President's Budget Advisory Committee
Meeting Agenda
March 12, 2020
2:00p.m. @ MH-3318

I. **Call to order**
- Call for amendments to agenda

II. **Information Item**
- Budget Update

III. **Reports**
- None

IV. **Watch List**
- COVID-19
- Graduation Initiative 2025
- IT Governance
- Infrastructure (electrical/steam)
- Mission Valley

V. **2020/21 Budget Requests**
- 2020/21 Consolidated Budget Proposals (Attachment 1)
- President's Office (Attachment 2)
- Diversity and Innovation (Attachment 3)
- Business & Financial Affairs (Attachment 4)
- University Relations & Development (Attachment 5)
- Cross Divisional (Attachment 6)
- Capital Projects (Attachment 7)

VI. **New Business**

VII. **Reminder**
- **Next Meeting Date – March 26, 2020 at 2:00 p.m. in MH 3318**

DRAFT 2020/21 Integrated Budget Proposals -- Consolidated

			2020/21 Budget Requests							
		Committed		Discretionary				TOTAL		
		Base	One-Time	Base	Rank	One-Time	Rank	Base	One-Time	
Budget Requests	**JOINT REQUESTORS**									
Academic Affairs:										
Tenure and Promotion	GRA/DDI	$495,000						$495,000	$0	
Enrollment Growth Funding ($5.6m total with $2.8m initial and $2.8m balance in fall 2020)			$2,800,000					$0	$2,800,000	
FERP Funding (year 2 first cohort; year 1 second cohort)			$2,000,000					$0	$2,000,000	
New T/TT Faculty Positions	GRA/DDI			$1,500,000	1			$1,500,000	$0	
Faculty support				$300,000	2			$300,000	$0	
T/TT Faculty Start-up	GRA/DDI					$3,000,000	1	$0	$3,000,000	
Increase Teaching Assistant/Graduate Assistant Support	EDU/ENG/PSFA/COS					$999,991	2	$0	$999,991	
Expanded Library Study Space						$1,300,000	3	$0	$1,300,000	
Campus to Reassume $3m Operating Costs Shifted to World Campus During the Last Recession						$3,000,000	4	$0	$3,000,000	
AA/SDSU University Senate 19/20 Budget	SENATE					$204,000	5	$0	$204,000	
AA/SDSU University Senate 20/21 Budget	SENATE					$113,210	6	$0	$113,210	
Subtotal Academic Affairs		**$495,000**	**$4,800,000**	**$1,800,000**		**$8,617,201**		**$2,295,000**	**$13,417,201**	
Graduate & Research Affairs:										
Interim Research Endowment Supplement		$300,000	$300,000					$300,000	$300,000	
Partial Tuition/Fee Remission for Teaching Associate/GA at SDSU (year 1 of 3)	AA					$1,333,333	1	$0	$1,333,333	
Funding to Support Master's Student Research/Creative Activities	AA					$250,000	2	$0	$250,000	
Assigned time for Research and Creative Activities						$375,000	3	$0	$375,000	
Grant Support and Development for Faculty						$200,000	4	$0	$200,000	
Matching Funds for Grant Submissions						$400,000	5	$0	$400,000	
Summer Undergraduate Research Program						$200,000	6	$0	$200,000	
Shared Equipment and Shared Facilities						$300,000	7	$0	$300,000	
Exploration and Development of New JDP Programs						$60,000	8	$0	$60,000	
Subtotal Graduate & Research Affairs		**$300,000**	**$300,000**	**$0**		**$3,118,333**		**$300,000**	**$3,418,333**	
Student Affairs:										
ADA Mandatory Accommodations			$526,566					$0	$526,566	
Student Life Health & Safety Coordinator Position (2 years)						$171,410	1	$0	$171,410	
Campus Assistance, Response, Engagement & Support (CARES) Case Manager Pilot (3 years)						$238,997	2	$0	$238,997	
SDSU Imperial Valley Recruitment Campaign (year 2 of funding)	IVC					$50,000	3	$0	$50,000	
Subtotal Student Affairs		**$0**	**$526,566**	**$0**		**$460,407**		**$0**	**$986,973**	
Information Technology:										
Base Budget Funding for IT Division				$200,000	1	$100,000	10	$200,000	$100,000	
CAARP (ATI) Implementation	ATI STEERING CMTE			$100,000	2			$100,000	$0	
Canvas Learning Management System	AA					$525,947	1	$0	$525,947	
Adobe Creative Cloud - Emergency Alerts	BFA					$60,000	2	$0	$60,000	
DIGARC (Catalog and Curriculum Management Systems)	AA					$254,430	3	$0	$254,430	
Two-Factor Authentication for Students	STUDENTS					$35,000	4	$0	$35,000	
Instructional equipment for classroom upgrades-Main Campus	AA					$250,000	5	$0	$250,000	
Instructional equipment for classroom upgrades-IVC	IVC					$50,000	6	$0	$50,000	
EAB Navigate Advising System	STUDENTS/AA		$277,280					$0	$277,280	
Endpoint Security and Management						$200,000	7	$0	$200,000	
IT Division ServiceNow Deployment						$92,949	8	$0	$92,949	
Subtotal Information Technology		**$0**	**$277,280**	**$300,000**		**$1,568,326**		**$300,000**	**$1,845,606**	

DRAFT 2020/21 Integrated Budget Proposals -- Consolidated

		2020/21 Budget Requests							
		Committed		Discretionary				TOTAL	
		Base	One-Time	Base	Rank	One-Time	Rank	Base	One-Time
Budget Requests	**JOINT REQUESTORS**								
Business & Financial Affairs:									
Project Delivery Team (balance of 2019/20 approved request)		$375,000						$375,000	$0
University Police - Crime Analyst				$77,986	1			$77,986	$0
FS Staffing - 3 Maintenance Mechanics - PHASE I (2 positions)				$196,358	2			$196,358	$0
FS Staffing - 4 Building Services Engineers - PHASE I (2 positions)				$216,720	3			$216,720	$0
EH&S - Staffing Admin II/AA/S II - Research Safety Insp				$88,500	4			$88,500	$0
EH&S - Staffing-Admin II/AA/s II - Asst Industrial Hygienist				$90,000	5			$90,000	$0
UPD - Staffing-Records, Property and Evidence Specialist (3 yrs of funding)						$262,350	1	$0	$262,350
EH&S - Radiologic Waste Removal						$93,000	2	$0	$93,000
UPD - Property and Evidence Storage						$51,700	3	$0	$51,700
Subtotal Business & Financial Affairs		**$375,000**	**$0**	**$669,564**		**$407,050**		**$1,044,564**	**$407,050**
Athletics:									
Subtotal Athletics		**$0**	**$0**	**$0**		**$0**		**$0**	**$0**
University Relations & Development:									
Corporate and Foundation Relations	URAD/GRA/MV			$235,000	1			$235,000	$0
URAD Software						$117,825	1	$0	$117,825
Imperial Valley Marketing Campaign	URAD/IVC					$80,000	2	$0	$80,000
Subtotal University Relations & Development		**$0**	**$0**	**$235,000**		**$197,825**		**$235,000**	**$197,825**
President's Office									
SDSU Strategic Plan-Informed Brand Assessment and Realignment						$350,000	1	$0	$350,000
Subtotal President's Office		**$0**	**$0**	**$0**		**$350,000**		**$0**	**$350,000**
Diversity and Innovation:									
Continued Operations for Diversity		$360,000				$490,000	1	$360,000	$490,000
Assigned Time for College Diversity Liaisons (2 years)						$158,600	2	$0	$158,600
Subtotal Diversity and Innovation		**$360,000**	**$0**	**$0**		**$648,600**		**$360,000**	**$648,600**
Cross Divisional:									
SDSU Research Foundation Relief of Cost Shifting (Research Compliance)			$650,000					$0	$650,000
Worker's Compensation/Property Insurance			$900,000					$0	$900,000
Staff Professional Development (across the University)						$250,000	1	$0	$250,000
Subtotal Cross Divisional		**$0**	**$1,550,000**	**$0**		**$250,000**		**$0**	**$1,800,000**
Deferred Maintenance/Capital Projects:									
Access Control Replacement/Upgrade (balance of 2019/20 approved request)			$1,600,000					$0	$1,600,000
Hazardous Waste Removal-SFM Corrections			$500,000					$0	$500,000
Deferred Maintenance/Capital Renewal Funding						$4,000,000	1	$0	$4,000,000
Safety and Security Funding						$500,000	2	$0	$500,000
Enhancing Campus Climate and Culture (ECCC) initiatives						$500,000	3	$0	$500,000
Facility Tenant Improvements for Greater Inclusion						$250,000	4	$0	$250,000
Subtotal Deferred Maintenance/Capital Projects		**$0**	**$2,100,000**	**$0**		**$5,250,000**		**$0**	**$7,350,000**

DRAFT 2020/21 Integrated Budget Proposals -- Consolidated

			2020/21 Budget Requests								
			Committed		Discretionary				TOTAL		
			Base	One-Time	Base	Rank	One-Time	Rank	Base	One-Time	
Budget Requests		**JOINT REQUESTORS**									
Total Budget Requests			$1,530,000	$9,553,846	$3,004,564		$20,867,742		$4,534,564	$30,421,588	
						Beginning Available Balance [1]:		$2,400,000	$20,000,000		
						Estimated 1x Enrollment Growth Funding [2]			$1,900,000		
						Remaining Balance of Classroom Renovation Fund (CES) [3]			$1,300,000		
						Remaining Balance of 2017/18 Funds Held for Funding Gap			$2,500,000		
						Ending Available Balance:		$2,400,000	$25,700,000		
						Committed Requests		($1,530,000)	($9,553,846)		
						Available Balance Less Committed:		$870,000	$16,146,154		
						Discretionary Requests		($3,004,564)	($20,867,742)		
	($2,134,564)	($4,721,588)				**Available Balance Less Committed & Discretionary Requests:**		($2,134,564)	($4,721,588)		
			[1] Estimate; amount subject to change based on student enrollment.								
			[2] Estimate; amount subject to change based on CSU allocation methodology.								
			[3] Remaining balance in project fund available for classroom renovation projects (funding source was CES).								

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 12/13/2019

Requestor Name: La Monica Everett-Haynes, Interim Associate Vice President of Strategic Communications and Public Affairs (StratComm)

Proposal Title: SDSU Strategic Plan-Informed Brand Assessment and Realignment

Proposal Category:

☑ Divisional President's Office   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

Prospective students have a large range of options in the United States alone. With more than 5,000 colleges and universities, it is ever more present that San Diego State University must strongly communicate locally, throughout the state, across the nation and in international markets its distinctive features, its value, and also its contributions to student success and achievement as well as the community it serves. It is also critical to amplify visibility for SDSU faculty and scholars beyond the region.

A new strategic plan, with a newly defined mission and vision, demands a new way of telling the SDSU story – internally and externally. Additionally, SDSU is positioning itself to define priorities associated with student success, its growing research enterprise, development and philanthropy, regional and economic development, the building of SDSU Mission Valley and the Imperial Valley, and the repositioning of World Campus as a borderless option to improve student access to an SDSU degree. All of which amplify a campus wide need for a clear brand identity.

With the Director of Marketing and Digital Media at the lead, and working with an external firm in collaboration with partners across SDSU's divisions, this project would focus on three main objectives:

1. An SDSU brand identity refresh aligned with the 'We are SDSU' strategic priority and philosophy, with a brand architecture that provides clarity and structure;
2. A unified campus wide initiative around national and global marketing efforts aligned with the strategic plan;
3. And a marketing strategy that will greatly enhance SDSU's national and international/global visibility and digital-first approach. This effort would also align with alumni, philanthropic and research goals, which are all enhanced by a strong unified brand. Engaged community participation is vital and, therefore, the initiative will

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

generate broad based involvement among students, faculty, staff, alumni and friends of SDSU.

Thus, this initiative would serve to initiate or accomplish the following developments:

- Devise a globally-minded, all-campus strategy to amplify the visibility of SDSU in both the local region and targeted national and international markets. The goal is to bring campus wide marketing efforts into a coordinated and integrated strategy directly aligned with the goals and outcomes of the university's strategic plan.
- Evaluate the current state of the SDSU brand and its existing guidelines, to include the university's brand identity, logo policy and visual brand. The anticipated outcome is a newly defined brand identity and institutional polices aligned with values and principles of the university's past, coupled with the newly defined goals and priorities as defined by the 2020 Strategic Plan.
- Develop new methods for campus wide marketing and communications professionals to collaborate and coordinate on marketing initiatives in a way that supports resource sharing and efficiency across campus (and across campuses).
- Expand marketing-based communications of the work and achievements of students, faculty, staff and alumni in targeted markets to generate strong student yield, improved interest from potential employees and to drive greater philanthropic support for the university.
- Improve campus efforts toward centralized marketing automation to improve digital interactions with students, faculty, staff, alumni, prospective students, and other key constituencies; also evaluate potential solutions to streamline SDSU's print and digital marketing strategies.
- A strengthened approach to SDSU's proactive and responsive social media presence to build a stronger digital-friendly and accessible brand. With research indicating that about seven-in-ten Americans use social media for news, information and other needs, and improved social strategy will support efforts to create stronger connections with the university's constituent base.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $350,000**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

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[1] Budget benefits as 50% of salary

PBAC
Budget Request Form

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

Yes; Strategic Communications and Public Affairs (StratComm) will be hiring a new Director of Marketing and Digital Media, with a start dated planned for January 2020. The position does not require additional PBAC funding, and is being supported as a priority by internal resource realignment. The incumbent will fully support and lead the initiative, in collaboration with other core team members, to include the Director of Web Development and Graphic Design Services, the Director of Digital Services and Business Analytics, the Social Media Strategist and the Multimedia Production Coordinator. This team will work in collaboration with partners on different SDSU campuses and in other divisions, colleges and programs. Two primary goals of this initiative are to generate long-term cost efficiencies related to marketing, including marketing automation, and to generate greater worldwide visibility for SDSU, with the intention of supporting student yield activities, faculty research and innovation, philanthropy, and the overall mission and vision of SDSU.

Is this a multi-year funding request? If so, please explain.
No.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

Upon approval, a defined scope of work will be identified and approved by members of the StratComm team and campus partners, to include other members of the Office of the President and representatives of areas that include the Division of Student Affairs, University Relations and Development, the Division of Academic Affairs, Diversity and Innovation, SDSU Mission Valley, Business and Financial Affairs, and Graduate and Research Affairs. This defined and approved scope of work will then determine goals and activities associated with the initiative. With StratComm serving as the lead, activities will be documented in a centrally held project management system to ensure appropriate documentation and timely fulfillment of all tasks associated. The Director of Marketing and Digital Media, in consultation with StratComm's Associate Vice President and partner agency, will also devise a long-term communications strategy to ensure that the campus community, alumni and friends are both involved and well-informed about the initiative's progress.

How does this proposal help to advance the institution?

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

San Diego State University's strategic plan and move toward developing the Mission Valley site and the Imperial Valley marks one of the most transformative periods in the university's history. The university is redefining its identity and mission with plans to accelerate its research enterprise, strengthen its focus on teaching and supporting students and serving the binational region with a greater expansion of academic programs in a borderless context. Such transformative sea change demands a robust marking and communications strategy not merely for individual units, but for all campus – and a strategic approach that ensures campus wide coordination around brand identity and brand awareness.

Is this request time sensitive? Explain why funding is needed at this time.

Yes, the request is time sensitive and is directly aligned with the launch of the university's new strategic plan and will aid in forward momentum of the plan and its associated goals and activities. This project will also create needed synergies as the university expands its research and philanthropic efforts, drives forward the new vision for World Campus and the recently announced Global Affairs unit, and directly relates to the expansion and development of both SDSU Mission Valley and SDSU Imperial Valley, among other key priorities.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

SDSU is at a critical point in time. With students at its core, SDSU is moving toward the development of SDSU Mission Valley, expansion of SDSU Imperial Valley, an improved binational and international context, and new goals and activities to be defined by the strategic plan. Such movement requires a reimagining of SDSU and the marketing-based positioning of the university as a locally-focused, globally accessible campus. Doing so will elevate SDSU's brand – not merely the university's logo, but its full brand, defined as its institutional identity and the story told internally and externally about the campus and its community. Barring a structured and clear identity, it is difficult to generate interest and commitments meant to ensure the longevity and prosperity of the campus community. Also, while the request is for a one-time allocation, the practices and policies developed out of the initiative will be sustained over time. Also, because this initiative is designed specifically to support the university's new strategic plan and defined goals and activities associated with the new all-campus vision and mission, elements will the institutionalized for years to come.

[1] Budget benefits as 50% of salary

Request Date: 12/1/2019

Requestor Name: Division of Diversity and Innovation

Proposal Title: Continued Operations for Diversity of Diversity & Innovation

Proposal Category:

☑ Divisional Diversity & Innovation   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

Last year, the Division of Diversity and Innovation (then the Office of Faculty Diversity and Inclusion) received monies from PBAC to support the establishment of efforts to promote equity, diversity, and inclusion across the University. The one-time monies received were intended to support one-year of operations. This request is to continue the operations of the Division moving forward. If unfunded, the Division would cease to exist and the diversity and inclusion gains made over the past year could begin to dissipate. Some of the major projects of the Division since its inception include collaborations and support for the following:

1. Supporting the development of the University's Strategic plan
2. Implementing the University Senate's resolution for unit Diversity Plans
3. Establishing the Inclusive SDSU reporting system for bias-related incidents
4. Enrollment Management Advisory Group report and engagement with community stakeholders around proposed admissions modifications
5. Establishing degree completion partnerships with local community colleges in San Diego and Imperial counties
6. Supporting the implementation of 13 Employee Resource Groups (ERGs) serving nearly 500 faculty and staff
7. Providing training for search committees and members of the community on issues of diversity and bias (655 people trained thus far)
8. Establishing the Latinx Resource Center, Native Student Resource Center, and Asian Pacific Islander Desi American Lounge as well as providing support for the Center for Transformative Justice
9. Supporting the passage and implementation of resolutions regarding LGBTIAQ+ and African American students

10. Supporting the passage and implementation of a resolution to include an Ethnic Studies graduation requirement
11. Providing academic coaching to 225 students in groups experiencing disproportionate impact
12. Supporting and implementing the expansion of the BIE program to include 17 lines using these criteria
13. Coordinated Latinx efforts for the campus resulting in SDSU's selection as a finalist for Excelencia's HSI SEAL.

The Mission of the Division of Diversity and Innovation is to elevate and celebrate inclusive excellence through equity-driven innovations that build and sustain structures, practices, and cultures that advance the welfare of all peoples while honoring the institution's identity as a Hispanic Serving Institution and residence on Kumeyaay land. The Division works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures, while facilitating an integrated vision and shared responsibility for prioritizing and advancing institutional goals. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Budget Request:

☑ **Base Request**   **Amount** $360,000

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Monies serve to continue base operations for all faculty, staff, and community engagement efforts of the Division of Diversity and Innovation.

1. $240,000 for Central Office Staff
2. $120,000 for benefits and fringe

☑ **One-Time Request**   **Amount $490,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

3. $192,000 for Chairs of Climate, Research, and HSI efforts and Professors of Equity
4. $40,000 for Tribal Liaison
5. $30,000 for Student workers
6. $170,000 for Programming (all faculty, staff, and community engagement events)
7. $38,000 Divisional memberships and travel
8. $20,000 for supplies and technology

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

Not applicable (we are a new Division with no additional funds for matching)

Is this a multi-year funding request? If so, please explain.

n/a

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

The objective of this proposal is to improve representation, climate, and success for diverse students, faculty, and staff at SDSU. Representation will be measured using a three-year time frame of distributional representation of faculty and staff across hiring cycles. Climate is assessed using our partnership with HERI that will result in conducting an assessment of climate every two years (first distribution in Spring). Success is measured by faculty from historically underrepresented groups that reach the level of full professor. Success is also measured by decreases in the percentage of students who experience disproportionate impact by race within gender and Pell-eligibility.

How does this proposal benefit students?

The efforts funded by this proposal have an influence on student success. Indirectly, the efforts of the Chairs and Professors of Equity improve campus climate for faculty and staff. This can serve to better retain and support faculty and staff from minoritized communities who often mentor and advise our most underserved students. More directly, our Professors of Equity provide direct training to faculty, staff, and some students on how to better serve our most underserved students. In particular, this includes trainings on implicit bias, racial and gender

microaggressions, inclusive teaching, and understanding what it means to be a Hispanic Serving Institution.

How does this proposal help to advance the institution?
The Division of Diversity and Innovation aims to advance diversity and inclusion as the drivers of innovation and excellence, thereby fostering a community where students, faculty, staff and alumni of all backgrounds and identities can succeed and feel at home. The Division supports numerous initiatives that celebrate inclusive excellence to advance the welfare and safety of all people on campus including: the Black Resource Center, Center for Intercultural Relations, Latinx Resource Center, Native Resource Center, Pride Center and Women's Resource Center, Employee Resource Groups, Interfaith Affairs, and Regional Affairs..

Is this request time sensitive? Explain why funding is needed at this time.
Yes. These monies are essential to the base operations of the Division of Diversity and Innovation.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
Yes, if these monies are not funded, nearly all faculty, staff, and community engagement efforts of the Division would cease.

Request Date: 12/1/2019

Requestor Name: Division of Diversity and Innovation

Proposal Title: Assigned time for college Diversity Liaisons

Proposal Category:

☐ Divisional Diversity & Innovation   ☑ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

The Mission of the Division of Diversity and Innovation (DDI) is to elevate and celebrate inclusive excellence through equity-driven innovations that build and sustain structures, practices, and cultures that advance the welfare of all peoples while honoring the institution's identity as a Hispanic Serving Institution and residence on Kumeyaay land. The Division works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures, while facilitating an integrated vision and shared responsibility for prioritizing and advancing institutional goals. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

One of the major undertakings of the Division has been implementing the University Senate's resolution for all campus units to develop Diversity Plans. The resolution specifically called on the University to provide training and support. DDI has been the source of that training and support, in close collaboration with the Diversity Liaisons. The Liaisons were established by the Senate; however, that section of the Policy File had not been implemented prior to last year. The Liaisons meet biweekly and support the implementation of diversity, equity and inclusion efforts across the colleges, and the divisions and auxiliaries. They have been a critical conduit for information between the Division and the unit-level diversity planning teams. This role will

become even more important in AY2021 when individual departments and schools must develop their own diversity and inclusion plans. Once plans are approved, colleges, schools and departments will need support as they begin the work of implementing their plans. The Liaisons will serve as consultants and guides for each of those departments, and their work is critical to ensure that all departments engage meaningfully in this process.

Budget Request:
☐ **Base Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

☑ **One-Time Request**   **Amount $158,600**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
$79,300 per year, for two years, to provide 3 units of release time to each college Diversity Liaison.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
Not applicable (we are a new Division with no additional funds for matching)

Is this a multi-year funding request? If so, please explain.
Yes, we are requesting one-time funds to support the Liaisons for two years

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
The objective of this proposal is to ensure colleges, schools and departments have sufficient support as they develop and implement their unit-specific diversity and inclusion plans. Progress on development of plans will be measured by the number of colleges, schools and departments who have diversity and inclusion plans approved before the Senate-imposed deadline of October 2021. Progress on implementation of plans will be measured by the number of colleges, schools and departments who successfully implement the strategies proposed in their plans over the next three years.

How does this proposal benefit students?
The efforts funded by this proposal benefit students indirectly. The college, school and department diversity and inclusion plans must include strategies to improve faculty and staff representation, climate and success. If implemented effectively, these strategies should serve to better recruit, retain and support faculty and staff from minoritized communities who often mentor and advise our most underserved students.

How does this proposal help to advance the institution?
The Division of Diversity and Innovation aims to advance diversity and inclusion as the drivers of innovation and excellence, thereby fostering a community where students, faculty, staff and alumni of all backgrounds and identities can succeed and feel at home. The Diversity Liaisons play a critical role in supporting diversity and inclusion efforts across the colleges, promoting greater transparency, accountability and communication.

Is this request time sensitive? Explain why funding is needed at this time.
Yes. These monies are essential to ensure colleges, departments and schools have the support they need over the next few years as they develop and implement their diversity and inclusion plans.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
Yes, this is a critical need; there are no alternatives available to meet similar goals. If these monies are not funded, Liaisons may not have the time available to provide the level of support needed to ensure colleges, schools and departments are developing and implementing effective diversity and inclusion plans.

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 10/23/2019
Requestor Name: Josh Mays, Chief of Police

Proposal Title: Crime Analyst

Proposal Category:
☑ Divisional Business & Financial Affairs   ☐ Cross Divisional
☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

Last year, the University Police Department (UPD) received one-time funds to create a crime analyst position. This allowed the position a year to demonstrate a need for base funding. At the conclusion of the year, I am requesting base funding to keep this position alive. Our evolving threat landscape requires innovative approaches to maximize our already limited police resources. Through the work of our crime analyst, UPD is able to engage in intelligent led policing. In other words, using data to predict where crime will occur in order to deploy the appropriate resources to mitigate crime.

Our crime analyst is also instrumental in identifying suspect/case similarities, which assists our detectives in follow-up investigations and arrests. We have also embedded our crime analyst into our Threat Management Team. This team evaluates concerning people that pose a potential threat to others or the institution. The analyst's work using social media and other data platforms helps inform good decision-making surrounding threats. More importantly, the analyst examines social media platforms, aided by software, to locate key words of concern such as gun, knife, kill, attack, blow up, etc.

Of special note, the FBI has identified our Threat Management Team as the "gold standard," and cited the embedding of our crime analyst into this team as "an effective layered approach to threat evaluation."

The analyst also examines quality of life issues such as skateboarding, biking and smoking violations so officers can best deploy to maximize their enforcement efforts in this important area.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
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Our crime analyst also supports our special events team in planning and mitigating threats and concerns for special events, demonstrations, or protests, which allows us to create the best posture and approach allowing us to keep everyone as safe as possible. All of the above teams, including all of our patrol teams, now rely heavily on this data to help support and inform their work. Eliminating this position would negatively impact UPD's good progress and proactivity in these areas.

Some notable numbers in areas where the crime analyst has assisted in providing data and support:

Robbery: 41% decrease
Auto Theft: 60% decrease
Burglary: 53% decrease

Our crime analyst's work also contributed to these recent arrests that directly impacted the safety of our community:

The arrest of bike theft suspects responsible for nearly $300,000 dollars in thefts across San Diego County
The arrests of three separate groups for a string of armed robberies in the College Area
The arrest of two separate suspects for "Peeping Tom" incidents within the College Area
The identification of a terror-related suspect
The identification and subsequent arrest of a wanted sex offender using the trolley lines
The arrest of a burglary suspect from the Faculty/Staff Club

Budget Request:
☑ **Base Request**   Amount $77,986
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Base: $49,704/annually
Benefits (56.9%): $28,282
Total request annually: $77,986

☐ **One-Time Request**   Amount $
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

[1] Budget benefits as 50% of salary

PBAC

Budget Request Form

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

Is this a multi-year funding request? If so, please explain.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
Click or tap here to enter text.

How does this proposal help to advance the institution?

Is this request time sensitive? Explain why funding is needed at this time.
The one-time divisional monies are expiring and the position is temporary. Base funding now will prevent any disruption in investigative support provided by this position.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
In order to maximize our already limited resources in the most effective manner possible, this position is a critical need in achieving our policing and safety goals.

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 9/12/2019

Requestor Name: Environmental Health & Safety

Proposal Title: New AA/S Exempt II

Proposal Category:

☑ Divisional Business & Financial Affairs   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

Funds are requested for six (6) AA/S positions, Exempt II. The search for these positions should begin as soon as possible in order to maintain the functional capability of the Environmental Health & Safety (EH&S) Department expected by the campus community and the regulatory bodies under who's jurisdiction the University operates.

There are three (3), main categories of technical service provided by EH&S, i.e., Environmental, Occupational, and Research Safety. Within these categories are 10 specialty areas currently staffed with personnel who are each a single specialist in their field. Because of the increased regulatory requirements over the past 5 years, the significant growth of programmatic requirements, the need for increased customer service and the expansion of the student body, research activity, and total faculty and staff on the campus, the organization that was staffed at 2005 levels cannot provide sufficient campus services at the pace set by the campus and regulators.

Budget Request:

☑ **Base Request**   **Amount $522,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Base request reduced to 2 positions: Research Safety Inspector $88,500 and Asst. Industrial Hygienist $90,000 during COVP review.

Funds are requested for six (6) positions within EH&S and are based on an average salary of $58,000 and a 50% benefits rate. Total salary is $348,000 with benefits of $174,000 for a total

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[1] Budget benefits as 50% of salary

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of $522,000. Chart 1 Attachment A contains a list of position titles and salaries plus benefits at 50% salary for all six (6) requested personnel.

☐ **One-Time Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Click or tap here to enter text.

Is this a multi-year funding request? If so, please explain.

This request serves to fully staff EH&S at a level commensurate with the ability to limit or eliminate additional NOVs from regulatory agencies, and to provide the appropriate level of customer service and safety requested by the campus population.

How does this proposal help to advance the institution?

Over the past six years there has been a significant change in regulatory requirements that the campus must comply with. In recent history SDSU has received several Notices of Violation (NOV) from a number of regulatory agencies. In part this is due to the inability of the EH&S staff to service all the requisite areas under multiple regulatory jurisdictions. In 2010 EH&S had 9 staff and the campus received a hazardous materials NOV which led to the additional of three (3) compliance officers. Since that time, the increase in research funding, students, food facilities (both permanent and temporary), campus buildings, aging infrastructure and attendant issues has increased the EH&S by one (1) person. The staff perform critical functions for the campus with respect to chemical, radiological, and biological safety, industrial hygiene, environmental health and environmental compliance.

The EH&S staff are the point people for occupational health and industrial hygiene complaints. They provide hazardous waste services to the entire campus population, and are the direct line of communication and compliance for all regulatory agencies associated with air, stormwater, and sewer management.

The relative order of magnitude of the fines that can be levied at the campus for non-compliance has also escalated and violations now include the potential for personal liability. This is particularly evident in regulatory requirements of the Air Pollution Control District (APCD), the State Water Resources Control Board (SWRCB), and the California Occupational Safety and Health Administration (Cal/OSHA). The regulatory environment surrounding PSFA

[1] Budget benefits as 50% of salary

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on campus led the APCD to propose an extremely large fine which is currently under negotiation with the assistance of outside legal counsel. Even with the ability to fund Supplemental Environmental Projects to offset the fine, this will be a high cost both in terms of dollars and reputation for the campus.

Safety on academic campuses has also become the focus of Cal/OSHA. Both teaching labs and research settings are on campus are under increasing scrutiny from the regulatory agencies responsible for ensuring safety. The most recent Cal/OSHA interaction is still ongoing and is associated with guardrails for a concrete pit in which nuclear magnetic resonance equipment is placed. The placement of guardrails has been under discussion for a minimum of 1 year and Cal/OSHA is prepared to levy violations and fines. Continued outreach to Cal/OSHA's Director has been critical in mitigating the risk to the university. As this continues it is clear that more than one person needs to continue outreach efforts on behalf of the compliance staff in EH&S.

The formation of a new Chemical & Physical Safety Committee as proposed by the Provost makes safety a central theme for the entire campus. This proactive stance will help the university focus on preventative measures rather than be reactive, therefore more able to manage risk. Acting with exigency requires additional staff who are qualified to be responsive and knowledgeable in both technical and regulatory matters. This is a risk management function that EH&S does not currently have the capacity to execute optimally.

Is this request time sensitive? Explain why funding is needed at this time.

There are a large number of additional regulatory requirements that the campus was faced with beginning in 2014. The specific stormwater regulations require collaboration with our campus partners in Facilities Services, Project Management, and Project Design and Construction. Very little progress has been made in this are primarily due to a lack of experience and staffing. In order to avoid fines, penalties, and reputational risk, the work required must be handled by more than one person.

Similarly, for each position requested there is a regulatory threshold that we will not be able to meet in the short or long term without additional staffing. For example, reducing injury rates and Cal/OSHA fines whilst also Workers Compensation costs can be managed through a behavior based program under the supervision of a qualified Occupational Safety Manager. Another example is the Hazardous Waste professional in the Department who is the sole operator on premises containing oxidizers, flammable materials, explosives, combustibles, toxic

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substances and other dangerous materials. He has no support on site and continues to act as the single waste collection person for the entire campus. Without another professional to assist him with these processes he is severely limited on time and is unable to provide sufficient quality assurance or quality control to validate the information provided by labs and other on campus generators.

Currently EH&S has one person in that role and by dedicating time to manage this program she will be unable to perform the needed number of fire and life safety inspections, shop inspections, ergonomic evaluations, provide training, and develop regulatory requirements in written programs such as Confined Space Entry or Fall Protection. Each additional position requested serves as a support function for existing programs operated, managed and implemented by one person in each specialty. The additional position descriptions are provided in Attachment B.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

This has been a critical need for some time. Business and Financial Affairs was not previously made aware of the importance of the staffing requirements and at this time there are no other sources of funding. If funding is not available, the ability for current EH&S staff to provide the needed services will be severely impacted and the likelihood of additional injuries, NOVs and other issues that damage the University's mission and reputation increases.

[1] Budget benefits as 50% of salary

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Attachment A

Chart 1
EH&S Additional Positions Request

Position	Title	Salary	
Assistant Environmental Compliance	Admin II	$ 59,000	
Hazardous Waste Technician	Admin II	$ 51,000	
Assistant Occupational Safety	Admin II	$ 59,000	
Assistant Industrial Hygienist	Admin II	$ 60,000	
Research Safety Insp.	Admin II	$ 59,000	
Assistant Biosafety Officer	Admin II	$ 60,000	
		$ 348,000	
	Benefits	$ 174,000	*(50% addt'l funds)*
	Total	$ 522,000	

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 11/6/2019

Requestor Name: Kim Carnot, Director – Facilities Services

Proposal Title: Facilities Services Staffing Requests

Proposal Category:

☑ Divisional Business & Financial Affairs   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

Steam System & Preventative Maintenance Program Staffing:

Larry Tilton, considered a campus expert on the SDSU steam system and currently serving in a consultant role for SDSU Project Management, recently provided an assessment of the staffing needs to properly maintain the campus steam system for the foreseeable future.

SDSU has approximately 2 ½ miles of steam/condensate distribution system, which are underground and under buildings. This encompasses 49 steam manholes containing various valves, steam traps, sump pumps, insulation, etc. Additionally, there are individual steam sub-systems in the buildings that the steam distribution system provides steam services to. To work in steam manholes, a minimum of three (3) people are required. Confined space requirements are entrant, spotter and a parts person. If working in the street, an additional, fourth, person is required to work as a flagman. If work is required to be done simultaneously in two (2) manholes (i.e. to turn steam on or off) a minimum of six (6) workers would be required. Maintenance of building steam sub-systems (i.e. steam taps, pressure reducing valves, steam valves, heat exchangers, condensate recovery systems and annual steam trap surveys) must be performed throughout campus by qualified and trained building service engineers. This is a high energy source which presents tremendous risk to those operating, maintaining and in vicinity of it. FS does not presently have a full bench of talent with a keen understanding of the principles and property of steam and how to safely, efficiently, and planfully work on the steam system. Proper steam trap maintenance is the first line of defense for safety and the prevention of catastrophic steam failures (water-hammer explosions).

While the recommendation is for 6 Building Service Engineers ("BSEs"), FS intends to shift two existing Building Service Engineers positions (currently filled) from the HVAC / PM shop and seeks funding for four (4) new Building Services Engineers (BSE) and (3) new Maintenance

[1] Budget benefits as 50% of salary

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Mechanics "MMs") to minimally meet the steam system and preventative maintenance program staffing requirements (including preventative maintenance work that is currently being deferred due to not having enough MM to perform the work.

4 New BSEs = $288,960 (salary) + $144,480 (benefits) = $433,440
3 New MMs = $196,344 (salary) + $98,193 (benefits) = $294,537
Total Requested: $727,977

Budget Request:
☑ **Base Request**   **Amount $727,977**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Base budget request reduced to 2 new BSE $216,720 and 2 new MM $196,358 during COVP review.

4 New BSEs = $288,960 (salary) + $144,480 (benefits) = $433,440
3 New MMs = $196,344 (salary) + $98,193 (benefits) = $294,537

☐ **One-Time Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
Cost savings and efficiencies will both be achieved. Staffing with the ability to maintain our steam infrastructure will reduce costly impacts of campus emergencies and reduce the harm a steam blowout could cause. Staffing with the ability to complete more PMs will allow better performance (less repairs or need for replacement) of our building systems and infrastructure.

Is this a multi-year funding request? If so, please explain.
This request is to fund on-going positions

[1] Budget benefits as 50% of salary

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What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

The objective is to move back to a preventative maintenance mode with the steam infrastructure.

How does this proposal benefit students?

This proposal allows for the safe operation and maintenance required to effectively, efficiently, safely and reliably run/manage a steam program and our building systems. This will directly impact students by making their learning and occupied spaces more confortable and useable as intended. It will also reduce costs required for external staffing required to address failures.

How does this proposal help to advance the institution?

Click or tap here to enter text.

Is this request time sensitive? Explain why funding is needed at this time.

Yes. This request should be implemented quickly establish a safer, more effective steam program to reduce risk, lower overall maintenance/emergency repairs costs and continue to maintain the campus infrastructure.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

It is a critical need.

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PBAC
Budget Request Form

Request Date: 12/13/2019

Requestor Name: Kim Carnot / Eric Hansen

Proposal Title: Project Delivery Team

Proposal Category:

☑ Divisional Business & Financial Affairs   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

BFA is requesting the remaining $375,000 of the 2019/20 request for $750,000 to fund temporary positions in Facilities Services to provide project management, scheduling, estimating, project oversight, inspection, and contracting support for projects performed by Facilities Services. These functions (1 JOC Contract Administrator, 1 Construction Manager / Project Manager, 2 Inspector of Record) are critical to enable Facilities Services to provide more accurate and timely responses to work order requests, more consistent and compliant project delivery that is on time and within budget and to balance those requests with ongoing maintenance, repair and ongoing operational support of the campus

Budget Request:

☑ **Base Request**   **Amount $375,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Positions to be funding with full request of $750,000 ($375,000 funded in 2019/20):

JOC Contract Administrator = $180,000

Construction Manager/Project Manager = $250,000

Inspector of Record (2) = $160,000 x 2 = $320,000

☐ **One-Time Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Click or tap here to enter text.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

[1] Budget benefits as 50% of salary

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Budget Request Form

Is this a multi-year funding request? If so, please explain.

This is to request the balance $375,000 of the $750,000 requested and partially approved in 2019/20.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

Click or tap here to enter text.

How does this proposal benefit students?

Click or tap here to enter text.

How does this proposal help to advance the institution?

There is tremendous risk associated with maintenance and construction activities. Due to the quantity of work deemed critical and the risk associated with dilapidated infrastructure and code compliance issues, the campus needs to invest in building out a program within Facilities Services that makes sure contractors and trades projects have adequate oversight in the field in terms of numerical resources and expertise.

Is this request time sensitive? Explain why funding is needed at this time.

Yes, see above

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

Yes, see above. If not funded, we will need to tax projects to cover these costs.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 12/7/2019
Requestor Name: Josh Mays, Chief of Police

Proposal Title: Space Savers – Property and Evidence Storage System

Proposal Category:
☑ Divisional Business & Financial Affairs   ☐ Cross Divisional
☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:
On an average year, UPD processes over 6000 pieces of property and evidence in a year. Currently, due to space and infrastructure limitations of UPDs current footprint, our main evidence processing room is entirely too small to process and store our property and evidence inventory.

Once the property/evidence is processed at UPD, it is then moved to one of 4 storage locations on campus. These storage locations include random storage areas within parking structures. As an example, we currently have DNA sexual assault kits, DNA evidence, and other biological evidence stored in older refrigerators in these parking storage areas. Even though these areas are secured (consistent with law) they lack fire suppression, power back up, and a refrigeration and storage system designed to protect and properly maintain these critical pieces of evidence. This current setup is inconsistent with best practices and places critical evidence in jeopardy.

Space Savers, a property and evidence storage system company, has created a solution to address our issues related to our current storage of property and evidence. This is an industry standard that will align us with best practices. Furthermore, it will allow for the majority of our critical evidence to be relocated to UPD and stored in a safer, more stable environment. It will also allow us to move all of our property to one location using a Space Savers design system that uniquely fits and supports our current space. This system automates our current processes, includes added layers of security and bolsters chain of custody requirements using technology, includes proper refrigeration storage for biological evidence, proper gun and ammunition storage area for evidentiary purposes, safely stores sharps and other sharp instruments, and increases the safety of the property and evidence specialist working in this environment.

[1] Budget benefits as 50% of salary

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This proposal will also allow us to maximize our current footprint.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

☑ **One-Time Request**   **Amount $**51,700.00

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

$48,700.00 for the storage system and installation
$3,000.00 (approx.) for Facilities labor to remove old storage system

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

Click or tap here to enter text.

Is this a multi-year funding request? If so, please explain.

Click or tap here to enter text.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

Click or tap here to enter text.

How does this proposal help to advance the institution?

Click or tap here to enter text.

Is this request time sensitive? Explain why funding is needed at this time.

Click or tap here to enter text.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC

Budget Request Form

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

Click or tap here to enter text.

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 12/12/2019

Requestor Name: Environmental Health & Safety

Proposal Title: Radiologic Waste Disposal

Proposal Category:

☑ Divisional Business & Financial Affairs   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

The campus routinely encourages research that sometimes includes the use of radiologic materials. Compliance requirements for the use and removal of these materials is part of the Radioactive Materials License at SDSU. A program review of the Broad Scope A Radiation Materials License (RML) and current state and federal regulations indicates that a few modifications to current radiologic waste practices would be helpful for compliance purposes. These are:

1. Storage and labeling of radioactive material.
2. Storage control measures for radioactive materials.
3. Monitoring and surveying practices of the applicable containment for radioactive material.

The waste consolidation and disposal activities detailed in the budget request form will address issues and serve as phase one in an action plan to bring SDSU's radiologic waste practices into compliance with current standards.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Click or tap here to enter text.

☑ **One-Time Request**   **Amount $93,000.00**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

Operating Expense (contract) = $93,000

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

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Is this a multi-year funding request? If so, please explain.

This request is Phase 1 of a three phase removal project for completion in the 2019/2020 fiscal year. The quote covers only Phase 1. At this time the other two phases are still being evaluated and will be defined in the 2020/2021 fiscal year.

How does this proposal help to advance the institution?

This proposal will remove a large number of pieces of radioactive material from the campus. This reduction is necessary to bring the campus into full compliance and thereby avoid any penalties from the California Department of Public Health (CDPH). This action places the university near compliance with its Radioactive Materials License. This request also includes corrective action required from any outstanding County of San Diego Compliance Inspection issues.

Is this request time sensitive? Explain why funding is needed at this time.

Yes. The University can come into full compliance with CDPH regulations through the waste removal process as proposed, which would remove the potential for fines and any penalties associated with storage of radioactive materials in excess of licensing permits.

The quote is time sensitive and could increase if delayed.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

In order to bring SDSU into full compliance, and reduce or eliminate the potential for penalties associated with the storage of radioactive materials, much of the existing radiologic waste should be removed from the campus.

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 10/23/2019

Requestor Name: Josh Mays, Chief of Police

Proposal Title: Records, Property and Evidence Specialist

Proposal Category:

☑ Divisional Business & Financial Affairs   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

Currently, UPD has two full-time positions that work in the Records, Property and Evidence division of UPD. One is assigned to Records and the other is assigned to Property and Evidence. Due to the complexity and volume of work, they each focus solely on their respective areas and are not cross-trained. For example, the Records division handles the processing and maintenance of all 3,500 police cases/reports generated annually. This includes all related statistical reports and reporting requirements for DOJ, FBI and all other data reports/requirements such as use of force, traffic stop data, Clery, etc.

This position processes all traffic citations, subpoenas, in-custody arrests, manages body-worn camera footage, and ensures compliance with all retention policies and laws, including PRA requests. The Records division is subject to six annual audits conducted by the FBI, CA DOJ and other oversight bodies. This position is required to complete over 200 hours of training and schools in order to successfully serve in this role. Likewise, the Property and Evidence Specialist is required to complete nearly 160 hours of training and schools and handles and processes over 6,000 pieces of property and evidence annually. In addition to handling and processing all property and evidence, this position responds to crime scene and collects evidence, handles all evidence, processes rape kits, DNA evidence, blood evidence, and all property within UPD's control.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $262,350 for 3-years of funding**

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

This request is for a three-year one-time PBAC request. This approach will allow UPD to replace this position now using one-time funds. This eliminates the need to compete with other initiatives requesting immediate base funding. This will allow at least three years to seek base funding when PBAC priorities allow for it.

Base: $4500.00/month or $54,000/annually

Benefits (56.9%): $30,726

24/7 on call stipend (5%): $2700.00

Total request annually: $87,450.00

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

Click or tap here to enter text.

Is this a multi-year funding request? If so, please explain.

Click or tap here to enter text.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

Click or tap here to enter text.

How does this proposal help to advance the institution?

Click or tap here to enter text.

Is this request time sensitive? Explain why funding is needed at this time.

Click or tap here to enter text.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

This position is a critical need and was eliminated circa 2008 and has not been replaced. We are not in compliance with federal and state requirements surrounding property releases, evidentiary statues, and court expectations. In our latest Department of Justice audit, one of our corrective action items cited a lack of redundancy or back-up contingency for both of these critical positions, especially given the large caseloads of each.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 12/10/2019
Requestor: Adrienne Vargas

Proposal Title: Corporate and Foundation Relations

Proposal Category:

☐ Divisional Choose an item.   ☑ Cross Divisional
☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:
With the development of the new innovation district in Mission Valley and the launch of the Big Ideas campaign, SDSU is in need of increased capacity to identify, cultivate and solicit prospective corporate and foundation funders. Additionally, these private partnerships can lead to diversification of funding for the university.

Currently, the Executive Director of Development, College of Sciences and College of Health and Human Services, provides leadership to SDSU's corporate and foundation relations strategy; however, she leads this effort while managing teams in both the COS and CHHS and while directly raising funds herself.

A Director of Development, Corporate and Foundation Relations will increase the number of proposals submitted, conduct follow-up, cultivate relations, meet and solicit, and set up meetings for the Executive Director, VP, President and academic leadership. The position will work in concert with the Division of Graduate and Research Affairs and the Mission Valley team to generate corporate partners for the new Mission Valley campus.

Budget Request:
☑ **Base Request**   **Amount $235,000**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
$90K salary plus $45k benefits for Development Director. $50k salary plus $25k benefits for Coordinator. $25k for travel and mileage, hosting, and other non-personnel expenses

☐ **One-Time Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

Is this a multi-year funding request? If so, please explain.

[1] Budget benefits as 50% of salary

PBAC

Budget Request Form

Click or tap here to enter text.

How does this proposal help to advance the institution?
Investing in corporate and foundation development increases dollars for faculty support, professorships and research. This position will help build and manage relationships which will increase and diversify overall funding.

Is this request time sensitive? Explain why funding is needed at this time.
Both the Big Ideas and Mission Valley initiatives are time sensitive because of the foundation and coporate funding cycle, contractual agreements, and relationships required to cultivate.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
Yes, this is a critical need. As SDSU builds an innovation center in Mission Valley, increasing corporate partnerships is essential. If funding is not available we will continue to provide support as staffing is currently structured. The result is we will be reactive to opportunities and not proactive and as strategic as we could be with a dedicated Director.

[1] Budget benefits as 50% of salary

San Diego State University

PBAC
Budget Request Form

Request Date: 12/10/2019

Requestor: Gregorio Ponce, Dean SDSU Imperial Valley

Proposal Title: Imperial Valley Marketing Campaign

Proposal Category:

☑ Divisional Choose an item. ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

This proposal is a cross-divisional request with Imperial Valley and University Relations and Development. These funds would continue to support the transition of SDSU IV into becoming a four-year undergraduate university in Imperial County.

Budget Request:

☐ **Base Request**   **Amount $** Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $80,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Alumni Relations Campaign ($10,000 per year): Alumni Advisory Board Activities, Remodeling of conference with Alumni Theme, on-campus Alumni Table to support current students (scantrons, coffee, pencils, bluebooks, etc.), off campus events for alumni, etc.

Marketing Campaign ($30,000 per year): Social Media Geo-Fencing, English/Spanish TV ads, Local Newspaper (3) ads, Billboards, Mall Carts/Signs, Radio ads, Brochures, Video Production, etc.

Is this a multi-year funding request? If so, please explain.

This request is the second of a three-year funding request earmarked to support both campaigns at SDSU Imperial Valley. The first request was approved for one-year and the campaign is currently underway. Approval of $80,000 would fund years 2 and 3 while $40,000 would fund the campaign for year 2.

[1] Budget benefits as 50% of salary

PBAC
Budget Request Form

How does this proposal help to advance the institution?

SDSU Imperial Valley is at the cusp of transforming how it serves the needs of CSU eligible high school graduates and the relationship it needs to develop with these future alumni of SDSU IV. The added visibility via the marketing campaign will be important as SDSU IV looks to secure donations to support scholarships for new programs.

Is this request time sensitive? Explain why funding is needed at this time.

Funds would be needed effective July 1, 2020 to maintain continuity of both marketing campaigns.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

This request is part of a larger strategic plan to transform SDSU IV into a four-year university.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 12/5/2019
Requestor: Adrienne Vargas

Proposal Title: URAD Software

Proposal Category:
☑ Divisional University Relations & Development   ☐ Cross Divisional
☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:
Efficacy of university development is improved by

Budget Request:
☐ **Base Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $117,825**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
$50,750: Steppingblocks has gathered employment and social media information on over 175,000 San Diego State University alumni. Steppingblocks is an online database of over 60 million working professionals which builds data profiles on alumni from resumes databases (Indeed, Career Builder, Workday) and social media profiles (LinkedIn, Pinterest, Facebook).

$31,525: Intelligize allows for the following:
•   Keyword searches on SEC filings,
•   Exact matching on our alumni
•   Access to full-text of the SEC filings
•   Ability to find and analyze an insider's compensation, stock holdings, transaction activities, and connections to multiple companies
•   Ability to set up alerts and searches for alumni and targeted companies

$24,750: Linkedin Sales Navigator provides the following critical prospecting solutions:
•   Current and historical employment information
•   Filtering based on company, industry, size of company, location, and other data points,

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

seniority and other data points captured by Linkedin

- News alerts
- Job change notifcation
- Contact through inMail. In some cases this is the only way we can contact a prospect

$10,800: AlumniFox finds and updates business information and emails for director level+ alumni. This would ensure our ability to more reach more prospects using Gravyty, another PBAC-funded tool, since Gravyty outreach requires an email address. We currently have access to Linkedin employment data, but not the associated emails, and appends are not available through Linkedin.

Is this a multi-year funding request? If so, please explain.
No – one time

How does this proposal help to advance the institution?
These services offer valuable in support of our fundraising goals. In particular, the addition of industry and employment data associated with our alumni will assist in identifying pools of prospects who have interest in specific fundraising priorities as we move into the next comprehensive fundraising campaign.

Is this request time sensitive? Explain why funding is needed at this time.
No

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
Not critical but no other alternatives. We are praparing for the vendors such as AlumniFox and Intelligize to replace vendors who will not longer be providing the service. These are replacement vendors.

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 1/10/2020

Requestor Name: Crystal Little, Radmilla Prislin, Leslie Levinson

Proposal Title: Relief of Cost shifting to SDSURF

Proposal Category:

☐ Divisional Choose an item.   ☑ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

In FY 09/10, certain SDSU costs were shifted to SDSURF due to challenging budget times at SDSU/CSU. The amount of the cost shifting started at $626,000 increasing to a high of $1,327,000. The costs shifted from SDSU to SDSURF included the reimbursement for a portion of the following positions:

- VP Graduate & Research Affairs
- Director of Research Affairs
- IRB Specialist
- Admin Support Coordinator (2)
- IACUC Coordinator
- Admin Assistant
- IRB Specialist (2)
- Export Control Officer

SDSURF was able to absorb these costs during a time when additional funding was received as part of the federal ARRA program resulting in excess F&A revenues. When ARRA funding ended so did the corresponding excess F&A. The result was in FY 14/15, SDSU began reducing the cost shifting by providing one-time funds to fund these positions so that SDSURF could balance its budget. The waivers have ranged from a high of $1,117,000 down to $650,000. At the time of shifting of these costs to SDSURF, the amounts provided by SDSURF to SDSU were to help the university budget as opposed to determination of actual costs of compliance of funded research.

SDSURF and Business and Financial Affairs are working on an analysis of the actual cost of compliance so that the amounts charged reflect the true cost of services provided by SDSU to SDSURF for funded research compliance. The ultimate goal is to move many of these positions back to base budget. In the current year, due to budget constraints and priorities, the amount of waiver is requested again from one-time funds.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

SDSU Research Foundation is requesting a waiver of $650,000 in certain cost shifting allocations projected to be provided to the university for FY 2020.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $650,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
See discussion under proposal backgound/description. Partial waiver of the research compliance allocation/cost shifting requested by the university which begain in FY 10/10 during the university/CSU budget challenges. (Detailed analysis of the charges for research compliance include confidential salary information and will be provided as needed.)

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
Even with the waiver, SDSURF pays the remaining amount of the compliance/cost shifting; the amount estimated for FY 20/21 is approximately $560,000.

Is this a multi-year funding request? If so, please explain.
The campus is developing a plan to reduce the cost shifting in the future with moving some of the salaries back to the base budget.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
Shift costs back to the university.

How does this proposal benefit students?
SDSURF provides important services to the campus including student support.

How does this proposal help to advance the institution?

[1] Budget benefits as 50% of salary

PBAC
Budget Request Form

This waiver will allow SDSURF to present a balanced budget for FY 2020/21 without the use of reserves as reserves are below targeted levels. If this funding is not available, SDSURF would not be able to provide an appropriate level of service to faculty and staff in support of research as significant reductions would be necessary. SDSURF plays a critical role in assisting the university to advance its research mission and achieve its goals.

Is this request time sensitive? Explain why funding is needed at this time.
Request is time sensitive for FY 20/21 budget development.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
If this funding is not available, SDSURF would not be able to provide an appropriate level of service to faculty and staff in support of research as significant reductions would be necessary. SDSURF plays a critical role in assisting the university to advance its research mission and achieve its goals.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Request Date: 12/13/2019
Requestor Name: Crystal Little

Proposal Title: Institutional Risk Pool Workers Compensation & Property Premium

Proposal Category:
☐ Divisional Choose an item.   ☑ Cross Divisional
☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:
Due to a variety of factors, including increased personnel costs, claims experience and increased cost of medical care, SDSU's workers compensation premium increased by $700,000 beginning with FY 2015/16. Pursuant to the formula utilized in determining the premium, we anticipated that this increased cost would continue a minimum of four years however it continued into year five. Additionally, campus property premiums increased $200,000 in 2019/20 due to market trends and the addition of earthquake insurance.
Base funds are requested as it is anticipated that ongoing costs will remain at or above this cost.

Budget Request:
☑ **Base Request**   **Amount $900,000**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☐ **One-Time Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
There is a $4 million institutional budget for campus risk pool (insurance premiums) which includes IDI/IDL/UE, worker's compensation, liability and property insurance. This budget is insufficient to support the increased ongoing costs for which funding is requested.

Is this a multi-year funding request? If so, please explain.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC

Budget Request Form

This has been a one-time funding request for the last five years. We anticipate this to be an ongoing request and are now asking for base funds.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

n/a – risk pool is a mandatory cost for the campus

How does this proposal benefit students?

n/a – risk pool is a mandatory cost for the campus

How does this proposal help to advance the institution?

n/a – risk pool is a mandatory cost for the campus

Is this request time sensitive? Explain why funding is needed at this time.

Yes, the campus risk pool premiums will be due in July 2020 and funding is needed to cover the expense.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

Yes – risk pool is a mandatory cost for the campus.

SAN DIEGO STATE UNIVERSITY

PBAC

Budget Request Form

Request Date: 12/13/2019

Requestor Name: Crystal Little on behalf of all divisions

Proposal Title: Staff Professional Development

Proposal Category:

☐ Divisional Choose an item.   ☑ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

This is a continuation of one-time funding for staff professional development supporting the campus and its strategic goals. The funding is used to support individual professional development trainings at a divisional level as well as more centralized training coordinated by Human Resources for all staff. Staff professional development is important for the professional growth and retention of our employees. During budget cuts, many departmental discretionary budgets were cut and, as a result, departments do not have the resources to pay for trainings. This funding will better support management and staff.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $250,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

Departmental budget often fall short of providing opportunities to staff for professional development. Providing funding to support professional development increases morale, supports retention and opportunites for growth on campus.

Is this a multi-year funding request? If so, please explain.

[1] Budget benefits as 50% of salary

SAN DIEGO STATE UNIVERSITY

PBAC
Budget Request Form

Yes, this has been a one-time request for several years. It was not funded in 2019/20 due to limited funding and this request is to reinstitute staff professional development as an ongoing one-time funding need.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
Click or tap here to enter text.

How does this proposal benefit students?
This funding supports retention and professional growth of our employees which is critical to the success of our instructional and research mission and serving the needs of our students.

How does this proposal help to advance the institution?
This funding supports retention and professional growth of our employees which is critical to the success of our instructional and research mission and serving the needs of our students.

Is this request time sensitive? Explain why funding is needed at this time.
Funding was not provided for professional development in 2019/20 so funding is needed in 2020/21 to continue to retain our employees and support their professional growth on campus.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
Yes, many campus department have limited discretionary budget and absent this funding resources are not available to pay for staff professional development opportunites.

[1] Budget benefits as 50% of salary

Request Date: 10/18/2019

Requestor Name: Ashley Jones, Chief Josh Mays, Kent McKelvey, Jessica Rentto, Eric Hansen

Proposal Title: Access Control Replacement

Proposal Category:

☐ Divisional Choose an item.   ☐ Cross Divisional

☑ Deferred Maintenance and Capital Projects

Proposal Background/Description:

The current access control system, Continental, is at the end-of-life and no longer adequately meets the security needs of the campus. Specifically, the current software *does not* provide:

• Functionality required to easily schedule door access
• Management of both hardwired and wireless card access systems
• An interface with the campus closed circuit television security system.
• A seamless graphical user interface (GUI) dashboard to easily identify potential hardware issues and it does not allow users to access any part of the system as long as there are incoming alarms.

In addition, the magstripe technology used with the older SDSUcards has long been seen as an inferior security technology due to ease of counterfeiting.

Proposed is the acquisition of a new access control software, updated hardware (e.g., controllers and card readers), and new SDSUcards utilizing proximity chip technology.

Implementation

• **Software –** The software will address specifics identified by University Police, Enterprise Technology Services, Housing Administration*, and the Facilities Services Lock Shop. The acquisition and implementation of the software will be approximately 10 months from date of approved funding.
• **Hardware –** The controllers for the doors will need to be upgraded. Proposed are Mercury controllers which utilize non-proprietary technology that allows for future proofing the software.
• **SDSUcard updates -** The majority of the campus population already has the new cardstock as the SDSUcard Office adopted new standards with both magstripe and proximity chip technology since Summer 2015. Only students, faculty, and staff who both received their SDSUcard prior to Summer 2015 and require building access would need to update their cards. This would be a coordinated effort beginning immediately.

*Note: As a self-funded org, Housing will pay for any costs directly attributable to installation in Housing facilities.

Budget Request:

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $1,600,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
$1M of a $2.6M request has been previously approved. This PBAC request seeks the balance of the initial request. See attached estimate

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
No anticipated cost savings

Is this a multi-year funding request? If so, please explain.
Not if fully funded.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
The objective is to maintain and increase the security of our facilities for SDSU faculty, staff, students, and guests. Progress will be evaluated by the full implementation of the new access control system and upgrades to proximity cards and cardswipe infrastructure.

How does this proposal benefit students?
The proposal, if fully funded, will allow Access Control/University Police to continue to manage electronic locks for all university buildings, easily lockdown specific buildings in the event of an emergency, and provide increased capacity to coordinate locks with the CCTV system

How does this proposal help to advance the institution?
The safety of our students, staff, faculty and guests is of paramount importance for the San Diego State University. While a number of programs and support have been implemented over the year, much of the infrastructure that supports that safety installed years ago has reached its end-of-life. This PBAC request allows funding to ensure a more safe and secure campus.

Is this request time sensitive? Explain why funding is needed at this time.

Yes. The SDSU Continental software version is at the end-of-life and is no longer supported by the company. The costs and limitations of upgrading the newest version does not meet the control nor security requirements for our institution. In the previous PBAC cycle $1M was approved of the $2.6M requested. Without full funding, the campus would be operating two access control systems indefinitely which is not a sustainable practice.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?

Yes. If funding is not available at this time, the campus will be vulnerable to software failure for the access control system and security concerns with the current mag-stripe card technology.

Request Date: 12/5/2019
Requestor Name: SDSU Deferred Maintenance Advisory Committee

Proposal Title: Deferred Maintenance / Capital Renewal Funding

Proposal Category:
☐ Divisional Choose an item.   ☐ Cross Divisional
☑ Deferred Maintenance and Capital Projects

Proposal Background/Description:
The SDSU main campus is nearly 100 years old and has deferred much of the maintenance and capital renewal to prioritize financial resources to other campus areas. The last facility condition analysis conducted in 2012 and 2014 assessed 40 of the main campus state-funded facilities and generated an estimated $463 million in 2014 dollars for direct construction. As the facilities continue to be utilized and maintenance deferred, there are increasing risks to campus academic, research, and student life operations.

While there has been modest state funding to the CSU for deferred maintenance ($15M in FY19 and the largest proposed allocation of $247M for FY20 to address an estimated $3.7 billion backlog https://bit.ly/2WimL3W), it has been largely been left to the campuses to develop funding strategies.

In addition, in recent years approximately $2 million per year has been utilized from reserves to address emergency repairs impacting core operations including classrooms, offices, labs, food service locations, etc.

Knowing resources are even more limited than last year, the Camus Deferred Maintenance Advisory Committee has determined to request funding to address less than 1% of the estimated $1 billion in deferred maintenance and campus renewal needs. We will address the most critical needs, leaving many very critical infrastructure needs unfunded. Final decision rights regarding how allocated money is spent is retained by the President of SDSU with recommendations developed by the Deferred Maintenance Advisory Committee. The project list maintained by the committee includes deferred maintenance needs for state-funded facilities on IVC campus, Mt. Laguna Observatory, and Santa Margarita as well as the mesa campus.

<u>Budget Request:</u>

☐ **Base Request**   **Amount $**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $4,000,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

There can be significant cost savings were deferred maintenance can be addressed prior to catastrophic failure particularly with critical envelope, mechanical, electrical, and plumbing issues.

Is this a multi-year funding request? If so, please explain.

Yes. While the invest is modest in comparison the entire estimated deferred maintenance and capital renewal need, issues experienced recently with the PSFA project will be come more likely and frequent.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.

The objective is reduce the number and impact of catastrophic failures in the facility infrastructure. Evaluation will be determined by assessment of facilities, review by the Deferred Maintenance Advisory Committee, and reduce emergency repairs.

How does this proposal benefit students?

Students are less likely to be in buildings were there are leaks, heating/cooling, electrical, and plumbing issues impacting academic and personal success.

How does this proposal help to advance the institution?

Reinvesting in addressing the deferred maintenance and capital renewal needs allow the campus the ability to continue and enhance the mission of the university in all areas including academic instruction, student life and support, and research.

Is this request time sensitive? Explain why funding is needed at this time.
Yes. The campus has many systems that are in risk of failing.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
Yes. See above. If funding is not available, maintenance and capital renewal will continue to be deferred.

Request Date: 11/8/2019
Requestor Name: Laura Shinn

Proposal Title: ECCC Barrier Removal Funding

Proposal Category:
☐ Divisional Choose an item.   ☐ Cross Divisional
☑ Deferred Maintenance and Capital Projects

Proposal Background/Description:
The Enhancing Campus Culture and Climate for Persons of Varying Abilities (ECCC) has a stated goal of identifying opportunities to improve access to programs for people with varying abilities. With regard to built environment, the committee identifies a variety of physical barriers that limit access and need to be removed. This funding will address a variety of projects outlined on the list below under budget detail.

Budget Request:
☐ **Base Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $500,000**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
The first priority will be to renovate/replace an existing inaccessible men's restroom on the first floor of the Physics Building with a new/renovated, accessible gender neutral restroom and path of travel to the restroom in the Physics Building. The current men's restroom is inaccessible, and the current women's room is located on a floor that is not accessible.
The second priority will be to allocate additional funds toward barrier removals at the IVC campuses. Our goal is to provide $50,000 for the IVC campus each year. The IVC campus has idenitified a list of possible barrier removals which are estimated at a total of almost $600,000. These projects will prioritized as funds allow over the next few years.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.

The renovation of the bathroom may reduce maintenance costs. An accessible restroom will enable more flexibility in scheduling classes in the instructional spaces on the first floor of the building.

Is this a multi-year funding request? If so, please explain.
Yes. We continue to identify and address barriers across the campus.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
The objective is to improve access to SDSU's programs, services and buildings for students with disabilities by creating an accessible restroom where none exists. The project is currently in design, but funds have not been identified for construction, so success will be measured by the completion of the restroom.

How does this proposal benefit students?
Removes barriers for people with disabilities and creates another gender neutral restroom on campus.

How does this proposal help to advance the institution?
The proposal furthers the core mission and values of the institution to provide access to all SDSU students, staff, faculty and guests, inclusive of varying abilities.

Is this request time sensitive? Explain why funding is needed at this time.
The project is in design but cannot continue to construction without additional funding.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
The implementation of the project may be delayed, but this may result in cost escalation.

Request Date: 12/9/2019
Requestor Name: Eric Hansen

Proposal Title: Facility Tenant Improvements for Greater Inclusion

Proposal Category:
☐ Divisional Choose an item.   ☐ Cross Divisional
☑ Deferred Maintenance and Capital Projects

Proposal Background/Description:
Currently building code does not include the identification of gender inclusive restrooms nor lactation rooms as a regulatory requirement. There are also a number of students, faculty, and staff who have medical conditions requiring additional privacy with restrooms. San Diego State University recognizes that individuals who identify with these communities should have the same access to basic services in order to be able to work, conduct research, and attend classes along with the rest of their peers and colleagues.

The university currently has not allocated budget to fund such tenant improvements and has found that previous efforts were often subsidized by the Facilities Services operational budget thereby reducing the ability to perform normal maintenance and, instead, exaserbate the deferred maintenance issues.

The costs of retrofitting all necessary restrooms and creating lactation stations across campus would be prohibitive but a reoccurring funding source is being requested to be able to address these priotized needs (similar to the PBAC funding for ECCC/ADA barrier removal projects) and then can be utilized to make improvements.

Budget Request:
☐ **Base Request**   **Amount $**Click or tap here to enter text.
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☑ **One-Time Request**   **Amount $250,000**
Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):

$250,000 is being requested to begin the retrofitting of restrooms and other spaces to provide gender inclusive restrooms and lacation stations. This will likely be a re-occuring request so that needs can be prioritized and a funding source identified to address those needs.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
No

Is this a multi-year funding request? If so, please explain.
Yes

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
The objective is to increase the number of gender inclusive restrooms and lactation stations throughout the campus to accommodate the campus population. Progress will be evaluated by number of completed tenant improvements and reduction of distance the campus community needs to travel to have access to restrooms and/or lactation stations.

How does this proposal benefit students?
The addition of gender inclusive restrooms and lacation stations allows more students to be able to fully participate in their primary academic and personal pursuits.

How does this proposal help to advance the institution?
This proposal supports an increasingly inclusive and welcoming physical climate for more students, faculty, staff, and visitors.

Is this request time sensitive? Explain why funding is needed at this time.
Yes. Students, staff, and faculty who identify as requiring these spaces must often travel across campus to address their needs.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
I Yes. Students, staff, and faculty who identify as requiring these spaces must often travel across campus to address their needs.

Request Date: 12/12/2019

Requestor Name: Environmental Health & Safety

Proposal Title: Hazardous Waste Removal – SFM Corrections

Proposal Category:

☒ Divisional Business & Financial Affairs   ☐ Cross Divisional

☐ Deferred Maintenance and Capital Projects

Proposal Background/Description:

The Hazardous Waste Central Accumulation Facility (HWCAF) is the sole location within the campus boundary where all of the laboratories' chemical wastes are processed and stored prior to disposal. The chemicals in the HWCAF include categories that are potentially explosive materials, poisons and inhalation hazards. Waste container sizes range from 55-gallon drums to 500 ml or less bottles.

The key components of the HWCAF include:
- Chemical waste processing / equipment storage area
- Chemical waste segregation and storage
- Chemical bulking and testing
- Storage of emergency response equipment

A recent inspection conducted by the State Fire Marshal (SFM) on November 6, 2019 found the building to be deficient in a wide range of code requirements. A Notice of Violation was issued by the SFM and its contents are summarized [with potential consequences] in Attachment A. In its current condition the HWCAF is not sustainable, and without some immediate remediation measures the potential for the building to be closed by the SFM exists.

Budget Request:

☐ **Base Request**   Amount **$**Click or tap here to enter text.

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Click or tap here to enter text.

☒ **One-Time Request**   Amount **$500,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
An evaluation of the HWCAF is required to provide advice and consultation on the applicable next steps in responding to the SFM. The budget request is to cover a fee to engage a professional consulting organization to complete a building evaluation and provide a written

report with findings, conclusions, and a recommended approach. The budget also includes an estimated project cost.

Is this a multi-year funding request? If so, please explain.

Not at this time. Additional funds may be requested dependent upon project scope and cost to resolve the SFM findings.

How does this proposal help to advance the institution?

The existing HWCAF has been in service for over thirty years and was not designed to house hazardous waste in the quantities and types that it currently holds. It is the central repository for all hazardous waste generated across campus and currently processing over three tons of hazardous waste per year. The volume of material has grown significantly over time as the number of laboratories and types of research and teaching have grown. The collection operations are conducted by one person in EH&S and the ability to store the expanded list of wastes is severely constrained by the building itself. In order to maintain, or even consider expanding, SDSU teaching and research that involves generation of hazardous waste, the HWCAF building must be modified to be code compliant for its current use.

As an example, to provide a fully functional HWCAF the following are some of the optimal design specifications for **flammable and chemical storage are provided below**:

a) <u>Access and Emergency Egress</u> – Two means of egress required. Doors to chemical storage room require sill/berm as per FDNY. Primary access door must be wide enough (e.g. double door) to allow carts and use ramp as means of sill / berm to facilitate access into facility and transport of drums from facility. Primary door installed with an automatic opener/closer to facilitate cart and drum movement. As pointed out by the SFM, a roll-up garage door is not considered a means of egress.

b) <u>Security</u> –
   - Network camera within facility for EHS staff to oversee contractors.
   - Outside lights to deter vandalism and theft
   - Security fence to keep homeless who frequent the area out.

c) <u>Fire Safety</u> – Areas utilized to store flammable wastes must comply with 3 RCNY §20-01, entitled "Storage and Use of Flammable and Combustible Liquids and Mixtures;" and 3 RCNY §10-01, entitled "Chemical Laboratories."
   i) Minimum of 2-hour fire-rated construction (DOB may require 3-hour).
   ii) A sill at the doorway to contain spills.
   iii) A sprinkler system providing at least one head per 90 sq. ft.
   iv) Fire alarm devices (typically smoke / heat detectors) are required.

d) <u>Eyewash and Safety Shower</u> - Must be immediately accessible and inside the building.

e) <u>Alarm System</u>- Auditory and visual alarm system in case of an non-fire emergency which would call for the immediate evacuation of the area.

f) Explosion-Proof Electrical Systems - Explosion-proof electrical systems required within HWCAF.

g) Lighting - Facility must be well lit. Lights in fixed positions are to be enclosed in a manner approved for explosive atmospheres and must be properly protected by substantial metal guards where exposed to being broken. Lamps cannot be of a pendant type unless the lamp is supported by hangers of rigid conduit or flexible connectors approved for explosive atmospheres.

h) Chemical-Resistant Floors - Chemical-resistant flooring required within HWCAF. Flooring must also be durable for industrial operations include metal drum movement or the use of forklifts.

i) Explosion Panels - A system of explosion hazard control consisting of explosion prevention, explosion suppression, explosion venting, extinguishing system(s), barrier protection, separation and isolation, remove controlled apparatus or any combination thereof shall be provided.

j) Work Bench – work surface / bench required to process hazard wastes into storage facility. The work bench should be at least 3' deep x 6'long x 3.5' tall with a lip to contain liquids. There should be a series of cabinets and drawers under the bench top with slide-out writing surface.

k) Storage Capabilities – The facility must be capable of storing containers ranging in sizes from 55-gallon drums to 500 ml or less bottles. The combination of open floor storage space and industrial shelving units are required.

l) Drum Storage - Drum storage should have immediate access to walk-in chemical hoods as specified in Chemical Bulking and Testing Area Specifications.

m) Secondary Containment – Chemicals must be stored within secondary containment to prevent the commingling of incompatible chemicals and release to the environment and a sump system to recover any released material. In addition to chemical resistant flooring, smaller containers will also require secondary containment to support chemical segregation. No floor drains allowed in this area.

n) Chemical Segregation – Incompatible chemicals, regardless of container size, must be segregated from each other (e.g., acids from bases, flammables from oxidizers). This can be accomplished through the use of adjustable shelving units and secondary containment.

o) Ventilation – Constant mechanical exhaust system to the exterior capable of providing at least six air changes per hour. Exhaust fans for ducts shall, wherever possible, be located outside the building and as close as possible to the terminal so that negative pressure is maintained in ducts within the building.

p) Cylinder Storage – An area in the HWCAF must be capable of securing various sized compressed gas cylinders in an upright position using a belt, chain, or other device.

q) Explosion-proof Refrigerator/Freezer - Flammable liquids which are stored below ambient temperature shall only be stored in explosion-proof or flammable-proof refrigerator / freezer. EHS is sometimes required to store temperature sensitive chemical wastes.

Is this request time sensitive? Explain why funding is needed at this time.

There are a number of large-scale corrections required, along with some minor adjustments that must be made as an initial step. Because of the nature of the corrections listed in the NOV, a professional consulting organization should be retained to fully evaluate options for the building before any final decisions are made regarding its disposition. The NOV response must be detailed sufficiently to allow the SFM to allow SDSU time to implement any corrections. Because the SFM will respond positively to any progress SDSU makes, the sooner the process of remediation begins, the better the likely outcome.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
During the recent fire at Alvarado Creek, the current HWCAF would not have withstood destruction if the fire had moved 100 feet closer. Becasue of the nature and composition of the contents in the HWCAF, this is critical and currently the regulatory environment does not provide any alternatives to full compliance. There are some small mitigation measures that can be applied where applicable but overall the building retrofit, if possible, will be a longer-term solution. The response from SDSU to the NOV must include a detailed plan of action. To provide that, professional consulting is required including a proposal or recommendations that SDSU can consider in responding to the SFM.

Request Date: 11/7/2019

Requestor Name: Ashley Jones, Chief Josh Mays, Kent McKelvey, Jessica Rentto, Eric Hansen

Proposal Title: Safety and Security Funding

Proposal Category:

☐ Divisional Choose an item.   ☐ Cross Divisional

☑ Deferred Maintenance and Capital Projects

Proposal Background/Description:

There is currently no funding to address issues identified through the crime prevention through environmental design (CPTED) reviews. These include recommendations for additional lighting, cameras, wired or wireless locks, etc. There a number of buildings that do not have wired and wireless locks requiring SDSU staff to physically lock and unlock the doors every day. In addition to the labor issues, this practice does not allow for remote controls over spaces nor ability to identify who locked or unlocked doors. While there has been recent PBAC approval for replacement of the antiquated access control software, controllers, and card readers, there is no funding source.

Budget Request:

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Click or tap here to enter text.

☑ **One-Time Request**   **Amount $500,000**

Budget Detail (include itemized salary, benefits [1], and/or operating expense/equipment):
Budget will be utilized for hardware, software programming, and labor.

Are matching (additional) funds available for this request? Will this request result in cost savings / efficiencies? If so, please explain.
No

Is this a multi-year funding request? If so, please explain.

Yes. There are continuously additional safety and security issues identified throughout the campus, yet no funding sources identified to address them. This funding, if approved, would provided the needed resources to address the most pressing issues.

What is the objective of this proposal and how will you evaluate progress in achieving this objective? A report may be requested to demonstrate how funds were used and if the objective of the proposal was met.
The objective is to have funding to address safety and security concerns when they are raised by campus. The success of the funding would be an annual report of how dollars were spent to address prioritized issues raised.

How does this proposal benefit students?
The benefits to the students are increased safety and security of the facilities and outdoor spaces.

How does this proposal help to advance the institution?
The safety of our students, staff, faculty and guests is of paramount importance for the San Diego State University. While a number of programs and support have been implemented over the year, much of the infrastructure that supports that safety installed years ago has reached its end-of-life. This PBAC request allows funding to ensure a more safe and secure campus.

Is this request time sensitive? Explain why funding is needed at this time.
Yes. There have been a number of CPTED reports developed with specific recommendations and no funding to address them.

Is this a critical need? If so, please explain. If funding is not available at this time, what alternatives are available to accomplish similar goals?
See above