

Finance & Administrative Services

AGENDA

Audiences:

Academic Senate Budget Committee (November 3, 2022)

Division Budget Analysts (TBD)

Associated Students, Incorporated (TBD)

- Campus Conversation Budget Presentation
Presented to the Campus Community – October 26, 2021 Joe Simoneschi

- Operating Budget Summary (attached) Joe Simoneschi

- Multi-Year 2022-23 through 2024-25 Budget Process Joe Simoneschi

- Open Discussion All

The logo for Cal Poly Pomona is a stylized arrow pointing to the right. It is composed of several overlapping triangles in shades of blue, green, and yellow. The text "Cal Poly Pomona" is positioned to the left of the arrow.

CalPoly
Pomona

**Campus Meeting on
CPP's Annual Budget for
Fiscal Year 2021-2022**

**October 26, 2021
12pm to 1pm**

Presenters

Soraya M. Coley, Ph.D.
President

Iris S. Levine, DMA
Interim Provost of Academic Affairs

Ysabel D. Trinidad
Vice President of Administration and Finance

Christina M. Gonzales
Vice President of Student Affairs

Joe Simoneschi
Associate Vice President of Finance and Administrative Services

Topics

- **California State University (CSU) System
2021-22 Budget**
- **Cal Poly Pomona**
 - **2021-22 Recurring Funds**
 - **2021-22 One-Time Funds**
- **Multi-Year Forecast**
- **HEERF Funding**
- **Academic Affairs**
- **Student Affairs**

The California State University 2021-22 Budget

CSU System

2021-22 Final Budget Summary

2021-2022 Total General Fund Budget	\$4,228,282,000
2021-2022 Gross Tuition & Fees	\$3,036,991,000
2021-2022 Total Operating Budget	\$7,265,273,000

2021-2022 Expenditure Increases	
Employer Paid Health Premiums	23,782,000
Operations and Maintenance of New Facilities	15,206,000
Compensation Adjustment	45,106,000
AB 1460 Ethnic Studies	16,319,000
Restoration of 2020-2021	299,043,000
Graduation Initiative 2025	150,000,000
Other Program Adjustments	43,846,000
Systemwide Priorities	(\$43,110,000)
2021-2022 Total Expenditure Increases	\$550,192,000

New Recurring Funds (Cont.)

(in millions)

Uses	Trustees Request	Final Budget
Graduation Initiative 2025	\$150.0	\$150.0
Restoration of 2020-2021 Reductions	299.0	299.0
Academic Facilities & Infrastructure	50.0	-
Mandatory Costs	57.0	55.3
Other Systemwide Investments	-	18.8
Other Campus-Specific Investments	-	27.0
Total Recurring Increases	\$556.0	\$550.1

New One-Time Funds (cont.)

(in millions)

Uses	Trustees Request	Final Budget
Deferred Maintenance & Infrastructure	\$1,200.0	\$325.0
Other Facility & Infrastructure Investments	-	573.0
Other Systemwide Investments	-	47.0
Other Campus-Specific Investments	-	31.3
Total One-Time Increases	\$1,200.0	\$976.3

CSU System - 2021-22 One-Time Funding Detail

2021-2022 One-Time Funding Allocations

millions

Operations	\$67.0
Facilities and Infrastructure	898.0
Legislative Priorities	<u>11.3</u>
2021-2022 Total	\$976.3

Graduation Initiative 2025

millions

- Enrollment Funding in Support of GI 2025 (*Budget Act of 2018*) **\$44.4**

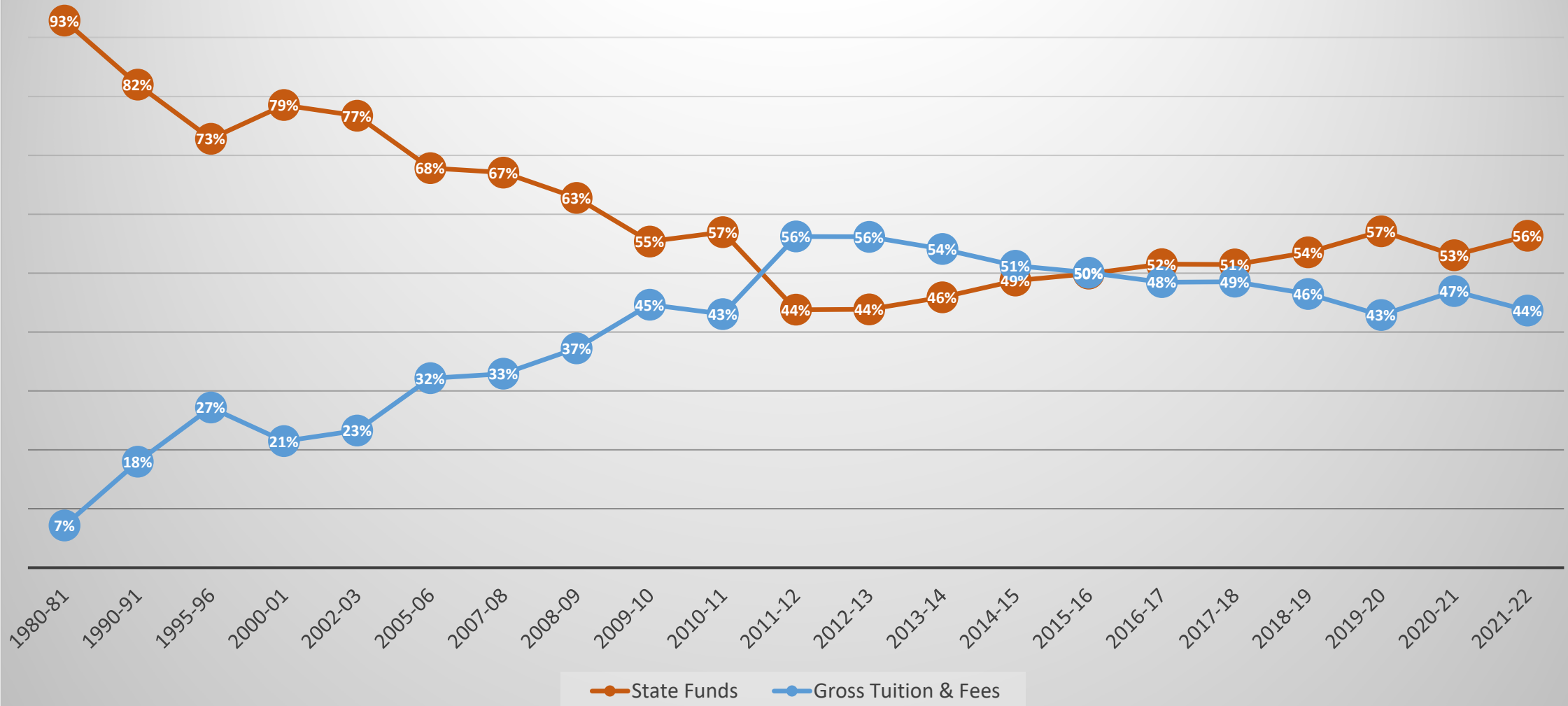
CSU System - 2021-22 One-Time Funding Detail

Operations Detail	
	millions
• Emergency financial grants for low-income students	\$30
• Faculty Professional Development and equal opportunity practices	10
• Monterey Bay’s Computing Talent Initiative	10
• SF’s Asian American Studies Department	10
• Project Rebound	5
• Staff Salary Structure Study and Report - CO	<u>2</u>
Total	\$67M

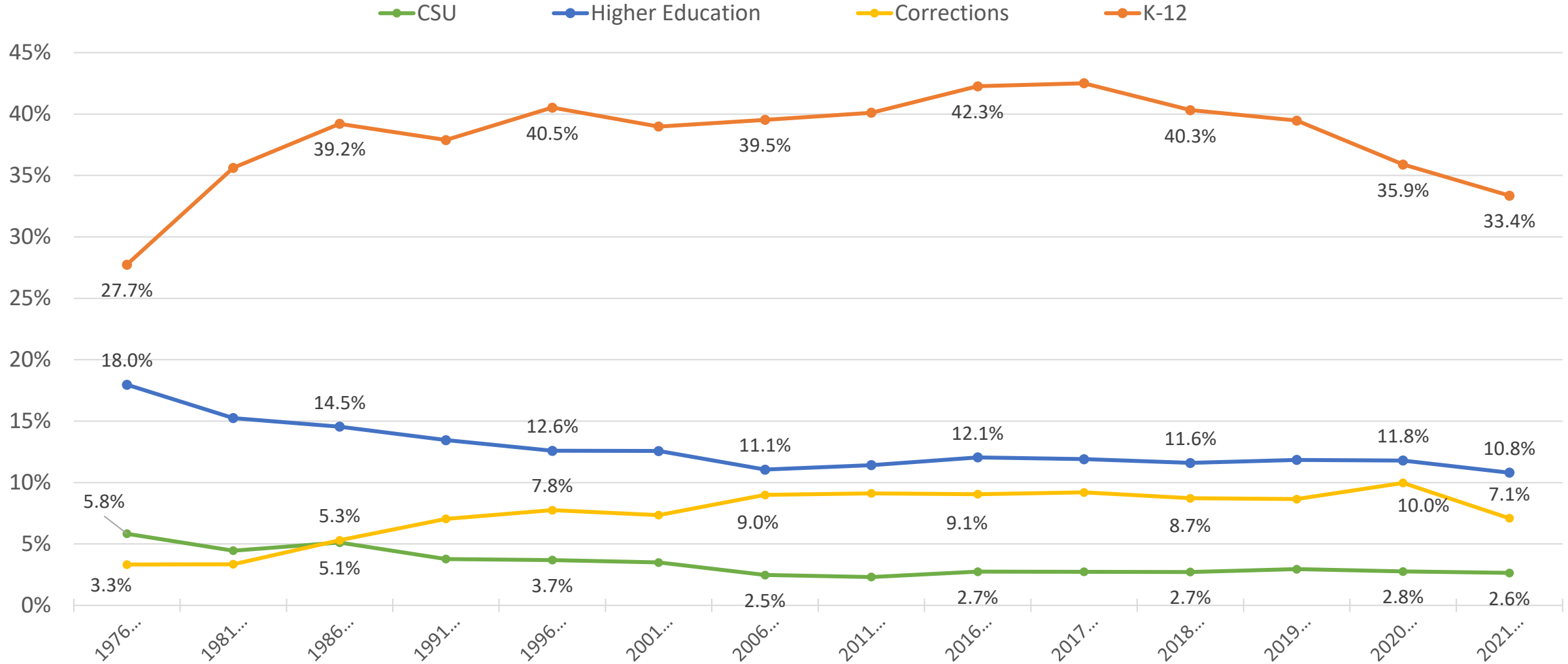
Key Takeaways

- CSU budget request fully funded
- Address critical deferred maintenance & infrastructure projects
- Sustain momentum on Graduation Initiative 2025 at critical time
- New state investment will improve student educational and experiential opportunities

Change in Share of Funding for CSU over 40 Years



Allocations as % of Total State General Fund



Cal Poly Pomona 2021-22 General Fund Budget

CPP 2021-22 General Fund Budget - New Recurring Revenues

SOURCES

State General Fund 2020-21	\$158,003,000
State General Fund 2021-22	\$178,513,000
Total Recurring Increases	\$20,510,000

USES

FINAL BUDGET INCREASE

Graduation Initiative	\$7,957,000
Restoration of 2020-2021 Reductions	18,375,000
Systemwide Priorities	(8,132,000)
State University Grant	2,173,000
Mandatory Costs (health premiums)	1,212,000
2021-22 Compensation Adjustment (SUPA)	62,000
AB 1460 – Ethnic Studies	812,000
Revisions to GF Expenditures (retirement adj. etc.)	(1,949,000)
Total Recurring Increases	\$20,510,000

CPP 2021-22 New One-Time Funds*

Sources	Final Budget
State General Fund – System Total	\$ 976.3
Total One-Time Increases	\$ 976.3

Uses – Cal Poly Pomona	Final Budget
Emergency Financial Assistant Grants for Low-Income Students	\$ 1,768,000
Faculty Professional Development	600,000
Enrollment Funding in Support of Graduation Initiative 2025	3,486,000
Total One-Time Increases to CPP	\$ 5,854,000

*Funds for facility and infrastructure (deferred maintenance, energy efficiency, and capital outlay projects), and legislative priorities are pending.

CPP 2021-22 Gross Tuition & Fees (estimated)

	<u>FY 2020/2021</u>	<u>FY 2021/2022</u>
Chancellor's Office FTES Target for CPP	19,228	19,228
Tuition & Fees Revenue Based on CO Target	\$158,746,000	\$158,746,000
<hr/>		
	<u>FY 2020/2021</u>	<u>FY 2021/2022</u> Estimated
CPP Campus Goal (FY 21/22 enrollment holdback at 1%)	28,648	28,331
State Appropriation	\$156,054,000 *	\$178,513,000
Tuition and Fees	\$177,278,202	\$184,990,341 **
Total Revenue Based on CPP Campus Goal	\$333,332,202	\$363,503,341

*Change in 2020/21 State Appropriation due to retirement pullback and compensation allocation

**Including 1% holdback for enrollment fluctuations/contingencies.

CPP 2021-22 Increase in Funding

Sources

State Appropriations	\$20,510,000
Tuition & Fees Base*	<u>11,383,890</u>
Total Increase	\$31,893,890

*Projected

CPP 2021-22 Final Operating Budget Expenditures

New Recurring Increases

Ongoing Uses of New Funding

Final Budget Allocation

Divisional Budget Requests & GI 2025 Funding	\$8,762,950
Benefits	1,857,896
State University Grant	2,173,000
2022/23FY Tenure Density Holdback for Multi-Year Hiring Plan 13 FTEF	2,213,214
Mental Health & Basic Needs	1,750,540
AB 1460 Ethnic Studies	812,000
Insurance Premium Increases (CSURMA)	528,539
Compensation Allocation (SUPA with 50% allocated in prior year)	124,000
Enrollment Fluctuations/Contingency – 1% Hold back	3,671,751
Reserve for State Forecasted Multi-Year Economic Downturn	<u>10,000,000</u>
Total Recurring Increases	\$31,893,890

Enrollment Plan for Fiscal Year 2021-2022

Enrollment Plan for Fiscal Year 2021-2022

Academic Year	CSU Resident FTES Target	Cal Poly Pomona Resident FTES Achieved	Cal Poly Pomona Total FTES Achieved
2017-18	18,714	21,304	22,338
2018-19	18,714	21,661	22,623
2019-20	19,228	22,860	23,808
2020-21	19,228	24,140	24,986
2021-22	19,228	23,420*	24,205*

* **Note:** For 2021-22, FTES achieved is projected based on the actual Fall 2021 FTES and historical trends for Spring enrollment relative to Fall.

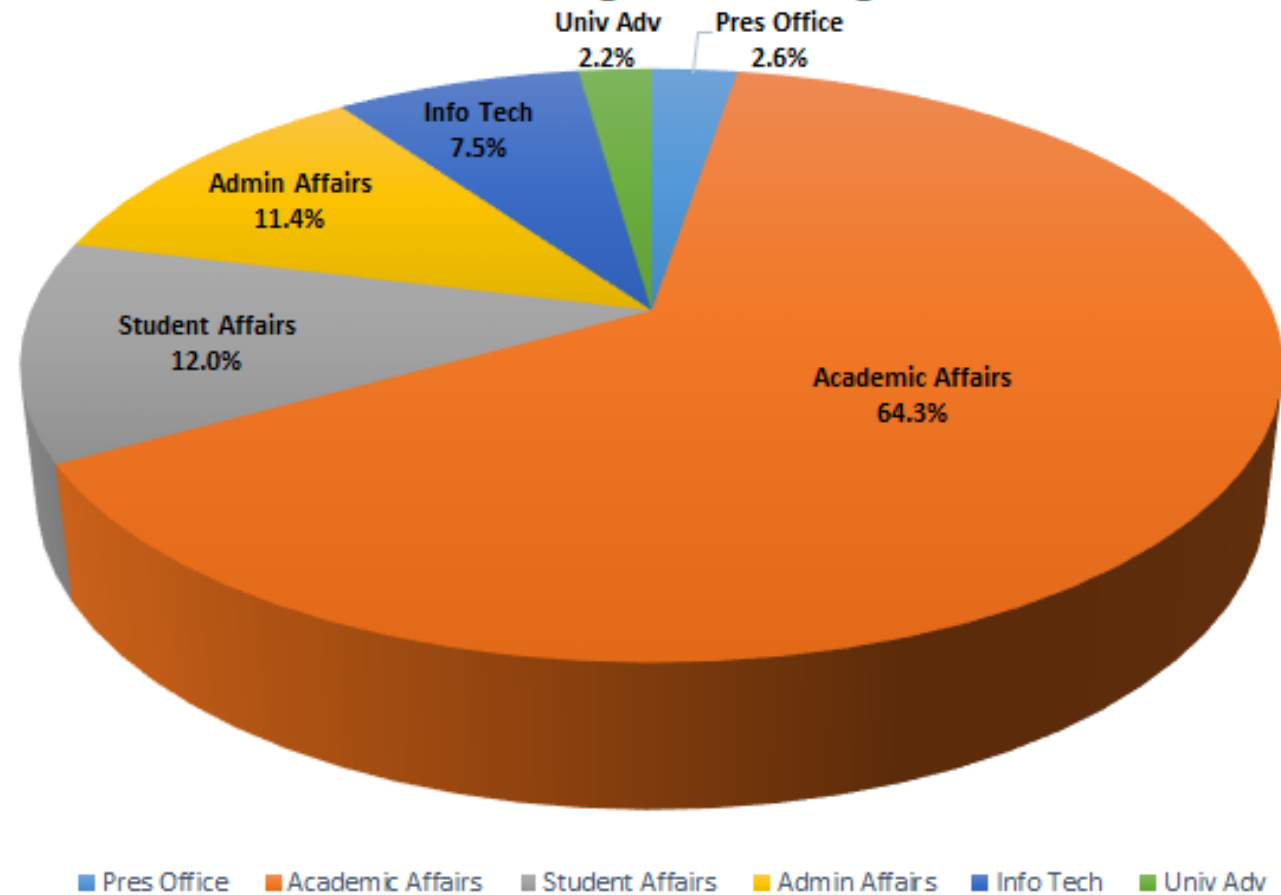
Distribution of Operating Budget Resources

Sources of Funds	2021/22 Base
State Appropriation	\$ 178,513,000
Tuition Fee	153,009,713
Non-Resident Tuition	8,732,243
Other Student Fees	<u>23,248,385</u>
Total	\$ 363,503,341

Sources of Funds	2021/22 Base
Divisions	\$ 193,493,622
Student Aid	39,416,409
Other Operating Expenses*	<u>130,593,310</u>
Total	\$ 363,503,341

*Other Operating Expenses includes Benefits, Risk Management, Utilities, etc.

2021/22 Total Division Budget, Including Salaries & Benefits



CPP 2021-22 Divisional Funding Authorizations

Division	Base	One-Time	Non-POM01 One-Time	HEERF	Total
Office of the President	\$ 960,767	\$307,056	\$ -	\$ -	\$ 1,267,823
Academic Affairs	4,587,541	3,597,262	1,530,000	3,575,172	13,289,975
Administrative Affairs	1,932,624	287,500	-	600,768	2,820,892
Information Technology	457,660	640,000	804,852	4,842,000	6,744,512
Student Affairs	369,000	-	-	400,000	769,000
University Advancement	455,358	99,416	-	-	554,774
Total Authorized	\$ 8,762,950	\$ 4,931,234	\$ 2,334,852	\$ 9,417,940	\$ 25,446,976

New Student Success Advising Model

Invest in an institutionalized **student success advising model** to ensure that **all students** have an equitable and empowering experience.

Foster **cross-divisional coordination** to provide a holistic approach to student success.

Institutionalize an **accountability and assessment framework** to respond to and anticipate student needs.

Redefine roles and responsibilities to achieve goals set forth by CPP's Strategic Plan and the CSU Graduation Initiative 2025.

Student Success Advising

Outcomes:

- University advising average ratio 1:692 from current 1:1034.
- Every student will have an assigned student success advisor

College	Existing Advisors	Current Ratio	New Advisors	Total Advisors	New Ratio
EGR	5	1:1233	3	8	1:773
CLASS	4	1:1388	3	7	1:748
BUS	5	1:1088	2	7	1:730
SCI	4	1:1118	2	6	1:711
ENV	2	1:880	1	3	1:592
AG	3	1:704	1	4	1:527
CEIS	2	1:532	0	2	1:509
CCHM	2	1:425	0	2	1:380

Based on F 2021 Undergraduate Headcount

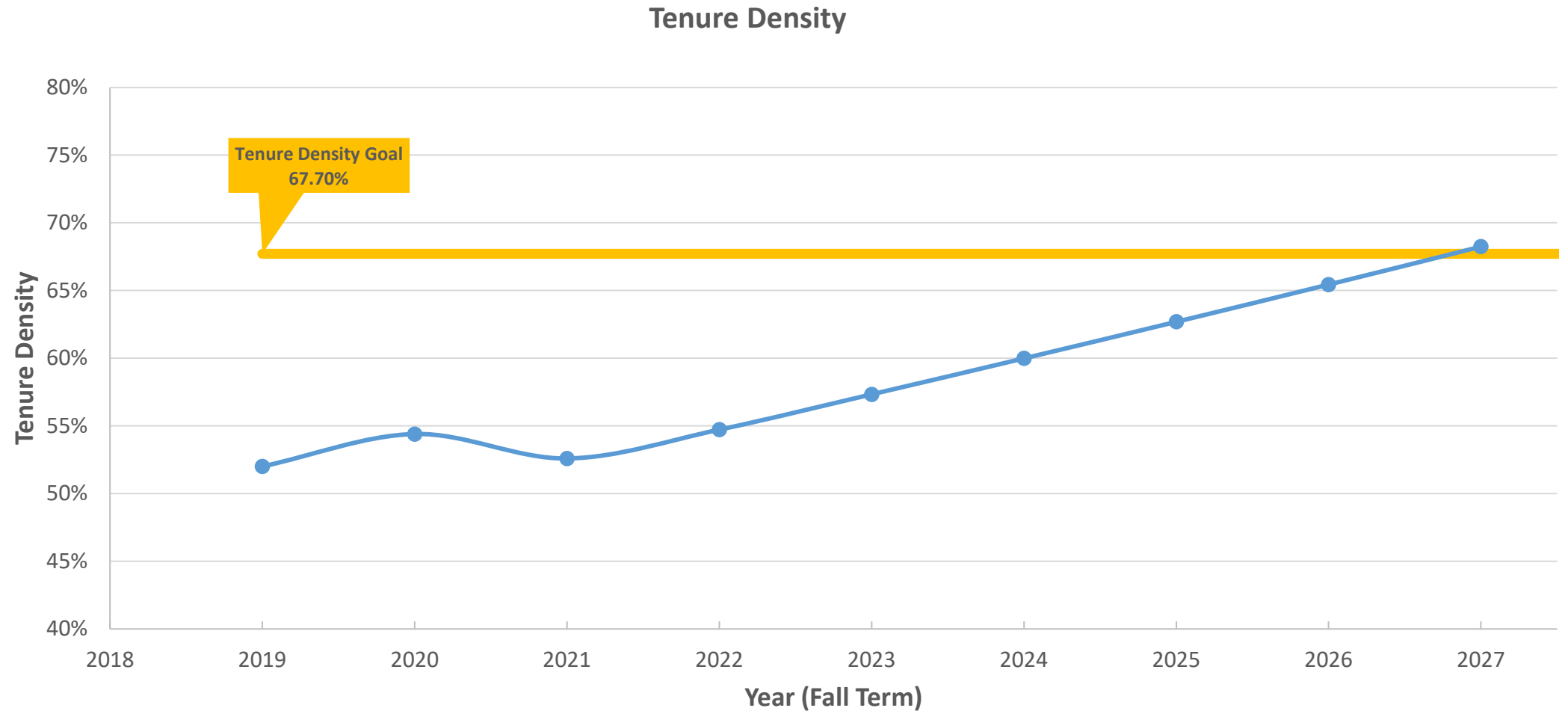
Impact of Investment in Student Success Advisors

- 2 colleges with a current caseload model - CEIS & CCHM
- Result: They have been able to see about 85% of their active students in a year.
- Our commitment: Increase the % of students seen by an advisor in all colleges by at least 20% in the first year.

College	Students who met with advisors	Students in college	% students seen by an advisor	Goal with new advisors
AG	1,198	2,110	57%	100%
CBA	4,503	5,436	83%	100%
CEIS	969	1,064	91%	100%
EGR	4,082	6,161	66%	90%
ENV	1,037	1,759	59%	100%
CCHM	739	850	87%	100%
CLASS	3,662	5,552	66%	90%
COS	2,946	4,470	66%	90%

Based on F 2020 Undergraduate Headcount

Continuing Progress to Tenure-Density Goal



Tenure-Track Faculty Hiring

			Ongoing Commitments		One-Time Commitments				
Academic Year	Number of Tenure-Track Faculty Searches ¹	Number of Tenure-Track Faculty Hires ²	Annual Salary	Benefits (~50%)	Assigned Time Year 1	Assigned Time Year 2	Startup	Relocation	Total Commitment
2016-17	58	52	\$3,871,080	\$1,935,540	\$818,688	\$847,392	\$1,745,780	\$155,600	\$9,374,080
2017-18	28	24	\$2,025,204	\$1,012,602	\$391,104	\$303,552	\$438,100	\$61,000	\$4,231,562
2018-19	43	34	\$2,865,252	\$1,432,626	\$430,032	\$440,844	\$808,776	\$143,750	\$6,121,280
2019-20	54	43	\$3,668,952	\$1,834,476	\$557,538	\$557,538	\$1,004,000	\$136,000	\$7,758,504
2020-21	52	40	\$3,344,784	\$1,672,392	\$504,000	\$504,000	\$659,000	\$209,700	\$6,893,876
2022-23	35 + 10								

¹ Number of tenure-track faculty searches conducted in prior academic year.

² Number of new tenure-track faculty hired in indicated academic year.

Permanent Support for Ethnic Studies Requirement

\$812,000 in recurring funding received from the CSU to fulfill the goals of AB 1460 and the Ethnic Studies Requirement

Will be permanently deployed to fund tenure-track faculty who will be hired to teach in Ethnic Studies Area F courses and institutional support capacity

One-time support to facilitate the successful hiring of the first Ethnic Studies Affinity Faculty Cluster and on-going recruitment of a diverse faculty

One-time support for teaching and development of the first Area F courses for Cal Poly Pomona

Permanent Support for Ethnic Studies Requirement – Continued

Funding priorities to ensure success of the Ethnic Studies requirement based in EFSIC Summer Workgroup research findings

Permanent funding to support a central office for Ethnic Studies Affinity Faculty with staff and Faculty Fellow

Permanent and one-time funding for Faculty development: mentorship and scholarship and teaching support, and equity in searches

One-time support for faculty revision of DRTP criteria to be more equitable and supportive of diversity and innovation

Permanent Support for Ethnic Studies Requirement - Outcomes

Successful hiring and retention of Ethnic Studies Affinity Faculty in multiple departments and colleges

All students completing the Ethnic Studies GE requirement

Increasing diversification of the curriculum and faculty.

Dramatic shift in campus culture, scholarship, and teaching.

Basic Needs and Mental Health

- Currently we have a decentralized model which successfully served over 4,000 students in the last year
- Newly designated allocation of \$1.78 million will allow CPP to establish a streamlined model
- The new structure will allow for more support of services, greater access and ability for students to easily navigate the programs



Multi-Year State General Fund Outlook

Planning for the 2022-23 Operating Budget

- *“As the 2021-2022 budget year begins, and the CSU looks ahead to the 2022-2023 fiscal year, the Department of Finance and the Legislative Analyst’s Office project continuous state tax revenue growth through 2024-2025. The Legislative Analyst’s forecast of about three percent growth per year is a touch more optimistic than the Department of Finance’s forecast of about two percent growth. Together, the state’s significant 2021-2022 surplus and these positive longer-term forecasts suggest that the state will be able to invest more in its many programs and functions including the CSU.”*

From the CSU Board of Trustees
Committee on Finance – Agenda 4
Planning for the 2022-23 Operating Budget

HEERF Funding

HEERF Funding – Categories of Spend to Date

<u>Categories</u>	<u>Amount</u>
Total HEERF Allocation, All Funds	\$ 175,671,079
Emergency Grants to Students	63,854,335
Faculty Training (2020), Course Conversion	1,857,755
Safety, PPE, Sanitizing	319,144
Technology (instruction/remote work)	822,185
Emergency Pay	493,203
Refunds (housing, parking, meal plans, course fees, etc.)	9,984,144
Recovery of Shortfall to General Fund	18,375,000
Recovery of Shortfall to Parking Services	1,989,276
Total Remaining to Spend	\$ 77,976,037

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GOOD

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**A FORCE FOR
CHANGE**

**WE
UNCOVER**

POTENTIAL

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**WE ARE UPBEAT &
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Conclusion of Presentation

Please Submit Questions Through
the Q&A
Feature and We Will Post them to our
Financial Services Website along
with the video of this presentation
(<https://www.cpp.edu/fas/budget/budget-information.shtml>)

Cal Poly Pomona General Operating Fund Summary

	2021/22 Budget		
<u>Sources</u>	<u>2021/22 Base Funds</u>	<u>One-Time / Carryforward</u>	<u>Total</u>
State Appropriation	\$ 178,513,000	\$ -	\$ 178,513,000
Tuition Fee	156,046,701	-	156,046,701
Non-Resident Tuition	8,994,649	-	8,994,649
Other Student Fees	23,620,742	-	23,620,742
PY Carryforward	-	<u>104,547,875</u>	<u>104,547,875</u>
Total, Sources	\$ 367,175,092	\$ 104,547,875	\$ 471,722,967
<u>Divisions</u>	<u>2021/22 Base Funds</u>	<u>One-Time / Carryforward</u>	<u>Total</u>
President's Office	\$ 5,064,835	\$ 1,426,418	\$ 6,491,253
Academic Affairs	123,520,895	15,680,294	139,201,189
Administrative Affairs	22,071,656	8,345,905	30,417,561
Info Tech	14,395,452	2,843,365	17,238,817
Student Affairs	21,363,279	10,472,333	31,835,612
University Advancement	<u>4,337,305</u>	<u>757,228</u>	<u>5,094,533</u>
Total Divisions	\$ 190,753,422	\$ 39,525,543	\$ 230,278,965
<u>Centrally Managed</u>			
Benefits	\$ 91,126,815	\$ -	\$ 91,126,815
Financial Aid			
St Univ Grant	\$ 38,504,000	\$ 796,024	\$ 39,300,024
EOP, Other	<u>912,409</u>	<u>519,832</u>	<u>1,432,241</u>
Total Fin Aid	\$ 39,416,409	\$ 1,315,856	\$ 40,732,265
Risk Mgt	5,063,399	1,443,860	6,507,259
Space Rental	-	1,213,947	1,213,947
Utilities	<u>9,642,406</u>	<u>93,816</u>	<u>9,736,222</u>
Total, Cent Mgd	\$ 145,249,029	\$ 4,067,479	\$ 149,316,508
<u>University</u>			
Designated	\$ 5,967,191	\$ 5,065,623	\$ 11,032,814
Unallocated	5,757,945	2,900,000	8,657,945
Benefits Reserve	-	3,900,000	3,900,000
Campus Reserve	1,000,000	1,000,000	2,000,000
1% Enrollment Set-Aside	3,671,751	-	3,671,751
Economic Downturn Set-Aside	10,000,000	22,704,382	32,704,382
Univ Special Projects (GI2025/HEERF)	<u>4,775,754</u>	<u>25,384,848</u>	<u>30,160,602</u>
Total University	\$ 31,172,641	\$ 60,954,853	\$ 92,127,494
Grand Total CPP	<u>\$ 367,175,092</u>	<u>\$ 104,547,875</u>	<u>\$ 471,722,967</u>

2021/22 Budget

<u>Sources</u>	2021/22 University Level Detail		
	<u>2021/22</u> <u>Base Funds</u>	<u>One-Time /</u> <u>Carryforward</u>	<u>Total</u>
Univ Designated Total	\$ 5,967,191	\$ 5,065,623	\$ 11,032,814
Compensation	\$ 3,296,042	\$ 3,125,501	\$ 6,421,543
Univ Level Fee Revenue	45,050	-	45,050
Leadership Development Initiative	40,000	-	40,000
MBA Fin Aid	97,000	-	97,000
Multi-Year Budget Commitments	261,880		261,880
EEP	2,227,219	1,440,122	3,667,341
20/21 CFwd Adjustments		500,000	500,000
			-
University Special Projects	\$ 4,775,754	\$ 25,384,848	\$ 30,160,602
GI2025/HEERF	4,775,754	25,384,848	30,160,602



Fiscal Years 22-23 through 24/25 Annual Budget Process

November 2021

2022-23 Annual Budget Development

CSU System

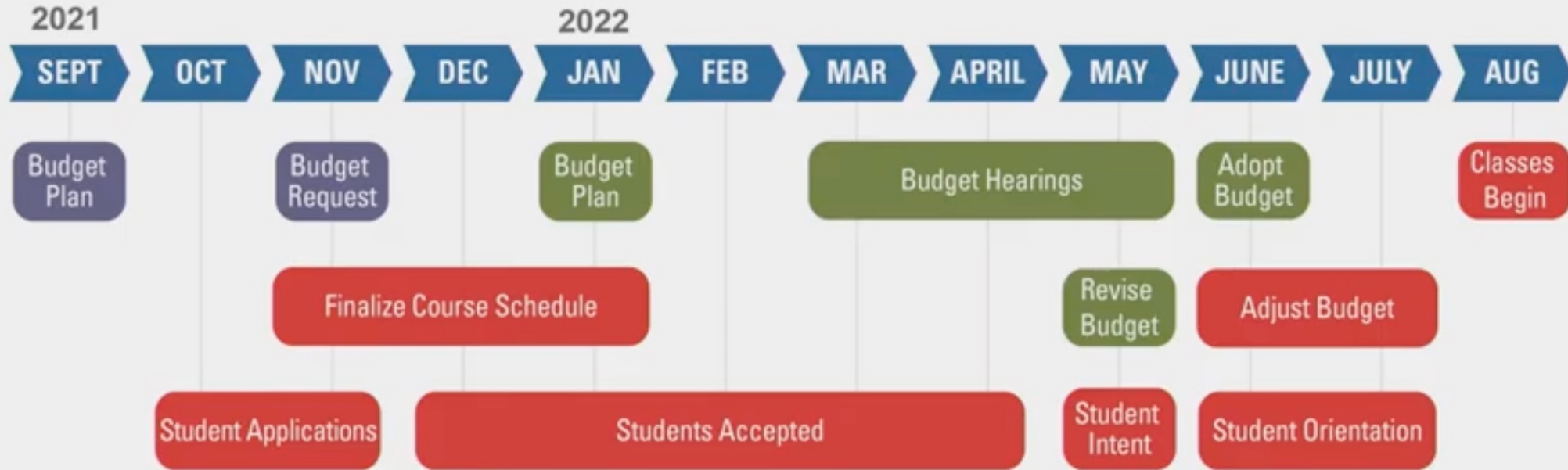
Cal Poly Pomona

Planning for the 2022-23 Operating Budget

Committee on Finance – Agenda Item 4
September 14-15, 2021



BUDGET TIMELINE



■ STATE
■ TRUSTEES
■ CHANCELLOR/SYSTEM/CAMPUSES

Budget Priorities for Student Success

- Fully fund Graduation Initiative 2025
- Employee salaries & benefits keep pace with inflation
- Invest in critical infrastructure & reduce deferred maintenance
- Grow enrollment to fulfill CSU portion of statewide degree gap
- The university in a post-pandemic world

Economic Conditions

- State: Multi-year budget surplus = \$75 billion
- State: Positive forecast through 2024-25
- CSU: State general fund upward trend since 2012-13
- CSU: Improvements to designated balances & reserves
- CSU: Ample one-time federal support
- Bottom line: CSU at good fiscal starting point & state positioned to do more

2022-23 Preliminary Budget Plan

- Promising economic outlook
- Position the university to receive new investment
- Comprehensive budget request again

2022-23 Preliminary Plan

Incremental Expenditure Increases	Range (in millions)	
Graduation Initiative 2025	\$75.0	\$75.0
Student Basic Needs	10.0	20.0
Bridging Equity Divide Through Technology	50.0	100.0
Employee Salary and Benefit Increases	199.0	245.0
Academic Facilities and Infrastructure	50.0	135.0
Enrollment Growth	129.0	129.0
Mandatory Costs	50.0	50.0
Staff Salary Structure Study Results	TBD	TBD
Total Incremental Budget Request	\$563.0	\$754.0

2022-23 Annual Budget Development

Cal Poly Pomona

2022-23 Budget Development Timeline

Oct 25 th week of	Annual multi-year budget call letter distributed to the Vice Presidents along with budget guidelines/instructions
Mid-Fall	Administrative Affairs (FAS) will host a budget process discussion with Academic Senate, ASI and divisional budget analysts
Mid-February	Budget Request due to FAS – Budget Services Faculty tenure-track searches (Fall 2023 hires)
Mar - May	Iterative reviews with President Coley; updates with Cabinet
June	President approves 2022-23 budget pending BoT action in July

2022-23 Budget Development Goal and Guidelines

Goal

- The goal of the budget planning process is to create a balanced and sustainable ongoing budget that supports the University's strategic direction in support of student success. This requires assessing capacity, making strategic investments and reallocating existing resources to align with the divisional and University priorities.

Guidelines

- *Separate attachment.*

CONTRIBUTING
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Comments/Questions

Budget Services

Multi-Year Budget Request Instructions

Fiscal Years 2022/2023 – 2024/2025

Purpose: Allocate new base funding and University level one-time funds to support of the Strategic Plan.

Key Points

- All budget submissions should be in accordance with Budget Guiding Principles.
- To be used in place of ad hoc requests for permanent funding and establishes a process to submit requests so a collective review can be made and prioritized.
- Please adhere to deadlines. Late submissions impact Budget Services' ability to properly evaluate and analyze the budget requests and may delay reporting to CPP Executive Offices.
- The Budget Request Form utilizes drop-down menus, when feasible. Keeping these values consistent will allow for similar assessments across Divisions. The drop-down items should not be altered. If changes to the format are made, the request will be returned to the Division for correction and resubmission.
- For personnel related requests, do not include benefits. Budget Services will calculate benefit costs based on the type of Faculty/Staff/MPP position being requested. Benefit columns will be viewable but locked by Budget Services.
- The "Request Title" column has been limited to 40 characters. The "Division Comments" column should be used when more detail is necessary.
- The Budget team is available to provide guidance and/or answer any questions.

Budget Request Instructions: Divisions are asked to complete columns "A" through "L" plus the Division Comments section (column "M"), if needed.

1. **Fiscal Year (required field):** Please note the primary fiscal year for which the request is being made using the drop-down menu provided.
2. **Priority Rank (required field):** The Division's final submission to Budget Services should include a prioritized ranking, with the most important priority ranked as Priority 1.
3. **Request Title (required field):** Please provide a summarized Request Title. This field is limited to 40 characters. Additional detail should be included in the Division Comments section.
4. **Key Performance Indicators (KPIs):** The KPI column should include metrics and anticipated outcomes if funding is approved. It should also take into consideration any reporting required by the Chancellor's Office, State, or other entity. Other dimensions should be included to support the funding request and the impact to students.
5. **Type of Request (required field):** Please use the drop-down menu to identify the Type of Request (e.g., Faculty, Staff, MPP or Operating Expenses).

Budget Services

6. Classification: If the Type of Request is tied to personnel, please identify the classification. The classification requested is the position, if approved, that will be allocated. Changes to the classification after approval will need to wait until the next annual budget cycle.
7. Intended Use: Identify if the request is tied to the GI2025 Initiative, Division Need, or the Strategic Plan.
8. Strategic Plan Initiative & Goals: If funding is requested as part of the Strategic Plan, please identify which Strategic Initiative and goal it supports.
 1. Deliver quality programs that promote integrative learning, discovery, and creativity
 2. Enhance student learning, development, and success
 3. Prepare our students for the future of work and civic engagement
 4. Strengthen our economic vitality and impact
 5. Advance organizational development and employee excellence
9. Divisional Interdependencies: To ensure requests for funding are aligned with cross-divisional projects and funding allocations are not duplicated, please identify all Divisions who would participate and benefit from the resource allocation. Discussions should take place amongst the Divisions to ensure only one request is submitted. The submission should be made by the Division who is the “lead” on the project with feedback from partner Division(s).
10. PERM or ONE-TIME Request (required field): Please note whether the Division request is for permanent base or temporary one-time dollars. Drop down menu is provided.

PERM: Identifies the need for permanent funding. If request is identified as permanent and approved, those funds will be allocated in future years.

ONE TIME: Identifies the need for one-time funding. These funds, if approved will be, allocated for FY 21/22 only.

Note: Personnel requests should not be funded using one-time dollars unless the request is of a temporary nature.
11. Amount (required field): Please add dollar amount requested (rounded to the nearest whole dollar). *Benefits: Please do NOT add benefits as they will automatically be added in another calculated column.*
12. Estimated Start Period: Enter the month that the expense is first expected using the drop-down menu provided.
13. Division Comments: Divisions are asked to provide additional detail and expand on the summarized Request Title field. There are no restrictions on the length of explanation. Enough detail should be provided so that the comments, along with the Request Title, would be enough information IF a decision needed to be made and no other conversation about the request was to take place.

Submissions are due no later than 12 noon on Thursday, February 10, 2022 and should be sent to Budget Services email: Budget@cpp.edu**

Cal Poly Pomona
Budget Development Goal and Guidelines
2022-23

As a public institution, Cal Poly Pomona is responsible for the prudent management of resources entrusted to the campus by the CSU Board of Trustees. The following principles are aimed at guiding the development of the campus-wide budgets:

Goal

The goal of the budget planning process is to create a balanced and sustainable ongoing budget that supports the University's strategic direction in support of student success. This requires assessing capacity, making strategic investments, and reallocating existing resources to align with divisional and University priorities.

Guidelines

- The budget will align resource allocations to support sustainable operations and make progress on Cal Poly Pomona's Strategic Initiatives and Student Success goals;
- The campus multi-year budget planning process will anticipate and accommodate revenue fluctuations tied to State funding and student enrollment projections to ensure balanced budgets in future year modeling. An "all funds" approach will be employed in order to maximize the use of all available resources;
- Protect resources for strategic investment (e.g., Graduation Initiative 2025, increasing tenure density, student mental health and basic needs, etc.) and support of ongoing operational costs (e.g., personnel salaries, benefits, utilities, debt service, etc.) during times of economic uncertainty;
- Use challenging time as an opportunity for innovation;
- Incorporate on-going accountability (reallocations or other actions to demonstrate how the Division has adequately assessed capacity) into the resource allocation process;
- Engage in planning to increase Cal Poly Pomona's stature as a preeminent diverse and inclusive polytechnic university and invest in the long-term viability of the University.

Budget Allocations Will:

- Support current and attract new faculty and staff who are key to achieving the mission and goals of the University;
- Recognize the primacy of instruction, research, scholarly activity, and academic program quality;
- Support divisional activities that increase revenue to support Cal Poly Pomona's priorities, the academic mission, and student success;
- Respond to campus operational and safety needs, working to mitigate concerns and prioritizing maintenance and facilities improvements, including instructional space as funding allows;

- Invest in administrative operations and practices that seek to promote savings through collaborative and/or integrative shared services and technological enhancements, such as:
 - Change or expand operational impact to reduce costs
 - Operations support among regional campuses
 - Investment in faculty and staff development in response to changing nature of campus
 - Promotion of technology to better support achievement of campus goals using tools such as automated systems; support the development of faculty use of technology through training

- Maintain contingency funds for revenue fluctuations, unfunded mandates, inflationary costs and unexpected expenses; and

- Recognize the criticality of Cal Poly Pomona as a major resource for advancing our region, state, and nation.

Multi-Year Budget Request Worksheet
Fiscal Years: 2022/2023 - 2024/2025

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA						
1	Div:	RFP: Multi-Year Budget Request											Totals	-	-	-	-	-	-	-	-	-	-	-	\$	-	\$	-	\$	-	\$	-
2	Input												22/23 Summary			23/24 Summary			24/25 Summary			Grand Totals										
3	Fiscal Year	Priority Rank	Request Title	Key Performance Indicators (KPI)	Type of Request	Classification	Intended Use	Strategic Plan Initiative & Goals	Divisional Interdependencies	PERM or ONE-TIME	Amount	Estimated Start Period	Division Comments (Provide details below)	Number of Months Needed	Base	One-Time	Benefits	Base	One-Time	Benefits	Base	One-Time	Benefits	Total Base	One-Time	Total Benefits	Total Funding					
4															-	-	0	-	-	0	-	-	0	-	-	-	-					
5															-	-	0	-	-	0	-	-	0	-	-	-	-					
6															-	-	0	-	-	0	-	-	0	-	-	-	-					
7															-	-	0	-	-	0	-	-	0	-	-	-	-					
8															-	-	0	-	-	0	-	-	0	-	-	-	-					
9															-	-	0	-	-	0	-	-	0	-	-	-	-					
10															-	-	0	-	-	0	-	-	0	-	-	-	-					
11															-	-	0	-	-	0	-	-	0	-	-	-	-					
12															-	-	0	-	-	0	-	-	0	-	-	-	-					
13															-	-	0	-	-	0	-	-	0	-	-	-	-					
14															-	-	0	-	-	0	-	-	0	-	-	-	-					
15															-	-	0	-	-	0	-	-	0	-	-	-	-					
16															-	-	0	-	-	0	-	-	0	-	-	-	-					
17															-	-	0	-	-	0	-	-	0	-	-	-	-					
18															-	-	0	-	-	0	-	-	0	-	-	-	-					
19															-	-	0	-	-	0	-	-	0	-	-	-	-					
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23															-	-	0	-	-	0	-	-	0	-	-	-	-					
24															-	-	0	-	-	0	-	-	0	-	-	-	-					
25															-	-	0	-	-	0	-	-	0	-	-	-	-					
26															-	-	0	-	-	0	-	-	0	-	-	-	-					
27															-	-	0	-	-	0	-	-	0	-	-	-	-					
28															-	-	0	-	-	0	-	-	0	-	-	-	-					
29															-	-	0	-	-	0	-	-	0	-	-	-	-					
30															-	-	0	-	-	0	-	-	0	-	-	-	-					