

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
2005-06 RESOURCE PLANNING PROCESS
FORM 3A - SUMMARY AUGMENTATION STATEMENT**

Includes Base Augmentation; One-Time, Nonrecurring Recovery Allocation; and Division Carryover Savings

EXPENDITURE SUMMARY by DEPARTMENT				EXPENDITURE INCREASE CATEGORIES		
<i>Identify department service area to which recovery dollars will be allocated. Correlate these augmentations with the CSULB 2005-2008 Campus Goals</i>						
VICE PRESIDENT FOR ADMINISTRATION AND FINANCE				CATEGORY	FTE	TOTAL
	FTE	Base	Non-Base			
Restoration						
Internal Audit	1.00	\$ 16,900	\$ 59,800	Support Staff - Regular	0.00	-
				Support Staff - Temporary	0.00	-
				Management	1.00	70,000
				Tenure/TT Faculty	0.00	-
				Full Time Lecturers	0.00	-
				Part Time Lecturers (Pool includes TA's)	0.00	-
				Student Assistants & Other Personal Services		-
				Total Personal Services	1.00	\$ 70,000
				Operating Expenditures & Equipment		\$ 6,700
				TOTAL AUGMENTATION		\$ 76,700
				<i>Fund Source Recap</i>		
				BASE GENERAL FUNDS		\$ 16,900
				NON-RECURRING ALLOCATION		59,800
				DIVISION CARRYOVER		-
				TOTAL FUNDS		\$ 76,700
	TOTAL	1.00	\$ 16,900			
	TOTAL BASE / NON-BASE		\$76,700			

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
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FORM 3A - DETAIL AUGMENTATION STATEMENT**

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IMPACT STATEMENTS

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VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

	FTE	Base	Non-Base
Restoration			
<i>Internal Auditing Services</i>			
• Restore the loss of a second auditor position to meet workload needs associated with routine audits and special investigations.	1.00	\$ 16,900	\$ 59,800
Subtotal	<u>1.00</u>	<u>\$ 16,900</u>	<u>\$ 59,800</u>
TOTAL	<u>1.00</u>	<u>\$ 16,900</u>	<u>\$ 59,800</u>
TOTAL BASE / NON-BASE		\$76,700	

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BUDGET AND HUMAN RESOURCES MANAGEMENT			
	FTE	Base	Non-Base
Continued Mitigation			
Payroll and Benefit Services			
<ul style="list-style-type: none"> Mitigate the loss of 2.0 staff positions in the payroll office to avoid creating delays in processing monthly payroll, and responding to in-person services e.g. sign in, clearances, routine payroll/benefit inquiries. 	2.00	\$ -	\$ 69,900
Subtotal	<u>2.00</u>	<u>\$ -</u>	<u>\$ 69,900</u>
Restoration			
Budget Office			
<ul style="list-style-type: none"> Restore the loss of a budget analyst to meet workload needs associated with financial and revenue analysis and budget management. 	0.60	\$ -	\$ 27,000
Employee Relations			
<ul style="list-style-type: none"> Restore the loss of a half-time employee relations specialist to meet workload demands in contract administration, informal resolution, grievance, discipline, special investigation and manager/ supervisor counseling. 	0.25	-	15,000
Staff Personnel			
<ul style="list-style-type: none"> Restore professional support staff to full time to meet workload demands in staff recruitments, classifications, and training. 	0.50	33,100	-
Subtotal	<u>1.35</u>	<u>\$ 33,100</u>	<u>\$ 42,000</u>
New Requirements			
Staff Personnel and Payroll Services			
<ul style="list-style-type: none"> Provide partial funding for a new imaging, document management system (hardware, licenses, maintenance contract). 	-	\$ -	\$ 28,900
HR Technical Services			
<ul style="list-style-type: none"> Provide increased staff support to new self-service functionality and increased workload demands of HR system. 	1.00	-	36,000
<ul style="list-style-type: none"> Respond to increased workload demands to support desktop computing for the area, imaging services, and testing of new PeopleSoft HR system releases. 	0.60	-	33,800
Safety and Risk Management			
<ul style="list-style-type: none"> Provide for smooth transition of announced retirement. 	-	-	67,000
Subtotal	<u>1.60</u>	<u>\$ -</u>	<u>\$ 165,700</u>
TOTAL	<u>4.95</u>	<u>\$ 33,100</u>	<u>\$ 277,600</u>
TOTAL BASE / NON-BASE	\$310,700		

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EXPENDITURE SUMMARY by DEPARTMENT <i>Identify department service area to which recovery dollars will be allocated. Correlate these augmentations with the CSULB 2005-2008 Campus Goals</i>				EXPENDITURE INCREASE CATEGORIES		
ENROLLMENT SERVICES AND INFORMATION TECHNOLOGY				CATEGORY	FTE	TOTAL
	FTE	Base	Non-Base	Support Staff - Regular	6.50	\$ 311,500
Continued Mitigation				Support Staff - Temporary	4.00	127,000
Enrollment Services	1.00	\$ -	\$ 248,000	Management	0.00	-
Info. Tech. Services	2.00	44,600	145,800	Tenure/TT Faculty	0.00	-
				Full Time Lecturers	0.00	-
Subtotal	3.00	\$ 44,600	\$ 393,800	Part Time Lecturers (Pool includes TA's)	0.00	-
Restoration				Student Assistants & Other Personal Services	1	328,000
Enrollment Services	3.00	\$ 84,000	\$ 131,000	Total Personal Services	10.50	\$ 766,500
Info. Tech. Services	-	-	54,800	Operating Expenditures & Equipment		\$ 237,700
Subtotal	3.00	\$ 84,000	\$ 185,800	TOTAL AUGMENTATION		\$ 1,004,200
New Requirement				<i>Fund Source Recap</i>		
Enrollment Services	4.50	\$ -	\$ 296,000	BASE GENERAL FUNDS		\$ 128,600
Subtotal	4.50	\$ -	\$ 296,000	NON-RECURRING ALLOCATION		455,600
				DIVISION CARRYOVER		420,000
TOTAL	10.50	\$ 128,600	\$ 875,600	TOTAL FUNDS		\$ 1,004,200
TOTAL BASE / NON-BASE			\$1,004,200			

¹ This category includes Student Assistant and additional pay items for other employees such as: shift differential, overtime, stipends & hourly wages not included in other personal service expenditure categories.

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ENROLLMENT SERVICES

	FTE	Base	Non-Base
Continued Mitigation			
● Mitigate the reduction of student assistant support for peak processing periods. (2003/04 and 2004/05 RPP)	-	\$ -	\$ 113,500
● Mitigate the reduction of seasonal temporary agency hires and overtime. (2004/05 RPP)	-	-	85,500
● Mitigate the reduction in phone positions for which RPP discontinued one-time funding.	1.00	-	43,000
● Mitigate the cut of the Student Aid Guide for new students and the placement of ads in the 49er.	-	-	6,000
Restoration			
● Restore 3 of the 4.75 frozen positions (1 Student Relations, 1 Imaging, and 1 Articulation Support). (2003/04 RPP)	3.00	\$ 84,000	\$ -
● Restore seasonal temporary agency hires for peak processing periods. (2003/04 RPP)	-	-	40,000
● Restore staff development and travel funds. (2003/04 RPP)	-	-	10,000
● Restore Student Assistant Funds to continue quality control of the Permanent Record Card imaging project. (two-year anticipated completion period)	-	-	81,000
New Requirement			
● Provide one-time funding to augment the PeopleSoft Student Adm. Programming staff	1.00	\$ -	\$ 80,000
● Provide funding to eliminate back-log in transfer credit evaluations. (two-year anticipated completion period)	3.00	-	100,000
● Provide one-time funding to return graduation processing to the timely processing cycle level prior to PeopleSoft.	0.50	-	24,000
● Provide PC, Server, and Equipment replacement for the imaging and other critical systems to support quality services.	-	-	92,000
Subtotal	8.50	\$ 84,000	\$ 675,000

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INFORMATION TECHNOLOGY SERVICES

	FTE	Base	Non-Base
Continued Mitigation			
<ul style="list-style-type: none"> Mitigate reduction of base funding for .50 Operating Systems Analyst, .50 Telecommunication Customer Support, and 1.0 Web-development positions. (2004/05 RPP) 	2.00	\$44,600	70,900
<ul style="list-style-type: none"> Mitigate base reduction of Information Technology Services' general OE&E in support of desk top computers, servers, supplies, and emergency equipment replacement funds that were mitigated with internal funds in 2004/05. 	-	-	74,900
Restoration			
<ul style="list-style-type: none"> Restore general OE&E within IMA program areas that have been reduced in prior years reductions before 2004/05, as well as additional cost from increased enrollment. 	-	-	54,800
Subtotal	<u>2.00</u>	<u>\$ 44,600</u>	<u>\$ 200,600</u>
TOTAL	<u>10.50</u>	<u>\$ 128,600</u>	<u>\$ 875,600</u>
TOTAL BASE / NON-BASE		\$1,004,200	

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FINANCIAL MANAGEMENT	FTE	Base	Non-Base
Continued Mitigation			
Cashiering			
• Mitigate the cut in temporary staffing to enable us to continue the extended evening hours at our service windows.	1.00	\$ -	\$ 30,000
Financial Aid Business Office			
• Mitigate the cut in temporary staffing to enable us to keep our loan delinquency rate below the penalty threshold and maintain our financial aid funding.	1.00	-	30,000
Student Account Services			
• Mitigate the cut in student help to enable our staff to continue providing timely service to students both in-person and over the telephone.	-	-	20,000
All Departments			
• Mitigate cuts in training funds to keep our technical staff current with the rapidly evolving technological environment.	-	-	40,000
Subtotal	2.00	\$ -	\$ 120,000
Restoration			
Financial Management Information Systems			
• Restore one Analyst/Programmer position to enable us to respond to help desk inquiries and custom reporting requests in a timely manner.	1.00	\$ 63,000	\$ 8,300
General Accounting			
• Restore student assistant hours enabling reconciliations to be completed in a timely manner.	-	-	20,000
Purchasing			
• Restore one Buyer position to enable the processing of Purchase Orders and Public Works contracts in a timely manner.	1.00	-	50,000
Subtotal	2.00	\$ 63,000	\$ 78,300
New Requirement			
Cashiering			
• Respond to the need for increased service window access due to enrollment growth by adding additional temporary staff.	0.50	\$ -	\$ 25,000
Student Account Services			
• Respond to the need for increased service levels both for in-person and telephone inquiries due to enrollment growth by adding additional student assistants.	-	-	20,000
Subtotal	0.50	\$ -	\$ 45,000
TOTAL	4.50	\$ 63,000	\$ 243,300
TOTAL BASE / NON-BASE		\$306,300	

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PHYSICAL PLANNING AND FACILITIES MANAGEMENT				CATEGORY	FTE	TOTAL
	FTE	Base	Non-Base	Support Staff - Regular	3.50	\$ 146,904
Continued Mitigation				Support Staff - Temporary	6.45	231,261
Phys Plan & Fac Mgt	-	\$ 1,400	\$ 17,074	Management	0.50	40,000
Facilities Management	3.85	15,000	138,468	Tenure/TT Faculty	0.00	-
Deferred Maintenance	-	-	33,608	Full Time Lecturers	0.00	-
University Police	-	-	4,750	Part Time Lecturers (Pool includes TA's)	0.00	-
Subtotal	3.85	\$ 16,400	\$ 193,900	Student Assistants & Other Personal Services	0.00	30,000
Restoration				Total Personal Services	10.45	\$ 448,165
Deferred Maintenance	-	\$ -	\$ 291,392	Operating Expenditures & Equipment		\$ 507,835
Facilities Management	5.10	110,000	126,743	TOTAL AUGMENTATION		\$ 956,000
Physical Planning	1.00	50,000	-	<i>Fund Source Recap</i>		
Phys Plan & Fac Mgt	-	-	79,315	BASE GENERAL FUNDS		\$ 199,400
University Police	-	-	25,250	NON-RECURRING ALLOCATION		706,400
Subtotal	6.10	\$ 160,000	\$ 522,700	DIVISION CARRYOVER		50,200
New Requirement				TOTAL FUNDS		\$ 956,000
Facilities Management	-	\$ -	\$ 40,000			
Phys Plan & Fac Mgt	0.50	23,000	-			
Subtotal	0.50	\$ 23,000	\$ 40,000			
TOTAL	10.45	\$ 199,400	\$ 756,600			
TOTAL BASE / NON-BASE			\$956,000			

³ This category includes Student Assistant and additional pay items for other employees such as: shift differential, overtime, stipends & hourly wages not included in other personal service expenditure categories.

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PHYSICAL PLANNING AND FACILITIES MANAGEMENT

	FTE	Base	Non-Base
Continued Mitigation			
<i>Physical Planning & Facilities Management</i>			
<ul style="list-style-type: none"> Mitigate operating expense reductions for consulting, engineering and feasibility studies, Miller House, etc. 	-	1,400	17,074
<i>Facilities Management</i>			
<ul style="list-style-type: none"> Mitigate Custodial Weekend and Saturday Restroom Cleaning reductions. Allows a basic level of custodial services for Saturday restroom cleaning and classrooms and restores summer office cleaning to occupied offices and major cleaning activities. 	1.75	\$ -	\$ 72,776
<ul style="list-style-type: none"> Mitigate Saturday Grounds Services reductions. Provides for staff on Saturday as needed to provide litter pick up and trash removal on campus. 	0.70	-	20,692
<ul style="list-style-type: none"> Mitigate Pest Control and Weed Abatement reductions. Restore funding to support in-house and contract duties to respond to pest control, weed abatement and fertilization issues. 	0.40	15,000	-
<ul style="list-style-type: none"> Mitigate Painter reduction. Restore a minimal level of maintenance painting for handrails, graffiti removal, rust prevention and high priority public areas. 	1.00	-	45,000
<i>Deferred Maintenance</i>			
<ul style="list-style-type: none"> Mitigate Deferred Maintenance reductions. Backlog exceeds \$75M. Funds are used to replace roofs, heating, ventilation and AC systems, sidewalks, underground utilities and major road repairs, etc. 	-	-	33,608
<i>University Police</i>			
<ul style="list-style-type: none"> Mitigate Community Service Officer Program (CSO) reductions. Mitigating prior reductions to CSO program allows for more escorts, exterior lighting checks, emergency phone checks and building checks. 	-	-	4,750
Subtotal	3.85	\$ 16,400	\$ 193,900
Restoration			
<i>Deferred Maintenance</i>			
<ul style="list-style-type: none"> Restore funding for Deferred Maintenance. Backlog exceeds \$75M. Funds are used to replace roofs, heating, ventilation and AC systems, sidewalks, underground utilities and major road repairs, etc. 	-	-	291,392
<i>Facilities Management</i>			
<ul style="list-style-type: none"> Restore Associate Director to provide support for ongoing operations and evening and weekend emergency response needs and special event coordination. 	0.50	\$ 40,000	\$ -

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PHYSICAL PLANNING AND FACILITIES MANAGEMENT

	FTE	Base	Non-Base
Restoration (continued)			
<ul style="list-style-type: none"> ● Restore Facilities Worker & OE: Restoration of this position will reduce backlogs for basic maintenance items such as repair to broken windows, lighting replacement, etc. The current backlog of over 60 broken windows, window blinds, and lights-out complaints have grown over the year. 	1.00	50,000	-
<ul style="list-style-type: none"> ● Restore Saturday Grounds Services funding. Provides for staff on Saturday as needed to provide litter pick up and trash removal on campus. 	-	-	4,374
<ul style="list-style-type: none"> ● Restore Pest Control and Weed Abatement funding to support in-house and contract duties to respond to pest control, weed abatement and fertilization issues. 	0.60	20,000	-
<ul style="list-style-type: none"> ● Restore Locksmith position to allow for reinstatement and enhancement of scheduled and preventive maintenance programs for ADA access doors, entry doors and routine services to the over 20,000 doors and associated hardware on campus. 	1.00	-	45,000
<ul style="list-style-type: none"> ● Restore Sunday Grounds Services. This position will provide basic services on campus for litter pick up, trash removal and supplemental routine grounds maintenance services on Sunday and during the week to enhance the campus grounds appearance. 	1.00	-	32,500
<ul style="list-style-type: none"> ● Restore Fire Controls Position. This position provides code required maintenance and support to the campus-wide fire alarm system. 	1.00	-	44,869
Physical Planning			
<ul style="list-style-type: none"> ● Restore Professional Staff: The position in the Planning Office will provide drafting support services for the professional staff to update and maintain the operational drawings database needed for campus maintenance and modification. 	1.00	50,000	-
Physical Planning & Facilities Management			
<ul style="list-style-type: none"> ● Restore funding for the operating expense budget for consulting, engineering and feasibility studies, Miller House, training, etc. 	-	-	79,315
University Police			
<ul style="list-style-type: none"> ● Restore funding for the Community Service Officer Program (CSO) to FY 2002-03 levels. 	-		25,250
Subtotal	6.10	\$ 160,000	\$ 522,700

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PHYSICAL PLANNING AND FACILITIES MANAGEMENT

	FTE	Base	Non-Base
New Requirement			
<i>Facilities Management</i>			
<ul style="list-style-type: none"> Provide for Custodial Contract Escalation. Due to increases in workers compensation, regional economic conditions relative to entry level pay scales, and required adjustment for annual contract renewal, additional allocations are required to sustain the same level of basic custodial service or reduce service commensurate with funding levels. 	-	\$ -	\$ 40,000
<i>Physical Planning & Facilities Management</i>			
<ul style="list-style-type: none"> Provide one half the funding for Analyst Programmer. The number of systems, departments, and equipment supported by this area continues to grow. This half-time augmentation will allow the department to meet day-to-day basic needs of the users of the many systems supported by this group. 	0.50	23,000	-
Subtotal	0.50	\$ 23,000	\$ 40,000
TOTAL	10.45	\$ 199,400	\$ 756,600
TOTAL BASE / NON-BASE		\$	956,000