.) Federal Tax Relief Act</td> <td></td> <td></td> </tr> <tr> <td>    Contractual services</td> <td align="right">\$97,500</td> <td></td> </tr> <tr> <td>    Less previous RPP allocation</td> <td align="right"><u>74,500</u></td> <td></td> </tr> <tr> <td>    <b>Request for permanent funding</b></td> <td></td> <td align="right"><b><u>\$23,000</u></b></td> </tr> <tr> <td>b.) Title V Refund Compliance</td> <td></td> <td></td> </tr> <tr> <td>    Contract services for programming change</td> <td align="right">\$17,500</td> <td></td> </tr> <tr> <td>    Staff overtime</td> <td align="right"><u>7,500</u></td> <td></td> </tr> <tr> <td>    <b>Request for temporary funding</b></td> <td></td> <td align="right"><b><u>\$25,000</u></b></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td align="right"><b><u>\$48,000</u></b></td> </tr> </table> | a.) Federal Tax Relief Act          |                        |  | Contractual services | \$97,500 |  | Less previous RPP allocation | <u>74,500</u> |  | <b>Request for permanent funding</b> |  | <b><u>\$23,000</u></b> | b.) Title V Refund Compliance |  |  | Contract services for programming change | \$17,500 |  | Staff overtime | <u>7,500</u> |  | <b>Request for temporary funding</b> |  | <b><u>\$25,000</u></b> | <b>TOTAL</b> |  | <b><u>\$48,000</u></b> | <table border="0"> <tr> <td>Permanent Funding</td> <td align="right"><input checked="" type="checkbox"/></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td align="right"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Previously Funded</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td></td> <td align="right">#</td> </tr> <tr> <td>FTEF</td> <td align="right">\$</td> </tr> <tr> <td></td> <td align="right">#</td> </tr> <tr> <td>SUPPORT POSITION (Staff and MPP)</td> <td align="right">\$</td> </tr> <tr> <td></td> <td align="right">\$</td> </tr> <tr> <td>OTHER PERSONAL</td> <td align="right">\$ 48,000</td> </tr> <tr> <td></td> <td align="right">#</td> </tr> <tr> <td>OPER EXP/EQUIP</td> <td align="right">\$</td> </tr> <tr> <td></td> <td align="right">#</td> </tr> <tr> <td>SUBTOTAL</td> <td align="right">\$ 48,000</td> </tr> </table> <p><b><u>Priority #6</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area I</i></p> | Permanent Funding | <input checked="" type="checkbox"/> | One Time, Non-Recurring Funding | <input checked="" type="checkbox"/> | Previously Funded | <input type="checkbox"/> |  | # | FTEF | \$ |  | # | SUPPORT POSITION (Staff and MPP) | \$ |  | \$ | OTHER PERSONAL | \$ 48,000 |  | # | OPER EXP/EQUIP | \$ |  | # | SUBTOTAL | \$ 48,000 |
| a.) Federal Tax Relief Act   |                                     |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| Contractual services   | \$97,500                            |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| Less previous RPP allocation   | <u>74,500</u>                       |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| <b>Request for permanent funding</b>   |                                     | <b><u>\$23,000</u></b> |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| b.) Title V Refund Compliance  |                                     |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| Contract services for programming change   | \$17,500                            |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| Staff overtime   | <u>7,500</u>                        |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| <b>Request for temporary funding</b>   |                                     | <b><u>\$25,000</u></b> |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| <b>TOTAL</b>   |                                     | <b><u>\$48,000</u></b> |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| Permanent Funding  | <input checked="" type="checkbox"/> |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| One Time, Non-Recurring Funding  | <input checked="" type="checkbox"/> |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| Previously Funded  | <input type="checkbox"/>            |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
|  | #                                   |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| FTEF   | \$                                  |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
|  | #                                   |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| SUPPORT POSITION (Staff and MPP)   | \$                                  |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
|  | \$                                  |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| OTHER PERSONAL   | \$ 48,000                           |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
|  | #                                   |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| OPER EXP/EQUIP   | \$                                  |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
|  | #                                   |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |
| SUBTOTAL   | \$ 48,000                           |                        |  |                      |          |  |                              |               |  |                                      |  |                        |                               |  |  |  |          |  |                |              |  |                                      |  |                        |              |  |                        |   |                   |                                     |                                 |                                     |                   |                          |  |   |      |    |  |   |                                  |    |  |    |                |           |  |   |                |    |  |   |          |           |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2002-03 RESOURCE PLANNING PROCESS  
FORM 3 - REQUEST FOR AUGMENTATION**

| IDENTIFY ACTIVITY THAT WILL REQUIRE AUGMENTATION IN FY 02-03  | EXPENDITURE CATEGORIES  |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
|---|---|-------------------|--------------------------|---------------------------------|-------------------------------------|-------------------|-------------------------------------|------|---------|--|----------|-------------------------------------|---------|--|----------|----------------|----------|----------------|-----------|----------|---------|--|-----------|
| <p><b>STAFF TRAINING AND DEVELOPMENT</b></p> <p>This request is to provide continued support for the professional development and training programs for staff employees. Training opportunities include communication skills, leadership development, team building, individual effectiveness, customer service, and enhanced job skills. Over 1,200 individual staff employees participate in the various programs.</p> <p><b>Skilled-based Training and Professional Development</b></p> <ul style="list-style-type: none"> <li>○ Connections (Customer Service Training)</li> <li>○ Computer Training</li> <li>○ Time Management</li> <li>○ Dealing with Difficult People</li> <li>○ Personal and Professional Organization Skills</li> <li>○ Effective Written Communications, Effective Email Messages, Assertive Communication Skills</li> <li>○ Change Management</li> <li>○ Wellness Programs</li> <li>○ Telephone Skills</li> <li>○ Technical and Procedural Training, e.g. Payroll Processes, Travel Procedures, Purchasing</li> <li>○ HR Processes Training, e.g. position descriptions, navigating the recruitment process, performance evaluation, recruitment processes.</li> <li>○ Labor Relations</li> <li>○ Supervisory and Management Leadership Training</li> <li>○ Administrative Service Manager's Workshops</li> </ul> <p><b>Professional Development Grant Program</b></p> <ul style="list-style-type: none"> <li>○ Attendance at professional conferences, and specific technical and skilled-based training/certificate programs.</li> </ul> <p><b>Certificate Programs</b></p> <ul style="list-style-type: none"> <li>○ Essentials for New Managers</li> <li>○ Road to Success</li> </ul> <p><b>Recognition Programs, Other workshops</b></p> <ul style="list-style-type: none"> <li>○ Staff Applause, Employee of the Month</li> <li>○ New Staff Employee Orientation</li> </ul> <p><b>Customized Programs for individual departments as requested</b></p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Permanent Funding</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>One Time, Non-Recurring Funding</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Previously Funded</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">FTEF</td> <td># _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">SUPPORT POSITION<br/>(Staff and MPP)</td> <td># _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">OTHER PERSONAL</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">OPER EXP/EQUIP</td> <td>\$ 75,000</td> </tr> <tr> <td style="text-align: right;">SUBTOTAL</td> <td># _____</td> </tr> <tr> <td></td> <td>\$ 75,000</td> </tr> </table> <p><b><u>President's Initiative</u></b><br/><i>University Mid-Range Goals:<br/>Planning Area I</i></p> | Permanent Funding | <input type="checkbox"/> | One Time, Non-Recurring Funding | <input checked="" type="checkbox"/> | Previously Funded | <input checked="" type="checkbox"/> | FTEF | # _____ |  | \$ _____ | SUPPORT POSITION<br>(Staff and MPP) | # _____ |  | \$ _____ | OTHER PERSONAL | \$ _____ | OPER EXP/EQUIP | \$ 75,000 | SUBTOTAL | # _____ |  | \$ 75,000 |
| Permanent Funding   | <input type="checkbox"/>  |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| One Time, Non-Recurring Funding   | <input checked="" type="checkbox"/>   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| Previously Funded   | <input checked="" type="checkbox"/>   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| FTEF  | # _____   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
|   | \$ _____  |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| SUPPORT POSITION<br>(Staff and MPP)   | # _____   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
|   | \$ _____  |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| OTHER PERSONAL  | \$ _____  |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| OPER EXP/EQUIP  | \$ 75,000   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
| SUBTOTAL  | # _____   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |
|   | \$ 75,000   |                   |                          |                                 |                                     |                   |                                     |      |         |  |          |                                     |         |  |          |                |          |                |           |          |         |  |           |