

# **One-Time & Base Budget in Questica**

**By:**

**Questica One-Time & Base Budget Work Group**

**December 23, 2019**

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## **One-Time & Base Budget in Questica**

### **One-Time & Base Budget Work Group Members**

Laurie Dixon, Lead Analyst, Budget & Planning  
Yolanda Anglin, Director of Budget & Planning  
Natasha Harbert, Office of the Registrar Administrative Support Coordinator  
Jennifer Hallett, Budget Office Administrative Analyst  
April Lee, Executive Assistant to the President  
Christine Shaw, Campus Planning & Development Analyst

### **Purpose**

Address the lack of a current official one-time & base budget request process and draft a proposed process in Questica.

### **Meetings**

- First meeting: 9:00 – 11:00 am, November 12, 2019
- Second meeting: 2:00 – 4:00 pm, December 17, 2019

### **Findings**

- While consistent processes do exist within the divisions, there is a need to tie it all together for greater efficiency and communication.
- The lack of communication from Senior Leadership on the status of requests is a big pain point for the campus.

### **Recommendations**

To effectively address our findings Questica needs to provide the following:

- A one-stop way to make requests, that can then be “elevated” if the need arises.
- A way to use workflow in Questica to track the status of a one-time or base budget request.

## **Conclusion**

A way to track and “elevate” requests, as needed, would greatly improve the efficiency of the currently existing budget request processes. Better communication from Senior Leadership on the status of base budget requests is also needed.

## **Mandatory Cost Definitions**

**CO Mandatory Cost:** *are costs as expenditures the university must pay regardless of the level of funding allocated by the state, and they often increase independent of growing, flat or declining state support. The costs here go beyond the increases for employee health and retirement benefit rate increases.*

**Mandatory Cost:** *increases are externally driven cost increases that CSUMB can neither influence nor control. Examples of "externally driven cost" may include legal, compliance, policy, CO fees, safety of life projects or programs, postage, minimum wage, regulatory requirement, program accreditation, or dues for professional associations that are mandatory to maintain certifications, etc. Most of these requests should only be for the incremental cost increase from the prior year to now.*

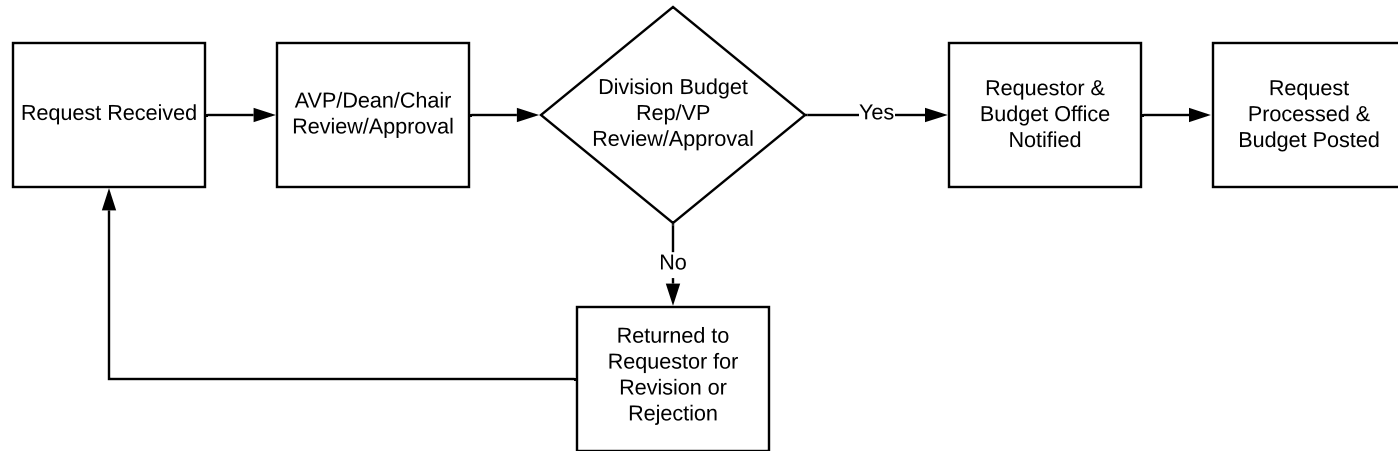
## **Non-Mandatory Cost Definitions**

**Campus Required:** *increases are usually externally driven cost increases that CSUMB may opt to not fund, but may disrupt current operations and/or services. Examples may include subscription services, system upgrades, non-safety of life projects or programs, membership fees, etc. These requests should only be for the incremental cost increase from the prior year to now.*

**Strategic Initiatives:** *increases are typically internally driven and support the CSUMB strategic plan. Examples may include one time requests or base budget to support project and programs to implement areas of the strategic plan. Consultants to review a student success initiative, additional staff to improve access to services associated to student success.*

**Other Initiatives:** *increases are usually internally driven cost increases that are optional to CSUMB and not directly attributable to other definitions as outlined above. These initiatives may create new services or programs, or improve current operations and/or services. Examples may include credentialing not necessary for the strategic plan or campus required, but will improve a program's reputation.*

### Current One-Time & Base Budget Request Process



## Proposed One-Time & Base Budget Request Process

