



State of California  
**Memorandum**

Date: June 2, 2006

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

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

Subject: Distribution of College-Based Fee Revenues for 2006-07  
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 2006-07. I want to extend my appreciation to the students, and members of the faculty and staff who composed the department College-Based Fee Committees. Thanks also to the College of Science and Mathematics Student Council for monitoring the process and making recommendations. I realize this is a difficult and time-consuming process. However, it has encouraged a partnership and engagement among our students, faculty, and staff in advancing our departments and programs and securing our future.

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, almost four and a half million dollars has been distributed to our six departments for these general purposes. The proposals for 2006-07 are excellent as were the presentations of them last Tuesday.

### **Projected College-Based Fee Revenues for 2006-07**

The University projects a Fall 2006 headcount for the College of Science and Mathematics of 1875 undergraduate and graduate students. New student acceptances are running higher than projected so I am increasing this projection to 1925. The College enrollment drops about 100 from fall to winter and another 100 from winter to spring. I am guessing around 375 CSM students for summer. The projected cumulative number of payments of the College-Based fee in CSM is 5850. About 425 of these payments are from part-time students (425 x \$116), about 10 are fee waived

(10 x \$0), and the rest of the payments are \$232 (5415 x \$232). The University initially distributes only 97% of the fees projected to protect against unfulfilled enrollment projections and returns the appropriate amount of the reserve in the subsequent year. Here is what we estimate for 2006-07:

**2006-07 Projected Revenues**

2006-07 Projected Revenues:	\$1,306,000
97% of 2006-07 Projected Revenues:	\$1,267,000
Projected Return 2005-06 Reserve:	\$0
Return (under projection 2005-06):	\$63,000
Projected CBF Funds to Distribute:	\$1,330,000

***Distribution of Fee Revenues***

Proposals from the six departments and the College totaled \$1,494,725. We have \$1,330,000 to allocate. 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.

A contribution from the Dean of Research and Graduate Studies of \$18,000 and from the College of Agriculture of \$32,000 has allowed me to reduce the College request for the mass spectrometer match on the \$3M Packard grant from \$300,000 to \$250,000. This mass spectrometer will reside in the Biological Sciences Department but faculty and student users will come from the College of Agriculture and the Department of Chemistry and Biochemistry. The Biological Sciences Department is contributing an additional \$60,000 to the total \$358K cost of this instrument in its proposal.

Last week the possibility of establishing a grant matching fund through College-Based Fee was discussed with the idea of developing a reserve so that a large grant matching requirement or large equipment purchase opportunity does not as negatively influence the CBF budget in any one year. This is a good suggestion but, because we had to accommodate a large expenditure this year at the College level, I think we should wait until the 2007-08 year to consider and possibly implement it. Even with the large expenditure this year, most of the departments are receiving just a little less than in 2005-06.

**CSM CBF 2006-07 Proposed Allocation**

	Requested	Allocated
Biological Sciences Department	\$388,000	\$380,000
Department of Chemistry and Biochemistry	\$243,000	\$215,000
Kinesiology Department	\$239,301	\$210,000
Mathematics Department	\$131,600	\$120,000
Physics Department	\$150,000	\$130,000
Statistics Department	\$42,824	\$30,000
College	\$300,000	\$250,000
Total:	\$1,494,725	\$1,335,000

## 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 College-Based Fee 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, 2006 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 should 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.

## 2006-07 College- Based Fee Procedures and Timetables

- Spring 2006
  - June 2: 2006-07 College-Based Fee Plans for each department should be on the College website.
- Fall 2006:
  - Early in Fall quarter, each department's College-Based Fee committee for 2006-07 should be formed.
  - Selected accomplishments/highlights of the current 2006-07 CBF program in each department should be posted on the college website.

- Winter 2007:
  - Department committees should consult with students, faculty, and staff about needs and priorities for use of College-Based Fee revenues in 2007-08.
  - Selected accomplishments/highlights of the current 2006-07 CBF program in each department should be posted on the college website.
- Spring 2007:
  - Friday, May 4: Department CBF proposals and representatives to the College CBF committee due to the dean's office.
  - Tuesday, May 15: College CBF Committee meets. Departments present proposals. Dean consults with College committee.
  - Tuesday, May 22: Dean presents proposal for distribution of CBF revenues to the College CBF Committee.
  - Tuesday, May 29: Dean finalizes distribution of CBF revenues to departments.
  - Friday, June 1: Department and College-Based Fee plans on College website.