

**CSU Los Angeles CAMPUS PLAN**

CSUEU, MPP's, Confidential and Excluded Employee Classifications

As of July 30, 2009

**Campus Administrative Closure Day Operations\***

	Open	Partially Open	Closed	Comments
<b>President's Office</b>				
President's Office	X			Open during campus furlough days. Presidential coverage will be available on administrative closure days. Confidential staff will take alternative furlough days so coverage is available on administrative closure days.
University General Counsel			X	Closed on campus administrative closure days.
Athletics		X		Closed on campus administrative closure days. Some adjustments will be needed for game days.
Luckman Fine Arts Complex		X		Closed on campus administrative closure days. Some adjustments will be needed for event days.
<b>Provost/VPAA's Office</b>				
Provost/Vice President's Office	X			Open during campus furlough days; Senior management and Confidential/CSUEU staff will take alternative furlough days so coverage is available on administrative closure days.
Dean Offices			X	Closed on campus administrative closure days.
Academic Instruction/Classes	X			Classes will be held on campus administrative closure days.
Department Offices			X	Closed on campus administrative closure days.
Library		X		Library circulation operations open and available. Some of the Library personnel will take alternative furlough days so coverage is available on administrative closure days.
Extended Studies		X		Classes will be held on campus administrative closure days. Dean's Office and Department staff closed on campus administrative closure days.
Graduate Studies			X	Closed on campus administrative closure days.
Undergraduate Studies			X	Closed on campus administrative closure days.
Research & Sponsored Programs			X	Closed on campus administrative closure days.
Retention and Advising			X	Closed on campus administrative closure days.
Institutional Research			X	Closed on campus administrative closure days.
Academic Senate			X	Closed on campus administrative closure days.
<b>Institutional Advancement</b>				
Vice President's Office	X			Open during campus furlough days; Senior management and Confidential/CSUEU staff will take alternative furlough days so coverage is available on administrative closure days.
Public Affairs		X		There will be a manager to address public affairs issues.
Alumni and Development			X	Closed on campus administrative closure days.
<b>Information Technology Services</b>				
Vice President's Office	X			Open during campus furlough days; Senior management and Confidential/CSUEU staff will take alternative furlough days so coverage is available on administrative closure days.
Other ITS Offices		X		Closed on campus administrative closure days with the exception of upgrades and maintenance needs.
<b>Student Affairs</b>				
Vice President's Office	X			Open during campus furlough days; Senior management and Confidential/CSUEU staff will take alternative furlough days so coverage is available on administrative closure days.
University-Student Union			X	Closed on campus administrative closure days.
Career Services			X	Closed on campus administrative closure days.
Enrollment Services/Admissions			X	Closed on campus administrative closure days.
Financial Aid			X	Closed on campus administrative closure days.
International Programs and Services			X	Closed on campus administrative closure days.
Office of Students with Disabilities			X	Closed on campus administrative closure days.
Psychological Counseling			X	Closed on campus administrative closure days.

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Health Services			X	Closed on campus administrative closure days.
<b>Administration &amp; Finance</b>				
Vice President's Office	X			Open during campus furlough days; Senior management and Confidential/CSUEU staff will take alternative furlough days so coverage is available on administrative closure days.
Campus Food Services	X			Open on campus furlough days since we have two high schools on campus.
Campus Bookstore		X		Bookstore will be open when there is an operational need.
Financial Services			X	Closed on campus administrative closure days.
Human Resources			X	Closed on campus administrative closure days.
Payroll Office		X		Closed on campus administrative closure days. Some adjustments will be needed to accommodate State Controller's Office payroll deadlines.
Public Safety		X		Police officers and dispatchers are exempt from furlough and will work normal schedule; public service desk closed during administrative closure days.
Facility Services/Facilities Planning		X		Skeleton custodial/maintenance staff and one manager on alternate Fridays to meet campus operating needs on campus administrative closure days. Manager also to oversee SETC staff working on campus administrative closure days. Otherwise, office closed on campus administrative closure days. and CSUEU employees are off. Major capital outlay project managers will alternate Fridays as furlough days so there isn't a slow down in progress of any of our capital projects.
Housing & Residential Life		X		Open on campus administrative closure days; MPP and staff work on alternate Fridays.
<b>Auxiliary Organizations</b>				
University Auxiliary Services (UAS)		X		UAS contracts with the University to provide business and financial services. Campus CSUEU employees will be off on campus administrative closure days. Some UAS grant program employees will likely continue to work on the closure days as will some food service staff. The bookstore will also remain open on administrative closure days. The Child Care Center may remain open depending on operational need.
University Foundation (Fundraising)			X	The Foundation has no employees but rather contracts with the University to provide business and financial services. Campus CSUEU employees will be off on campus administrative closure days.
ASI			X	
University Student Union			X	

**Campus will be administratively closed on the first and third Fridays of each month beginning in August 2009. A significant number of the campus employees will take their furlough days on administrative closure days and State Budget Closure Days.**

**\* Six of the administrative closure days will be State Budget Closure Days where course objectives and student learning outcomes will be achieved in a manner other than classroom time. State Budget Closure Days are 10/16/09, 11/20/09, 01/15/10, 02/19/10, 04/02/10, 05/21/10.**

**On administrative closure days, some instructional classes will be offered and services will be available similar to those provided to students taking classes on Saturdays.**

**Academic Deans will work with faculty members to determine furlough days.**