

DEPARTMENTAL REPORT
2017-18 Expenses / 2018-19 Allocations
CEI (Campus Expansion Initiative)

Department Name:

ASUCD Coffee House

Please list the department's programs, services or facilities funded by CEI:

The ASUCD Coffee House will be expanded to accommodate more students and more food services.

Amount of annual department revenue generated by CEI in 2017-18:

\$779,010

CEI EXPENSES / ALLOCATIONS

Feel free to adjust expense types in column 1 as needed

Items Funded	2017-18 Expense	2018-19 Allocation
Student Salaries (plus benefits)	\$0.00	\$0.00
Staff Salaries & Benefits	\$174,301	\$180,000
Programs, Admin, IT, Travel	\$46,000	\$84,000
Facility Expenses and Maintenance	\$192,866	\$200,000
Fixed Expense (debt service)	\$309,687	\$309,687
Other (please list)	\$	\$
TOTAL	\$	\$

Please provide information on any substantial variance between 2017-18 and 2018-19:

Program expenses are different from year to year due to operational needs and equipment replacement plans. Chopstix service platform renovation, planned for 2018, has now been pushed to spring break 2019, which is reflected in a smaller-than-expected expense total for 2017-18, with the cost being shifted to 2019 allocation, above.

Do you have plans to use any **CEI** funds for items not intended by the referendum? If so, please explain:

No.

Please provide the amount of **CEI** reserves (if any) and plans to use reserves for anticipated project or expenses:

Reserve level at 2017/18 fiscal close was \$2,391,580. Capital improvements planned for this coming year include replacement of aging equipment (Refrigerators, Coffee Shuttles, Espresso Grinder, Pizza Service Tops, etc.) per Coffee House Equipment Replacement Plan, as well as a small renovation of the Chopstix service platform to facilitate menu growth, which was planned for 2018 but has been delayed until spring break 2019. The Coffee House leadership is also interested in examining the long-term viability of utilizing reserves to expand the dining room, renovate/expand the employee area (backpack/shoe storage and restrooms/changing rooms) and/or renovate the customer restrooms.

Please describe the need for a CPI adjustment and include the departmental plan if CPI is not applied for next year:

The CPI adjustment allows the Coffee House to maintain the facility and equipment as costs increase year over year. Failure to receive a CPI adjustment could lead to a limiting of funds available for planned improvements and an inability for the fund to support the CoHo's efforts to innovate and expand its services to meet the campus needs.

Is there information you would like to provide regarding the scope of student use of the programs/services/facilities funded by **CEI**. (Please limit your response to those items funded by **CEI**.)

The ASUCD Coffee House is the most utilized food service operation on campus, directly impacting thousands of students—both customers and employees—each day. The CEI funds allow us to maintain our facility and equipment, and affords us flexibility as we innovate in order to continue to meet the dining needs of the campus population.