

# California State University, Long Beach

## Resource Planning Process

### Glossary of Terms

*This glossary is provided to explain various terms and phrases specific to the CSU that are used in this Resource Planning Process document, and/or to provide references to websites where additional information or explanations may be found.*

*The State of California's glossary of budget terms is an additional reference. However, some terms used therein may not be common jargon or applicable to the CSU.*

[http://www.dof.ca.gov/HTML/BUD\\_DOCS/glossary.pdf](http://www.dof.ca.gov/HTML/BUD_DOCS/glossary.pdf)

#### **Academic Year (AY)**

For semester campuses, an academic year includes the fall and spring semesters, but not the state-supported Summer session. The college year includes summer, fall, and spring semesters.

#### **Academic Year Full-Time Equivalent Students (AY-FTES)**

The number of academic year full time equivalent students (FTES) at a semester campus is calculated by adding the student credit hours for the fall and spring semesters and dividing by 24 for graduate students and by 30 for all other students. It is the average enrollment over two semesters based on a full time equivalency of 12 credit hours per semester for graduate students and 15 credit hours per semester for all other students. This is a new change effective with the CY 2006-07 Governor's Budget. See term "Rebenching".

#### **Base Budget**

Base budget is a term used to distinguish the fixed amount of general fund resources allocated to the campus as compared to other variable, or non-recurring resources, also referred to as *non-base* budget. The amount of each campus' general fund base budget appropriation is reestablished each year as authorized by the CSU Board of Trustees in the Final Budget memo. The CSU Budget Office issues this memo when the Governor signs the Final Budget. In addition, the campus is responsible for reestablishing a base budget for its variable revenues that are collected in the general fund, by setting a minimum amount that it expects to collect.

The President establishes annual changes to the university's base budget after review of recommendations from the Resource Planning Process task force. Such changes are normally addressed in the annual President's Budget Message, issued at the beginning of the Fall semester.

The resources available for operating divisions during the annual Resource Allocation process in the Fall are comprised of the general fund state appropriation and those general fund revenues that are not pass-through to the units who earn the revenue (e.g. student health center fees, administrative deadlines, commencement and various class fees).

Additional information may be found:

[http://www.calstate.edu/Budget/FY\\_budget\\_info.shtml](http://www.calstate.edu/Budget/FY_budget_info.shtml)

[http://daf.csulb.edu/offices/univ\\_svcs/budget/budget\\_policy\\_proced\\_files/](http://daf.csulb.edu/offices/univ_svcs/budget/budget_policy_proced_files/)

#### **Baseline Access and Training Support (BATS)**

The CSU Technology Infrastructure Initiative (TII) launched the Baseline Hardware/Software Access, User Training and Support (BATS) project in 1996/97. BATS funding is intended to assist all CSU campuses in developing a "baseline" level of technology infrastructure capability; i.e. the capacity to assure every CSU student, faculty and staff member access to a networked desktop computer, personal productivity, and networking software and campus-specific applications, and training and technical support to use these resources effectively.

Additional information may be found at:

<http://www.csulb.edu/web/bats>

<http://its.calstate.edu/>

## **California Environmental Quality Act (CEQA)**

This statute, as amended January 1, 2005, requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

The statute and related information may be found at:  
<http://ceres.ca.gov/ceqa/>

## **Campus Information Technology Committee** (formerly University Information Technology Committee)

The 2002/03 Resource Planning Process task force recommended the establishment of the University Information Technology committee to address the expanded mission in planning for campus-wide information technology needs and recommendations for BATS funding allocations. This group was reformed this year as the Campus Information Technology Committee with the specific charge of developing a campus-wide IT plan. Other major issues being addressed by the CITC include ensuring access for all students, including those with disabilities, and ensuring the safety of confidential electronic information.

Visit the campus website at:  
[http://www.csulb.edu/divisions/aa/planning\\_enrollment/documents/CampusGoals06-09\\_.doc](http://www.csulb.edu/divisions/aa/planning_enrollment/documents/CampusGoals06-09_.doc)

## **Campus Physical Capacity**

Campus physical capacity (CPC) is defined as the academic year FTES (or college year FTES) that can be accommodated by the capacity space currently available on a campus. CPC may be equal to or less than the enrollment ceiling approved for a campus.

Capacity of campus facilities is usually expressed in terms of student stations, annual FTE student capacity, or office space. Capacity is calculated using the appropriate utilization measures and space standards approved by the state. The CSU uses an Assignable Square Feet/Full Time Equivalent (ASF/FTE) model, described in detail in the following document. A campus cannot request capital outlay funding that will add physical space if the project will result in exceeding the campus's physical capacity as published in its approved *physical master plan*.

Long Beach has a current campus physical capacity of 25,000 Academic Year FTES, which once exceeded will limit our ability to request capital outlay funding for new construction.

Additional information may be found at:  
[http://www.calstate.edu/CPDC/SUAM/Appendices/App\\_B-Restructure\\_Campus\\_Capacities.pdf](http://www.calstate.edu/CPDC/SUAM/Appendices/App_B-Restructure_Campus_Capacities.pdf)  
[http://www.calstate.edu/CPDC/Facilities\\_Planning/Space\\_Mgmt/Reports/Campus\\_Cap/2006/](http://www.calstate.edu/CPDC/Facilities_Planning/Space_Mgmt/Reports/Campus_Cap/2006/)  
<http://www.calstate.edu/CPDC/suam/SUAM9045-9050.pdf>

See Campus Physical Master Plan and Enrollment Ceiling.

## **Campus Physical Master Plan**

The array of physical facilities approved for planning, design and construction on land owned by the Trustees as part of a CSU campus. Once initially approved, the Trustees must approve all additions to the campus physical master plan. The campus physical master plan also includes the *enrollment ceiling* approved for the campus based upon the Environmental Impact Report (EIR) for the site.

The Board of Trustees requires that every campus have a physical master plan, showing existing and anticipated facilities necessary to accommodate specified levels of enrollment, in accordance with approved education policies and objectives. Each campus master plan reflects the ultimate physical requirements of academic programs and auxiliary activities. A related element, adopted by the Board, separate from the physical master plan, is the campus enrollment ceiling that specifies the maximum FTE for each campus at build-out.

Additional information may be found at:  
<http://www.calstate.edu/CPDC/suam/SUAM9007-9014.pdf>  
[http://www.csulb.edu/divisions/aa/planning\\_enrollment/#LongRangePlan](http://www.csulb.edu/divisions/aa/planning_enrollment/#LongRangePlan)  
[http://its.calstate.edu/documents/Data\\_Collection/I\\_Reports\\_MOS/mos3\\_2001/MOS\\_3-MasterPlanGoals.doc](http://its.calstate.edu/documents/Data_Collection/I_Reports_MOS/mos3_2001/MOS_3-MasterPlanGoals.doc)

### **Carryover Savings**

Each division is allowed to retain some or all of their unspent general fund budget balance at the close of the fiscal year. We refer to these balances that roll forward to the next fiscal year as carryover savings. Also referred to as *division reserves*, carryover savings are published in the Internal Budget document and labeled as *non-base budget allocations*.

Visit the campus website at:

[http://daf.csulb.edu/offices/univ\\_svcs/budget/budget\\_policy\\_proced\\_files/fy0607/Internal\\_Budget/index.html](http://daf.csulb.edu/offices/univ_svcs/budget/budget_policy_proced_files/fy0607/Internal_Budget/index.html)

### **Common Management System (CMS)**

CMS is a CSU initiative to bring state-of-the-art administrative services to students, faculty and staff. CMS utilizes the PeopleSoft Suite of software products for human resources, financial and student information processing. During Fiscal Year 2006-07 the campus has completed a major upgrade of the HRSA system to HCM 8.9.

Visit the campus website at:

<http://www.csulb.edu/divisions/af/cms/>

### **Compensation**

To recognize the salary increase commitments of the CSU collective bargaining agreements and CSU's Management Personnel Plan, the Resources and Requirements plan projects the amount of incremental cost of negotiated salary increases that go into effect during a given fiscal year.

### **Division Reserves**

Same as *carryover savings*

### **Enrollment Advisory Committee**

In the Fall of 1998, President Maxson and the Chair of the Academic Senate formed a small working group to begin the process of planning for a predicted enrollment surge in the next decade. This group is now referred to as the Enrollment Advisory Committee.

Visit the campus website at:

[http://www.csulb.edu/divisions/aa/planning\\_enrollment/#Enrollment](http://www.csulb.edu/divisions/aa/planning_enrollment/#Enrollment)

<http://www.csulb.edu/divisions/aa/reference/>

### **Enrollment Ceiling**

The California State University is experiencing significant enrollment growth that is likely to continue in coming years. The demand on the CSU is projected to increase by 100,000 additional students by 2011. With this increased enrollment demand, there will be increased external pressure to raise enrollment capacity. It is essential that campuses control this process and that any increase in the campus enrollment ceiling occur in a fashion that maintains the academic integrity of the campus.

Increasing the enrollment ceiling of a campus requires a revision of the campus master plan and this involves reviewing the physical capacity of the campus. While the enrollment ceiling of a campus certainly depends on physical capacity, it also must be responsive to the internal academic goals of the institution, including such things as campus mission and institutional identity, the range and mix of academic programs, number of majors and student diversity, and internal organization and cohesion.

Additional information may be found at:

<http://www.calstate.edu/AcadSen/Records/Resolutions/2002-2003/2604.shtml>

## **Enrollment Target**

The enrollment target is the total number of full-time equivalent students that a campus receives base budget funding for during a college year. The Board of Trustees will establish enrollment targets during the budget process with the intent to publicize campus enrollment targets ten months prior to the beginning of the academic year.

	2006/07 FTES Target	2007/08 FTES Target
Bakersfield	6,801	6,987
Channel Islands	2,225	2,411
Chico	14,886	15,097
Dominguez Hills	9,520	9,551
East Bay	12,515	12,384
Fresno	17,922	18,750
Fullerton	26,283	28,121
Humboldt	7,339	7,244
Long Beach	28,798	29,357
Los Angeles	17,371	17,784
Maritime Academy	951	1,036
Monterey Bay	3,867	3,710
Northridge	25,868	26,757
Pomona	18,246	18,650
Sacramento	23,435	23,327
San Bernardino	14,493	14,890
San Diego	29,148	29,733
San Francisco	24,309	24,894
San Jose	23,367	23,699
San Luis Obispo	17,643	18,074
San Marcos	6,528	7,361
Sonoma	7,297	7,609
Stanislaus	6,847	7,143
TOTAL Campus	345,659	354,569

Information about the CSU enrollment management policy can be found at:  
[http://www.calstate.edu/acadres/docs/CSU\\_Enroll\\_Mngment\\_Policy\\_Practices.pdf](http://www.calstate.edu/acadres/docs/CSU_Enroll_Mngment_Policy_Practices.pdf)

## **Final Budget**

Final Budget refers to the final enacted state budget and CSU allocations. Differentiated from the preliminary budget that is developed after the *Governor's Budget* and *May Revision* and the Legislative Budget Recommendations received by the Governor in June. See *Governor's Budget*.

## **General Fund**

The General Fund has existed since the beginning of the state as a political entity. It is the government's major source of funds used for most of its activities. Under this fund, various special accounts are created and reserved for particular activities. Chapter 942/77 provides for the treatment of these accounts as other governmental funds for Accounting and Budgeting purposes effective July 1, 1978.

Usage of this fund varies in accordance with legislative authorizations and governing statutes. Except for various constitutional and statutory authorizations without further legislative action, the General Fund is appropriated on a yearly basis. Income to the fund varies in accordance with the governing statutes. A detailed listing is contained in the Governor's Budget and the Controller's Annual Report.

Additional information may be found at:  
[http://www.dof.ca.gov/HTML/Budgt04-05/BudgetSum04/DescFndClssfctns\\_04-05.pdf](http://www.dof.ca.gov/HTML/Budgt04-05/BudgetSum04/DescFndClssfctns_04-05.pdf)

## **Governor's Budget (January)**

The State Constitution requires that the Governor submit a budget to the Legislature by January 10. It provides for a balanced budget in that, if the proposed expenditures for the budget year exceed estimated revenues, the Governor is required to recommend the sources for the additional funding. We refer to this budget as the Governor's Budget.

The budget process for California defies a simple concise definition. It is a process rather than a product. It is not the development of the Governor's Budget, the Legislature's enactment of a budget, or the executive branch's administration of the budget. Rather, it is the combination of all of these phases with all the ramifications and influences of political interactions, relationships with federal and local governments, public input, natural events, legal issues, the economy, initiatives and legislation, etc. Although the size and complexity of California and the dynamics of the process make it difficult to establish and maintain an orderly process, these very reasons necessitate an orderly formalized process.

By constitutional requirement, the Governor's Budget must be accompanied by a Budget Bill itemizing recommended expenditures that shall be introduced in each house of the Legislature. The Constitution also requires that the Legislature pass the bill by June 15. It is not uncommon for the Legislature to miss this deadline.

The following web references summarize the major steps and procedures of California's budget process:

[http://www.dof.ca.gov/HTML/BUD\\_DOCS/Bud\\_link.htm](http://www.dof.ca.gov/HTML/BUD_DOCS/Bud_link.htm)

[http://www.dof.ca.gov/HTML/BUD\\_DOCS/budenact.pdf](http://www.dof.ca.gov/HTML/BUD_DOCS/budenact.pdf)

## **Health Benefits Maintenance**

To recognize the costs required to cover health benefit costs for employees who are compensated from general fund accounts, the Resources and Requirements plan projects the incremental amount of funding necessary to cover the cost of employer-paid benefits that will go into effect in a given fiscal year.

## **Higher Education Compact**

The Higher Education Compact is an agreement between Governor Schwarzenegger, the University of California, and the California State University for the period 2005-06 through 2010-11. It commits to a long-term resource plan for UC and CSU that addresses base budget allocations, enrollment, student fees and other key program elements for 2005-06 through 2010-11. In exchange for this long-term stability, UC and CSU commit to focusing their resources to address long-term accountability goals for enrollment, student fees, financial aid, and program quality. To allow appropriate monitoring of progress toward these goals, UC and CSU commit to providing student and institutional outcome data in numerous program areas including program efficiency, utilization of system wide resources, and student-level information.

The details of this Compact are contained in the attached:

<http://www.calstate.edu/BudgetCentral/110504compact.shtml>

## **Mandatory Costs**

A typical cost of doing business that is unavoidable is referred to as mandatory. These costs normally include negotiated compensation increases, benefit costs, energy and utility cost increases, insurance premiums, worker's compensation contributions to the CSU risk pool, and maintenance costs of new building space.

## **May Revision**

The May Revision is an annual update to the Governor's Budget containing a revised estimate of General Fund revenues for the current and ensuing fiscal years, any proposals to adjust expenditures to reflect updated revenue estimates, and all proposed adjustments to Proposition 98, presented by the Department of Finance to the Legislature by May 14 of each year.

2007-2008 May Revision of Governor's Budget related to Higher Education is contained in the attached:

<http://www.ebudget.ca.gov/Revised/StateAgencyBudgets/6015/agency.html>

## **Net State Support**

Another commonly used reference to the total available general fund budget is the term *net state support*.

## **Non-base Budget Allocations**

Non-base budget is a term to distinguish one-time temporary resources which are not added to base budgets. *Carryover savings* are a type of non-base budget allocation.

## **Non-resident Tuition (NRT)**

The additional fee assessed to students who do not meet the State of California residency requirement. Students need to meet particular requirements to pay in-state tuition (SUF), which is significantly lower than out-of-state tuition (NRT). The requirements are: (1) have attended high school in California for at least 3 full years; (2) have graduated from a California high school or received the equivalent; and (3) be enrolled as a new or continuing student at a CSU campus. If students are without lawful immigration status, they must also file an affidavit with a CSU campus stating that they have filed an application with the INS to legalize their immigration status or that they will do so as soon as they are eligible. The attached link identifies current residency requirements:

Visit the campus website at:

<http://www.csulb.edu/depts/enrollment/admissions/residency.html>

The NRT fee rate is \$226/quarter unit & \$339/semester unit (added to the Basic Registration Fee) with Academic year maximum of \$10,170.

## **One-Time, Temporary Resources**

See *Non-base budget allocations*.

## **PERS Retirement Rate Change**

CalPERS uses contributions of the employer and the employee and income from investments to pay for employee retirement benefits. Employee and employer contributions are a percentage of applicable employee compensation. The employer contribution is set annually by CalPERS based on annual actuarial valuations. The employee contribution is 5% of salary for Miscellaneous Tier 1 members and 8% for some Peace Officer/Firefighter members (Public Safety Management and Firefighters only) less an exclusion allowance for coordination with Social Security. For eligible CSU Public Safety (R08) employee Peace Officer/Firefighter members, the CSU currently pays for both the employer and employee contributions.

### **CSU Contribution Rates for CalPERS Retirement Coverage – Fiscal Year 2007/08**

Effective July 1, 2007, the CSU retirement contribution rates for employees covered by the following CalPERS member Categories are as follows:

<b>Member Category</b>	<b>CSU Employee Group</b>	<b>2007/08 Employer Rate</b>
State Police Officer/Firefighter	Unit 8	33.552%*
State Police Officer/Firefighter	MPP Directors & Lieutenants	25.552%
State Miscellaneous Tier 1	All Other CSU Employees	16.663%

\*Includes 8% employee contributions rate paid by CSU.

## **Rebenching**

The UC and the Governor have historically calculated graduate FTE based upon 12 units; however, the CSU has always calculated graduate FTE using 15 units. Effective Fiscal Year 2006-07, the CSU has adopted the historical calculation methodology for calculating Graduate FTES. Since the definition for Graduate FTES has changed, prior year information was rebenched i.e. recalculated in order to present comparative FTE data.

## **Revenues and Reimbursements**

The following revenues and reimbursements have been budgeted and collected in the general fund as required by Education Code and CSU Fee Policy:

Revenue	Reimbursement	Base Budget	Pass-through
State University Fee		X	
Non Resident Tuition		X	
Application Fee		X	
Student Health Fee			X
ID Card			X
Commencement Fee			X
Transcripts		X	
Library Fines		X	X – excess of base
Late Fees			X
Course Fees			X
Late Registration Fee		X	
Bad Check Fee			X
	Concurrent Enrollment	X	
	Contracts & Grants	X	
	Federal Admin Allowances	X	
	Special Funds Overhead		X

Base Budget = fungible/available for allocation

Pass-through = allocated to department or division, i.e. the fee has entitlement.

## **Revenue Management Program (RMP)**

The Governor's budget for FY2006-2007 established the authority for the California State University to collect and administer all university student fee revenues through the CSU trust fund (State fund 0948). This creates the possibility of significant improvements in operating efficiencies throughout the CSU. The CSU has a unique opportunity and obligation to re-engineer critical financial operations. The CSU will also have a responsibility to manage the cash flows from fee collections to support campus operations and to optimize investment earnings.

Additional information may be found at:

[http://www.calstate.edu/BF/rmp/rmp\\_home.shtml](http://www.calstate.edu/BF/rmp/rmp_home.shtml)

## **State University Fee (SUF)**

State University Fee is the amount of tuition a resident student pays to attend the California State University. The SUF for a full time student is shown below:

Academic Year	Under-graduate	Graduate Teacher Credential	Graduate
2007-08	\$2,772	\$3,216	\$3,414
2006-07	\$2,520	\$2,922	\$3,102
2005-06	\$2,520	\$2,922	\$3,102
2004-05	\$2,334	\$2,706	\$2,820

In addition, all students pay campus fees that vary campus-by-campus and average \$678 system-wide (see link below). At CSULB, other mandatory student fees (paid by all students) total \$344 for academic year 2007-08. Note that certain courses may charge other special fees that are not included in this amount.

Non-resident students pay the State University Fee, non-resident fee and campus fees.

The following chronology gives the full-time (and part-time) undergraduate resident CSU SUF fee (including the total when campus fees are included).

[http://www.calstate.edu/budget/FeeEnrll\\_Info/FeeInfo/Campus\\_Mand\\_Fees/06-07mandfees.pdf](http://www.calstate.edu/budget/FeeEnrll_Info/FeeInfo/Campus_Mand_Fees/06-07mandfees.pdf)

Academic Year	Full-time (part-time)	Average Total Fees
	<b>Systemwide Fees</b>	
2006-07	\$2,520 (\$1,464)	\$3,199
2005-06	\$2,520 (\$1,464)	\$3,164
2004-05	\$2,334 (\$1,356)	\$2,648
2003-04	\$2,046 (\$1,188)	\$2,572
2002-03	\$1,572 (\$912)	\$2,070
2001-02	\$1,428 (\$828)	\$1,877
2000-01	\$1,428 (\$828)	\$1,839
1999-00	\$1,428 (\$828)	\$1,832
1998-99	\$1,506 (\$876)	\$1,890
1997-98	\$1,584 (\$918)	\$1,946
1996-97	\$1,584 (\$918)	\$1,935
1995-96	\$1,584 (\$918)	\$1,892
1994-95	\$1,584 (\$918)	\$1,853
1993-94	\$1,440 (\$834)	\$1,604
1992-93	\$1,308 (\$756)	\$1,460
1991-92	\$936 (\$540)	\$1,080
1990-91	\$780 (\$450)	\$920
1989-90	\$708 (\$408)	\$845
1988-89	\$684 (\$396)	\$815
1987-88	\$630 (\$366)	\$754
1986-87	\$573 (\$333)	\$680
1985-86	\$573 (\$333)	\$666
1984-85	\$573 (\$333)	\$658
1983-84	\$612 (\$342)	\$692
1982-83	\$410 (\$279)	\$505
1981-82	\$251.50 (\$221.50)	\$319

### **State University Grant (SUG)**

The State University Grant Program was established by the State of California under the Budget Act of 1982, Chapter 326. Its creation was consistent with legislative intent and recommendations contained in the Report of the Chancellor's Task Force on a New Student Fee and Financial Aid Program (December, 1981). The State University grant program is budgeted in the General Fund. The amount of SUG funds is increased annually by one-third of the marginal cost revenue estimated for enrollment growth, or one-third of the revenue attributable to a SUF rate change. Campuses receive an allocation based on enrollment targets and student need.

Additional information may be found at:

[http://www.csulb.edu/depts/enrollment/financial\\_aid/grants.html](http://www.csulb.edu/depts/enrollment/financial_aid/grants.html)

[http://www.calstate.edu/AR/fa\\_programs.shtml](http://www.calstate.edu/AR/fa_programs.shtml)

### **University Contingency Reserve**

Year-end balances held in university-wide programs are made available as a university contingency reserve to address deterioration in the budget or other emergencies that may arise. Any unspent amount at the end of a fiscal year will carry forward to address the next year's budget process. These funds are of a one-time, non-recurring nature and are attributable to savings from a variety of programs including benefits, compensation, utilities and general reserves. Excess revenue that results from collections above the base revenue budget requirements for SUF, NRT and Application fees also contribute to the contingency reserve.

### **University Wide Budgets**

Resources that are held centrally to cover mandatory costs, special programs that benefit the entire campus and or campus reserves are held in program budgets referred to as "University Wide." These funds are administered by various division managers who have fiduciary responsibility and accountability for the programs. Each year these division managers report to RPP. Any unspent balances at year-end are made available to the entire campus.