



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

November 2005

The Fall 2005 semester is well under way with a record student headcount enrollment of 35,040, the highest in the CSU system. The impact of this growth will be significant for campus operations, but we will continue to maintain our high service standards. Here is an update on activities, projects and events in the Division of Administration and Finance.

As always, your thoughts and perspectives on administration and finance issues are welcomed and encouraged. Please do not hesitate to let me know if you have questions or would like additional information.

Willie J. Hagan

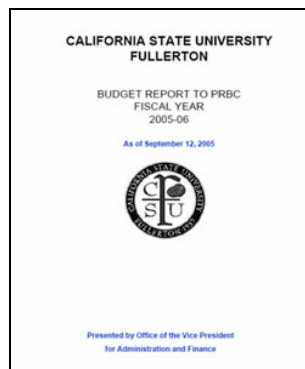
Vice President for Administration and Finance/CFO

University Budget for 2005-06

CSUF's 2005-06 General Fund baseline budget allocation is \$268,214,333. Divisional allocations, as approved by President Gordon based on recommendations from the Planning Resource and Budget Committee, are as follows:

President	\$ 1,382,272
Academic Affairs	\$ 107,040,892
Administration and Finance	\$ 18,000,026
Student Affairs	\$ 14,648,454
Executive Vice President	\$ 2,417,274
Budget Planning & Strategy	\$ 415,984
Advancement	\$ 3,130,992
Information Technology	\$ 7,723,833
All University	\$ 101,304,606*
Reimbursed Activities	\$ 12,150,000
 Total CSUF Budget for 2005-06	 \$ 268,214,333

*Includes benefits, utilities, deferred maintenance, insurance, university grants and scholarships.



To view the University's budget report submitted to the Planning Resource and Budget Committee, click here
<http://finance.fullerton.edu/Budget/BudgetReport/2005-06BudgetReport.pdf>.

Information on the System-wide CSU budget, as well as revenue and expenditure assumptions, can be found at:
http://www.calstate.edu/budget/2005_06BudIndex/05_06BudInfo.shtml

Classroom Renovation Plan

Planning is under way for a 5-year \$3 million classroom renovation and furniture replacement plan which will begin implementation in Spring 2006. Funded jointly by Academic Affairs and Administration and Finance, the plan calls for replacing furniture in 136 classrooms, and renovating an additional 136 classrooms over the next 5 years. The plan also includes renovation of two large lecture halls in McCarthy Hall (MH-513 and MH-682). Associate Vice President, Facilities Management, Jay Bond, and Associate Vice President, Academic Programs, Ray Young, will finalize the details of this classroom renovation plan. To see a one page summary of the plan, click here:

<http://vpadmin.fullerton.edu/Newsletters/ClassroomRenovationPlan.pdf>.

Tax Compliance

Most of you are probably unaware of our efforts in the area of tax compliance. Greg Sweet, Tax Compliance Manager, is responsible for ensuring compliance with federal and state tax laws and regulations concerning the university and its auxiliary organizations. A recent internal compliance review resulted in recovery of approximately \$115,000 in tax exemptions from unleaded/diesel fuel, telephones and cell phones, and software purchases. A new tax compliance website is under development which will provide information on taxes related to non-resident alien employment, purchases, unrelated business income, and fringe and excess benefits.

Salary Increases

The 2005-06 budget included salary increases for faculty and staff for the first time in several years. Negotiations with the California Faculty Association (CFA) have concluded and all full and part time faculty have received a 3.5% salary increase retroactive to July 1, 2005. Staff salary increases are still in negotiation with most bargaining units. Once settlements are reached, increases will be processed retroactive to July 1, 2005.

Part-Time Faculty Hiring

As a result of best practices analysis in conjunction with CMS implementation, Human Resources has been able to streamline existing processes for hiring part-time faculty. Departments input data directly into CMS and, once all appropriate approvals have been obtained, the system generates the contract which can be sent to the part-time faculty member either electronically or in hard copy. This new functionality is expected to greatly accelerate and improve the part-time faculty hiring process.

Benefits Portal

The CSUF Faculty-Staff Portal now contains personal and benefits information for all full and part-time faculty and staff (see the screen shot below). Click on My Personal Profile to view and update personal information such as home address, telephone numbers, and emergency contact information. Certain job and benefits information can also be viewed. Leave balances will be available in the near future. If you have difficulty accessing your portal or benefits information, please contact the campus Help Desk at 7777.



Screen shot of new Benefits Portal

Business Officer Institute

In response to the increasing complexity of managing the University's financial resources, the Division of Administration and Finance is developing a comprehensive Business Officer Institute training program. The Institute will be available to seasoned and novice financial managers and professional staff, University employees whose job duties include financial management, or University employees who wish to gain financial knowledge and expertise in order to serve the University in these positions. A Steering Committee is being formed to develop the format, curriculum and content of the program, and identify individuals who can serve as trainers.

Direct Deposit for Student Assistants

Payroll Services has expanded the direct deposit program to include student assistants who can now have their paychecks deposited electronically to their bank accounts. The benefits to the students include fewer trips to the bank or cash checking facilities and potential eligibility for free banking services.

Information Security

As part of our ongoing effort to inform the campus about information security issues, campus employees were advised in September about ways to protect personal information from identity theft. The full text of the message can be read at: <http://infosecurity.fullerton.edu/PresentationsAndArticles/ProtectingYourPersonalInfo.pdf>.

Identity Theft Assistance

Are you a victim of identity theft? If you believe another person has used your personal information to commit a crime, steal money or use your credit card, please contact John Beisner, Director of University Risk Management, at extension 4937. The University may be able to provide resources to cover some of the costs associated with restoring your credit, including recovery of lost wages and costs for certified mail, notaries, re-application fees, long distance telephone calls and reasonable legal fees.

Campus Emergency Number

In addition to the Campus Operation and Emergency Closure Information line **(714) 278-4444**, which is updated weekly, a toll-free emergency information line **1-877-278-1712** has been established. During a campus-declared emergency, employees can call either number to hear recorded information and instructions.

Auxiliary Services Corporation Name Change

The Cal State Fullerton Foundation has changed its name to the CSU Fullerton Auxiliary Services Corporation to more accurately reflect its role and scope.

University Heights

Construction is about to begin on CSUF's new 42-unit housing development for faculty and staff, located near the intersection of Harbor and Brea Boulevards in downtown Fullerton. The CSU Fullerton Housing Authority will establish eligibility criteria over the next few weeks and home sales will begin in Spring 2006. Construction is scheduled to be completed in December 2006. Information on how to qualify to purchase one of these homes will soon be available at www.csufhomes.org.

Pepsi vs. Coke

Since 1992, only Pepsi products have been available for purchase at CSUF, the result of the university's first exclusive beverage bottling agreement. That agreement generated approximately \$300,000 annually and supported a variety of campus programs including athletics and fundraising. The current contract with Pepsi expires at the end of December 2005. A committee was established to develop and issue an RFP for a beverage contractor with whom the campus will enter into an exclusive agreement for 5-10 years. Both Pepsi and Coke have submitted proposals in response to the RFP and a campus decision regarding the preferred beverage provider will likely be made by the end of November. The new contract will be effective January 1, 2006.

Textbook Rental Program

The Titan Shops Textbook Rental Program, which began in Spring 2005 with two textbooks, expanded in Fall 2005 to eight textbooks in eight classes, including Art 380, Accounting 201B, Marketing 351, Business Communication 201, Chemistry 100, Geology 102, Management 340 and Math 40. Approximately 50% of the students in these classes participated in the textbook rental program and approximately 2,000 books were rented. The program will continue to expand to offer an alternative to high textbook costs and we anticipate that 4,000 students will be able to rent 20 titles in Spring 2006.

Construction Projects Updates

In our last newsletter, we provided updates on a variety of campus construction projects including the Performing Arts Center, the Steven G. Mihaylo Hall College of Business and Economics building, the State College Parking Structure, the Arboretum Visitor Center, and the Student Recreation Center. These projects continue to proceed on track. Highlights about these and other current and completed construction projects are available at:

http://d-c.fullerton.edu/project_highlights/index.htm.



Performing Arts Concert Hall (opening January 2006)

Higher Education Issues of Interest

The January 31, 2005 edition of the Wall Street Journal identified 10 key trends in higher education. We list them here for your consideration.

- **Costs keep rising** – tuition increases are resulting in a greater demand for financial aid and a bidding war for star faculty to raise standings in college ratings guides.
- **Economic Diversity is endangered** – colleges are competing for top students who then edge out economically disadvantaged students.
- **Merit merits aid** – grants awarded for academic merit or athletic talent are growing faster than grants based on need.
- **A new look** - building booms are related to amenities such as wellness centers, food courts, student unions.
- **Where the money is** – new sources of tuition assistance are being explored such as neighborhood banks and Rotary Clubs.
- **Doubling up** – because of space considerations, competency assessments in lieu of classes and e-learning programs are being developed.
- **For-profits are a growing force** – the University of Phoenix now enrolls 228,000 students.
- **Maximizing majors** – universities are creating tailor-made interdisciplinary programs to attract prospective students.
- **Teaching's in fashion** – more universities are emphasizing teaching over research.
- **New Partners** - the "investor" list is being broadened to include taxpayers and developers.

Read the entire article here:

<http://vpadmin.fullerton.edu/Newsletters/WallStreetJournal-01-2005.pdf>.

Divisional Strategic Planning

The Division of Administration and Finance held a strategic planning Retreat in October to launch its strategic planning initiative. Following a presentation by consultant Nate Dickmeyer on Integrating Strategic Planning and Financial Management within the Division of Administration and Finance, divisional managers discussed overarching goals for the division and internal and external linkages that could be established or improved to enhance functions. A Steering Committee is being formed to guide the development of a strategic plan for the division.



*Division of Administration and Finance Strategic Planning Retreat, October 2005
Nate Dickmeyer, Discussion Leader; Sue Lasswell, Facilitator*

The Division of Administration and Finance hopes that you are having a productive and enjoyable Fall semester!