

CALIFORNIA STATE UNIVERSITY, LONG BEACH
2006-07 RESOURCE PLANNING PROCESS
FORMS 3 & 3A SUMMARY AUGMENTATION STATEMENT

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

DIVISION OF ADMINISTRATION AND FINANCE					
		RECOVERY FUNDS - FORM 3		FORM 3A	
	FTE	Base	Non-Base	Carryover	
Continued Mitigation					
Budget & HR Management	2.25	\$ 55,000	\$ 36,000	\$ 12,000	
Enrollment Services	2.00	67,000	244,200	173,000	
Financial Management	3.00	63,500	115,700	-	
Information Technology Services	2.00	83,500	30,416	-	
Physical Planning & Facilities Mgmt	6.75	288,144	283,600	110,000	
University Services	0.70	59,250	-		
Subtotal	16.70	\$ 616,394	\$ 709,916	\$ 295,000	
Restoration of Services					
Budget & HR Management	1.25	\$ 7,650	\$ 56,700	\$ 11,250	
Enrollment Services	1.50	43,600	4,400	-	
Financial Management	1.00	-	58,300	-	
Information Tech Svcs	1.00	-	99,784	-	
Physical Planning & Facilities Mgmt	1.00	-	141,400	20,000	
University Services	1.00	-	-	49,068	
Subtotal	6.75	\$ 51,250	\$ 360,584	\$ 80,318	
New Requirements					
Budget & HR Management		\$ -	\$ 5,000	\$ -	
Enrollment Services	1.00	48,200	-	50,000	
Financial Management	1.50	60,100	18,000	-	
Information Tech Svcs		-	-	-	
Physical Planning & Facilities Mgmt	5.00	106,256	190,000	-	
University Services	2.00	-	93,000	43,152	
Subtotal	9.50	\$ 214,556	\$ 306,000	\$ 93,152	
TOTAL	32.95	\$ 882,200	\$ 1,376,500	\$ 468,470	

CALIFORNIA STATE UNIVERSITY, LONG BEACH
2006-07 RESOURCE PLANNING PROCESS
FORM 3 - DETAIL AUGMENTATION STATEMENT
Includes Base Augmentation and One-Time, Nonrecurring Recovery Allocation.

IMPACT STATEMENTS

Identify department service area and activity to which recovery dollars will be allocated.

Budget and Human Resources Management

	FTE	Base	Non-Base
Continued Mitigation			
Payroll Services			
<ul style="list-style-type: none"> • Mitigate the loss of 2.0 staff positions in the payroll office to meet workload demands due to an increasing workforce. (Priority 1) 	2.00	\$ 40,000	\$ 36,000
Staff Employee Relations			
<ul style="list-style-type: none"> • Unfunded costs required to fully staff this function. (Priority 2) 	0.25	\$ 15,000	-
Subtotal	2.25	\$ 55,000	\$ 36,000
Restoration of Services			
Benefits & Staff Human Resources			
<ul style="list-style-type: none"> • To meet the continued workload demands & improve efforts to attract the most diverse & best qualified candidates for employment at CSULB, we will reinstate a position vacated due to budget cuts to specialize as a recruitment manager. (Priority 3) 	1.00	\$ 7,650	\$ 56,700
Subtotal	1.00	\$ 7,650	\$ 56,700
New Requirements			
Budget & HR Management - All Areas			
<ul style="list-style-type: none"> • Maintenance contract for new imaging system acquired with non-base recovery funds last fiscal year. (Priority 4) 	-	\$ -	\$ 5,000
Subtotal	-	\$ -	\$ 5,000
TOTAL	3.25	\$ 62,650	\$ 97,700

TOTAL BASE / NON-BASE

\$160,350

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
2006-07 RESOURCE PLANNING PROCESS
FORM 3A - PROPOSED USE OF DIVISION CARRYOVER**

IMPACT STATEMENTS

Identify department service area and activity to which available carryover funding will be allocated.

Budget and Human Resources Management

	FTE		Non-Base
Continued Mitigation			
<i>HR Technology Support</i>			
<ul style="list-style-type: none"> • <i>Continue to respond to desktop computing requirements, imaging services and PeopleSoft HR testing requirements. Partial funding of a currently hired full time position.</i> 	0.25	\$	12,000
Subtotal	0.25	\$	12,000
 Restoration of Services			
<i>Budget Management</i>			
<ul style="list-style-type: none"> • <i>Supplement budget to provide temporary help to meet workload demands. Restores budget to fund a part time position.</i> 	0.25	\$	11,250
Subtotal	0.25	\$	11,250
 TOTAL CARRYOVER APPLIED TO RECOVERY PLAN			 \$ 23,250

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Enrollment Services			
	FTE	Base	Non-Base
Continued Mitigation			
<i>Enrollment Services</i>			
• <i>Mitigate the reduction in phone inquiry response positions. (Priority 1)</i>	1.50	\$ 43,000	
• <i>Funding to maintain timely undergraduate graduation processing. (Priority 2)</i>	0.50	\$ 24,000	
• <i>Mitigate the cut of the Student Aid Guide for new students and the placement of ads in the 49er. (Priority 6)</i>	-		\$ 6,000
• <i>Mitigate the reduction of staff development and travel funds. (Priority 7)</i>	-		\$ 10,000
• <i>Mitigate the reduction of seasonal temporary hires and overtime for peak processing periods. (Priority 8)</i>	-	-	\$ 114,700
• <i>Mitigate the reduction of student assistant support. (Priority 9)</i>	-		\$ 113,500
Subtotal	2.00	\$ 67,000	\$ 244,200
Restoration of Services			
<i>Academic Support and Student Relations</i>			
• <i>Restore transfer credit evaluator position to provide timely transfer credit evaluations. (Priority 4)</i>	1.00	\$ 33,000	
• <i>Restore half-time position to improve phone call responsiveness. (Priority 5)</i>	0.50	\$ 10,600	\$ 4,400
Subtotal	1.50	\$ 43,600	\$ 4,400
New Requirements			
<i>Evaluation and Records</i>			
• <i>Increase support for Transfer Credit Equivalency Rule Building to Support the CSU Lower Division Transfer Program (LDTP). (Priority 3)</i>	1.00	\$ 48,200	
Subtotal	1.00	\$ 48,200	\$ -
TOTAL	4.50	\$ 158,800	\$ 248,600
TOTAL BASE / NON-BASE		\$407,400	

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Enrollment Services

	FTE		Non-Base
Continued Mitigation			
<i>Enrollment Services</i>			
• <i>Provide PC, Server, and Equipment replacement for the imaging and other critical systems to support quality services.</i>	-	\$	92,000
• <i>Student Assistant Funds to complete the quality control of the Permanent Record Card imaging project.</i>	-	\$	81,000
Subtotal			\$ 173,000
 New Requirements			
<i>Enrollment Services</i>			
• <i>Develop an analysis of facility opportunities and modeling capabilities in relation to the long-term enrollment and facilities plans.</i>		\$	30,000
• <i>Develop interface between CCCTran project and Enrollment Services Imaging System to support electronic transmission of transcripts from Community Colleges to CSULB.</i>		\$	20,000
Subtotal			\$ 50,000
 TOTAL CARRYOVER APPLIED TO RECOVERY PLAN		 \$	 223,000

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IMPACT STATEMENTS			
<i>Identify department service area and activity to which recovery dollars will be allocated.</i>			
Financial Management			
	FTE	Base	Non-Base
Continued Mitigation			
Bursar's Office			
<ul style="list-style-type: none"> Provide for an Admin Analyst/Specialist-Exempt I position in the Bursars Office to ensure that Student Accounts Services continue to provide timely service to students both in-person and over the telephone and to ensure that the Cashiering Office is able to continue their extended evening hours at our service windows. (Priority 3) 	1.00	\$ 13,500	\$ 41,500
<ul style="list-style-type: none"> Provide for an Accounting Technician II position in the Financial Aid Business Office and keep our loan delinquency rate below the penalty threshold and maintain our financial aid funding. (Priority 5) 	1.00	-	\$ 34,200
Procurement & Support Services			
<ul style="list-style-type: none"> Provide for a Buyer III position in the Purchasing Department to ensure the timely processing of Purchase Orders for the campus community. (Priority 2) 	1.00	\$ 50,000	
All Departments			
<ul style="list-style-type: none"> Provide training funds to keep our technical staff current with the rapidly evolving technological environment. (Priority 6) 	-	-	\$ 40,000
Subtotal	3.00	\$ 63,500	\$ 115,700
Restoration of Services			
Controller's Office			
<ul style="list-style-type: none"> To restore an Accounting Technician III to the Accounts Payable Department and restore the timely payment of Invoices and Travel Claims. (Priority 4) 	1.00		\$ 38,300
Procurement & Support Services			
<ul style="list-style-type: none"> To restore support for Mail "Lookup" Services from a prior year cut. (Priority 7) 	-	-	\$ 20,000
Subtotal	1.00	\$ -	\$ 58,300
New Requirements			
Controller's Office			
<ul style="list-style-type: none"> An additional Administrative Analyst/Specialist - Exempt II to assist with the growing system demands in the area of GAAP and FIRMS reporting. (Priority 1) 	1.00	\$ 60,100	
FMIS			
<ul style="list-style-type: none"> An additional half-time Equipment Systems Specialist to assist existing Equipment Systems Specialist with computer hardware and software maintenance and upgrades within Financial Management. (Priority 8) 	0.50	-	\$ 18,000
Subtotal	1.50	\$ 60,100	\$ 18,000
TOTAL	5.50	\$ 123,600	\$ 192,000
TOTAL BASE / NON-BASE		\$315,600	

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Identify department service area and activity to which recovery dollars will be allocated.

Information Technology Services

	FTE	Base	Non-Base
Continued Mitigation			
Network Services			
<ul style="list-style-type: none"> To mitigate our Network Analyst-Career positions to meet continued infrastructure workload demands and improve network security. (Priority 1) 	2.00	\$ 83,500	\$ 30,416
Subtotal	<hr/> 2.00	<hr/> \$ 83,500	<hr/> \$ 30,416
Restoration of Services			
Network Services			
<ul style="list-style-type: none"> Restore a Network Analyst-Expert for supervisory help to meet continued infrastructure workload demands and improve network security. (Priority 2) 	1.00		\$ 80,000
Administrative Computing Services			
<ul style="list-style-type: none"> Operating expenses to support desktop computing, servers, purchase supplies and emergency equipment replacement. (Priority 3) 			\$ 19,784
Subtotal	<hr/> 1.00	<hr/> \$ -	<hr/> \$ 99,784
TOTAL	<hr/> 3.00	<hr/> \$ 83,500	<hr/> \$ 130,200
TOTAL BASE / NON-BASE		\$213,700	

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Physical Planning & Facilities Management

	FTE	Base	Non-Base
Continued Mitigation			
Facilities Management			
• Provide for increases for contracted custodial services provider. (Priority 1)	-	\$ 40,000	
• Provide for grounds staff on Saturday and Sunday to provide litter pick-up and trash removal on campus to support campus weekend activities (non events). (Priority 2)	2.00	\$ 59,581	
• Provide a second painter position to provide a minimal level of maintenance painting for handrails, graffiti removal, rust prevention, and high priority public areas. (Priority 3)	1.00	\$ 46,575	
• Provides a locksmith position for 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. (Priority 4)	1.00	\$ 46,575	
• Provide a controls specialist position to comply with code required maintenance and testing of campus-wide fire alarm system. (Priority 5)	1.00		\$ 46,439
• Provide for a basic level of custodial services for Saturday restroom cleaning and classrooms and restores summer office cleaning to occupied offices and major cleaning activities. (Includes \$32,584 for Contract Zone) (Priority 11)	1.75		\$ 75,323
• Restore elevator maintenance to pre-reduction levels. This contract increase will increase service levels by approximately 25% to 40 elevators in state-supported buildings. (Priority 13)	-		\$ 59,243
University Police			
• Maintain Community Service Officer (CSO) services to the campus community for the purposes of escorts to areas throughout campus, providing safe passage. (Priority 12)	-		\$ 30,000
Physical Planning and Facilities Management			
• Operating expense to provide staff training and development, consulting and engineering contracts, and provide for software maintenance. (Priority 14)	-	\$ 95,413	\$ 15,476
Deferred Maintenance			
• Partially mitigate deferred maintenance budget to provide funding to continue addressing the substantial backlog of deferred maintenance projects on campus. (Priority 15)	-		\$ 57,119
Subtotal	6.75	\$ 288,144	\$ 283,600

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Physical Planning & Facilities Management

	FTE	Base	Non-Base
Restoration of Services			
Construction Management			
<ul style="list-style-type: none"> • Assistant Construction Manager / Inspector. Fund critical position for ongoing services required to manage and inspect multiple, complex construction projects. (Priority 8) 	1.00		\$ 85,000
Facilities Management			
<ul style="list-style-type: none"> • Operating Expense. For staff development and supplies and replacement equipment requirements. (Priority 15) 	-		\$ 46,400
University Police			
<ul style="list-style-type: none"> • Operating Expense. For staff training requirements and vehicle operation and maintenance. (Priority 16) 	-		\$ 10,000
Subtotal	1.00	\$ -	\$ 141,400
New Requirements			
Facilities Management			
<ul style="list-style-type: none"> • Afternoon / evening litter pick-up and trash disposal. Provide for an additional grounds position to empty trash cans and pick up litter in high-use areas during the day including: the Library, LA Building Corridors, PSY, Science buildings, Fine Arts, Education, MHB, Theatre, COB, BH, Horn Center, PE, Engineering, FCS, Nursing, SHS, SSPA, Dance, Music, CPAC and the Pyramid. (Priority 6) 	1.00	\$ 33,924	
<ul style="list-style-type: none"> • Afternoon / evening restroom services. Provides for staff (\$52,332) and contracted services (\$20,000) to provide additional service in high-use restrooms during the week to clean restrooms throughout campus, and to collect litter at building entrances and hallways. (Priority 7) 	2.00	\$ 72,332	
Physical Planning			
<ul style="list-style-type: none"> • Director of Planning and Design Services. This position will fulfill a critical need to administer and provide oversight of all project management activities associated with nearly 100 non-capital projects including tracking projects, budgets and contractual agreements with external design consultants, required plan reviews, as well as to manage the process of securing qualified bids and make contract awards. (Priority 9) 	1.00		\$ 95,000
<ul style="list-style-type: none"> • Project Manager. Due to the increase in capital activity this position is required to help the campus obtain capital projects and to manage projects once initiated. (Priority 10) 	1.00		\$ 95,000
Subtotal	5.00	\$ 106,256	\$ 190,000
TOTAL	12.75	\$ 394,400	\$ 615,000
TOTAL BASE / NON-BASE	\$1,009,400		

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FORM 3A - PROPOSED USE OF DIVISION CARRYOVER**

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Physical Planning & Facilities Management

	FTE		Non-Base
Continued Mitigation			
<i>Physical Planning and Facilities Management</i>			
• <i>Offset escalating costs and requirements for software maintenance. (Priority 1)</i>	-	\$	46,000
• <i>Required for development of the required Campus Master Plan update. (Priority 3)</i>	-	\$	64,000
Subtotal	-	\$	110,000
 Restoration of Services			
<i>Physical Planning</i>			
• <i>Temporary employee to assist project managers with the escalating numbers of projects. (Priority 2)</i>	-	\$	20,000
Subtotal	-	\$	20,000
 TOTAL CARRYOVER APPLIED TO RECOVERY PLAN		 \$	 130,000

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University Services

	FTE	Base	Non-Base
Continued Mitigation			
Internal Auditing Services			
<ul style="list-style-type: none"> • Complete the base funding of the Senior Internal Auditor position hired in 05/06. This position provides staffing to meet workload needs associated with routine audits and special investigations. (Priority 1) 	0.70	\$ 59,250	\$ -
Subtotal	-	\$ 59,250	\$ -
New Requirements			
Safety, Risk Management, and Information Security			
<ul style="list-style-type: none"> • Assistant Information Security Coordinator will provide support to the Information Security Officer in developing, implementing, communicating, and training faculty and staff employees on the campus' information security policies, processes, and procedures. This position is also responsible for investigating security incidents and ensuring campus compliance with state security breach notification law. (Priority 2) 	1.00		\$ 46,152
<ul style="list-style-type: none"> • Associate Director will provide management of the campus environmental health, occupational safety, environmental compliance, hazardous materials response, and urban search and rescue readiness programs. This new position will relieve the director of the direct oversight of these activities thus providing the director with the time to address the responsibilities of administering the campus' information security program as well as focus attention on improving campus risk management services. The balance of the position is funded from carry over savings. (Priority 3) 	0.45		\$ 46,848
Subtotal	1.45	\$ -	\$ 93,000
TOTAL	1.45	\$ 59,250	\$ 93,000
TOTAL BASE / NON-BASE	\$152,250		

