May 12, 2016

To: Robert Nelsen, President, California State University, Sacramento

From: Fred D. Baldini, Chair, University Budget Advisory Committee

Re: Recommendations for the 2016/2017 University Budget Allocations

The University Budget Advisory Committee has concluded their review of the 2016/17 Annual Budget Call proposals from the divisions. Their recommended budget is based on the Governor's 2016/17 January budget and includes a one percent enrollment growth in resident Full-time Equivalent Students (FTES) or 200 FTES. This brings the university's total resident FTES to 22,745. The committee also incorporated the preliminary budget information received from the Chancellor's Office per their March 23, 2016 coded memorandum. Since the Governor's May Revise budget has yet to be released and depending upon changes in the final State budget, you may want to re-convene the committee for a revised recommendation.

The process leading up the 2016/17 budget review was much different from previous years. It included budget presentations by the deans and division heads to Cabinet. Additionally, the budget call documents focused on three university-wide strategic priorities ("Finish in Four," Diversity Center, and Campus Safety). The division heads carefully examined their budgets and looked for ways to decrease costs and find efficiencies.

Based upon the Governor's January budget, projected revenues at the one-percent growth, and the Chancellor's Office information, the committee anticipates the 2016/17 Operating Fund budget will produce a $1,041,999 deficit. Increased costs from the employee equity increases, rising employee benefit costs, additional revenue earmarked for State University Grants, and growing All University Expenses contributed to this deficit (Attachment A). The recommended budget includes the following assumptions:

- Estimated sources of funds = $289,510,837
    - Includes projected State General Fund Appropriation ($138,322,837), Student Tuition Fee Revenues ($150,188,000) and Federal Work Study Revenue ($1,000,000)
- Estimated uses of funds = $290,552,836
    - Includes a campus funded equity increase pool of $1 million, compensation pool increase, funding for increased benefit costs, fee revenue of $219,000 directed toward State University Grants, increase in All University Expenses ($557,999), and resident FTES growth allocation to Academic Affairs of $695,000 in baseline funds
    - Does not include any possible costs related to recent collective bargaining agreements
- Projected Deficit = $1,041,999 to be applied as baseline reductions to divisions

One upcoming change that will <u>not</u> impact the budget is the removal of the Center for California Studies' budget from the university's budget. Their activity is considered a "pass-through" in that the revenues equal the expenditures. This unit will be placed into a separate fund effective July 1, 2016 so the Chancellor's Office can track their financial activity.

In order to create a balanced budget while focusing on the university's three strategic priorities, the committee is recommending the following baseline reductions to the divisions. They are in the form of a percentage reduction with the corresponding dollar amount beside it. Reduction percentages are based on the 2015/16 initial baseline allocations to divisions.

	Divisional 2015/16 Initial Baseline	2016/17 UBAC Baseline % Reduction Recommendation	2016/17 UBAC's Recommended Baseline Dollar Reduction
Academic Affairs	$95,466,950	-0.70%	($668,269)
Administration & Business Affairs	$15,775,901	-0.90%	($141,983)
Athletics	$3,120,665	-0.90%	($28,086)
Human Resources	$2,042,946	-0.90%	($18,387)
Information Resources & Technology	$7,226,664	-0.90%	($65,040)
President's Office	$1,104,418	-0.90%	($9,940)
Public Affairs & Advocacy	$1,513,055	-0.90%	($13,617)
Student Affairs	$11,720,455	-0.70%	($82,043)
University Advancement	$3,411,462	-0.90%	($30,703)
	$141,382,516		***($1,058,068)***

A two-tiered system of reductions (0.7% and 0.9%) is a reflection of the university's priorities. The 0.7% reduction is to minimize the impact for the two divisions that have a considerable influence on the "Finish in Four" priorities: they include Academic Affairs and Student Affairs. Since these two divisions are the primary drivers for increasing the four-year graduation rate, it is appropriate that they receive the lower percentage reduction.

The second category reflects a 0.9% reduction, which includes the remaining divisions. These divisions also support the students and initiatives of the university through the work and services they provide. Their functions are essential to the campus and support the students in alternative ways.

All University Expenses

In response to the budget call, divisions carefully examined their All University Expense (AUE) and tried to keep the increases to a minimum for the upcoming fiscal year. However, due to the nature of these expenses, they are difficult if not impossible to control. The overall growth in AUE was primarily attributed to an overall rise in Information Technology costs. One AUE was eliminated (Unrelated Business Income Tax Fund) while one was added (Reeher Platform and Activity Center). After a thorough review, the committee recommends an overall AUE cost increase of $557,999 (Attachment B).

UBAC is always mindful of the following criteria when reviewing requests:

- AUEs are generally costs allocated to a division that has little control over the expenditure. For example, energy expenses are incurred by ABA; however, the usage of energy is not controlled by ABA.
- AUEs should be ongoing and thus require baseline funding.
- AUEs are restricted to a specific type of expense that has university wide implications and are outside the normal scope of operation for any one division, program center, or department.
- Permanently staffed positions should not be included as an AUE expense because those costs are controllable by the division.

UBAC understands how a new AUE can impact the university's long term financial commitments (due to future maintenance or other related costs that are not necessarily transparent in the initial request).

One-Time Requests

When pooling the prior year carry forward funds with over-enrollment revenue (beyond the targeted FTES), other miscellaneous revenue, transfers, or unused reserves, it creates one-time funds available for campus-wide uses. The 2015/16 fiscal year is projected to produce a large central carry forward balance amount, which is typically used to help fund future academic related buildings, remodels, and a variety of campus projects that focuses on student, safety/risk, regulatory, infrastructure and maintenance issues.

As we move into the 2016/17 fiscal year, the university will not have extra reserves to fund the many one-time projects requested by divisions as in the past. Instead, the university's central carry forward funds will be set aside for the new Science II building. A total of $20 million (cash in hand) is needed in early spring of 2017 in order to proceed with this building project. The Chancellor's Office is providing $71 million of the required $91 million for the building cost. The balance is to be supplied from campus contributions needed to fully fund the building. Since it will take time to raise the funds needed for this building (up to $20 million), the campus is fronting the money until the donations are received. This setting aside of university's central reserves for Science II means that the campus does not have any reserves for one-time projects in the 2016/17 fiscal year. It will take time before donations are received to rebuild the reserves. Despite the fact that some divisions will "self-fund" some one-time projects through their carry forward funds in the following budget year, there is still the need to cover some pressing safety, infrastructure, maintenance and classroom projects as noted on Attachment C. Consequently, the university will need to either find alternative funding to help finance these campus projects or the projects will need to wait until reserves become available in the future.

The UBAC 2016/17 budget recommendation is intended to help preserve as much funding as possible for those areas that have the greatest impact on student success and completion initiatives.

Attachments

PROJECTED SOURCES AND USES - OPERATING FUND SUMMARY
2016-17 Fiscal Year
As of 5/4/16

Per CO Budget Memo
B 2016-01

*Total FTES**	23,206	
Funded Resident FTES	**22,745**	200 Resident FTES Increase
Non-Resident FTES	461	

	2015-16 Campus Budget Estimates	
Sources of Funds		
Appropriations - General Fund Baseline from Prior Year	$136,402,137	This less Ctr 4 CS = $132,420,137
Retirement Adjustments	$1,109,000	
Adjustments-Compensation		
Adjusted General Fund Baseline Appropriation	$137,511,137	
State Appropriation 16-17 Changes		
Compensation and Benefits		
Health	$1,963,000	
General Fund Adjustment		
2% Compensation Increase Pool	$1,718,000	
Subtotal	$3,681,000	
Specified Programs		
Student Success & Completion Initiatives		
Center for California Studies (move into separate Fund)	($3,982,000)	
Center for California Studies benefits (move to separate Fund)	($68,300)	
Systemwide Space Reallocation		
Subtotal	($4,050,300)	
Unrestricted		
		200 FTES X $5,809/FTES GF MC
		A portion to fund AA for new FTES &
Marginal Cost Enrollment Increase (GF) - rounded amount	$1,162,000	to benefits pool for add'l faculty
Tuition Fee Discount Adjustments (SUG)	$19,000	
Tuition Fee Revenue Adjustments		
General Fund Adjustment		
Subtotal	$1,181,000	
Projected Appropriation	$138,322,837	
Campus Projected Revenue and Adjustments		
Tuition Fee Discounts Revenue **	$145,583,000	(200 resident FTES growth or .9%)
Non-Resident Fees	$3,300,000	
Application Fees	$1,300,000	
Other Miscellaneous Revenue	$5,000	
	$150,188,000	
	$288,510,837	
Other Revenue (WS, Financial Aid)	$1,000,000	
Total Projected Sources of Funds	**$289,510,837**	

	2015-16 Campus Budget Estimates	
Uses of Funds		
Prior Year Baseline Allocation		
Division Baseline Allocations	$141,382,516	
Strategic Goals, Student Success & Completion Initiatives	$1,564,080	
All University Expenses	22,647,788	
Reserve	$0	
Mandatory Costs (compensation pool, benefits, restricted programs, student grants)	$119,997,753	
	$285,592,137	
Adjustments: (baseline adjustments)		
Compensation and Benefits		
2015/16 Baseline Divisional Adjustments (Cont Costs for Salary Increases, Promotions, Reclasses, Equity, Positions, etc)	$1,572,012	Not including Faculty sal incr
2015/16 Compensation pool allocations to divisions	($1,248,012)	Not including Faculty sal incr
Retirement Adjustment (13/14 liability increase)	$85,000	Unfunded liability due to increased salaries above 13/14 funded base
Retirement	$1,109,000	
Health	$1,963,000	
Benefit Pool Shortfall from 15/16	$100,000	
15/16 Equity Pool changes	($251,000)	Move benefits from Equity Incr to benefits pool
15/16 Benefit Pool changes	$251,000	Benefits budget for Equity Incr
2% Compensation Pool Increase	$1,718,000	
Campus Funded Equity Increase Pool	$1,000,000	Year 2 of 3
Prior year Salary Increase Allocations to Divisions		
Baseline Reserve		
	$6,299,000	
Specified Programs		
Tuition Fee Discount Adjustment (SUG)	$19,000	$238K total increase for the State University Grants
Additional Tuition Fee Discounts (SUG) from Fee Revenue	$219,000	
Center for California Studies (move to separate Fund)	($4,050,300)	
Changes to All University Expenses	557,999	
Subtotal:	($3,254,301)	
Unrestricted		
Enrollment Growth Funding to AA (200 Resident FTES)	$695,000	Enrollment Growth Costs = $916,000
Benefits Pool (200 Resident FTES)	$221,000	
	$916,000	
Subtotal - Before WS, Restricted Programs	**$289,552,836**	
Work Study, Financial Aid	$1,000,000	
Total Projected Uses of Funds	**$290,552,836**	
Balance	**($1,041,999)**	
Budget Balancing Plan		
Divisional Baseline Augmentation		
One-time Funds		

Projected Surplus/(Deficit): ($1,041,999)

***** *Includes graduate FTES and non-resident FTES*

** Fee revenue based on revised 15/16 projected enrollment target as of 2/8/16 per Student Affairs

Denotes pass through funding

All University Expenses	2015/16 Final Budget	2016/17 Proposed Budget	Proposed Difference	AUE Description	Description Updated (Y/N)	Comments
Academic Affairs						
Accreditation-Department	124,000	124,000	-	Accreditation costs (e.g. site visits, licensing and annual costs) for campus and certain academic departments	N	
Alliance for Minority Participation (AMP) Project	800,000	800,000	-	Chancellor's Office portion of the grant that's run through the UEI	N	
Grad Equity Fellowship	49,500	49,500	-	Grants awarded to graduate students	N	
CSUPERB (Chancellor's Office Grant)	28,000	29,500	1,500	University's cost for participating in the CSU program for Education & Research in Biotechnology	N	
COAST	7,500	7,500	-	Cost of campus annual membership in CSU COAST - Council on Ocean Affairs, Science and Technology	N	
Natural Sciences & Math						
Alliance of Minority Participation	50,000	50,000	-	University's cost for participating in the AMP grant program	N	
Center for CA Studies						
Washington Fellow w/Cal Institute	21,000	0	(21,000)	Removed because the Center is moving into a separate Fund and the CSU is financing this cost with the move		
Administration and Business Affairs						
VISA/Mastercard Charges	40,000	35,000	(5,000)	Bank charges for University's acceptance of VISA/MasterCard for payment methods	N	New vendor has resulted in lower charges for credit card use.
Insurance-Vehicle	32,982	38,438	5,456	Insurance policy costs for the University's vehicles	N	
General Services Charges	23,000	23,000	-	General Svcs charges to assist Univ with bidding/processing cost of contracts	N	
Neulion Ticketing System	25,000	40,000	15,000	Outbox AXS (Veritix) ticketing and customer relatons system for University events. Cost driven by usage, including large contracted events held on campus, such as the USATF Track & Field Junior Olympics.	Y	New ticketing system Outbox AXS [Veritix]) purchased. Reason for the selection, even at an increased cost, was due to the steady pricing structure vs. Neulion who had a variable pricing structure. Additionally, we had major service issues with Neulion. New fee structure of single license cost with no fluctuations for usage over standard should stabalize expenditures. Please change name of ticketing system in AUE description.
State Fire Marshall Inspection	30,000	72,000	42,000	Cost of State Fire Marshall inspections - this annual cost was moved from the Chancellor's Office to the campuses	N	*See below: *In recent months, the number of inspections carried out by the Fire Marshal on campus facilities have been increased. This amount does not include the cost of fire marshal project review. Those costs are borne by their respective projects.
Space Rental	6,690,830	6,703,171	12,341	Cost of renting space for the University's General Operating Fund programs	N	Rental/usage increase as per each agreement states
Liability Program (aka Risk Pool Management)	675,636	690,332	14,696	University's insurance premium costs for participating in the CSU Risk Management Authority (CSURMA)	N	
Industrial Disability Leave/Non-Industrial Disability Insurance/Unemployment Insurance (IDL/NDI/UI)	747,974	716,238	(31,736)	CSURMA costs of the Univ's claims for IDL/NDI and UI	N	
Property Insurance	277,706	291,433	13,727	CSURMA costs of the Univ's premium for participating in the CSU Property Insurance Program	N	
Worker's Compensation	1,601,153	1,597,645	(3,508)	CSURMA costs of the Univ's worker's comp claims paid by the CSU Risk Mgmt Authority	N	
Flood Control	128,000	128,000	-	County's assessment cost to the Univ for flood control measures along Amer River	N	
Athletic Injury Medical Expense (AIME)	338,286	327,265	(11,021)	CSURMA costs of accidental insurance for student athletes	N	
Medical Monitoring	5,000	5,000	-	Costs of physical exams required as part of the University's Medical Monitoring Program	N	
Child Care	85,000	85,000	-	University's contribution to the Child Care Center	N	
Rental Fee Waiver Reimbursement	160,000	160,000	-	Covers the cost for use of university facilities for events when rental fees are waived	N	
Campus Sponsored Visitor Parking	100,000	100,000	-	Payment of parking fees for campus sponsored guests	N	
Music License Agreements	26,000	26,000	-	Cost of payment to ASCAP, BMI and SESAC for royalties paid to perform and broadcast music on campus	N	
Sexual Assault Examinations	5,000	5,000	-	Performance of sexual assault examinations per master agreement (MA120071). $1400-$1650 per evidentiary exam.	N	
Unrelated Business Income Tax (UBIT) Fund	30,000	0	(30,000)	Annual charge by the Chancellor's Office to cover Sacramento State's portion of unrelated business income tax (UBIT) costs	N	No longer needed, tax will be assessed on those areas that receive the unrelated business income
Benefit Administration Fees (C.O.)	88,000	104,477	16,477	The State Controller's Office charges the campus (via the Chancellor's Office) an administrative charge for total campus employees enrolled in benefits	N	
Facilities Management						
Major Utilities	4,800,000	4,800,000	-	Cost of University's various utilities (electricity, gas, solar energy, water, sewage, & waste disposal)	N	
Human Resources						
University Staff Assembly	20,000	20,000	-	University's support for activities of the University Staff Assembly	N	
Maintain Assistive Devices and Services for Employees	150,000	170,000	20,000	Costs of acquiring & maintaining assistive devices and services to Univ employees with disabilities	N	Requests for ASL/Interpreting services have increased; medically related requests for sit/stand work stations have also increased; the increase in allocation is requested to ensure the availability of accommodations.
Legal Settlements/Services	150,000	100,000	(50,000)	Costs of acquiring external services to help litigate & settle complaints by the Univ's students, employees and vendors	N	
Legal Services Contracts	40,000	40,000	-	Costs for arbitration, mediation, developing Affirmative Action Plan, and bonded courier services	N	
Complaint Investigation	50,000	50,000	-	Costs of conducting investigations into legal complaints filed by Univ students/employees	N	
Medical Exams	8,000	15,000	7,000	Costs of required medical examinations for University employees	N	Use of this account for fitness for duty exams has increased and it is expected that this increased level will continue.
Background Checks	17,000	65,000	48,000	Costs to perform criminal background checks on new employees hired into sensitive positions (includes all management, many staff, and a few faculty positions)	N	New background check policy has resulted in over 400% increase in the number of background checks performed.
Employee Scholarships-CSU Training Programs	30,000	34,000	4,000	Programs are hosted by the campus in partnership with the Chancellor's Office involving outside vendors. Allows campus to guarantee a certain paid audience which is necessary to attract presenters. Hosting on campus reduces costs and eliminates travel time and costs for campus attendees.	N	A program for supervisor training is being proposed.
Staff Reclass Funds	130,000	100,000	(30,000)	Division/Program Center funding of General Operating Fund reclassifications of permanent staff that are approved through the HR reclassification process.	N	
Faculty Promotions	194,000	224,916	30,916	Funding for General Operating Fund promotions to Assistant Professors, Associate Professors, and Professors	N	Projected costs for promotions has increased.
Title IX Education and Awareness Fund		24,675	24,675	Expanded implementation of Title IX sexual violence awareness campaign, including increased accessibility to educational and outreach materials (e.g., translate in different languages and create braille version). Expansion of online sexual violence training for all students (including CCE) on an annual basis – not just incoming or transfer students. Training for Title IX coordinator and deputies.	Y	The Title IX coordinator has presented a proposed budget (attached)
IR&T						
Campuswide Software & Hardware (aka Technical)	1,980,408	2,298,408	318,000	This AUE funds fixed non-discretionary costs associated with: mandatory university-wide academic and administrative software; campus-wide Data Warehouse and Data Analytics services; and related campus-wide core Data Center services (e.g. hardware for software and data management). Major items included are: Oracle/Peoplesoft and related administrative software ($350,000+); Blackboard LMS and related software ($200,000+); all campus-wide Data Center server and virtualization software ($500,000+); licensing for campus-wide Cognos data reporting and analytics and associated services ($250,000+), and campus-wide academic and student success software ($600,000+). The year-to-year cost for existing software noted above increased by 6% ($118,000). A substantil amount of additional non-discretionary software was requird this year to support student success, teaching and learning, and fund-raising strategic goals. These items included CourseLeaf curriculum software ($50,000), mobile student registration software ($40,000), campus-wide video class software ($25,000), lecture-capture software/hardware ($65,000), and One-Campus SacSmart data portal software ($20,000). In addition, the lack of one-time and Lottery funds for essential classroom maintenance necessitated an increase of $100,000.	Y	This much larger than usual increase was necessitated by: 1) a 6% netw increase in software used last year; 2) the critical need to replace lost Lottery funding used for critical classroom maintenance; and 3) the addition of several new software items for strategic support of student success and teaching/learning initiatives. Note that the increase for the IT Infrastructure AUE below is on the other hand only 2%.All of the items in both AUE's are non-discretionary campus-wide expenses. Removed $100k for essential classroom maintenance..It will be funded from Lottery Funds.

All University Expenses	2015/16 Final Budget	2016/17 Proposed Budget	Proposed Difference	AUE Description	Description Updated (Y/N)	Comments
IT Infrastructure	1,929,849	1,978,849	49,000	This AUE funds mandatory fixed expenses for: campus-wide wired and wireless networking, Internet connections, and maintenance; central telephone switch maintenance and all telephone lines and services; and campus-wide file/program data storage for all functions. Careful management of the IT Infrastructure budget resulted in a cost decrease in year-to year expenses of -$85,000), despite an overall 2% increase in ongoing costs. This was accomplished primarily through a large reduction in the cost of data backup services (-115,000). Increase shown is the net increase required to fund a wired connection to Folsom Hall ($25,000), mandatory upgrade of campus firewalls ($40,000) and 4-year replacement of Data Center UPS batteries ($70,000).	Y	Small increase shown is the net from a decrease in year-to-year costs of $184,000 and the addition of the essential items shown at a cost of $135,000.
President's Office						
Trustees' Authorizations	98,600	98,600	-	CSU Board of Trustees authorized allowances	N	
General Memberships in University Orgs	175,000	175,000	-	Costs of institutional memberships in professional organizations	N	
Student Affairs						
American's Disability Act Accommodation Svcs	20,000	20,000	-	For interpretive and other ADA accommodation services requested by students to allow them to participate in co-curricular activities outside the classroom.	N	
Financial Aid Admin-Job Location & Developmt (JLD)	75,000	75,000	-	For salary and benefit costs for Job Location & Development position; actual costs up to $75K are reimbursed by the Federal government.	N	
Student Assessment Tools	42,364	44,500	2,136	Student survey/assessment tool used university-wide.	N	Anticipated annual cost increase
Disabled Students-Assembly Bill 422 Inst Materials	170,000	190,000	20,000	Cost of preparing instructional materials for student with print disabilities	N	Increased enrollment of students requiring services coupled with increasing costs of braille services.
Disabled Students-Contract Interp	370,000	385,000	15,000	Contract costs to retain interpretive services for University's hearing impaired students.	N	Increased enrollment of students requiring services.
Disabled Students-Executive Order 665	5,000	5,000	-	Remedial instructional services cost for disabled students	N	
Disabled Students-Non Classroom Accommodations	3,000	3,000	-	To provide interpreting, real time captioning, note taking, and other appropriate services for admitted and matriculated students who utilize university programs and functions	N	
University Advancement						
University Development		80,340	80,340	Reeher Platform + Activity Center	Y	A software solution that will work with any donor database and will provide tools, metrics, reports and business intelligence to help our division to work more effectively and efficiently. In addition, this software will provide custom predictive models based on the analysis and giving behaviors of university donors and prospects.
Total All University Expenses	**22,647,788**	**23,205,787**	**557,999**			

One-Time Project List (Informational Purposes Only)

For Major Projects over $50K

For all Divisions

Since the majority of existing central campus reserves are earmarked for the Science II building, the university will not be able to distribute one-time project funds. Therefore, if divisions want to list future one-time projects that are self-funded from their internal funds or through other funding sources, they can be listed on this sheet for informational purposes only.

One-time funds requested by Divisions

Division	*Prioritize your requests*	*Categorize your request (safety/risk, student related, infrastructure, maintenance, university-wide, technology, etc.)*	*Is this a collaborative request? If so, indicate divisions involved.*	*Identify Divisional Funding Source (e.g. Operating Fund, Lottery, Trust, etc.)*	*Expenditure Description (Typically $50,000 or more)*	*Classify Expenses as One-time (1-time) or Intermittent (Int)*	*Continuation of prior year request?*	*2016-17*	*2017-18*	*2018-19*
ABA	1	Safety (ugent)	N	Operating Fund	Two safety projects are contingent on completion of this project - security cameras and fire alarm project. This is an urgent safety concern in and of itself. Abate Asbestos Fireproofing - Lower Library: Abate asbestos fireproofing above the suspended ceiling - north side of the Lower Library. Replace all of the existing acoustical ceiling tiles and grid. Seismic wiring is required to support the new grid and existing lighting. The existing HVAC system will remain the same. Current conditions pose a serious health hazard to those performing maintenance in the building, and for the Library patrons when the ceiling tiles are removed.	1-Time	yes	$650,000.00		
ABA	2	Safety (urgent)	N	Operating Fund	Perimeter Cameras/Equip: The campus is in need of additional perimeter cameras/equipment to detect, recognize and identify people coming into the campus areas, as well as protect the perimeter of the campus grounds. Many locations on the perimeter are areas where transients come into campus and pose a safety and security concern. The entrances to the campus now have conduits installed to the locations; cameras should be installed at all major intersections of the campus. In addition, new cameras are needed at all entrances of buildings to enhance the safety of our students, faculty, staff and visitors.	1-Time	yes	$100,000.00		
ABA	2A	Safety (urgent)	N	Operating Fund	Expanded Camera Storage: The current system needs an additional 100TB of storage to be able to handle the additional cameras on campus. After a meeting with IRT, Damian has been quoted a price of $1,500.00 per TB per year for storage. This is a one-time cost of $150,000.00 Network Attached Storage (NAS) that will work with our existing infrastructure. The initial cost for 100TB has already been purchased. This system is expandable with hot swappable drives so we can easily expand our system as we grow. We will need to plan for a 30 percent industry standard expansion yearly with a four-year lifecycle for the storage product. This request is part of that expansion. This additional storage is a mission critical system for the safety and security of the campus. Connected to project above.		No	$150,000.00		
ABA	3	Academic (urgent)	N	Operating Fund	Lassen Hall Testing Center Improvements: New sound wall in large testing room and remodel of office and workroom for additional testing space.		No	$100,000.00		

Division	Prioritize your requests	Categorize your request (safety/risk, student related, infrastructure, maintenance, university-wide, technology, etc.)	Is this a collaborative request? If so, indicate divisions involved.	Identify Divisional Funding Source (e.g. Operating Fund, Lottery, Trust, etc.)	Expenditure Description (Typically $50,000 or more)	Classify Expenses as One-time (1-time) or Intermittent (Int)	Continuation of prior year request?	2016-17	2017-18	2018-19
ABA	4	Safety (urgent)	N	Operating Fund	Elevator Replacement: Most of the elevators on campus are the original equipment installed when the buildings were completed. An elevator's useful life is 20 to 25 years. Many on our campus have exceeded 40 years of usage. As a result, we have had a lot of breakdowns. Given that the cars are outdated, repair parts are becoming more difficult to find. Replacing a car and its controls, including design, plan review and construction, costs about $250,000. Current candidates for replacement are the elevators in Capistrano, Amador, Library, Kadema, Del Norte and the Athletic Center.		yes	$1,000,000.00		
ABA	5	Safety (urgent)	N	Operating Fund	Fixed Seating Repairs: Several of the large capacity classrooms have fixed seating that is original and has surpassed its useful life. This obsolete seating is difficult to repair; parts are no longer available; some seats have stained/damaged seat surfaces. This will not replace only the worst. The classrooms are AMD 150, 153 & 240; BRH 110 & 114; DLN 1004; FLS 1050 & 1063; KDM 145; MND 1003, 1005 & 1015; MRP 1000 & 1001; RVR 1015; SLN 2002; SQU 301; TAH 1003 & 1026.		No	$500,000.00		
ABA	6	Safety (critical)	N	Operating Fund	ENS Blue Light Phone System Gaps: There are current gaps in the Emergency Notification System (ENS) Blue Light Phone system. Areas on campus that need additional coverage are two at Moraga drive, the Aboretium, Lot 11, Lot 2, Reprographics, Mail Room, backside of Tahoe Hall, and the Main Quad to name the highest priority. These new Blue Light Phones are needed to enhance the campus security for students, faculty, staff and visitors on campus, especially at night. These new locations will be equipped with cameras that provide additional security and coverage.		No	$125,000.00		
ABA	7	Safety (critical)	N	Operating Fund	Parking Structure I Cameras: President Nelsen has requested that all parking structures have cameras installed at all entrances, exits, and stairways within the structures. Parking Structure I has pathways to many locations. (Parking Structures II and III have no pathways and require conduit to be installed. After the conduit has been installed, all three locations will need cables, equipment and installation. This will also include the fiber link that will be required to handle the bandwidth and distance limitations for CAT 6 wiring.) This funding will be enough to take care of PS I in the next fiscal year.		No	$50,000.00		
ABA	8	Safety (critical)	N	Operating Fund	Walkway Lamp Installation: This project will install about 70 lamp poles along various walkways campuswide to increase visibility and safety for the campus community.		yes	$450,000.00		
ABA	9	Safety (critical)	N	Operating Fund	Campus ADA Projects: The University needs to start implementing some of the recommendations listed in the recently completed ADA Transition Plan.		No	$100,000.00		
ABA	10	Safety (critical)	N	Operating Fund	Cart Corral-Hornet Stadium: Covered golf cart charging at northwest corner of Hornet Stadium replaces cart charging in Athletic storage bulding that burned down.		No	$212,000.00		

Division	Prioritize your requests	Categorize your request (safety/risk, student related, infrastructure, maintenance, university-wide, technology, etc.)	Is this a collaborative request? If so, indicate divisions involved.	Identify Divisional Funding Source (e.g. Operating Fund, Lottery, Trust, etc.)	Expenditure Description (Typically $50,000 or more)	Classify Expenses as One-time (1-time) or Intermittent (Int)	Continuation of prior year request?	2016-17	2017-18	2018-19
ABA	11	Academic/Infrastructure (critical)	Y - with IRT	Operating Fund	Eureka Network Cabling: The Eureka building was not included in the Infrastructure upgrade project in 2007. The building has very old CAT 3 wiring that limits the connection speeds to 3MB per second or close, unlike other buildings on campus, some of which are connecting at 100MB per second. This project will resolve a critical need for an academic program. This project will be collaboration between FM and the IRT division - this is Year 3 of 3.		yes	$500,000.00		
ABA	12	Efficiency/Infrastructure (critial)	Y - with IRT	Operating Fund	Facilities Building IT Project: Completion of project - replacement of obsolete technology will allow Facilities, Repro and Mail to function more efficiently.		No	$100,000.00		
ATH	1	Infrastructure	Athletics	Central Funds	Football - constructs public restrooms to get the west grandstands up to code. Constructs a second ticket office for spectators. Request includes funds for engineering & construction	1-time	yes	$0.00	$1,393,000.00	$183,000.00
ATH	2	Infrastructure	Athletics	Central Funds	Men's & Women's Track & Baseball - constructs public restrooms for use by student-athletes and spectators and a concession area for spectators. Request includes funds for engineering & construction	1-time	yes	$0.00	$0.00	$766,000.00
ATH	3	Student-Related, & Infrastructure	Athletics	Central Funds	Men's & Women's Soccer & Softball -adds field lights (engineering year 1, construction year 2) • Increases practice and game times • Allows student athletes more day time for classes; increases choices of majors and class selections. • Increases potential number of home games, thereby reducing travel costs and player academic stress. • Generates revenue by allowing us to host conference, NCAA, & high school games and tournaments. • Eliminates need to practice in the heat of the day.	1-time	yes	$0.00	$50,000.00	$1,350,000.00
ATH	4	Infrastructure	Athletics	Central Funds	Volleyball - continues construction of sand volleyball courts. Improves the student experience by providing a practice facility on campus and increasing the range of times that teams can practice. The 2014-15 allocation is funding engineering and site plans in 2015-16.	1-time	yes	$0.00	$75,000.00	$75,000.00
ATH	5	Infrastructure	Athletics	Central Funds	Baseball - replaces the aging scoreboard	1-time	yes	$0.00	$70,000.00	$0.00
IRT		Learning Space Maintenance	AA, ABA, IRT	None	Maintenance and refresh of campus lecture halls is now completely unfunded. The amount shown is the minimum annual amount required to fund upkeep of our current $4.2M inventory of classroom technology.		No	$700,000.00	$700,000.00	$700,000.00
IRT		Student/Faculty Related	AAA, ABA, IRT	None	Contined technology and pedagogy enhancements to reach 100% coverage of university lecture rooms. There are 30 lecture rooms without smart technology and 150 lecture rooms without improvements to physical features to enhance pedagogy		yes	$1,000,000.00	$1,000,000.00	$1,000,000.00
IRT		Lean Work Processes (Onbase and similar)	All Divisions	None	Nearly all business process improvements completed on campus over the last five years (e.g. Financial Aid, Graduate Admissions, Transcupt processing) have been funded through one-time appropriations. Without further funding, work on business process improvement will slow to a crawl.		No	$350,000.00	$350,000.00	$350,000.00

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PAA	1				Promoting a strong University identitiy is one of six strategic goals in the campus Strategic Plan adopted in fall 2014. The proposed expenditures are part of the ongoing effort to achieve this goal. The proposed one-time funding for the marketing program in FY 2016-17 is $270,311, which includes $51,000 in personnel costs for a graphic designer and copywriting. The remaing funds are for ongoing advertising commitments (ie, airport advertising, downtown banners, memberships etc.), and the production of print and collateral materials.		yes	$270,311.00		
							TOTAL:	$6,357,311.00	$3,638,000.00	$4,424,000.00
Self Funded by Divisions										
								Identify $ Amount in Fiscal Year		
Division	**Prioritize your requests**	**Categorize your request (safety/risk, student related, infrastructure, maintenance, university-wide, technology, etc.)**	**Is this a collaborative request? If so, indicate divisions involved.**	**Identify Divisional Funding Source (e.g. Operating Fund, Lottery, Trust, etc.)**	**Expenditure Description (Typically $50,000 or more)**	**Classify Expenses as One-time (1-time) or Intermittent (Int)**	**Continuation of prior year request?**	**2016-17**	**2017-18**	**2018-19**
ATH		Infrastructure	Athletics	Self-Funded	Baseball/Softball - Complete repairs and re-grades fields to correct uneven and dangerous surface (to reduce injuries and improve drainage) and finish baseball lights project.	1-time	yes	$500,000.00	$0.00	$0.00
ATH		Infrastructure	Athletics	Self-Funded	Football - Finalize football scoreboard/ videoboard replacement due to rental costs and overruns.	1-time	yes	$125,000.00	$0.00	$0.00
ATH		Infrastructure	Athletics	Self-Funded	Football - Replace synthetic surface at Hornet Stadium. University is currently reviewing warranty with hopes of completing project in next fiscal year.	1-time	no	$500,000.00	$0.00	$0.00
HR	1	Technology	IRT and HR	Operating Fund, Trust*	Beginning workflow using OnBase for Payroll and Benefits departments - $50,000	1-time	No	$50,000.00	$25,000.00	$25,000.00
PRES		Student related	No		Executive Director for Diversity		No	$145,000.00	$145,000.00	$145,000.00
PRES		Student related	No		Ombudsperson		No	$100,000.00	$100,000.00	$100,000.00
PRES		Student related	No		Ombudsperson Support Staff (ASCI)		No	$34,152.00	$34,152.00	$34,152.00
PRES		Student related	No		Operational costs for new offices		No	$30,000.00	$30,000.00	$30,000.00
PRES		Safety/Risk	No		University Compliance & Public Records Coordinator - 2 yr temporary appointment		No	$66,000.00	$66,000.00	$66,000.00
SA	1	University-Wide	Student Affairs	Carry Fwd 2015-16 One-Time allocation 1151E	Completion of the Student Services One-Stop in Lassen Hall	1-time	Yes	$280,000.00	$0.00	$0.00
SA	2	Student-related, Infrastructure	Student Affairs	Division Reserves	Completion of the Student Services One-Stop in Lassen Hall	1-time	Yes	$300,000.00	$0.00	$0.00
SA	3	Technology	Student Affairs	Carry Fwd 2015-16 One-Time allocation 1151G	Transition from Optix to OnBase for ongoing work.	1-time	Yes	$150,000.00	$0.00	$0.00
SA	4	University-Wide	Student Affairs	Carry Fwd 2015-16 One-Time allocation 1151F	Out of State Recruiting	Intermittent	Yes	$40,000.00	$0.00	$0.00
SA	5	Technology	Student Affairs, IRT, and Academic Affairs	Note: This software would serve the university but does not yet have identified funding	Customer Response Management - new software to provide a common and secure tool for advisor notes, student appointment schedules, and an early alert system for faculty and staff to notify Student Affairs of emerging student issues. Note: this request may also appear on the IRT budget request.	Intermittent	Yes	$200,000.00	$50,000.00	$50,000.00
							TOTAL:	$2,520,152.00	$450,152.00	$450,152.00