

CALIFORNIA STATE UNIVERSITY, LONG BEACH

2007-08 RESOURCE PLANNING PROCESS

FORM 3 - SUMMARY AUGMENTATION STATEMENT

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

DIVISION OF ADMINISTRATION AND FINANCE

RECOVERY FUNDS - FORM 3

	FTE	Base	Non-Base	Carryover
Continued Mitigation				
Enrollment Services	0.15	\$ 102,798	\$ 217,729	\$ -
Financial Management	1.00	62,578	30,148	24,852
Human Resources Management	2.00	40,877	56,700	-
Information Technology Services	1.40	62,444	47,972	-
Physical Planning & Facilities Mgmt	5.75	286,157	328,995	35,000
University Services	3.00	50,246	89,091	64,700
Subtotal	13.30	\$ 605,100	\$ 770,635	\$ 124,552
Restoration of Services				
Enrollment Services	0.00	\$ -	\$ -	\$ -
Financial Management	1.00	-	39,000	-
Human Resources Management	0.00	-	-	-
Information Technology Services	0.00	-	62,745	-
Physical Planning & Facilities Mgmt	1.00	10,000	101,113	415,000
University Services	0.00	-	-	-
Subtotal	2.00	\$ 10,000	\$ 202,858	\$ 415,000
New Requirements				
Enrollment Services	0.25	\$ 20,000	\$ -	\$ -
Financial Management	1.00	30,000	95,000	15,000
Human Resources Management	1.00	-	15,777	49,500
Information Technology Services	0.00	-	-	-
Physical Planning & Facilities Mgmt	1.00	-	95,000	100,000
University Services	0.00	-	-	-
Subtotal	3.25	\$ 50,000	\$ 205,777	\$ 164,500
TOTAL	18.55	\$ 665,100	\$ 1,179,270	\$ 704,052

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FORM 3 - DETAIL AUGMENTATION STATEMENT**

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IMPACT STATEMENTS

Identify department service area and activity to which recovery and carry-over dollars will be allocated. A priority number should also be assigned to each expenditure item.

Enrollment Services

	FTE	Base	Non-Base	Carryover
Continued Mitigation				
Enrollment Services				
• Complete mitigation of half-time position to improve phone call responsiveness. (Priority 1)	0.15	\$ 4,400		
• Mitigate the reduction of seasonal temporary hires and overtime for peak processing periods. (Priority 3)	-	\$ 82,398	\$ 32,229	
• Mitigate the reduction of staff development and travel funds. (Priority 4)	-	\$ 10,000		
• Mitigate the cut of the Student Aid Guide for new students and the placement of ads in the 49er. (Priority 5)	-	\$ 6,000		
• Mitigate the reduction of student assistant support. (Priority 6)	-		\$ 113,500	
• Provide PC, Server, and Equipment replacement for the imaging and other critical systems to support quality services. (Priority 7)	-		\$ 72,000	
Subtotal	0.15	\$ 102,798	\$ 217,729	\$ -
New Requirements				
Evaluation and Records				
• Increase support for Degree Audit Rule Building to Support the Facilitating	0.25	\$ 20,000		
Subtotal	0.25	\$ 20,000	\$ -	\$ -
TOTAL	0.40	\$ 122,798	\$ 217,729	\$ -
TOTAL BASE / NON-BASE / CARRY-OVER			\$340,527	

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Financial Management

	FTE	Base	Non-Base	Carryover
Continued Mitigation				
Bursar's Office				
• Provide for an Admin Analyst/Specialist-Exempt I position, restored in the prior year, 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 2)	1.00	\$ 42,578		
• Student Assistant/temp help to ensure One-Stop service. (Priority 7)	-			\$ 15,000
Procurement & Support Services				
• To provide support for Mail "Lookup" services. (Priority 3)	-	\$ 20,000		
All Departments				
• Provide training funds to keep our technical staff current with the rapidly evolving technological environment. (Priority 6)	-		\$ 30,148	\$ 9,852
Subtotal	<hr/> 1.00	<hr/> \$ 62,578	<hr/> \$ 30,148	<hr/> \$ 24,852
Restoration of Services				
Controller's Office				
• To restore an Accounting Technician III to the Accounts Payable Department and restore the timely payment of Travel Claims. (Priority 1)	1.00		\$ 39,000	
Subtotal	<hr/> 1.00	<hr/> \$ -	<hr/> \$ 39,000	<hr/> \$ -
New Requirements				
Bursar's Office				
• An additional Administrative Analyst/Specialist - Exempt I to provide Student Financials documentation/training and web support. (Priority 5)	1.00		\$ 50,000	
• Replace stanchions for Cashiering Lines. (Priority 8)	-		\$ 10,000	
• Financial Aid award reconciliation software and set-up. (Priority 9)	-			\$ 15,000
Procurement & Support Services				
• Pitney Bowes mail equipment lease increase. (Priority 4)	-	\$ 30,000		
• Package Tracking system for Mail/Receiving. (Priority 10)	-		\$ 35,000	
Subtotal	<hr/> 1.00	<hr/> \$ 30,000	<hr/> \$ 95,000	<hr/> \$ 15,000
TOTAL	<hr/> 3.00	<hr/> \$ 92,578	<hr/> \$ 164,148	<hr/> \$ 39,852
TOTAL BASE / NON-BASE / CARRY-OVER			\$296,578	

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Human Resources Management

	FTE	Base	Non-Base	Carryover
Continued Mitigation				
Payroll Services				
<ul style="list-style-type: none"> Complete mitigation of the loss of 2.0 staff positions in the payroll office to meet workload demands due to an increasing workforce. (Priority 1) 	1.00	\$ 36,000		
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, the reinstated recruitment manager position vacated due to budget cuts will continue to be funding with base and non-base recovery funds. (Priority 2) 	1.00	\$ 4,877	\$ 56,700	
Subtotal	2.00	\$ 40,877	\$ 56,700	\$ -
New Requirements				
Staff Human Resources				
<ul style="list-style-type: none"> To address the need to provide current and future staff with competitive salaries based on accurate and up-to-date market driven data. We will purchase and utilize industry specific salary surveys that are the foundation for determining current market value for all staff positions, which is critical to retaining and hiring highly qualified staff (Priority 3) 	-		\$ 10,777	
HR Support Services				
<ul style="list-style-type: none"> Support the operations of a new employee housing assistance program. This service will assist faculty and staff in locating affordable housing and, in some cases, moving to the Long Beach area. (Priority 4) 	1.00			\$ 49,500
HR Management - All Areas				
<ul style="list-style-type: none"> Maintenance contract for new imaging system acquired with non-base recovery funds in fiscal year 2005-06. (Priority 5) 	-		\$ 5,000	
Subtotal	1.00	\$ -	\$ 15,777	\$ 49,500
TOTAL	3.00	\$ 40,877	\$ 72,477	\$ 49,500
TOTAL BASE / NON-BASE / CARRY-OVER			\$162,854	

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Information Technology Services

	FTE	Base	Non-Base	Carryover
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) 	0.40	\$ 30,416		
<ul style="list-style-type: none"> To mitigate a Network Analyst-Expert for supervisory help to meet continued infrastructure workload demands and improve network security. (Priority 2) 	1.00	\$ 32,028	\$ 47,972	
Subtotal	1.40	\$ 62,444	\$ 47,972	\$ -
Restoration of Services				
Administrative Computing Services				
<ul style="list-style-type: none"> Operating expenses to support desktop computing, servers, purchase supplies and emergency equipment replacement. (Priority 3) 	-		\$ 62,745	
Subtotal	-	\$ -	\$ 62,745	\$ -
TOTAL	1.40	\$ 62,444	\$ 110,717	\$ -
TOTAL BASE / NON-BASE / CARRY-OVER			\$173,161	

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Physical Planning and Facilities Management				
	FTE	Base	Non-Base	Carryover
Continued Mitigation				
Facilities Management				
<ul style="list-style-type: none"> • Provide a control specialist position to comply with code required maintenance and testing of campus-wide fire alarm system. (Priority 1) 	1.00	\$ 46,439		
<ul style="list-style-type: none"> • 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 2) 	1.75	\$ 75,323		
<ul style="list-style-type: none"> • 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 3) 	-	\$ 59,243		
<ul style="list-style-type: none"> • Operating Expense. For staff development and supplies and replacement equipment requirements. 	-		\$ 46,400	
University Police				
<ul style="list-style-type: none"> • Operating Expense. For staff training requirements and vehicle operation and maintenance. (Priority 5) 	-	\$ 10,000		
<ul style="list-style-type: none"> • Maintain Community Service Officer (CSO) services to the campus community for the purposes of escorts to areas throughout campus providing safe passage. (Priority 7) 	-		\$ 30,000	
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 project. (Priority 8) 	1.00		\$ 85,000	
Physical Planning and Facilities Management				
<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 manage the process to secure qualified bids and make contract awards. (Priority 4) 	1.00	\$ 95,152		
<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 9) 	1.00		\$ 95,000	
<ul style="list-style-type: none"> • Temporary employee to assist project managers with the escalating numbers of projects. (Priority 12) 				\$ 35,000
<ul style="list-style-type: none"> • Operating expense to provide staff training and development, consulting and engineering contracts, and provide for software maintenance. (Priority 15, 	-		\$ 15,476	
Deferred Maintenance				
<ul style="list-style-type: none"> • Partially mitigate deferred maintenance budget to provide funding to continue to address the substantial backlog of deferred maintenance projects on campus. (Priority 18) 	-		\$ 57,119	
Subtotal	5.75	\$ 286,157	\$ 328,995	\$ 35,000

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Physical Planning and Facilities Management				
	FTE	Base	Non-Base	Carryover
Restoration of Services				
University Police				
• Operating Expense. For staff training requirements and vehicle operation and maintenance. (Priority 6)	-	\$ 10,000		
• Restore Community Service Officer (CSO) services to the campus community for the purposes of escorts to areas throughout campus providing safe passage. (Priority 10)	-		\$ 18,000	
Construction Management				
• Summer Staffing to assist with providing inspection services and project management. (Priority 11)	-		\$ 5,221	\$ 50,000
Facilities Management				
• Restore Grounds Manager. (Priority 13)	1.00		\$ 55,392	
• Operating Expense. For staff development and supplies and replacement equipment requirements. (Priority 14)	-		\$ 15,000	
Physical Planning and Facilities Management				
• Operating Expense. For staff development and supplies and replacement equipment requirements. (Priority 17)	-		\$ 7,500	
Deferred Maintenance				
• Partially mitigate deferred maintenance budget to provide funding to continue to address the substantial backlog of deferred maintenance projects on campus. (Priority 19)	-			\$ 365,000
Subtotal	1.00	\$ 10,000	\$ 101,113	\$ 415,000
New Requirements				
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 7)	-			\$ 100,000
Facilities Management				
• Custodial Services - fund contractual increase in shift differential. (Priority 20)	-		\$ 20,000	
Physical Planning and Facilities Management				
• 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 21)	1.00		\$ 75,000	
Subtotal	1.00	\$ -	\$ 95,000	\$ 100,000
TOTAL	7.75	\$ 296,157	\$ 525,108	\$ 550,000
TOTAL BASE / NON-BASE / CARRY-OVER			\$1,371,265	

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University Services

	FTE	Base	Non-Base	Carryover
Continued Mitigation				
Safety, Risk Mgmt and Information Security				
<ul style="list-style-type: none"> Complete base funding for the Assistant Information Security Coordinator hired in 2006/07. This position provides support to the Campus Information Security Program 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 1) 	1.00	\$ 46,151		
<ul style="list-style-type: none"> Continue funding the Associate Director position hired in 2006/07. This position provides management of the campus environmental health, occupational safety, environmental compliance, hazardous materials response, and urban search and rescue readiness programs. This new position was created to relieve the director of the direct oversight of these activities, thus providing the director with the time to address the information security program. (Priority 2) 	1.00	\$ 4,095	\$ 89,091	\$14,000
<ul style="list-style-type: none"> Continue funding for the hazardous materials specialist position supporting the transport, packaging, and disposal of hazardous, biohazardous, radioactive, medical, electronic and university waste generated on campus in compliance with federal, state and local laws and regulations. This position will result in more timely response to critical assignments in the department. (Priority 3) 	1.00			\$50,700
Subtotals	3.00	\$ 50,246	\$ 89,091	\$64,700
TOTAL	3.00	\$ 50,246	\$ 89,091	\$64,700
TOTAL BASE / NON-BASE / CARRY-OVER			\$204,037	