



State of California
Memorandum

Date: May 17, 2005

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 2005-06
College of Science and Mathematics

This memo conveys my decisions to the College of Science and Mathematics College Based Fee Committee for distribution of College Based Fee revenues for 2005-06. 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. 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

Since this time, \$3,205,000 has been distributed to our six departments for these general purposes. The proposals for 2005-06 are excellent as were the presentations of them last Tuesday.

Projected College-Based Fee Revenues for 2005-06

The University projects a Fall 2005 headcount for the College of Science and Mathematics of 1835 students. Using historical data, the College would expect corresponding headcounts of 1793 in winter and 1694 in spring. We are guessing around 375 for summer. Total projected students during the four quarters is 5697 and the projected per quarter CBF is \$215.30 producing a preliminary revenue of \$1,225,564. Adjustments for students with fee waivers and those attending less than half time brings the revenue total to \$1,152,892. The University initially distributes only 97% of the projection to protect against unfulfilled enrollment projections and returns the appropriate amount of the reserve in the subsequent year.

2005-06 Projected Revenues	\$1,152,892
97% of 2005-06 Projected Revenues	\$1,118,305
Projected Return 2004-05 Reserve	\$28,238
Projected CBF Funds to Distribute	\$1,146,543

Proposed Distribution of Fee Revenues

Proposals from the six departments totaled \$1,208,450 requiring a reduction of approximately \$63,000. Distribution of fee revenues is based on need, nature and quality of proposal, and student headcount by department. The ultimate goal is for each department, regardless of size, to achieve a clearly recognizable level of distinction because of the College-Based Fee.

	Requested	Allocated
Biological Sciences Department	\$419,200	\$410,000
Department of Chemistry and Biochemistry	\$234,950	\$220,000
Kinesiology Department	\$240,000	\$215,000
Mathematics Department	\$139,600	\$133,000
Physics Department	\$142,500	\$135,000
Statistics Department	\$32,200	\$33,000
Total	\$1,208,450	\$1,146,000

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, 2005 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 completely 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.

2005-06 College- Based Fee Committees and Responsibilities

1. Responsibilities

- Consult on the implementation of the 2005-06 College-Based Fee program and revenue expenditures.
- Consider occasional updates and progress reports for 2005-06 CBF implementation for posting on the College website.
- Prepare proposals for the 2006-07 College-Based Fee program.

2. Preliminary Schedule for 2005-06

- Spring 2005
 - June 3: 2005-06 College-Based Fee Plans for each department should be on the College website.
- Fall 2005:
 - Early in Fall quarter, each department's College-Based Fee committee for 2005-06 should be formed.
 - Selected accomplishments/highlights of the current 2005-06 CBF program in each department should be posted on the college website.
- Winter 2006:
 - Department committees should consult with students, faculty, and staff about needs and priorities for use of College-Based Fee revenues in 2006-07.
 - Selected accomplishments/highlights of the current 2005-06 CBF program in each department should be posted on the college website.

- Spring 2006:
 - Monday, May 1: Department CBF proposals and representatives to the College CBF committee due to the dean's office.
 - Tuesday, May 9: College CBF Committee meets. Departments present proposals. Dean consults with College committee.
 - Tuesday, May 16: Dean presents proposal for distribution of CBF revenues to the College CBF Committee.
 - Monday, May 22: Dean finalizes distribution of CBF revenues to departments.
 - Friday, June 2: Department College-Based Fee plans on College website.