



State of California
Memorandum

Date: May 25, 2004

To: College of Science and Mathematics
College-Based Fee Committee

From: Philip S. Bailey, Dean
College of Science and Mathematics

Subject: Distribution of College-Based Fee Revenues for 2004-05
Proposal for the College of Science and Mathematics

This memo conveys my decisions to the College of Science and Mathematics College Based Fee Committee for the distribution of College Based Fee revenues for 2004-05. I want to extend my appreciation to the students, and members of the faculty and staff who composed the department College-Based Fee Committees in the College of Science and Mathematics. The presentation of proposals at our College CBF meeting last Tuesday was enlightening and the discussion was productive and enjoyable. Thanks also to the College of Science and Mathematics Student Council for monitoring the process and making recommendations.

The original proposal for the College-Based Fee, overwhelmingly approved by College of Science and Mathematics students in March, 2002, stated the following priority needs for support:

- Instrumentation and Equipment.
- Faculty Recruitment and Development
- Student Research
- Access to Classes

Our proposed expenditures for 2004-05 are consistent with the intent of the College-Based Fee and will have a positive impact on our educational programs. Again this year, however, considerable resources are proposed for faculty salaries to ensure reasonable access to classes despite the heavy budget reductions imposed on the California State University. Thank you for addressing the temporary budget issues. I hope that soon we can begin to return to a more normal use of the College Base Fee resources.

Despite the temporary disproportionate allocation of College Based Fee revenues to instruction, there is no doubt that we continue to enhance our departments with this extraordinary fee program and remain on course towards developing levels of distinction throughout the College of Science and Mathematics

Distribution of Fee Revenues

1. Estimated Revenues for 2004-05: \$1,070,000

The Fall, 2003 headcount target assigned by the University for students majoring in the College of Science and Mathematics was 1831 and the actual enrollment was 1845. Although enrollment at Cal Poly has been decreased for 2004-05, the Fall 2004 enrollment target for the College of Science and Mathematics at 1841 is slightly higher than a year ago. This is important as fee revenues to colleges are based on headcount.

Because our Fall 2004 target is about the same as that of Fall 2003, we can predict that our revenues for 2004-05 will be about the same as 2003-04 minus those collected in summer since summer quarter is cancelled for 2004.

Revenues Collected 2003-04:	\$1,135,304
Less Summer:	\$49,858
Projected Revenues 2004-05:	\$1,085,446

Because of the uncertainty of collected revenues, only 97% of the projection is actually allowed for expenditure. However, the 3% reserve is returned the subsequent year. We did not distribute the 2002-03 reserve so we have two years of reserve to distribute.

Projected Funds for Distribution 2004-05

97% of 2004-05 Project Revenues:	\$1,052,883
Difference (Collected vs. Distributed) 2003-04	\$65,304
Difference (Collected vs. Distributed)	\$19,664
Available for Distribution 2004-05:	\$1,137,851

2. Proposed Distribution of Fee Revenues

CSM CBF 2004-05 Allocation

Biological Sciences Department	\$400,000
Department of Chemistry and Biochemistry	\$200,000
Kinesiology Department	\$235,000
Mathematics Department	\$140,000
Physics Department	\$130,000
Statistics Department	\$30,000
Total	\$1,135,000

Distribution of fee revenues was based on need, nature and quality of proposal, and student headcount by department. The goal is for each department, regardless of size, to achieve a clearly recognizable level of distinction because of the College-Based Fee.

Considerations in Expenditure of Fee Revenues

1. **Departmental Autonomy:** The departments will receive a dollar allocation and are authorized to spend it consistent with the intent of their proposals. They can re-prioritize or change aspects of the proposal (for example, substitute one piece of equipment for another) with appropriate internal consultation.
2. **Appropriate Consultation:** Each department should determine the extent of consultation required in implementation of the proposal. I would assume that minor deviations will be allowed the department chair without consultation, but major deviations, such as substitution of an expensive piece of equipment for another or a major change in priorities, will be subject to consultation with the department committee. Complete departure from a proposed program should be discussed with the dean.
3. **Immediate but Phased Expenditures:** It is important that students recognize benefits of the college-based fee as soon as possible next year. Departments are encouraged to order equipment this summer and ensure that summer student research programs are sufficiently organized to begin in an efficient and timely manner. However, until we know Fall, 2004 enrollment and can more accurately estimate the probable fee revenues, we should limit our initial expenditures this summer and early fall to about 80% of the allocation.

4. Expenditures to Benefit Science and Mathematics Majors: The College-Based Fee is paid by and should primarily benefit students majoring in the College of Science and Mathematics. Because of the nature of the College, this is not 100% possible but it is important that the departmental expenditures be directed for maximum benefit to our majors.
5. Efficiency and Value in All Expenditures: In both our college-based fee revenues and our state budget, we should strive to achieve value and efficiency in our expenditures.
6. Communication: Department proposals describing priorities and program enhancement need to be put into a concise and understandable format suitable for posting on the college website as soon as possible. Also, please consider other ways to inform students on the use of their fee money such as placing certificates next to laboratory or computing equipment purchased with the College-Based Fee.

Future Considerations

- Instrumentation and Equipment: I remain concerned that the laboratory departments overall are not proposing more money for equipment and instrumentation. Because of the budget crisis in California, I realize that a disproportionate share of the CBF revenue is proposed for access to classes this year. Hopefully, in future cycles we will be able to decrease this dependence. Equipment and instrumentation purchases benefit the curriculum, student research, and faculty development. This is a clear way to distinguish our curricular programs and achieve national distinction.
- Grant Matching: I hope that the College Based Fee program can be enhanced with faculty and department grants from external agencies and vice-versa. It is important that our departments continue further strengthen efforts to attain external support and avoid the temptation to replace these opportunities with College Based Fee revenues.
- Interdisciplinary Efforts: As appropriate, I hope departments will cooperate and share in proposing interdisciplinary projects and that this will eventually be a possibility even between colleges.

2004-05 College- Based Committees and Responsibilities

1. Responsibilities

- Consult on the implementation of the 2004-05 College-Based Fee program and revenue expenditures.
- Consider occasional updates and progress reports for 2004-05 CBF implementation for posting on the College website.
- Prepare proposals for the 2005-06 College-Based Fee program.

2. Preliminary Schedule for 2004-05

- Spring 2004
 - June 4: 2004-05 College-Based Fee Plans for each department should be on the College website.

- Summer 2004:
 - By the end of June, a final report on use of 2003-04 College-Based Fees should be on the College website.
- Fall 2004:
 - Early in Fall quarter, each department's College-Based Fee committee for 2004-05 should be formed.
 - Update or progress report on 2004-05 CBF program in each department should be considered for posting on the College website.
- Winter 2005:
 - Department committees should consult with students, faculty, and staff about needs and priorities for use of College-Based Fee revenues in 2005-06.
 - Update or progress report on 2004-05 CBF program in each department should be considered for posting on the College website.
- Spring 2005:
 - Monday, May 2: Department CBF proposals and representatives to the College CBF committee due to the dean's office.
 - Tuesday, May 10: College CBF Committee meets. Departments present proposals. Dean consults with College committee.
 - Tuesday, May 17: Dean presents proposal for distribution of CBF revenues to the College CBF Committee.
 - Monday, May 23: Dean finalizes distribution of CBF revenues to departments.
 - Friday, May 27: Department College-Based Fee plans on College website.