



May 3, 2019

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

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

Re: Recommendations for the 2019/2020 University Budget Allocations

The University Budget Advisory Committee (UBAC) sincerely appreciates the division heads for their cooperation and transparency during this budget process. The committee members thank them for the collaboration with both their peers and the committee members. It has truly been a rewarding and gratifying experience.

The committee members did a comprehensive review of the divisions' budget call documents, and through the insightful meetings with the division heads, the members have developed a thoughtful budget recommendation for the 2019/20 fiscal year. The new proposed budget is a welcomed change and focuses on the needs of the CSU. The 2019/20 Operating Fund budget is based on the Governor's proposed January budget which includes a permanent incremental base increase of \$300.25 million to the California State University (CSU). This base increase includes \$193 million to support operational costs such as compensation, benefits, and operations/maintenance of newly-constructed facilities; \$45 million for Graduation Initiatives 2025; \$62 million for enrollment growth; and \$250,000 for Project Rebound.

As in prior years, the committee relies on the information provided by the division heads as well as considering the university's imperatives, which include 1) reducing time to degree, 2) diversity, inclusivity, and equity, 3) philanthropic giving, and 4) community involvement and collaboration, and the safety and welfare of our students, faculty and staff when formulating a recommendation. This 2019/20 budget recommendation reflects the committee's commitment to the imperatives while also addressing key areas of concern.

The committee's commitment to creating a balanced budget includes the following assumptions (see Attachment A):

- Estimated sources of funds = \$351,407,937
 - Includes projected State General Fund Appropriation (\$186,417,937), Student Tuition Fee revenues (\$163,990,000), and Federal Work Study revenue (\$1,000,000)
 - Does not include the separate allocation to Education Insights of \$1.1M
- Estimated uses of funds = \$351,407,937
 - Includes compensation pool and benefit cost increases, which contains the campus contribution to fund the shortfalls in State General funding, operation and maintenance for new facilities
 - (\$1,142,000), increase in All University Expenses (\$1,064,547), divisional baseline increases (\$2,635,000), Graduation Initiatives increase (\$2,735,200), and increased funding to the central baseline reserve (\$520,253). Does not include any funded costs for future collective bargaining agreements.
 - Does not include the separate allocation to Education Insights of \$1.1M

To ensure the continued progress of the campus imperatives, UBAC is recommending the following baseline budget increases:

- Graduation Initiatives (GI) 2025 allocations totaling \$2,735,200
 - \$1,726,000 to Academic Affairs for additional hires
 - \$621,000 for benefits costs related to Academic Affairs' hires
 - \$388,200 to the Office of the President for Graduation Initiatives 2025 operating costs

- Additional allocations totaling \$3,173,253
 - Academic Affairs \$1,800,000
 - Administration and Business Affairs plus Human Resources \$350,000
 - Athletics \$51,000
 - Information Resources and Technology \$89,000
 - Office of the President \$138,000
 - Includes \$120,000 for the Campus Event Coordinator's Office
 - Public Affairs and Advocacy \$7,000
 - Student Affairs \$140,000
 - University Advancement \$78,000
 - University's Baseline Reserve \$520,253
 - Now totals \$1,117,995, which is only 0.3% of the university Operating Fund budget

It is important to note that with the above recommendations, Academic Affairs' total baseline allocation equals \$3,526,000 which is an overall increase of 3.2% above their 2018/19 allocation.

UBAC believes that it is important to provide adequate funding for the Human Resources (HR) area. This area is severely underfunded and has been running a structural deficit for several years. The lack of staffing has crippled the campus and has made it impossible for HR to adequately serve the campus. Therefore, the committee recommends that they receive \$350,000 in baseline funding so they can hire additional positions. Since Administration and Business Affairs (ABA) is absorbing that division, it is also recommended that ABA does not receive any increased funding in their baseline.

The UBAC members have concerns in the following areas and are optimistic that they will be addressed:

- How will the Anchor University initiative be funded? The committee suggests that this initiative is centralized in one area so costs are accounted for, which reduces duplicated efforts and expenses.
- With the current recommendation, the University Central Reserves only accounts for 0.3% of our Operating Fund budget, and it is not sustainable. In bad budget times, this reserve can help to mitigate reductions, thus lessening the impact on divisions. Additionally, if not used, it can generate one-time funds to be used in the subsequent year for campus-related initiatives, campus obligations, and other urgent and critical needs. Our current central reserves are significantly depleted and can use an augmentation to help meet campus obligations. It would be ideal to increase this reserve over time.

- Athletics has an on-going deficit, and their revenue and budget are not sustainable based upon their expenses. In order to eliminate the deficit in the foreseeable future, a plan of action needs to be developed and implemented. Current projections for the deficit are at a minimum of \$2.6M by June 30th.
 - Every year Athletics incurs a deficit, the University's Central Reserves is reduced to fund that deficit. This leaves less funding for additional courses, emergency or urgent situations, campus contribution requirements by the Chancellor's Office for infrastructure or capital project funding, and other campus needs.
 - Once a plan and timeline is implemented, there needs to be some sort of accountability and reporting measures to ensure progress is made towards eliminating this deficit.
 - Since a consultant is currently reviewing the Athletics' situation and will be providing a recommendation, UBAC is requesting an update around October 31, 2019 from Athletics so the committee members are not surprised with the following year's Annual Budget Call submission.
 - It is also important to keep in mind that Athletics does help to further many of the university's imperatives such as increasing academic success (overall student-athlete GPA of 3.1 for the third consecutive year), increased NCAA graduation success rate (currently 76% with an average unit load of 14.95), and community engagement through their many events and community partnerships with local high schools.

All University Expenses

As the All University Expenses (AUE) increase, funding is taken from the overall budget to support these increases, which affects the amount available for distribution to the divisions. For the 2019/20 fiscal year, the increases to the AUE totaled \$1,064,547. The committee appreciated efforts by the divisions to either reduce the amounts or limit the increases for the new fiscal year.

When a new AUE is proposed or existing AUE cost is increased, it impacts the university's long term financial commitments. Thus, the committee will thoroughly review all requests to determine if it is a cost that can be controlled by the division. If yes, then the budget and cost is moved to the division to maintain and removed from the AUE list. For the 2019/20 fiscal year, the total increase is \$1,064,547 which includes increases in costs such as accreditation, faculty promotions, insurance premiums, campus space rental increases, general memberships in university organizations, and disabled students' instructional materials and interpretive services. To view the entire list of increases as well as reductions to the AUE, please refer to 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 is 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.

One-Time Requests

The anticipated prior year carry forward funds balance, which provides funding for the campus's one-time project requests, includes over-enrollment revenue (beyond the targeted FTES), other miscellaneous revenue, transfers, or unused reserves. These sources create a pool of one-time funds which is available for campus-wide uses. The 2018/19 fiscal year is projected to produce additional one-time central reserves of approximately \$6 million to finance projects or initiatives (Attachment C).

In the 2018/19 fiscal year, a significant portion of the campus' one-time central reserves was used for the Science Complex. The building cost of \$91 million required approximately \$18 million (cash in hand) from the university. The campus is fronting the money until donations are received. Since the University's Central Reserves have been significantly reduced, UBAC deliberated on the appropriate amount of campus reserves required for future obligations and projects. After thoroughly reviewing the one-time project request list, UBAC considers the following projects totaling \$6,065,000 to be the most critical campus projects or imperatives and, therefore, recommends one-time funding for them.

- \$5,550,000 to Academic Affairs to maintain additional course sections for Student Success
- \$315,000 to Academic Affairs for supplies needed for additional biology and chemistry labs in the Science Complex
- \$200,000 to Administration and Business Affairs to use for either the fixed-tiered classroom replacement project or the Library 1 generator.

Until the CSU and university are fully funded from the State, it is important to provide support for student success and graduation initiatives. Sacramento State continues to make great progress in increasing our graduation rates and closing the achievement gap. Our students continue to increase their unit loads in order to make progress towards graduation. It is crucial that courses are available to our students so they can persist towards a timely graduation. UBAC recognizes the importance of the president's initiatives and their impact to our students and community and strives to make recommendations that will advance progress on these initiatives. Realizing that the Governor's January budget is a proposal and not guaranteed, UBAC is available to provide any additional recommendations as needed. The committee members are grateful for the opportunity to serve the university in this capacity.

Attachments

	A	B	C	G	H	I	J
2	PROJECTED SOURCES AND USES - OPERATING FUND SUMMARY						Attachment A
3	2019-20 Fiscal Year						
4	As of 2019-4-29						
5							
6	<i>Total FTES</i>			23,591	24,081	490	
7	<i>Funded Resident FTES</i>			23,077	23,538	461	
8	<i>Non-Resident FTES</i>			514	543	29	
9							
10				2018-19 Campus Budget	2019-20 Campus Budget Projections	Difference	
11	Sources of Funds						
12	<i>Appropriations - General Fund Baseline from Prior Year</i>			\$155,839,837	\$169,945,037	\$14,105,200	
14	Retirement Adjustments			\$2,127,000	\$1,219,000	(\$908,000)	
15	Retirement Adjustments-C4CS			\$17,000		(\$17,000)	
16	Education Insights			\$1,100,000	\$1,100,000	\$0	
17	Adjustments-Compensation			\$2,649,000		(\$2,649,000)	
18	CO Adjustment from C4CS			\$2,000		(\$2,000)	
19	Adjustments-from CO removed from C4CS			\$28,000		(\$28,000)	
20	<i>Adjusted General Fund Baseline Appropriation</i>			\$161,762,837	\$172,264,037	\$10,501,200	
21							
22	<i>New State Appropriation Changes</i>						
23	<i>Compensation and Benefits</i>						
27	Health			\$665,000	\$424,000	(\$241,000)	
28	Retirement Above State Funding				\$764,000	\$764,000	
29	Compensation			\$5,888,000	\$8,238,000	\$2,350,000	
30	Compensation - Minimum Wage Increase				\$321,000	\$321,000	
31	Compensation (Salary Lag Supplement)					\$0	
32	Operations & Maintenance of New Facilities/Other			189,000	1,142,000	953,000	
39	Subtotal			\$6,742,000	\$10,889,000	\$4,147,000	
40							
41	<i>Specified Programs</i>						
45	Graduation Initiatives 2025			\$3,761,000	\$2,732,000	(\$1,029,000)	
46	Campus contribution to CO for Center for California Studies					\$0	
47	State University Grants (SUG) Adjustments					\$0	
48	Systemwide Space Reallocation					\$0	
49	State University Grant (5% of PY allocation to pool)			(\$1,220,800)	(\$2,278,100)	(\$1,057,300)	
51	Subtotal			\$2,540,200	\$453,900	(\$2,086,300)	
52	<i>Unrestricted</i>						
53	Marginal Cost Enrollment Increase (GF) - rounded amount				\$3,082,000	\$3,082,000	
59	Average Unit Load (AUL) Increase				\$829,000	\$829,000	
60	Subtotal			\$0	\$3,911,000	\$3,911,000	
61							
62	<i>Projected Appropriation</i>			\$171,045,037	\$187,517,937	\$16,472,900	
63							
64	<i>Campus Projected Revenue and Adjustments</i>						
65	Tuition Fee Revenue			\$157,500,000	\$158,530,000	\$1,030,000	
68	Non-Resident Fees			\$4,000,000	\$4,000,000	\$0	
70	Application Fees			\$1,300,000	\$1,400,000	\$100,000	
71	Other Miscellaneous Revenue			\$60,000	\$60,000	\$0	
72				\$162,860,000	\$163,990,000	\$1,130,000	
73							
74				\$333,905,037	\$351,507,937	\$17,602,900	
75							
76	Other Revenue (WS, Financial Aid)			\$1,000,000	\$1,000,000	\$0	
77							
78	Total Projected Sources of Funds			\$334,905,037	\$352,507,937	\$17,602,900	
79							

	A	B	C	G	H	I	J
				2018-19 Campus Budget	2019-20 Campus Budget Projections	Difference	
10							
80			Uses of Funds				
81			<i>Prior Year Baseline Allocation</i>				
82			Division Baseline Allocations	\$156,051,592	\$162,017,080	\$5,965,488	
83			Strategic Goals, Student Success & Completion Initiatives	\$522,604	\$2,745,476	\$2,222,872	
84			Move GI2025 Baseline into Divisions		\$1,654,150	\$1,654,150	
85			All University Expenses	24,143,112	25,494,795	\$1,351,683	
86			Reserve	\$597,742	\$597,742	\$0	
87			Education Insights	\$1,100,000	\$1,100,000	\$0	
88			Mandatory Costs (compensation pool, benefits, student grants)	\$134,536,255	\$140,295,794	\$5,759,539	
89				\$316,951,305	\$333,905,037	\$16,953,732	
90			<i>Adjustments: (baseline adjustments)</i>				
91			<i>Compensation and Benefits</i>				
92			Prior Year Baseline Divisional Adjustments (Cont Costs for Salary Increases, Promotions, Reclasses, Equity, Positions, etc)	\$7,560,964		(\$7,560,964)	
93			Compensation pool allocations to divisions	(\$7,193,661)		\$7,193,661	
95			Retirement	\$2,144,000	\$1,983,000	(\$161,000)	
96			Health	\$665,000	\$424,000	(\$241,000)	
100			Add'l TT Fac Hires Benefit Costs (GI 2025)	\$1,000,000		(\$1,000,000)	
101			PY Benefit Pool Shortfall	\$570,000	\$300,000	(\$270,000)	
104			Prior Year Compensation Pool Shortfall	\$1,230,000	\$500,000	(\$730,000)	
109			Employee Compensation (current contracts)	\$5,888,000	\$8,559,000	\$2,671,000	
111			Employee Compensation (prior year contracts)	\$2,677,000		(\$2,677,000)	
113				\$14,541,303	\$11,766,000	(\$2,775,303)	
114			<i>Specified Programs</i>				
115			State University Grants (SUG) Adjustments	(\$1,220,800)	(\$2,278,100)	(\$1,057,300)	
116			Graduation Initiatives 2025	\$2,092,546		(\$2,092,546)	
117			Operations & Maintenance of New Facilities/Other	\$189,000	\$1,142,000	\$953,000	
132			Academic Affairs GI2025 Funding		\$1,726,000	\$1,726,000	
133			GI 2025 Benefits Funding		\$621,000	\$621,000	
134			Swap GF with IRT Trust Funds-AA	(\$220,416)		\$220,416	
135			Swap GF for Trust Funds-ABA	(\$35,424)		\$35,424	
136			Swap GF for Trust Funds-ATH	(\$7,216)		\$7,216	
137			Swap GF for Trust Funds-HR	(\$4,592)		\$4,592	
138			Swap GF for Trust Funds-IRT	\$311,600		(\$311,600)	
139			Swap GF for Trust Funds-Pres	(\$4,264)		\$4,264	
140			Swap GF for Trust Funds-PAA	(\$984)		\$984	
141			Swap GF for Trust Funds-SA	(\$26,896)		\$26,896	
142			Swap GF for Trust Funds-UA	(\$11,808)		\$11,808	
143			Move funding from ABA to Pres Ofc (Policy Dir/OEDI)		(\$260,000)	(\$260,000)	
144			Move funding to Pres Ofc from ABA (Policy Dir/OEDI)		\$260,000	\$260,000	
145			Move funding from AA to Pres Ofc (Policy Dir/OEDI)		(\$260,000)	(\$260,000)	
146			Move funding to Pres Ofc from AA (Policy Dir/OEDI)		\$260,000	\$260,000	
147			Increase University Baseline Reserves			\$0	
148			Move ADA Coord to ABA from Pres Ofc	\$80,000		(\$80,000)	
149			Move positions to Athletics from Pres Ofc	\$199,915		(\$199,915)	
150			Move positions from Pres Ofc to ABA and Athletics	(\$279,915)		\$279,915	
163			Move positions from Pres Ofc to SA	(\$186,860)		\$186,860	
164			Move positions to SA from Pres Ofc	\$186,860		(\$186,860)	
165			All University Expenses Increase (GI 2025)	\$145,850		(\$145,850)	
166			Campus Event Coordinator Office		\$120,000	\$120,000	
167			Graduation Initiatives Funds to Pres Ofc		\$388,200	\$388,200	
168			Changes to All University Expenses	\$1,205,833	\$1,064,547	(\$141,286)	
169			Subtotal:	\$2,412,429	\$2,783,647	\$371,218	
176							
177			<i>Subtotal - Before WS, Restricted Programs</i>	\$333,905,037	\$348,454,684	\$14,549,647	
178							
179			<i>Work Study, Financial Aid</i>	\$1,000,000	\$1,000,000	\$0	
180							
181			Total Projected Uses of Funds	\$334,905,037	\$349,454,684	\$14,549,647	
182							
183			Balance	\$0	\$3,053,253	\$3,053,253	
189			Denotes pass through funding				

All University Expense (AUE) Request

Attachment B

							Attachment B
All University Expenses	2017/18 Budget	2018/19 Budget	2019/20 Proposed Budget	Proposed Difference	AUE Description	Description Updated (Y/N)	Comments
Academic Affairs							
Accreditation-Department	124,000	124,000	144,000	20,000	Accreditation costs (e.g. site visits, licensing and annual costs) for campus and certain academic departments	N	Over the years, we have not requested an increase to budget but the costs have exceeded budget for the last three years. Therefore, we are requesting an increase to the budget to ensure we are within budget going forward.
Alliance for Minority Participation (AMP) Project	800,000	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	49,500	-	Grants awarded to graduate students	N	
CSUPERB (Chancellor's Office Grant)	29,550	29,550	29,550	-	University's cost for participating in the CSU program for Education & Research in Biotechnology	N	
COAST	7,500	7,500	8,250	750	Cost of campus annual membership in CSU COAST - Council on Ocean Affairs, Science and Technology	N	The Presidents' Council unanimously recommended a 10% increase for 2019-20. This would amount to an increase of \$750 for inland campuses and \$1,000 for coastal campuses. This model of inland/coastal has been in place since the beginning of the program and seems to be working well. All campuses benefit from COAST, though the benefits to inland campuses are somewhat smaller on average. COAST is aware of this issue and makes continuous efforts to engage inland campuses more substantially.
Agent Based Recruitment for International Students	25,000	50,000	50,000	-	Commission paid to an outside agency (Pair Point) to increase the number of international students (non-resident tuition) on our campus.	N	
Faculty Promotions	248,780	265,390	397,220	131,830	Funding for General Operating Fund promotions to Assistant Professors, Associate Professors, and Professors	N	There are 307 faculty eligible for promotions in 2019-20, whereas we had only 91 in 2018-19
Immigration Processing Fees		20,000	20,000	-	US Department of Homeland Security for I-129 (Visa Application) & Fraud Detection filing fees		
Natural Sciences & Math							
Alliance of Minority Participation	50,000	50,000	50,000	-	University's cost for participating in the AMP grant program	N	
Administration and Business Affairs							
VISA/Mastercard Charges	25,000	25,000	25,000	-	Bank charges for University's acceptance of VISA/MasterCard for payment methods	N	
Insurance-Vehicle	43,447	40,478	72,894	32,416	Insurance policy costs for the University's vehicles	N	Increase determined by CSU
General Services Charges	10,000	10,000	8,000	(2,000)	General Svcs charges to assist Univ with bidding/processing cost of contracts	N	Projected cost to be reduced
Outbox AXS (Veritix)	40,000	40,000	40,000	-	Outbox AXS (Veritix) ticketing and customer relations system for University events. Cost driven by usage, including large contracted events held on campus, such as the USATF Track & Field Junior Olympics.	N	
State Fire Marshall Inspection	72,000	72,000	72,000	-	Cost of State Fire Marshall inspections - this annual cost was moved from the Chancellor's Office to the campuses	N	
Space Rental	6,996,243	7,592,017	8,000,000	407,983	Cost of renting space for the University's General Operating Fund programs	N	Increased cost of leases for auxiliary space
Liability Program (aka Risk Pool Management)	641,530	757,460	811,193	53,733	University's insurance premium costs for participating in the CSU Risk Management Authority (CSURMA)	N	Increase determined by CSU
Industrial Disability Leave/Non-Industrial Disability Insurance/Unemployment Insurance (IDL/NDI/UI)	740,523	757,086	755,549	(1,537)	CSURMA costs of the Univ's claims for IDL/NDI and UI	N	Decrease determined by CSU
Property Insurance	411,056	408,201	473,494	65,293	CSURMA costs of the Univ's premium for participating in the CSU Property Insurance Program	N	Increase determined by CSU
Worker's Compensation	1,500,000	1,557,550	1,780,785	223,235	CSURMA costs of the Univ's worker's comp claims paid by the CSU Risk Mgmt Authority	N	Increase determined by CSU
Flood Control	128,000	128,000	128,000	-	County's assessment cost to the Univ for flood control measures along Amer River	N	
Athletic Injury Medical Expense (AIME)	425,925	565,342	713,816	148,474	CSURMA costs of accidental insurance for student athletes	N	Increase determined by CSU
Medical Monitoring	5,000	5,000	5,000	-	Costs of physical exams required as part of the University's Medical Monitoring Program	N	
Rental Fee Waiver Reimbursement	160,000	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	100,000	-	Payment of parking fees for campus sponsored guests	N	
Music License Agreements	26,000	28,000	30,000	2,000	Payments to performing rights organizations (ASCAP, BMI and SESAC) for royalties paid to perform and broadcast music on campus	Y	Cost increase in paying royalties to songwriters whose songs are used by the College of Music
Sexual Assault Examinations	5,000	6,000	6,000	-	Performance of sexual assault examinations per master agreement (MA120071). \$1400-\$1650 per evidentiary exam.	N	
Benefit Administration Fees (C.O.)	125,884	125,884	110,000	(15,884)	The State Controller's Office charges the campus (via the Chancellor's Office) an administrative charge for total campus employees enrolled in benefits	N	Decrease determined by CSU
Security Camera Maintenance & Operations	0	200,000	250,000	50,000	Costs incurred in supporting the University intrusion alarm and security camera network	Y	The base increase in funding is for two major items, one is for additional CCTV storage and the other is the replacement of the Visiplex system.
Laboratory Risk & Safety Solutions Software	100,000	96,300	96,300	-	Technology solution to manage hazard assessment, inspections, chemical tracking, etc. Will allow for a consistency of approach, automated tracking for training, shared learning, and improved communication	N	
Facilities Management							
Major Utilities	4,800,000	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	23,000	23,000	-	University's support for activities of the University Staff Assembly	N	
Maintain Assistive Devices and Services for Employees	180,000	180,000	15,000	(165,000)	Costs of acquiring & maintaining assistive devices and services to Univ employees with disabilities	N	Assistive devices/services for College of Education now funded directly to their budget.
Legal Settlements/Services	100,000	100,000	100,000	-	Costs of acquiring external services to help litigate & settle complaints by the Univ's students, employees and vendors	N	
Legal Services Contracts	40,000	20,000	20,000	-	Costs for arbitration, mediation, developing Affirmative Action Plan, and bonded courier services	N	
Complaint Investigation	50,000	50,000	50,000	-	Costs of conducting investigations into legal complaints filed by Univ students/employees	N	
Medical Exams	15,000	15,000	15,000	-	Costs of required medical examinations for University employees	N	
Background Checks	65,000	75,000	75,000	-	Costs to perform criminal background checks on new employees hired into sensitive positions (includes all management, many staff, and a few faculty positions)	N	
Employee Scholarships-CSU Training Programs	34,000	50,000	50,000	-	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	
Staff Reclass Funds	100,000	100,000	100,000	-	Division/Program Center funding of General Operating Fund reclassifications of permanent staff that are approved through the HR reclassification process.	N	
Title IX Education and Awareness Fund	15,000	15,000	20,000	5,000	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	Additional funding requested to meet the expanded mandatory trainings required. (Please note we have not been charging these mandatory trainings to the AUE funds).
IR&T							
Campuswide Software & Hardware (aka Technical)	2,617,360	2,695,881	4,795,241	2,099,360	This category covers mandatory annual maintenance fees associated with software and services used campus-wide. Line items includes services such as SacCT, CMS/Oracle, Cognos, Tableau, OnBase, SacLink, WCM (web content management), MySacState, CourseLeaf CAT and CIM, etc. The category also includes software for accessibility, desktop computer management, and other software used campus-wide. Maintenance costs typically increase about 3% per year. The annual fees associated with the LMS will increase significantly, and we anticipate that we will see another large Oracle increase. See comments.	Y	We are asking to collapse the categories in 19/20 (keep 6037A and drop 6027A). Now that more applications and platforms are cloud-based, the distinction between hardware and software gets murky at times. We would like the category to be called 'Campuswide Software & Hardware.' Even though we have had some price increases, we have negotiated more favorable terms with some of our other vendors. We project that we will be able to add Duo for students, 44K, with existing funds.
IT Infrastructure	2,038,214	2,099,360	0	(2,099,360)	Funds for mandatory, recurring expenses including campus-wide wired and wireless networking, Internet connections and maintenance, data center and server maintenance, and shared costs for telecommunications. Requested increase is for typical cost increases on existing maintenance contracts.	Y	
President's Office							
Trustees' Authorizations	98,600	98,600	98,600	-	CSU Board of Trustees authorized allowances	N	
General Memberships in University Orgs	175,000	175,000	275,000	100,000	Costs of institutional memberships in professional organizations	N	
Student Affairs							
American's Disability Act Accommodation Svcs	20,000	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	We may be able to reduce expenses by coordinating with SSWD to use staff members if they are available.

All University Expense (AUE) Request

Attachment B

All University Expenses	2017/18 Budget	2018/19 Budget	2019/20 Proposed Budget	Proposed Difference	AUE Description	Description Updated (Y/N)	Comments
Child Care	85,000	85,000	85,000	-	University's contribution to the Child Care Center. This contribution was established as a fixed amount in the State's 1989-90 supplement to the CSU budget, it does not increase or decrease.	Y	This is a fixed annual contribution.
Financial Aid Admin-Job Location & Developmt (JLD)	75,000	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	LWOP reduced 2018-19 expense.
Student Assessment Tools	44,500	47,196	0	(47,196)	Student survey/assessment tool used university-wide.	N	Utilizing Qualtrix from IRT
Disabled Students-Assembly Bill 422 Inst Materials	175,000	180,000	220,000	40,000	Cost of preparing instructional materials for student with print disabilities	N	Masters student (Chemistry) requires Brailing at \$100K+ annually, est graduation 2021.
Disabled Students-Contract Interp	500,000	515,000	530,450	15,450	Contract costs to retain interpretive services for University's hearing impaired students.	N	Est 3% Cost Increase.
Disabled Students-Other Instructional Supoprt	2,500	2,500	2,500	-	Other instructional support services cost for disabled students.	Y	
Disabled Students-Non Classroom Accommodations	3,000	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	
Total All University Expenses	24,143,112	25,494,795	26,559,342	1,064,547			

**One-Time Project List
For Major Projects over \$50K
For All Divisions**

Projected Central University Reserves:	\$ 20,000,000
Less Future Campus Obligations:	\$ (13,908,000)
Sub-total:	\$ 6,092,000
Less UBAC Recommended Projects:	\$ (6,065,000)
Balance:	\$ 27,000

Since the majority of central campus reserves were used towards the completion of the Science Complex building, there is very limited funding for one-time project funds. Therefore, divisions may list **critical or urgent** projects in priority order for consideration (note this in column B along with the category). Divisions may also list future one-time projects that are self-funded from their internal funds or through other funding sources for informational purposes only.

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?	UBAC Recommendations	Identify \$ Amount in Fiscal Year			Comments
									2019-20	2020-21	2021-22	
AA	1	Student success		one-time	Maintain additional sections added for student success	On-going	yes	5,550,000	6,000,000.00	\$6,000,000.00	\$6,000,000.00	
AA	2	student related	No	TBD	With the opening of the new science complex several additional labs for bottleneck courses will be available but in addition to equipment (funded through the project) there are supplies needed to outfit these additional biology and chemistry labs (slides, glassware small instruments) in order to use them	One-Time	No	315,000.00	350,000.00			
AA	3	Renovation Project (student related, infrastructure, new program)	no	General Fund	Sac State was recently approved to offer a Doctorate in Audiology Degree (AUD) with the first cohort of students scheduled to begin taking courses the fall of 2020. The director of the program was hired in January 2018, the clinical director will start fall of 2019, and the campus, the CO, and WASC have approved the proposed curriculum for the program. With the recent move to of the Department of Communications Sciences and Disorders (formally call Speech Pathology and Audiology) to Folsom Hall, some space and equipment is available for the new AUD, however, additional space and equipment is needed to fully support the program. This is a proposal to fund the renovation of space on the first floor of Folsom Hall. This space is currently occupied by UTAPS. UTAPS will soon vacate this space once the new parking structure is complete. In order to train the students in the AUD, this space is needed for four audiology booths, consulting rooms, and laboratory/classroom space. A detailed list is available upon request. This location is ideal because it locates the AUD program very near the new site for Communication Sciences and Disorders Department and the Mary Jane Reece Speech and Hearing Clinic. Finally, the extreme weight of the audiology booths required that they be placed on the ground floor.	One-Time	No		1,700,000.00			
AA	4	Safety/risk infrastructure	no	TBD	Chemistry stockroom redesign to create a single, high-efficiency, safe stockroom in Sequoia (5th floor) with reduction of 4th floor stockroom to small satellite facility. See attached document for details. *estimates only, pending report from feasibility study currently in progress	One-Time	No		2,000,000.00			
AA	5	Safety and security, ADA Compliance	No		Bring equipment up to code and address deferred maintenance, including: unsafe and ADA non-compliant, outdated lab set up and equipment in MND 4001 (used for 8-10 sections of GE and major ANTH sections per semester) including cord hazards, lack of storage, inaccessible space; food lab equipment not up to code, requiring repairs and replacement; and keypad lock for lab housing technology and equipment for NSF-grant funded work.	One-Time	No		50,400.00			
AA	6	Safety/risk infrastructure	no	TBD	Current gross anatomy lab in Humboldt (to be demolished) and is inadequate. Proposal to construct new lab with changing room, dry area, cadaver lab, walk in refrigerator storage. See attached document for details. *estimates only, pending report from feasibility study currently in progress	One-Time	No		2,500,000.00			
AA	6	Safety/risk infrastructure	no	TBD	Ectothermic vertebrate collection currently in Humboldt is safety hazard with excess flammable liquid volumes. Plan to relocate to Sequoia, likely two separate storage areas to come into compliance with code. See attached document for details. *estimates only, pending report from feasibility study currently in progress	One-Time	No		1,000,000.00			
AA	6	Student Success; university-wide	No	University Funded	Library furniture and carpeting The Library has taken two years to successfully clear out-of-date collections at great cost and labor We have freed the equivalent of 7,000 sq.ft. over 3 floors that will be designated as study micro-climates • Needs include furniture, carpeting, fresh paint, and electrical. • The Library needs to purchase furniture that can support our patrons, literally o Almost 40% of Americans over age 20 were classified as obese according to the 2017 CDC & Prevention report. o The majority of our furniture is over 20 years old, meaning it is for smaller students. o Most furniture has arms = less flexibility. o Lack of support for larger people is turning into an ADA issue. o We want to support all of our students and not shame or turn them away. • With close to 1,400,000 visitors annually, this ask is a necessary Band-Aid to address carpet safety, more seating, and electricity.	One-Time	No		\$500,000.00			
AA	7	Infrastructure	no	General Fund	Replacement Theatre Seating (University & Playwrights Theatres)- Quote in process with Facilities	One-Time	No		389,000.00			
AA	7	Infrastructure	No		Architect assessment and estimate for costs associated with repurposing conference room (Mendocino Hall) and costume collection room (Mariposa Hall) to provide office space for newly-hired faculty who are currently housed in temporary settings.	One-Time	No		52,000.00			
AA	7	Renovation Project (student related, infrastructure, new programs, multiple colleges and programs)	no	General Fund	This is a proposal for the future use of the third floor at Folsom Hall. This space is needed to continue the growth and expansion of programs in the College of Health and Human Services (and other colleges) as well as the Center for Health Practice, Policy, and Research (CHPPR). Folsom Hall is currently the home for a number of programs in HHS including The School of Nursing, The Doctoral Program in Physical Therapy, The Department of Communications Sciences and Disorders, and The Doctoral Program in Audiology (classes to begin in the fall of 2020). Current Academic related clinics/programs/centers include the CHPPR, Interprofessional Education Center for Innovative Teaching and Learning (IPE), STEPS Clinic for children with mobility impairments, Neurologic Pro Bono Clinic, Orthopedic Pro Bono Clinic, Pediatrics Pro Bono Clinic, Maryjane Rees Language, Speech and Hearing Center, NeuroService Alliance, TRANSitions Voice Clinic, Sacramento State Literacy Connection, Nursing Clinic, CSUS Cardiovascular Wellness Pilot, and California Public Health Survey Program. With the establishment of Folsom Hall as the university's focal point for health related professions and activities, the placement of other programs that are related to this theme and that can collaborate with the existing programs at Folsom Hall, is at the center of this request. Proposed/possible future departments, programs, clinics: Department of Public Health (Health Science is in the process of splitting off from Kinesiology to form a new department and new programs (MPH, Health Services), Doctorate in Nursing Practice, Nurse Practitioner, Physician Assistant Program, Occupational Therapy Program, Recreation Therapy Clinic/Lab, Interdisciplinary Wellness Clinic, Cadaver Lab (College of Natural Science and Mathematics), Counseling and Diagnostic Services (College of Education), Engineering Virtual Simulation Lab (College of Engineering and Computer Science), Cardiovascular Wellness Clinic (HHS and SSIS), Autism Center of Excellence (SSIS and HHS), Training site for the Law Enforcement Candidate Scholars Program Faculty office space, Office space for the CHPPR and IPE, Small breakout rooms, testing accommodations rooms, and rooms for the WELL services. *estimates only, pending report from feasibility study currently in progress	One-Time	No		15,000,000.00			
ABA	1	Student related; safety/risk	Academic Affairs, Admin & Business Affairs		For fixed-tier classroom repair project. Specifically, Brighton Hall, Rooms 110 and 114 and Kadema Hall, Room 145	One-Time	No	200,000.00	\$200,000.00			Recommend one amount for \$200K and ABA should decide how to best utilize this one-time amount between these two projects.
ABA	2	Infrastructure & safety/risk - Urgent	ABA		Library 1 Generator - although this generator was manufactured in 1996, the amount of critical equipment (Police communications, CPR broadcasting equipment, egress lighting, etc.) added has exceeded the capacity of this generator. We need to replace it with a generator sized for the current load.	One-Time	No		\$160,000.00			

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ABA	3	Pathway Repairs safety/risk - Critical	ABA		Pathway Repairs. The campus pathway network has degraded due to age, root upheaval, and construction activities. Regular expenditures are needed to improve the safety of the pathways for our campus community.	Intermittent	Yes		\$150,000.00	\$150,000.00	\$150,000.00	
ABA	4	Safety/risk - Critical	ABA		Walkway Lighting - Old walkway lights do not provide enough coverage or illumination during periods of darkness. New lights will reduce energy consumption and improve safety and security for our campus community. This is also a GHG reduction measure.	Intermittent	Yes		\$100,000.00	\$100,000.00	\$100,000.00	
ABA	5	Infrastructure - Critical	ABA		Eureka DDC Controls - Convert controls from pneumatic to electronic. This will improve temperature control and reduce energy consumption. This is also a GHG reduction measure.	One-Time	No		\$130,000.00			
ABA	6	Infrastructure - Critical	ABA		Design funding for Critical Infrastructure projects to be shovel ready, if funding is received. Projects and amounts not guaranteed and unknown. Allocations have historically been about \$4M per yr. with Design estimated at 10% of the allocation.	Intermittent	Yes		\$400,000.00	\$400,000.00	\$400,000.00	
ABA	7	Maintenance - Critical	ABA		Sequoia Duct cleaning - To remove remaining internal duct lining and residue which causes occupant concerns, and interferes with proper HVAC control.	One-Time	Yes		\$400,000.00			
ATH	1	Safety/risk/student related	N/A	Operating	Replace or refurbish equipment in Broad Fieldhouse weight room	1-time	No		\$100,000.00			
PAA	1	ISR/Anchor University: Community Needs Report		Operating Fund	Research provided by ISR to determine community needs and priorities.	One-Time	No		\$47,641.00			
PAA	2	Promotion of Sac State Downtown		Operating Fund	Funds to be used for promotion of public affairs programming downtown.	One-Time	No		\$10,000.00			
PAA	3	Remodel Sac State Downtown Reception Desk		Operating Fund	Funds to be used for renovation of Sac State downtown reception desk.	One-Time	No		\$20,000.00			
SA	1	Safety/Risk	n/a	Operating Fund Carry Forward	Self-Funded, Gender Neutral Restroom in Lassen Hall	One-Time	No		\$100,000.00			
TOTAL:								6,065,000	31,359,041.00	6,650,000.00	6,650,000.00	