

Architecture Department

MEMORANDUM



California Polytechnic State University
San Luis Obispo, CA 93407

To: CBF Committee
Architecture Faculty

From: William Benedict, Interim Dept. Head

Date: 10/27/04

File:

Copies: Tom Jones, CAED Dean

Subject: 2003-2004 End Of Year Report

Finalizing The Budget

Last May the Department thought that there would be approximately \$248,000 available for CBF expenditures. However, a number of unanticipated events occurred at the end of the fiscal year that exhausted all available department funding. In brief, there was an error in the amount of CBF revenue projected for the year, mandatory cost-sharing for faculty receiving Hasslein and Universal Traveler grants, cost overruns on the Senior Banquet and the 5th Year Show, and June payoffs for six faculty retirements. As a result, the department was forced to use CBF funds to cover the costs of classes for the Spring Quarter out of available CBF funds, leaving no additional CBF funds for expenditure on equipment or other items.

CBF Funds Expended July 2003 through June 2004

Funds allocated by the Department based on CBF Committee recommendations during one fiscal year are often expended during the following fiscal year. In this sense, reporting by fiscal year does not reflect the ongoing nature of the allocation and expenditure process. However, fiscal year reporting does correspond well to the academic year we all experience.

Computer Tech:	\$16,000
Shop Tech:	\$20,000
Shop Student Assistants:	\$3,320
Photoshop Equipment:	\$7,200
Books MRC & Library:	\$4,800
NAAB Visit Display Units:	\$5,700
Drafting Tables for Studios:	\$15,000
Tables in 05-203, 204, 308:	\$9,000
Computers in 05-308:	\$77,600
Speaker (CSI):	\$1,000
Downtown Studio:	\$900
Total	\$160,520

Courses/Sections Taught: \$520,000

CM 443	CM 452	CM 454	ArcE 226		
Arch 106	Arch 106	Arch 160	Arch 160	Arch 251	Arch 251
Arch 251	Arch 341	Arch 341	Arch 341	Arch 341	Arch 351
Arch 351	Arch 351	Arch 481	Arch 492		
Arch 122	Arch 132	Arch 160	Arch 160	Arch 222	Arch 231
Arch 231	Arch 252	Arch 307	Arch 352	Arch 352	Arch 441
Arch 452	Arch 452	Arch 481			
Arch 133	Arch 160	Arch 160	Arch 207	Arch 231	Arch 253
Arch 253	Arch 337	Arch 342	Arch 342	Arch 342	Arch 353
Arch 353	Arch 363	Arch 442	Arch 453	Arch 453	Arch 481

CBF Funds: 2004/2005

Carry Over From 2003/2004	\$0
Estimated New CBF Funds	\$450,000
Computer Tech:	\$20,000 Hired for 2004/2005
Shop Tech:	\$9,000 Hired for Fall Quarter only
11"x17" scanner for 05-308	\$1,400 Completed
Building 05 Wireless network	\$2,500 Will be completed Fall quarter 2004
MRC books	\$2,500 Will be completed Fall quarter 2004
Total Committed Expenditures	\$34,400
Available CBF Funds	\$415,600

State Budget: 2004/2005

Projected Salary & Benefits:	\$4,200,000
Salary & Benefits Allocation:	\$3,700,000
Salary & Benefits Deficit	\$500,000
Operating Expenses Allocation:	\$70,000

Architecture Department Discretionary Fund: 2004/2005

Beginning Funds	\$155,000
Projected Revenue	\$130,000
Known Commitments	\$120,000
Available Discretionary Funds	\$165,000

Problem for 2004/2005

The \$500,000 deficit must be covered by some combination of the available CBF funds (\$415,600), available departmental discretionary funds (\$165,000), increased class size (reducing the number of classes), or cutting classes (reducing access).

Issues for Discussion

Should a part-time Shop Tech be hired for Winter and Spring quarters?

If scanners or computers are stolen, who replaces them?

If additional studios are added, who purchases the computers and scanners?

If all allocated money is not used, at what point is the allocation ended and the money returned to be reallocated?

11"x17" printer for 05-308: Action on this item is pending discussions with ITS concerning the printer's selection, maintenance and how students will pay for the prints.

Dust collection system in the Shop (\$10,000): This item has been put on hold until there has been clarification of what the JCAI will provide in terms of the shop.