

California State University, Long Beach
2003-04 Resource Planning Process
Additional Conclusions and General Recommendations

Capacity

In 2003-04, CSULB will reach its Trustee-authorized academic year (AY) enrollment ceiling. The campus has in place an admissions management impactation plan for freshmen and our Academic Senate has approved an admissions management plan for transfer students for fall 2004, subject to approval by the Chancellor.

Since the campus is not currently authorized to receive permanent funding above its Trustee-authorized AY enrollment ceiling, it is necessary to decide whether to seek authorization for a higher enrollment ceiling. This will require a process for obtaining faculty and staff input and a careful review of both the campus physical master plan and campus enrollment goals.

RPP recommends that the Director of Strategic Planning be charged with organizing a process in summer and fall 2003 to determine the desirable enrollment ceiling for the campus. This process should:

- Be organized and carried out in close collaboration with the Offices of Physical Planning and Facilities Management and Academic Affairs;
- Invite faculty and staff input;
- Identify major elements of the campus physical plan for the coming decade;
- Initiate processes to strengthen enrollment management from department to university levels;
- Examine key issues including the potential impacts of technology, alternative scheduling policies, and needs of students and student services;
- Involve the Enrollment Advisory Committee;
- Involve the Campus Goals Planning Group;
- Involve the Resource Planning Process Task Force; and
- Recommend a desirable enrollment ceiling to the President by January 30, 2004.

Common Management System (CMS)

The Common Management System (CMS) is a CSU system-wide initiative designed to replace current disparate and outdated administrative systems with a common, integrated one. Even before the CMS Project, Long Beach had collectively decided that we needed to replace our legacy systems. Our campus did not have a human resources system and our financials and student administration systems were old and reaching the end of their life cycle, with no further availability of support from the vendors. As a result, participation in the CMS initiative aligned with our own campus needs, our motivations and our commitment to students, faculty and staff, and we became one of the lead campuses in the project. In consultation with RPP, a financing

plan was developed in 1998 that allowed the campus to spread the implementation cost over time. An annual general fund budget of \$1.45 million, together with an initial investment from one-time savings in central utilities and telecommunications budgets, was established with a repayment schedule that extends into 2010.

Our campus has successfully implemented the human resources and financials systems. Implementation of the student administration system began just a year ago, with a substantial portion now in operation. Full implementation of the remaining student administration modules is planned for completion during the coming year. Given that the implementation phases are 85% complete, for the next fiscal year there are no changes in the overall project cost estimates and no reason to expect that this situation will change in the foreseeable future.

The RPP Task Force commends the campus CMS Team for the impressive progress that has been achieved on the project, and for containing costs within budget.

Baseline, Access, and Training Support (BATS) Funding

The University's general fund budget includes a permanent base budget allocation of \$651,000 for the Baseline, Access, and Training Support (BATS) Initiative. Each year the RPP Task Force reviews annual spending plans for this base budget.

This year, it was decided that a new University Information Committee (UIC) would be formed, and given an expanded mission in planning for campus-wide information technology needs and recommending BATS funding allocations. The RPP Task Force was pleased with the expanded membership and charge of the new committee, and concurs with the 2003-04 recommended non-base expenditure plan:

College Computers	\$386,343
University Library	58,590
Audio Visual Services	58,590
Campus Wide Technology Help Desk	90,000
Microsoft Server Licenses (Academic Affairs/Admin & Finance)	30,000
Development Information System Server	5,000
Disabled Student Services High Technology Center	<u>22,477</u>
	\$651,000

Beginning with the fall 2003 semester, the new UIC committee will initiate a technology planning process that will inform the campus strategic plan and goals. Future funding recommendations will be shaped by this campus technology planning effort with the understanding that more efficient use of resources is essential for effective information technology planning. Further, the committee will address the concept of "baseline" during this technology planning effort because existing baseline expectations cannot be addressed within the scope of available resources.

The RPP Task Force commends the efforts of the University Information Committee for implementing a more comprehensive, campus-wide coordination of the process for replacing faculty and staff workstations and looks forward to a status report from the committee next spring.

Enrollment Services – Application Processing

CSULB continues to be a high-demand campus and we are continuing to experience an annual increase in the number of applications over the previous year. The majority of applications is received during the months of October and November and requires timely response following the fall term.

In 2000-01, the campus adopted a funding model to support the staffing and operating expense requirements necessary for timely processing of admission applications. The RPP Task Force reaffirms continuation of this practice and recommends that any incremental revenue above the base budget that is generated from application fees be used to support a non-base allocation of up to \$400,000 to the Office of Enrollment Services.

Summary of Follow-up Items for the RPP Task Force

The Task Force recommends that several items be included on future agendas:

Application Processing

Enrollment Services will report to RPP annually on the anticipated growth of application volume and the use of funds to support a timely admission process.

Enrollment Planning

The RPP Task Force will reconvene in summer 2003 and fall 2003, as necessary, to receive updates on enrollment planning, and conclude with a recommendation on outcomes.

Capacity

During FY 2003-04, the campus will actively examine whether to seek a higher capacity ceiling, and if so, to what level. During fall 2003, the RPP Task Force will receive reports on the progress of work to date and conclude with a recommendation on outcomes.

CMS Project

During fall 2003, the RPP Task Force will receive an update on the CMS Project.

Reports on Planned Budget Reductions

The RPP Task Force recommends that in spring 2004, each division report to the Financial Affairs Council (FAC) on the permanent budget reductions that it ultimately adopted for implementation in 2003-04.

Supplemental Budget Report

It is expected that final decisions on the State Budget could be delayed for some time. The Task Force has agreed to meet during the summer and into the fall as required. Once a final budget is enacted, the Task Force plans to issue a supplemental report and provide further advice on the budget.