California State University, Dominguez Hills  
Division of Student Affairs  
Net Budget Reduction Plan: 2003-2004

6% Level - Everything included at 5% Level plus

Impact on Office – Athletics
   ❖ ❖ Result – Cut .5 vacant position
   ❖ ❖ Impact –
      ➢ ➢ Continues to prevent the hiring of the Associate Director of Athletics which hinders the fund raising efforts for scholarships, team travel, equipment, etc. It would further cut any activities for outside fund raising.

Impact on Office – Division of Student Affairs
   ❖ ❖ Result – Cut $6,700 in work study match funds
   ❖ ❖ Impact –
      ➢ ➢ At all levels of the net reduction we have cut the work study match funds available within the division. It is at this level that it first becomes significant. The Office of the VPSA sets aside funds each year to match dollars for work study students thus providing each department the opportunity to have a number of the student employees cost their budgets nothing. A $6,700 cut would eliminate approximately $27,000 in work study funds available to the division.

Impact on Office – Division of Student Affairs
   ❖ ❖ Result – Layoff of 2.0 positions
   ❖ ❖ Impact –
      ➢ ➢ If Financial Aid – Layoff of 1 FTE/further delays in award letter notifications, summer award processing and satisfactory academic progress review; elimination of all outreach activities including on-campus financial aid workshops for students; longer lines and delays in returning telephone inquiries. Layoff of 2 FTE/office hours restricted to 8:00 to 5:00 daily, no evening hours for night students; longer delays for walk-in as well as telephone inquiries; potential more errors during registration in trying to determine eligibility; award letters go out several months later than now; increase in over-time resulting in significant increases in CTO resulting in less staff being available.
      ➢ ➢ If Outreach – Layoff of 1 FTE/since each professional Outreach Officer plays an important role in the execution of the 2003-2004 “Action Plan” and has a set of assigned marketing and recruitment duties and a specific recruitment territory the layoff of a second outreach officer would progressively amplify the impact already described in the 2% Level. At this level of reduction, the quality and frequency of campus based recruitment programs such as “Telecounseling”, “A Day at Dominguez” open house program, “Toro Preview Days” small group sessions, “Campus Tour Program”, Prospect Follow-up Communication Program will be impeded due to a lack of adequate staffing. The consequences of these changes will be an increasing risk of not meeting fall semester 2004 enrollment goals. Layoff of 2 FTE/very eminent possibility that enrollment goals would not be achieved for the fall semester 2004 as well as future semesters. This reduction would impact all components of the “Action Plan” including the coverage of off campus recruitment
territories, the elimination of travel in and outside of Los Angeles County and the termination of many of programs as described above.

- **If EOP – Layoff of 1 FTE**: the loss of a position (judging by seniority, a counseling position) will limit the amount of time the other counselors will be able to spend with students. Accurate student assessment and evaluation will suffer. Reductions in counseling staff will reduce the overall number of student contacts thus affecting persistence (e.g. lack of contact with counselors may result in student failure). The selection of qualified EOP candidates will suffer because of a lack of staff needed to screen the more than 3,000 applicants to the program (note: the number of students interested in EOP rose more than 30% since last year). Increased workloads will adversely affect staff morale. **Layoff of 2 FTE**: the elimination of 2 positions would seriously impact the admissions process for EOP students. The Admission’s Counselor would be forced to input forms 1-4, perform outreach functions and counsel students. Because a Counseling position would be eliminated, the active participants would be split between 4 counselors (not including incoming freshmen students). Office coverage would be affected; a lapse in clerical support would adversely affect the flow of paperwork and procedures. Counselor contacts with students would become cursory at best.

- **If Admissions & Records – Layoff of 1 FTE**: with the loss of a clerical position, it will take longer to process transcript requests and grade changes. This will have an adverse effect on students and former students as they often need to get transcripts quickly when applying for graduate school and employment. Faculty will only be sent one class roster, so they will be forced to download their rosters from the web if they want it more frequently. Adverse effect on the registration help line service as there will be one fewer person to assist students having difficulties when registering. **Layoff of 2 FTE**: adverse effect on customer service unit and its ability to respond to student inquiries via the web, the phone, and written correspondence. Communication with prospective applicants and current students significantly impaired. Front Counter open hours will have to be reduced for processing purposes. Front Counter Saturday hours will have to be eliminated. Other A&R staff will have to work more hours at the front counter and on the telephones, causing them to get behind in performing their own jobs.

- **If Student Life – Following four possible scenarios:**
  
  A. **Layoff of a counselor in Disabled Student Services**, DSS would not be able to respond to requests for accommodations as quickly. Students may have to wait days or weeks to receive a response to see a counselor. Accommodations for test taking would have be shifted to the faculty. The greatest impact would be if any student was able to legitimately bring a case to the Federal Government that CSUDH was not complying with the existing laws. The University would be at risk of a large fine or settlement due to a court case. Other campuses found out of compliance have had to pay large sums of money.

  B. **Layoff of the Coordinator of the Multicultural Center** would mean that the Center could no longer function as there is only one full-time staff member. Efforts to celebrate the campus diversity, reduce racial tension, promote respect for diversity, provide leadership for students, and serve as a resource center to faculty, students and staff would no longer be available at one of the most diverse campuses in the U.S.

  C. **Layoff of the Coordinator in Office of Student Life** would reduce the staff from 2 to 1 full-time employee. New Student Orientation would be reduced in the scope of what is currently offered to students. Attention of Greek groups would be greatly diminished. Without proper risk management, the University would be hard pressed to show due diligence in any court case that would arise from a Greek student tragedy (it has happened recently at several other CSU campuses). A large lawsuit could follow which the campus would have to pay. Campus life events would be reduced to a minimum. Prospective students, especially freshman will choose other campuses where they can find student life opportunities. Fewer students will have a direct impact on enrollment management. The Leadership Development Class would be canceled. This class has been preparing student leaders to take on various roles in the campus student leadership.
D. **Layoff of the clerical support to the Student Life area** would mean that each staff member in the Student Life area would have to perform all clerical functions including tracking budgets, ordering supplies and equipment and reconciling all budgets each month. The AVP for Student Life would have to do all clerical support for his activities.

- **If Student Development** – Following three possible scenarios:
  A. **Layoff of a clerical position**, we would have to cut back on our evening hours to one evening a week and reduce the number of major events from 8 to 6.
  B. **Layoff of an SSP position**, we would have to cut back on career workshops, classroom presentations, evening hours, committee participation, assisting other units, and reduce the number of events.
  C. **Layoff of an SSP-AR position**, we would reduce the number of students who receive psychological counseling and have a waiting list for psychological clients. We would also have to cut back on career workshops, classroom presentations, evening hours, committee participation, assisting other units, and reduce the number of events.

- **If Student Health & Psychological Counseling** – Following four possible scenarios:
  A. **Layoff of an SSP-AR position** would pose serious risk management and liability issues for the university. At this time, this year, we are approaching the need to establish a waiting list for psychological services. Many of the students seeking our services suffer from severe emotional disorders, including major depression, suicidal and/or homicidal intent, severe anxiety impairing their ability to make academic progress, psychotic disorders, and trauma disorders from sexual, physical, and domestic violence abuse.
  B. **Layoff of any full-time clinical professional position** (doctor, NP, RN, ancillary health staff, including medical records) would have a domino effect that would seriously impede the effective and safe delivery of health services and potentially have an adverse impact on our ability to maintain compliance with accreditation standards.
  C. **Layoff of a full-time clerical staff position** would essentially cripple our front office services. On the medical side, we already rely upon the use of 3-4 work study students during the year in order to provide necessary services.
  D. **Layoff of the health educator position** would have the least direct effect on primary care services, although even this would have some effect. As importantly, given the emphasis placed on health promotion and disease prevention in college health settings, loss of this position would have a huge impact on our ability to run campus outreach programs such as Health Fairs, the Prevention Unit, and a variety of workshops, presentations, and consultations for the campus community. Further, AAAHC has an entire standard on “Health Education,” and it is doubtful that we could continue to adhere to compliance levels required by this standard.