

Humboldt State University

Preliminary
2003-2004
Budget Reductions

Presentation to President's Cabinet



2003-2004 CSU Budget Reductions

- *Reduce base budget-all programs & services*
- *Increase Student-to-Faculty Ratio to 19.9:1*
- *Reduce Academic and Institutional Support*
- *Reduce Student Services by 20%*
- *Reduce Outreach funding by 50%*
- *Eliminate CalTeach recruitment program*
- *Eliminate Bilingual Teacher Recruitment*
- *Reduce State Supported Public Service*
- *Reduce Center for Calif. Studies by 50%*

2003-04 Enrollment Assumptions for Humboldt State University

Budget Level

- 7,525 Full-time Equivalent Students (FTES)
 - Regular Session 7,150 FTES
 - Summer Session 375 FTES

Current Level – Academic Year 2003-2003

- 7,289 Full-time Equivalent Students (FTES)
 - Regular Session 6,992 FTES
 - Summer Session 297 FTES

Anticipated Enrollment Level for 2003-2004

- 7,525 Full-time Equivalent Students (FTES)
 - Regular Session 7,225 FTES
 - Summer Session 300



HSU's Proposed 2003-2004 Budget

Governor's Base Budget	\$ 69,260,800
Governor's Base Budget Reduction	- 8,392,400
Retirement Increase	1,821,700
Enrollment Growth Funding	494,600
State Univ Grant Set Aside	- 1,342,000
State Univ Grant Allocation	1,409,000
Student Fee Revenue 02-03	15,140,352
Student Fee Rev from rate/growth 03-04	<u>4,177,000</u>
Gross State/Student Fee Funds	\$ 82,569,052



HSU's Proposed 2003-2004 Budget

Gross State/Student Fee Funds	\$ 82,569,052
Restrict (encumber) retirement funds	- 1,821,700
Restrict Compensation Increase	- 900,000
Restrict Health Premium Increase	- 1,246,000
Restrict Mandatory Risk Pool Premium Increase	- 170,000
Restrict Mandatory CMS funding	- 800,000
Restrict State Univ Grant Allocation	- <u>1,409,000</u>
Funds Available for FY03-04	\$ 76,222,352
HSU FY02-03 Current Budget Level	\$ 84,401,152
Budget Shortfall	- \$ 8,178,800



Distribution of Unrestricted All University Funds

Unit Description	2002/03 Final Budget	Adjust For All University & Mandatory	Total Budget
Academic Affairs	\$50,650,600	\$1,599,861	\$52,250,461
Administrative Affairs & Development	\$11,431,461	\$920,807	\$12,352,268
Student Affairs	\$7,180,378	\$177,555	\$7,357,933
President's Office	\$955,807	\$50,000	\$1,005,807
All University	\$12,293,723	(\$7,807,209)	\$4,486,514
New Compensation	\$1,368,750	\$0	\$1,368,750
Workstudy/Staff Benefit Contingency	\$876,250	\$0	\$876,250
Health & Mandatory Paper Fees	\$1,208,000	(\$81,000)	\$1,127,000
Total Proposed Expenditures	\$85,964,969	(\$5,139,986)	\$80,824,983



Restricted All University Funds

(exempt from reduction)

Risk Management	\$1,550,155
EOP & State University Grants	3,263,036
Energy Bond Payment	140,795
Mandatory Computer Paper Fee	81,000
Plant Operations Chargebacks	30,000
Bank Card Charges	50,000
Processing 1098-T Forms	<u>25,000</u>
Total Funding Initiatives	\$5,139,986



Preliminary 2003-2004 Budget Reduction

Unit Description	Total Budget	\$ Reduction	% Reduction
Academic Affairs	\$52,250,461	\$5,052,885	9.67%
Administrative Affairs & Development	\$12,352,268	\$1,547,321	12.53%
Student Affairs	\$7,357,933	\$730,643	9.93%
President's Office	\$1,005,807	\$110,286	10.96%
All University	\$4,486,514	\$441,886	9.85%
New Compensation	\$1,368,750	\$0	0.00%
Workstudy/Staff Benefit Contingency	\$876,250	\$116,979	13.35%
Health & Mandatory Paper Fees	\$1,127,000	\$0	0.00%
Total Proposed Expenditures	\$80,824,983	\$8,000,000	



Preliminary 2003-2004 Budget Reduction Modified to Maintain Class Sections

Unit Description	\$ Reduction	Maintain Class Sections	Net Reduction	% Reduction
Academic Affairs	\$5,052,885	(\$800,000)	\$4,252,885	8.14%
Administrative Affairs & Development	\$1,547,321		\$1,547,321	12.53%
Student Affairs	\$730,643		\$730,643	9.93%
President's Office	\$110,286		\$110,286	10.96%
All University	\$441,886		\$441,886	9.85%
New Compensation	\$0		\$0	0.00%
Workstudy/Staff Benefit Contingency	\$116,979		\$116,979	13.35%
Health & Mandatory Paper Fees	\$0		\$0	0.00%
Total Proposed Expenditures	\$8,000,000	(\$800,000)	\$7,200,000	



2003-2004 HSU Budget Reduction Criteria

- Differential budget reductions across all units and levels
- Reduction should not deteriorate academic quality nor significantly affect our future ability to continue improvements in undergraduate and graduate education, in that order
- Budget decisions should have a minimal impact on the university's commitment to building a diverse faculty, staff, and student body
- Any proposals for program elimination or suspension must follow the appropriate policies and procedures in place for program elimination or suspension
- Explore ways of streamlining administration at all levels
- Explore possible ways to reduce infrastructure costs (e.g. energy) on campus
- Explore ways of maintaining or increasing university revenues
- Consider ways of reducing redundancy in the curriculum
- Pursue delaying or reducing system-mandated programs
- Continue to examine the efficiency of summer offerings
- Examine the total campus organizational structure with the goal of increasing efficiency and cost effectiveness



Humboldt State University

Summary of Reductions

- Approximately 80 Full-time equivalent faculty, staff, lecturers, graduate assistants and administrative positions affected
- Reductions in services to students, faculty, staff
- Reduction in student life and community activities
- Reduction in community and public service activities
- Reduction in maintenance and services to buildings and grounds



Review of Campus Community Input to Budget Reductions for the Preliminary 2003-2004 Budget

2/26 - Council of Deans and Directors met with Provost

2/27 - Academic Senate Executive Committee met with Provost

2/27-3/7 - Provost refines proposed reductions for academic units

3/9 - University Executive Committee met to discuss reductions

3/13 - Senate Executive Committee, URPBC and University Executive Committee met to formulate recommendations to the President.

4/7 – President's Cabinet Update

Continuing Budget Actions

- Legislative debate continues
 - Possible deeper cuts in state budget
 - Differing student fee proposals could cause increases or decreases from Governor's proposal
- Voluntary work/time reduction program, layoff notification to campus 4/2/03
- Academic Senate to review and provide input on budget process
- Committee established to review budget policies

Humboldt State University



This presentation can be viewed or printed from:

www.humboldt.edu/~budget/

Academic Affairs Reduction

- Reduction of 60 Full-time equivalent faculty, staff, lecturers, graduate assistants and administrative positions
- Reduction in operating budget of \$1.4M
- Reduce 255 Academic Class Sections

Academic Affairs

Reduction

- Increase time to degree for students
- Reduction of elective classes
- Increase in class size in many classes
- Decrease in departmental services
- Reduction or elimination of travel for faculty and staff
- No upgrades for classroom furniture
- Reduction of outreach activities for Marine Lab
- No new students admitted to graduate programs in Psychology and ERE (EDT)
- Reduction in services for Native American community including support for grants
- Reduction in library hours; fewer books, journals, CDs videos

Student Affairs Reduction

- Reduction of full-time equivalent staff and administrative positions
- Reduction in operating budgets and programs
- 10% Reduction in Support Services
 - Multicultural Center, Child Care, Testing Services, Disability Services, Learning Center, Educational Opportunity Program
 - Staff reductions
- 10% Reduction in Athletics
 - Equipment Room, Athletic Programs/possible elimination of sports
 - Staff reductions
- 15% Reduction in Career Services
 - Reduction in services such as career fairs, hours of operation, career planning services
 - Staff reductions

Student Affairs Reduction

- 15% Reduction in Counseling and Psychological Services
 - Reduction in services to students and faculty, in-class support, student group sessions, emergency response services 8%
 - Reduction in Health Center
 - Reduction in services to students, elimination of emergency response to faculty and staff, increase in time for students to obtain health care
- 15% reduction in Student Life
 - Reductions in positions, cultural programming
 - Increased HOP student fees
- 10% reduction in University Police Department
 - Reduction in position and coverage
 - Reduction in services for special events, lock-outs, parking services and charges for false alarms
 - Elimination of student interns



Student Affairs Reduction

- Reductions of this magnitude are difficult given the unique nature of HSU's student body
 - Traditional age, full-time
 - Residing within 10 miles of campus
 - 80% freshman living on campus
 - No community support or access for alternative psychological services, health services, recreational outlets, educational programs or academic support
 - Reduced student life activities, athletic program and educational/cultural programming is directly related to reduced student retention
- Reduction of vital student support and educational services necessary for the success of HSU's students, faculty and staff

Administrative Services Reduction

- Reduction of Operating Budget of \$1.5M
 - Reduction of 17 Full-time equivalent positions
 - Increase in deferred building and ground maintenance
 - Reduction to special repairs budget
 - Increase in processing time for purchases

Administrative Services Reduction

- Reduction in travel and participation in seminars and conferences
- Reductions in the Employee Assistance Program
- Reduction in staff training programs
- Deferred implementation of the CMS Student Administration application
- Reduced ability to respond in a timely manner to work requests for maintenance, repairs, Graphic Services, and moving services



Administrative Services Reduction

- Inability to meet requirements mandated by numerous financial and compliance audits
- Increased time to process vendor payments and employee reimbursements for travel
- Reduction in staff positions will reduce open service hours in service departments
- Elimination of purchases of equipment in several departments which will impact critical operations

Administrative Services Reduction

- 15% Reduction in Graphic Services (\$23K)
- 12.5% Reduction in Fiscal Affairs (\$231K)
- 8.8% Reduction in Contracts, Procurements and RM (\$85K)
- 12.5 Reduction in Community Relations (\$94K) – in President's area now
- 12.5% Reduction in University Advancement (\$64K) – in President's area now
- 12.5% Reduction in Human Resources (\$58K)
- 15% Reduction in Physical Services (\$1M)

Also reduced CMS requested budget from \$1,887,000 to \$1,349,000

Unrestricted All University Funds

Items Included in "Unrestricted All University Funds"

First Half Summer Term 2002	\$1,132,569
Utilities	\$2,293,700
Communications	\$505,316
General Services Charges	\$20,000
Campuswide Equipment	\$60,500
Lease of Facilities	\$190,500
Central Computing Applications	<u>\$283,929</u>
Total Unrestricted All University	\$4,486,514

Work Study/Staff Benefit Contingency Funds

Work Study	\$406,250
Staff Benefit Contingency	<u>\$470,000</u>
Total - "Other"	\$876,250



Restricted All University Funds

Items Included in "Restricted All University Funds"

Risk Management	\$1,550,155
EOP & State University Grants	\$3,263,036
Energy Bond Payment	\$140,795
Mandatory Computer Paper Fee	\$81,000
Plant Operations Chargebacks	\$30,000
Bank Card Charges	\$50,000
Processing 1098-T Forms	<u>\$25,000</u>
Total Restricted All University	\$5,139,986

Distribution of Unrestricted All University Funds

All University Funds Distributed to Executive Units

Item Description	Academic Affairs	Administrative Affairs	Student Affairs	President's Unit	All University Reserve
MSF Fees	130,000				-130,000
Summer Term 2002	1,469,861				-1,469,861
Public Service Programs		357,792			-357,792
CMS		458,000			-458,000
Summer Term 2002		105,015			-105,015
Summer Term 2002			92,555		-92,555
Work Study Job Location			50,000		-50,000
IRA			35,000		-35,000
Emergency Preparedness				50,000	-50,000
Total Distributed	1,599,861	920,807	177,555	50,000	-2,748,223