# **Self-Support**



# California State University, Los Angeles Self-Supporting Funds Budget Summary

# Fiscal Year: 2016-2017

Division	Graduate Business Professional Fee	Ed.D. in Educational Leadership	CalState TEACH	Professional and Global Education	Student Health Center	Parking Fines	Parking Fees	Housing Services	Totals
President									\$ 
Academic Affairs	\$ 1,436,813	\$ 1,250,870	\$ 2,164,700	\$ 18,265,843					\$ 23,118,226
Information Technology Services									\$ 
Student Life					\$ 5,296,557				\$ 5,296,557
Administration and Finance						\$ 916,787	\$ 5,737,411	\$ 6,605,914	\$ 13,260,112
University Advancement									\$ 
Total	\$ 1,436,813	\$ 1,250,870	\$ 2,164,700	\$ 18,265,843	\$ 5,296,557	\$ 916,787	\$ 5,737,411	\$ 6,605,914	\$ 41,674,895



#### **FISCAL YEAR 2016-2017**

RAP-2B

#### SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: College of Business and Economics Academic Affairs SF001 Graduate Business Professional Fee Dr. Edward Hsieh

#### **Mission Statement**

The Graduate Business Professional Fee serves to support program growth as well as professional and scholarly development of faculty, staff and students under the AACSB guidelines of accreditation.

1. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

6.1 Enrollment growth in professional master's degree programs in business, consistent with campus strategic plans.

6.2 Growth in enrollment diversity in such programs, including improved representation of persons of modest financial means, improved representation of persons from currently underrepresented groups, and a more balanced gender representation among students.

6.3 Support for students through such means as providing internships and placement assistance at the completion of their graduate business programs.

6.4 Improvements in faculty recruitment and retention rates.

6.5 For programs that seek accreditation by the Association to Advance Collegiate Schools of Business International, maintenance of accredited status.

#### 2. Measurable Outcomes - How is Success Defined?

Success can be measured on the metrics defined under the AACSB accreditation guidelines. These include: higher graduation rates, more internships and placement, higher pass rate of professional tests, higher faculty qualification ratios, higher admission and enrollment growth, etc.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

The Graduate Business Professional Fee will continue to be used in the following areas: 1. Support faculty scholarly development (number of presentations at professional conferences, number of peer reviewed journal articles published, AACSB faculty qualification ratios); 2. Support staff professional development (number of conferences, workshops, or seminars attended); 3. Support student professional development (number of competitions attended and rankings, number of professional presentations at conferences, number of internships, job placement).

#### 4. Assessment Method – How will the outcomes identified in #2 be specifically measured?

Outcomes can be measured mainly on the metrics defined under the AACSB accreditation guidelines. These include: graduation rates, internships and placement, pass rate of professional tests, faculty qualification ratios, admission and enrollment growth, etc.

CALIFORNIA STATE UNIVERSITY, LOS ANGELE	ES
<b>RESOURCE ALLOCATION PLAN - FISCAL YEAR</b>	



# RAP-2B: ANNUAL BUDGET SELF-SUPPORT OPERATIONS - FY

2016-2017

Dept./Auxiliary

Graduate Business Professional Fee Academic Affairs

Division:

Fund Description: SF001

# REVENUES

Operating	g Revenue:		
Account	Description		
660843	Prior Year Balance	\$ 777	,371
660830	Summer Revenue	84	,111
660830	Fall Revenue	399	,364
660830	Spring Revenue	399	,364
	Minus 25% Financial Aid Set Aside	(220)	,710)
	Sub-Total	\$ 1,439	,500
Other Rev	venue:		
Account	Description		
	Sub-Total	\$	-
	Total Revenue	\$ 1,439	,500

# EXPENDITURES

Doerating	g Expense:	
Account	Description	
601103	Graduate Assistant	\$ 20,00
601201	MPP	150,91
601303	Student Assistant	15,000
601801	F/T Faculty	450,000
601852	Special Consultant	60,000
601854	F/T Support Staff	394,498
606800	Travel In-State	32
606801	Travel In-State-Faculty	50,000
606803	Travel Mileage-Faculty	5
606820	Travel Out-Of-State	30,000
606821	Travel Out-Of-State-Faculty	90,000
608005	Subscription	20,00
613001	Contractual Services	21
616003	Info Tech Software	50,000
660017	Advertising and Promotional	100,000
660959	Meeting Expense	6,000
	Sub-Total	\$ 1,436,813
Other Exp	pense:	
Account	Description	
		-
	Sub-Total	\$ -

S	le Expense:	

	Total Expenditures	\$	1,436,813
	Sub-Total	\$	-
			-
Account	Description		

1 otal Expenditures	Þ	1,430,013
Net Surplus/(Deficit)	\$	2,688



**FISCAL YEAR 2016-2017** 

RAP-2B

#### SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: Applied and Advanced Studies in Education/EdD Academic Affairs SF001 Education Doctorate Dr. Andre-Bechely/Rosa Cessna

#### **Mission Statement**

**Core Values and Program Goals -** The Ed.D. in Educational Leadership at CSULA is built around four program goals.

- Justice. Educational Leadership in the Service of Justice, Access and Social Change.
- **Knowledge**. Leadership Grounded in Knowledge and Expertise in Teaching, Learning and Organizational Change.
- Critical Reflection. Critical Inquiry and Reflection Embedded in Leadership Practice.
- **Engagement**. Leadership that Engages with the Broader Community.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

Operate a doctoral program in educational leadership (EdD) in accordance with CSU policy and state mandates in the Charter College of Education. Provide advising, mentoring and instructional services to doctoral students including teaching, and supervision of students' dissertation research, and foster a doctoral culture among faculty and students. Graduate practitioner/scholars who have earned the Education Doctorate and who will apply what they learned from their research to educational challenges and reforms in the arenas which they find themselves in.

#### 2. Measurable Outcomes - How is Success Defined?

Retention, persistence, graduation and time to degree rates of students enrolled in the EdD program.

Outside review and evaluation of the quality of completed dissertations.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

EdD Directors, staff Admin Support Coordinator, Division Chair, maintain service and support for EdD faculty and students through the Doctoral Program Office, conduct recruitment activities, process admissions and enrollment, organize and coordinate various activities that support a doctoral culture such as travel to research conferences and on campus research symposium, assist with and monitor program planning and graduation requirements, etc.

Doctoral faculty are reassigned from their teaching duties in other college programs to teach courses for the EdD program, faculty teaching Lab courses provide ongoing advisement for doctoral students, dissertation chairs earn 4 units and dissertation committee members earn .5 unit or professional development funds for supervising doctoral students' dissertation research.

Representing Cal State L.A., graduates and current students participate in research symposiums and research conferences sharing findings from their research projects. Plans are underway to implement a Leadership Fellows Program for graduates of the EdD program in which Fellows participate in mentoring and program enhancement activities with current students for a one year appointment.

4. Assessment Method - How will the outcomes identified in #2 be specifically measured?

Ongoing collection of different cohort enrollment data for first three years, continued data collection on students who remain enrolled in the program beyond three years, data on students who withdraw from the program, graduation rates both by cohort and for all students completing the doctorate, careful monitoring of time to degree data.

Completed dissertations will be reviewed and evaluated biennially by outside scholars or practitioners who hold a doctorate to provide the program with data on quality of dissertations produced in the EdD program.



#### **RAP-2B: ANNUAL BUDGET** SELF-SUPPORT OPERATIONS - FY 2016-2017

Dept./Auxiliary

Charter College of Education/Education Doctorate

**Division:** 

Academic Affairs

Fund Description: SF001

		REVENUES	
Operatin	g Revenue:		
Account	Description		
660840	Prior Yr Balance	\$	535,000
660830	Financial Aid Set-Aside		(82,874)
660830	Summer Tuition		218,454
660830	Fall Tuition		316,263
660830	Spring Tuition		294,027
660830	Library Support		(30,000)
	Sub-Total	\$	1,250,870
Other Re	venue:		
Account	Description		
	Sub-Total	\$	-
	Total Revenue	\$	1,250,870
		EXPENDITURES	
Oporatio	g Expense:		
Account	Description		
601303	Student Assistant	\$	28,160
601303	Academic F/T	Φ	219,040
601804	Academic Salaries - Extra Qtr		102,075
601812	P/T Faculty -Chargeback to Dean's Of		212,400
601854	F/T Support Staff		116,869
604001	Telephone Usage		200
606801	Travel-In State-Faculty		10,000
606820	Travel - Out Of State		30,000
619822	Instructional Equip Under 5000		3,000
660017	Advertising and Promotional Pu		5,000
660802	Contra Acct-Mail Services		200
660820	Printing		500
660830	Supplies and Services		517,426
660855	UAS Dining Services		6,000
	Sub-Total	\$	1,250,870
Other Ex	pense:		
Account	Description		
	Sub-Total	\$	-
	ide Expense:		
Account	Description		
	Sub-Total	\$	-

Total Expenditures	\$	1,250,870
Net Surplus/(Deficit)	\$	-



FISCAL YEAR 2016-2017

RAP-2B

SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: CCOE/CalState TEACH Academic Affairs SF001 CCOE/CalState TEACH Dr. Ernest Black

**Mission Statement** 

Preparing creative, collaborative and reflective teachers for California's future.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

CalState TEACH is an online CSU teacher preparation program that prepares candidates for a Preliminary Multiple Subject Credential. This credential qualifies candidates to teach in self-contained general education classrooms in California. CalState TEACH is a statewide program with regional offices at Fresno State, CSU Monterey Bay, and CSU Los Angeles. The program is part of the Teacher Education and Public Schools Program based out of the Office of Chancellor reporting directly to Joseph A. Aguerrebere, the Interim Vice Chancellor of Teacher Education and Public Schools Program. Additional information can be found at the CalState TEACH website at <u>www.calstateteach.net</u>.

#### 2. Measurable Outcomes - How is Success Defined?

Success is two-fold. Success can be determined by the numbers of credentials recommended by the CalState TEACH program. The State of California also looks at the numbers of teacher candidate who take and pass CSET, RICA, and CalTPA or edTPA and the number of attempts it took to pass. CalState TEACH has close to a 95% pass rate. However, a deeper level of success as defined by the US Department of Education is based on K-12 student improvement. The K-12 student improvement is primarily founded in base line results for the Common Core testing. Our program, to that end, could define success on how our program completers fare in the K-12 classroom environment in the role as teacher. We will choose to look at success by observing both of those barometers.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

Sustainability can be met by continuing to increase our number of students. We have consistently done this through adverstising, word of mouth, outreach by both the director and faculty, and participation and presentation at conferences. We have spent over \$30,000 in advertising this year and in past years as much as \$60,000. This has yielded an increase of approximately 100 applicants each term this fiscal year. In addition to increasing our number of students, we also want to increase the professional development of our faculty. We want to ensure that our faculty continue to gain knowledge in the trends hat help all K-12 children succeed and focus our efforts on developing these skills. Our cutting edge program that uses technology as a means of educated teacheres and, in essence, K-12 students, provides teacher candidates with the opportunity to learn self-paced and virtually. This allows CalState TEACH to provide a quality education with little overhead.

#### 4. Assessment Method – How will the outcomes identified in #2 be specifically measured?

We will look at the percentage of teacher candidates who have passed RICA and edTPA as our measurable outcome. We will determine if the trend of percentage of candidates who pass each term increases. edTPA is a new culmination examination that is used in many states across the country. We will compare the California cut score of 49 to the actual score of our teacher candidates to determine how we fare within the State of California. Based on this knowledge, we can determine how the CalState TEACH curriculum should adjust to meet the needs of the teacher candidate and reach the goal of surpassing the cut score. We are in our first term of providing edTPA as a culmination examination.



#### **RAP-2B: ANNUAL BUDGET REQUEST FORM** SELF-SUPPORT OPERATIONS - FY 2016-2017

Dept./Auxiliary

CCOE/CalState TEACH Academic Affairs

**Division:** 

Fund Description: SF001

	REVENUES	
Operatin	g Revenue:	
Account	Description	
660843	Prior Year Balance	
660830	Materials (Summer)	\$ 30,000
660830	Materials (Fall)	150,000
660830	Materials (Spring)	100,000
660830		476,000
	Tuition (Summer)	
660830	Tuition (Fall)	878,850
660830	Tuition (Spring)	634,800
	Sub-Total	\$ 2,269,650
Other Re	venue:	
Account	Description	
660830	CPO-Fullerton	
660830	Application Fees	\$ 16,500
660830	Faculty reimbursement	25,000
	Sub-Total	\$ 41,500
	Total Revenue	\$ 2,311,150
	EXPENDITURES	
Onoratin	a Evnanca	
Account	g Expense:	
	Description	
601201	MPP	\$ 125,000
601303 601812	Student Assistant P/T Faculty	9,000 950,000
601854	Staff	150,000
603004	Benefits	750,000
604001	Telephone	350
606800	Travel, in-state	8,500
606802	Travel, mileage	900
606820	Travel, out of state	2,500
606801	Travel, in-state faculty	12,000
606803 606804	Travel, mileage faculty Travel, Meeting Expenses	8,000 500
606821	Travel, out of state faculty	5,000
613001	Contractual Services	5,000
619811	Furniture	25,000
619812	Equipment	25,000
619813	Equipment	4,500
619821	Instructional Equipment	4,000
619822	Instructional Equipment	4,000
660017	Advertising Space Pontal	1,500 250
660041 660800	Space Rental Postage	500
660820	Printing	250
660822	Copier	450
660830	Supplies and Services	5,000
660839	Office Max	2,500
660873	Facilities Charges	50,000
660896	Conference Fees	4,500
660940	Expenses - Other	
	Expenses - Other Expenses Other - Cal St Tch Parking	5,000 5,000 500

CAL STAT		RESOURCE ALI	STATE UNIVERSI LOCATION PLAN - NUAL BUDGET DRT OPERATIO	FISCAL YEAR		-	
	$\checkmark$		Dept./Auxiliary	CCOE/CalState	TEACH	_	
			Division:	Academic Affairs		_	
			Fund Description:	SF001		-	
Other Exp	ense:						
Account	Description						
	Sub-Total					\$	-
Systemwi	de Expense:						
Account	Description						
	Sub-Total					\$	-
	Total Expenditure	es				\$	2,164,700
	Net Surplus/	/(Deficit)				\$	146,450

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**FISCAL YEAR 2016-2017** 

RAP-2B

#### SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: College of Professional and Global Education Academic Affairs TE441; TE44S, TE44W Self-Support Donny Hua

#### **Mission Statement**

The College of Professional and Global Education (PaGE) provides flexible, relevant and practical educational pathways, preparing individuals and organizations to engage, serve, and succeed in their local and global communities.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

PaGE provides:

- Self-support degree programs both on and off campus, including at the Downtown LA campus. Selfsupport degree programs are designed to be unique, flexible, and collaborative academic undergraduate and graduate programs for working professionals to meet the needs of today's growing marketplace.
- Open University is a community-based and open access program that allows eligible individuals to take Cal State LA classes without being formally admitted to the university. For students not interested in a university degree, Open University allows individuals to pursue personal interests or enhance their professional skills.
- Winter, May and Summer sessions allow matriculated and non-matriculated students to earn university credit during semester breaks to make progress towards their degree, complete high demand classes, or focus on a single course.
- A variety of certificate programs for working professionals to enhance their job skills and participate in the growing regional and global job markets. Certificate study offers professionals an accelerated and flexible pathway to explore a new career field or build upon their already existing skills for career enrichment or advancement.
- Training for the working professionals to enhance their job skills and participate in growing job markets. Even experienced professionals in their fields require continuing professional education to remain current on new laws and regulations affecting their practices.

• The English Language Program (ELP) provides non-credit English language instruction to English as a Second Language Learners. Through the CORE IEP, ELP offers 15 weeks of instruction to international students, many of whom seek to matriculate at Cal State LA. In addition to the CORE IEP, the ELP offers a variety of short-term programs that are geared toward special audiences, such as industry professional and community members who seek a better comprehension of the English language.

#### 2. Measurable Outcomes - How is Success Defined?

Success is defined by offering programs that generate great interest in the community and classes with high enrollment to generate enough net revenue to cover all College expenses such as overhead, salaries, benefits and operating expenses.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

PaGE will continue to achieve operational success through strategic growth. We can meet this objective by working with colleges, departments and outside entities to develop new programs and strengthen existing programs through marketing and creative program development/assessment. Timely processing of revenue share to the colleges will also ensure available funds for colleges to reinvest back into program development. Increased funding will be used for additional staffing for a rapidly growing college and expansion of our downtown location as well as into other areas.

#### 4. Assessment Method – How will the outcomes identified in #2 be specifically measured?

Outcomes can be specifically measured by the number of courses that are successfully offered with enrollments that generate sufficient revenue from tuition.



# RAP-2B: ANNUAL BUDGETSELF-SUPPORT OPERATIONS-FY

2016-2017

Dept./Auxiliary

Division:

Academic Affairs

Fund Description: \_\_\_\_\_\_TE441, TE44E, & TE44S

PaGE + DTLA

REVENUES		
'enue:		
Description		
Operating Revenues:		
Open University	\$	1,100,00
Self Support Summer		7,000,00
January Intersession		216,00
May Intersession		216,00
Probation Training		216,00
Extension Certificate Programs		1,061,79
SS Degree Programs		4,150,51
Early Start Program		852,00
Special Session - Other		504,00
Regular Non-Credit		330,66
ELP		1,737,15
ELP Applications/Late Fees		84,00
ELP Short Programs		54,72
Open U - International Students		400,00
Faculty Led		268,00
Customized Programs		75,00
Total Operating Revenue	\$	18,265,84
Non-Operating Revenue:		
Total Non-Operating Revenue	\$	-
Transfor In		
	\$	_
Total Revenue	\$	18,265,84
	venue:       Description         Description       Image: Constraint of the second secon	renue:

#### **Operating Expense:** Account Description Salaries and Wages: 1,055,448 601201 \$ Management and Supervisory 177,026 601303 Student Assistants 387,437 601800 Academic Salaries 5,273,322 601811 Extension Faculty

**EXPENDITURES** 

601854	F/T Support Staff	1,426,901
601870	Overtime	1,200
	Total Salaries and Wages	\$ 8,321,334



# **RAP-2B: ANNUAL BUDGET** SELF-SUPPORT OPERATIONS - FY

2016-2017

Dept./Auxiliary

PaGE + DTLA **Division:** 

Academic Affairs

Fund Description: TE441, TE44E, & TE44S

603XXX	Benefits	\$ 1,873,30
	Total Salaries, Wages, and Benefits	\$ 10,194,63
60.4004	Misc. Operating Expenses:	 00.50
604001	Telephone Usage	\$ 38,73
606800	Travel In State	94,10
606820	Travel Out of State	296,70
613001	Contractual Service	 167,14
616003	Info Tech Software	 5,50
616820	I/T Hardware	 1,65
616851	Electronic Database Subscription	12,30
619811	Furniture	3,50
619813	Equipment under \$5000	4,00
660017	Advertising and Promotional	527,26
660041	Space Rental	810,26
660800	Postage/Freight	37,70
660820	Printing	51,10
660822	Copier Charges	10,32
660825	Staples	61,10
660830	Supplies and Service	327,00
660853	Testing Services	1,20
660855	UAS Dining Service	111,84
660873	Facilities Charges	25,17
660896	Conference Fees	12,50
660950	Dues/Memberships	27,49
660951	Parking Costs	49,17
	Total Misc. Operating Expenses	\$ 2,675,78
demic Aff	airs & Colleges Distributions and Transfer-Out:	
Account	Description	
670444	Transfer out to CSU Fund 444 (Campus Partner/Cost Recovery)	\$ 3,131,62
671000	Tsfr Out Same FD 0948	 , _ , = , = _
	Total Distributions and Transfer-Out	\$ 3,131,62
1 10	· ·	
rhead Cos Account	Description	
11000111		

Overhead Cos	IS:	
Account	Description	
617801	Campust Administrative Fee	\$ 1,915,523
612001	State Pro Rata Charges	293,276
660025	Overhead - Chancellor's Office	55,000
	Total Overhead Costs	\$ 2,263,799
	Total Expenditures	\$ 18,265,843
	Net Surplus/(Deficit)	\$-



**FISCAL YEAR 2016-2017** 

RAP-2B

SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: Student Health Center Student Life/Dean of Students SF005 Student Health Center Monica Jazzabi

#### **Mission Statement**

The Student Health Center provides high-quality, affordable health care and health education for the students of Cal State L.A. to preserve and enhance their potential for academic success and personal development. It also seeks to serve as the primary health resource for the University and health advocate for the campus community.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

The Student Health Center (SHC) recognizes the University's mission and strives to fulfill its role in furthering its objectives and success. The services include: primary medical care, counseling and psychological services, psychiatric, health promotion and education, pharmacy, laboratory, X-ray, chiropractic, CPR training, dental, massage therapy, nutrition counseling, and optometry. The SHC plays a significant role in supporting student's success as the health of the body and mind is paramount in maximizing potential and performance. Furthermore, the center assists students in adopting and maintaining a healthy and safe lifestyle that benefits not only them but also the campus community. The other important contribution the center makes to the University is through its efforts in public health strategies, increasing awareness, and enhancing knowledge in health and wellness. To provide comprehensive health services, the SHC needs adequate human and non-human resources. The student health fee is the SHC's primary source of revenue and is used to cover the comprehensive cost of its operation including salaries and wages, benefits, workers compensation insurance, supplies, equipment, and others.

#### 2. Measurable Outcomes - How is Success Defined?

The SHC strives to provide high quality health services and health education. The organization's success is defined in its ability and observation of improved student's physical and mental health, positive changes in lifestyle choices, decreasing risky behavior, and improving knowledge. On an ongoing basis, the SHC assesses itself through its comprehensive continuous quality improvement program that evaluates and improves many aspects of provided care and services.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

Many factors contribute to the continually rising cost of SHC operation including increasing staffing needs, salaries, cost of benefits, and cost of pharmaceuticals, supplies, equipment, and services. Given the increasing cost of operation, the SHC needs to maintain and increase its revenue to sustain its operation. Accordingly, the SHC has requested and received additional funding from the Student Success Fee fund to offset significant negative budget forecast in the short term. The long term plan must include increasing and indexing the student health fee to fund the SHC operation fully with a balanced budget. Of note is that the health fee has remained the same at \$55 per quarter since 2006.

#### 4. Assessment Method – How will the outcomes identified in #2 be specifically measured?

It is difficult to fully measure the outcomes of healthcare services. Nonetheless, the SHC will use surveys, suggestions, and data for visits, encounters, outreach activities, educational activities, presentations, and etc. to assess its outcomes.

# RAP-2B: ANNUAL BUDGETSELF-SUPPORT OPERATIONS-FY

**Division:** 

cal state

2016-17

Dept./Auxiliary Student Health Center

Student Life

Fund Description: SF005 - Student Health Center Fee

# REVENUES

g Revenue:	
Description	
Stud Hlth Svcs Fee-Summer	\$ 51,165
Stud Hlth Svcs Fee-Fall	1,903,595
Stud Hlth Svcs Fee-Spring	1,777,420
	-
Sub-Total	\$ 3,732,180
venue:	
Description	
Misc Rev (Reserved)	\$ 1,564,377
Sub-Total	\$ 1,564,377
Total Revenue	\$ 5,296,557
	Stud Hith Svcs Fee-Summer         Stud Hith Svcs Fee-Fall         Stud Hith Svcs Fee-Spring         Stud Hith Svcs Fee-Spring         Sub-Total         Description         Misc Rev (Reserved)         Sub-Total

/ Supervisory elp tant tant taff Vages efits-Other	\$ 437, 66, 61, 192, 57, 2,385, <b>\$ 3,200,</b> 1,451, (* 1,451,
tant taff Jages	66, 61, 192, 57, 2,385, \$ 3,200, 1,451,
tant taff <b>Jages</b>	61, 192, 57, 2,385, <b>\$ 3,200,</b> 1,451,
taff Vages	192, 57, 2,385, <b>\$ 3,200,</b> 1,451,
taff Jages	\$ 3,200, 1,451,
Vages	2,385, \$ 3,200, 1,451,
Vages	\$ 3,200, 1,451,
	1,451,
efits-Other	
	ф <u>а</u> 454
	\$ 1,451,
age	\$ 5,
les	4,
te	15,
ver \$5000	40,
nd Promotional	20,
ght	3,
	10,
Charges	7,
Services	112,
	20,
lies	45,
rges	350,
	12,
xpenses	\$ 644,
	\$ 5,296,
ar s	arges

CALIFORNIA STATE UNIVERSITY, LOS ANGELES RESOURCE ALLOCATION PLAN - FISCAL YEARRAP-2B: ANNUAL BUDGET SELF-SUPPORT OPERATIONS - FY 2016-17						_	
	~		Dept./Auxiliary	Student Health Co	enter	_	
			Division:	Student Life		_	
			Fund Description:	SF005 - Student H	lealth Center Fee	_	
	Sub-Total					\$	-
5	de Expense:						
Account	Description						
	Sub-Total					\$	-
	Total Expenditure	25				\$	5,296,557

Net Surplus/(Deficit)

\$

(0)



**FISCAL YEAR 2016-2017** 

RAP-2B

#### SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: 500715 Administration & Finance TP471 Parking Fines Carmen Gachupin

#### **Mission Statement**

To provide a feasible transportation program where a variety of commuting options are made available to employees. The overall goal is to reduce the number of solo-occupant vehicles arriving on campus and reduce the carbon blueprint.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

The Transportation Program offers various commuting incentives to employees. There are various options to solo-driving to campus such as riding the bus, train, carpooling, bicycling or even walking.

Employee commuters are offered monthly subsidies and quarterly incentives when they choose an alternate mode of commuting to the campus. The objectives of the transportation program support the university's mission in providing quality customer service to the campus community.

#### 2. Measurable Outcomes - How is Success Defined?

Employees are surveyed every year in regards to their daily commute options. The information obtained from their annual survey is gathered to develop reports on the various commute trends and average vehicle ridership.

The results of the commuter survey are used to prepare the mandated Air Quality Management District plan which provides detailed information on each commuter's commuting option, miles traveled and emissions reduced.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

The revenues from parking fines are restricted for the use of alternate modes of transportation programs. Hence, there is opportunity to increase commuting subsidies and offer more programs to reduce vehicle trips (and vehicle emissions) to campus.

#### 4. Assessment Method – How will the outcomes identified in #2 be specifically measured?

The results of commuters' surveys allows us to evaluate current program and offer new and innovative options to driving alone. For example, density maps showing clusters of employees residing in nearby areas can be used to explore carpooling or vanpooling options. The frequency of train and bus arrivals can be an incentive to encourage employees to use transit as an alternate mode of transportation.

CAL STATE LA

RAP-2B: ANNUAL BUDGETSELF-SUPPORT OPERATIONS-FY

2016-2017

Admin. & Finance

Dept./Auxiliary: Parking - 500715

Division:

Fund Description: TP471 - Fines

REVENUES **Operating Revenue:** Description Account 470,000 504845 Parking Fines \$ 504878 450,000 Transit Pass 508802 Income fr Ext Inv trf to Depts 6,500 Sub-Total \$ 926,500 TOTAL REVENUE 926,500 \$ EXPENDITURES Г 

	EXPENDITURES	
<b>Operating Expense</b>		
Account	Description	
	Salaries and Wages:	
601303	Student Assistant	\$ 141,960
601302	Temp Help	14,000
	Total Salaries and Wages	\$ 155,960
	Total Salaries, Wages, and Benefits	\$ 155,960
	Misc. Operating Expenses:	
604001	Telephone Usage	\$ 2,650
604821	Telephone - Expense	200
604831	Wireless Phone Svcs	1,600
606800	Travel	2,000
606802	Mileage	200
613001	Contractual Services	1,000
613806	Metrolink JPA Contract	39,200
619812	Equipment Over \$5000	5,000
619813	Equipment Under \$5000	3,000
660017	Advertising and Promotn'l Pub.	6,000
660800	Postage / Freight	200
660820	Printing Charges	600
660821	Copier Charges	600
660830	Supplies and Services	10,000
660836	Gasoline Charges	5,000
660825	Staples	1,000
660854	Rental Expenditures	10,000
660855	UAS Dining Services	3,500
660859	Emergency Ride Home	300
660860	Transit Subsidies	660,000
660870	Repairs / Maintenance	1,000
660873	Facilities Charges	1,000
660940	Expenses-Other	300
660945	SCAQMD Filing Fee	968
660950	Dues / Memberships	2,000
662501	AVR Survey Awards	700
	Total Misc. Operating Expenses	\$ 758,018

CAL STATE LA	CALIFORNIA STATE UNIVERSITY, LOS ANGEL RESOURCE ALLOCATION PLAN - FISCAL YEAR	ES
	RAP-2B: ANNUAL BUDGET <u>SELF-SUPPORT OPERATIONS - FY</u>	2016-2017
	Dept./Auxiliary:	Parking - 500715
	Division:	Admin. & Finance
	Fund Description:	TP471 - Fines

	Systemwide Expense:	
Account	Description	
612001	State Prorata	\$ 2,809
	Total Systemwide Expense	\$ 2,809
ТО	TAL EXPENDITURES	\$ 916,787
Ν	let Surplus/(Deficit)	\$ 9,713

Page 2 of 2



FISCAL YEAR 2016-2017

#### RAP-2B

#### SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: 500710 Administration & Finance TP472 Parking Fees Carmen Gachupin

#### **Mission Statement**

To provide safe and accessible parking to the campus community and visitors. The overall goal is to provide quality customer service, guidance and information.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

Parking permits sold to faculty, staff, students, visitors and guests as per Administrative Procedure 402. The parking program is self-funded and revenues from this program are used to build parking facilities, maintenance of parking lots, operating expenses and salaries for parking personnel.

The Parking Program provides traffic control, crowd control, vehicle battery jumps and vehicle unlock services to the campus community. The objectives of the parking program supports the university's mission in providing high quality professional services to all constituenties of the university.

#### 2. Measurable Outcomes - How is Success Defined?

Every service call is logged in and tracked to improve services in the parking areas. When parking officers provide traffic control to vehicles arriving on campus, there is a better flow of traffic and minimized congestion overall. When drivers need services such as a battery jump or a vehicle unlock, parking officers provide that service expeditiously in order to have a vehicle removed promptly from a parking stall and made available by another driver.

The parking pay stations around the parking lots are frequently serviced. When a user experiences a malfunction, they call the number listed on the machine and a field technician is immediately contacted to service the station.

The Parking & Transportation Service Center is the primary hub for the sale of parking permits, transit passes, bike locker rentals and parking citation payments. The Center is opened extended hours to accommodate the campus community during the first week of each quarter, including Saturdays.

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

Providing options to students to purchase a parking permit such as on-line, at the parking pay stations or at the Parking & Transportation Service Center allows students to plan and budget this expense accordingly. As we convert to semesters, the cost of parking will continue to increase, as approved by the university president. Permit purchase options will continue to be made available to students with more streamlined on-line purchase features.

#### 4. Assessment Method – How will the outcomes identified in #2 be specifically measured?

Point-of-sale and cashiering systems provide reporting features that can measure the outcomes identified in #2. Revenue and sales reports are measured and compared to prior quarter terms to identify new trends.

CALIFORNIA STATE UNIVERSITY, LOS ANGELE	S
<b>RESOURCE ALLOCATION PLAN - FISCAL YEAR</b>	



# **RAP-2B: ANNUAL BUDGET** SELF-SUPPORT OPERATIONS - FY

2016-2017

Dept./Auxiliary: **Division:** Fund Description: TP472 - Fees

Parking - 500710 Admin. & Finance

REVENUES

ting Revenue:		
Account	Description	
504005	Permits Meters	\$ 756,4
504830	Permits-Parking Permits	9,4
504834	Daily Permit Fee by Credit Card	1,489,9
504832	Permits 2 Wheel	14,
504833	Permits - Payroll Deduction	234,
504834	Permits - Residential	115,
504835	Permits - Annual	49,8
504837	Permits - Faculty/Staff	244,7
504838	Permits - LACHSA	25,
504839	Permits - Students	3,789,
504877	T2 Shipping Reimbursement	12,
504880	Event Parking	146,
504876	Miscellaneous	17,
	Sub-Total	\$ 6,906,7

Other Revenue.			
508802	Income fr Ext Inv trf to Depts	\$	28,500
	Sub-Total	\$	28,500
T	OTAL REVENUES	\$	6,935,269

# EXPENDITURES

ting Expense:		
Account	Description	
	Salaries and Wages:	
600000	Unallocated Salary Increase	\$ 10,
601201	Management / Supervisory	98,
601854	Full-Time Support Staff	817,
601870	Overtime	50,
601302	Temporary Help	50,
601856	Shift Differential	8,
601303	Student Assistant	485,
	Total Salaries and Wages	\$ 1,520
603xxx	Staff Benefits	700,
	Total Salaries, Wages, and Benefits	\$ 2,220
	Misc. Operating Expenses:	
604001	Telephone Usage	\$
604821	Telephone Expense	
604831	Wireless Phones Svcs	3
605001	Utilities - Electric	125
605004	Water	5
605892	Waste-Trash	14
606800	Travel- In State	4
606802	Mileage	
613001	Contractual Svcs	106
616003	Info Technology	6,
616855	IT Annual Maintenance	25,
616856	Network Software Maintenance	35,
616820	IT Hardware	45,
617001	Services from Other Funds	1,007

# cal state

## CALIFORNIA STATE UNIVERSITY, LOS ANGELES **RESOURCE ALLOCATION PLAN - FISCAL YEAR**

# **RAP-2B: ANNUAL BUDGET** SELF-SUPPORT OPERATIONS - FY

2016-2017

Dept./Auxiliary: **Division:** Fund Description:TP472 - Fees

Parking - 500710 Admin. & Finance

	Total Misc. Operating Expenses	\$ 2,639,71
660950	Dues/Memberships	1,50
660940	Expenses Others	12,00
660896	Conference Fees	3,00
660880	Vehicle Insurance	2,50
660873	Facility Charges	195,00
660870	Repairs & Maintenance	65,00
660855	UAS Dining Services	3,0
660854	Rental Expenditures	14,5
660839	Office Max	25,0
660837	Campus Stores	1,5
660836	Gasoline Charges	25,0
660830	Supplies and Services	678,1
660822	Copier Charges	6,0
660820	Printing Charges	40,0
660821	Copy Center Charges	3,0
660803	UPS	1
660800	Postage & Freight	7,0
660017	Advertising and Promotional	5,5
619813	Equipment < \$5000	46,0
619812	Equipment > \$5000	127,7

	Systemwide Expense:	
Account	Description	
662001	Bond Services	\$ 491
671000	Bond Payment	730,050
660025	Chancellor's Office Overhead	14,685
612001	State Prorata	132,041
	Total Systemwide Expenses	\$ 877,267
	Open Commitment/Encumbrance	

TOTAL EXPENDITURES	\$	5,737,411
Transfer from Retained Earnings		

Net Surplus/(Deficit)	\$	1,197,858



**FISCAL YEAR 2016-2017** 

RAP-2B

#### SELF-SUPPORT OPERATIONS

Dept/Auxiliary: Division: Fund Code(s): Fund Description: Prepared By: Housing Services Administration and Finance TH531 Housing Operating Rebecca Palmer- Housing Services, Director

#### **Mission Statement**

As a community of scholars, in support of the university, we endeavor to build residents' capacity for academic acheivement, leadership and global citizenship.

**1**. Operational Overview – Describe the services provided. (Include detailed description of objectives; type of services provided to the University and constituent(s), the operational impacts, and how the operation will further the objectives and success of the University).

Housing Services supports the academic mission of the University by providing a living/learning community for nearly 1,000 students. We provide all aspects of residential facility including managing student accounts/billing, mail services, marketing, facilities maintenance, and a summer conference program. In addition, Housing Services provides academic and educational support, peer counseling, crisis/emergency response, and oversees all student behavior issues through our services and community programming.

Housing Objectives:

- Provide affordable housing for Cal State L.A. students.
- Provide students with a safe, supportive, and academically conducive environment the fosters learning and personal growth.
- Develop and grow our portfolio to meet student demand/need.
- Invest in staff members by supporting ongoing professional development.
- Continue to improve the current portfolio and bring the facilities to a standard that remains desireable to our residents.
- Offer a dining program that students like, is nutritional, and a good value for their money
- Enhance student services that make processes and procedures easier to follow and complete.
- Maintain ongoing and appropriate marketing strategies for prospective students.
- Develop living/learning communities that support a diverse student population.
- Continue partnerships with University departments in order to provide appropriate services and support to students (Public Safety, UAS, Financial Aid etc.)
- Maintain fiscal responsibility for future growth and sustainability of all aspects within Housing administration, human resources, student services, and facilities.

Research shows that students who live on campus -

- Meet more people and make more friends
- Are more satisfied with their college experience
- Are more likely to earn a higher grade point average
- Are more likely to obtain a baccalaureate degree in 4 years
- Are more involved in academic and extracurricular activities

Alexander Astin Study 1977,1993 Gregory Blimling Study 1994

Housing Services mission is to meet the overall goals of the University. Our department strives to have a positive impact on individual student success, overall graduation rates, and personal student growth.

#### 2. Measurable Outcomes - How is Success Defined?

- 1. Significant increases in students' GPA
- 2. Faster completion rates
- 3. Enhanced student personal growth, leadership, and citizenship
- 4. Student satisfaction
- 5. Housing rates remain affordable
- 6. Improvements to facilities
- 7. Staff training and development
- 8. Marketing is effective in recruiting prospective residents
- 9. Housing is a supportive environment to diverse student populations

3. Sustainability Plan – How will you continue to achieve operational success? (Use of funds, detail how objectives were met; if applicable, justify future use of any increase in funding).

Housing will continue to invest funds in order to meet our mission in Housing as well as the University's mission. We continue to make strides towards our goals while also continuing to build our reserves. We are currently working on a Housing development study to expand our portfolio in order to meet current student demand.

Future increase in funding will go to support additional staff training, increased RA staff for the increased number of freshman students, development of Black Scholars Housing, and staff meal plans.

#### 4. Assessment Method - How will the outcomes identified in #2 be specifically measured?

Housing utilizes a variety of assessment methods:

- 1. Annual student satisfaction survey- provides feedback from students on our services, facilities, dining, Residence Life programs etc.
- 2. Program Assessments- RA's conduct program assessments based on the student learning outcome for each program (each method is different depending on the program).
- 3. Annual staff evaluation- staff will provide the department leadership feedback on their individual experiences working in Housing.
- 4. Analysis of contracting trends, comparisons of our rates to other CSU's and local rental rates.
- 5. Increased number of apartments that have been renovated.
- 6. Data comparing Housing students' academic achievement to overall student population.



# **RAP-2B: ANNUAL BUDGET** SELF-SUPPORT OPERATIONS - FY

2016-2017

Dept./Auxiliary

Housing Services

**Division:** 

Administration and Finance

Fund Description:

TH531 - Housing Operating

		REVENUES	
Operating Revenu	16:		
Account	Description		
504801	Summer Session Rent		\$ 151,260
504802	Fall Session Rent		3,142,123
504804	Spring Session Rent		3,094,592
504810	Housing Revenue Other		35,100
504811	Conference & Workshops		250,000
504813	Installment charges		64,800
504818	Web Laundry		17,500
504915	Meal Plan		752,68
001910	Sub-Total		\$ 7,508,05
			¢ 1,500,50
Other Revenue:			
Account	Description		ф
503112	Other Fed Nonop grnts dir noncap		\$ 97,67
508090	Revenue from investments		4,00
	Sub-Total		\$ 101,67
	Total Revenue		\$ 7,609,72
		EXPENDITURES	
Operating Expens			
Account	Description		
601201	Management/Supervisory Salaries		\$ 340,41
601302	Temporary Help		4,14
601303	Student Assistant		155,30
601854	F/T Support Staff		814,11
601870	Overtime		38,00
603090	Staff Benefits		718,40
603007	Workers Comp		15,77
603801	Live Scan		1,20
604090	Communications		9,00
605891	Utilities		310,00
606800	Travel		25,00
613001	Contractual Services		357,10
613814	Contractual Services-Meal Plan Exp		701,97
616003	Information Technology Costs		63,00
619813	Equipment Under \$5000		41,98
660040	Bad Debt		100,00
660880	Postage		2,00
660820	Printing		9,00
660821	Copier Center Charges		50
660822	Copier Charges		5,00
660830	Supplies and Services		75,00
660834	Res Life Programs		40,00
660835	Univ Resident Council		5,00
660839	Office Supplies/Staples		11,00
660855	UAS Dining Expenditures		112,00
660862	Unallocated Holding		131,00
660865	Linens		5,00
660869	Meal Plan-RA		94,27
660890	Recruitment and Emp Relocation		2,00
660896	Conference Fees (Travel)		5,00
660897	Facilities-Parts & Supplies		409,00
660898	Facilities-Services & Repairs		318,50
660899	Summer Conference Supplies		2,50
660951	Parking Costs		1,80
660956	Collection Expenses		65,00



# RAP-2B: ANNUAL BUDGETSELF-SUPPORT OPERATIONS-FY

2016-2017

Dept./Auxiliary

Housing Services

**Division:** 

Administration and Finance

Fund Description:

TH531 - Housing Operating

	Sub-Total	\$ 4,988,984
ther Expense:		
Account	Description	
660008	Interest Charges-Other	\$ 34,732
617001	Services from other funds	275,560
671000	Tsfr Out Same FD 0948 Cmp/CO	511,574
670532	Tsfr Out CSU 532 Hsg Maint	573,827
670532	DBMER transfer	90,000
	Sub-Total	\$ 1,485,693
stemwide Expe	nse	
Account	Description	
612001	State Pro Rata Charges	\$ 117,316
613804	Auditing Fees	4,217
660014	State Service Charge for SRB	400
660025	Overhead-Chancellors Office	9,303
	Sub-Total	\$ 131,236
	Total Expenditures	\$ 6,605,914
	Net Surplus/(Deficit)	\$ 1,003,811