ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-25-77/BC
March 8, 1977

BUDGET INFORMATION RESOLUTION

WHEREAS, The faculty at Cal Poly are striving to achieve input in the budgetary process affecting the instructional budget at California Polytechnic State University, San Luis Obispo, and

WHEREAS, The faculty can have the greatest influence in budgetary matters at the school/division/department/program levels, and

WHEREAS, The faculty must have information on current budgets to provide valuable input in the budgetary process, and

WHEREAS, All faculty members are not currently being made aware of the budgets of the schools/divisions/departments/programs in which they serve, now, be it therefore

RESOLVED: That each September the proposed budget for the upcoming academic year, and the final budget figures for the past academic year in each school/division/department/program should be distributed to all faculty members within said school/division/department/program; and, be it further

RESOLVED: That budget figures at the school/division level are to be distributed by the Dean and should include all aspects of the instructional program by department including faculty position, operating expense, equipment, replacement equipment, in state and out of state travel, and technical/clerical/student assistant allocations; and, be it further

RESOLVED: That budget figures at the department/program level are to be distributed by the department head or program leader and should also include all aspects of the instructional program, and should provide greater detail than the budget figures provided at the school level.

APPROVED

MARCH 8, 1977
Academic Senate Resolution—Budget Information

Your memo of March 9 transmitted to me a resolution adopted by the Academic Senate to the effect that various budgetary information be made available to the faculty of each department/program. After review with appropriate personnel, I am approving what I perceive to be the intent of that resolution. As you and members of the Senate are no doubt aware, some schools and/or departments currently make this information known to the faculty in a variety of ways, others do not. In order to assure that basic information, as a minimum, is made available I am forwarding to Vice President Jones and Director of Business Affairs Landreth the attached sample format for possible use by school deans and department heads. In so doing, it is not my intent to mandate that this format be used or to require those administrators currently making information available to conform to the format. Rather, its purpose is to provide a guide to the information which should be made available.

Further, I am leaving to the judgment of the deans and department heads the medium to be used in distributing the information. Some may choose to do it through a departmental or school memo, others may wish to distribute the information through the school council or departmental council minutes. By copy of this memo I am asking Dr. Jones to implement the distribution of information in all instructional areas beginning with Fall, 1977.

Attachment
ZEE Departmental Summary

<table>
<thead>
<tr>
<th>Positions:</th>
<th>1975-76 Actual</th>
<th>1976-77 Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative FTE</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>Faculty, FTE</td>
<td>12.5</td>
<td>13.0</td>
</tr>
<tr>
<td>Support Staff, FTE</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Student Assistants, FTE</td>
<td>1.4</td>
<td>1.1</td>
</tr>
<tr>
<td>Total FTE Positions</td>
<td>17.7*</td>
<td>18.9*</td>
</tr>
</tbody>
</table>

Operating Expense and Equipment:

<table>
<thead>
<tr>
<th></th>
<th>1975-76 Actual</th>
<th>1976-77 Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies and Services</td>
<td>$ 8,831</td>
<td>$ 10,672</td>
</tr>
<tr>
<td>Travel In-State</td>
<td>368</td>
<td>397</td>
</tr>
<tr>
<td>Travel Out-State</td>
<td>(Budgeted by School)</td>
<td></td>
</tr>
<tr>
<td>Regular Equipment</td>
<td>3,132</td>
<td>2,567</td>
</tr>
<tr>
<td>Replacement Equipment</td>
<td>2,118</td>
<td>2,320</td>
</tr>
</tbody>
</table>

Student Credit Units Data

<table>
<thead>
<tr>
<th></th>
<th>1975-76 Actual</th>
<th>1976-77 Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department SCU</td>
<td>240!</td>
<td>2411</td>
</tr>
<tr>
<td>Department SCU as % of Campus Total</td>
<td>1.1%</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

*Positions subject to salary savings requirements: 2% faculty and 4% nonfaculty.
School of XYZ Summary

<table>
<thead>
<tr>
<th>Positions</th>
<th>1975-76 Actual</th>
<th>1976-77 Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative, FTE</td>
<td>3.24</td>
<td>3.28</td>
</tr>
<tr>
<td>Faculty, FTE</td>
<td>93.4</td>
<td>95.2</td>
</tr>
<tr>
<td>Support Staff, FTE</td>
<td>15.8</td>
<td>16.0</td>
</tr>
<tr>
<td>Student Assistant, FTE</td>
<td>7.1</td>
<td>7.2</td>
</tr>
<tr>
<td>Total FTE Positions</td>
<td>119.54*</td>
<td>121.68*</td>
</tr>
</tbody>
</table>

Operating Expenses and Equipment:

<table>
<thead>
<tr>
<th></th>
<th>1975-76</th>
<th>1976-77</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies and Services</td>
<td>$ 86,434</td>
<td>$ 93,278</td>
</tr>
<tr>
<td>Travel In-State</td>
<td>3,420</td>
<td>3,840</td>
</tr>
<tr>
<td>Travel Out-State</td>
<td>3,182</td>
<td>3,633</td>
</tr>
<tr>
<td>Regular Equipment</td>
<td>23,144</td>
<td>25,676</td>
</tr>
<tr>
<td>Replacement Equipment</td>
<td>22,604</td>
<td>24,898</td>
</tr>
</tbody>
</table>

Student Credit Units Data

<table>
<thead>
<tr>
<th></th>
<th>1975-76</th>
<th>1976-77</th>
</tr>
</thead>
<tbody>
<tr>
<td>School SCU</td>
<td>13,409</td>
<td>13,509</td>
</tr>
<tr>
<td>University SCU</td>
<td>213,521</td>
<td>212,416</td>
</tr>
</tbody>
</table>

*Positions subject to salary savings requirements: 2% faculty and 4% nonfaculty.