



San Diego State University


Business and Financial Affairs
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Agnes Wong Nickerson
Vice President and CFO

MEMORANDUM

DATE: April 13, 2023

TO: Adela de la Torre
President

FROM: Agnes Wong Nickerson 
Chair, President's Budget Advisory Committee

SUBJECT: President's Budget Advisory Committee
Recommendation of April 13, 2023

Attached is the recommendation from the President's Budget Advisory Committee (PBAC) meeting as of April 13, 2023, for approval of the 2023-24 divisional base and one-time funding requests. PBAC approved \$5,510,000 in base and \$33,195,132 in one-time requests.

Supporting materials are attached for your information. I recommend your approval.

Please let me know if you have any questions.

Attachments

PRESIDENT'S BUDGET ADVISORY COMMITTEE

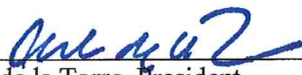
April 13, 2023

RECOMMENDATION

Approve 2023/24 funding requests:

Division	Base	One-Time Pending Base	One-Time	Total
President's Office	0	54,932	0	54,932
Academic Affairs	650,000	1,442,900	20,068,165	22,161,065
Research & Innovation	0	1,077,040	190,000	1,267,040
Student Affairs & Campus Diversity	0	223,818	1,007,572	1,231,390
Information Technology	0	2,222,554	798,550	3,021,104
Business & Financial Affairs	60,000	395,000	0	455,000
Athletics	0	0	0	0
University Relations & Development	0	0	670,000	670,000
Cross-Divisional/ Institutional	3,500,000	150,000	554,225	4,204,225
Deferred Maintenance/ Capital	1,300,000	3,800,000	500,000	5,600,000
Senate	0	40,376	0	40,376
TOTAL	\$ 5,510,000	\$ 9,406,602	\$ 23,788,512	\$ 38,705,132

Approved by:


Adela de la Torre, President

4/21/23
Date

**President's Budget Advisory Committee
Meeting Agenda**

April 13, 2023

Via Zoom Call

<https://SDSU.zoom.us/j/83585476309>

Meeting ID: 835 8547 6309

83585476309@zoomcrc.com

- I. Call to order**
 - Call for amendments to agenda
- II. Information Item**
 - 2023/24 Budget Update
- III. Action Item**
 - 2023/24 Consolidated Budget Request
- IV. Watch List**
 - COVID-19
 - Deferred Maintenance
- V. New Business**
- VI. Reminder**
 - Next Meeting Date – April 27, 2023 at 2:00 p.m.

2023/24 PBAC Proposed Initial Budget

	Base	One-Time Pending Future Base	One-Time	Total Proposed Allocation	% of Total Proposed Allocation (excl cross div/ instit)
President's Office:					
Part-Time Events Specialist		54,932		54,932	
SubTotal President's Office:	-	54,932	-	54,932	0.2%
Academic Affairs:					
International Recruitment (Year 2 of 3 Year Commitment)			280,000	280,000	
Tenure & Promotion	650,000			650,000	
Enrollment Growth (FTES)	-		9,000,000	9,000,000	
Library Collections	-	300,000		300,000	
Faculty (housing) Support		350,000		350,000	
Summer Incentive			1,000,000	1,000,000	
FERP			4,500,000	4,500,000	
T/TT Faculty Start-up (Incoming 2021/22)			727,500	727,500	
T/TT Faculty Start-up (Incoming 2022/23)			1,600,000	1,600,000	
T/TT Faculty Start-up (Incoming 2023/24)			1,375,000	1,375,000	
Financial Aid/Pricing Optimization Consulting (Year 1 of 3)			85,665	85,665	
Graduate Student Support			1,500,000	1,500,000	
Staffing Support		792,900		792,900	
SubTotal Academic Affairs:	650,000	1,442,900	20,068,165	22,161,065	76.8%
Research & Innovation:					
Matching Funds		300,000		300,000	
Assigned Time					
Large Grant Development Support		300,000		300,000	
Shared Equipment and Facilities		300,000		300,000	
Strategic Partnerships			190,000	190,000	
Non-technical grant writer (Year 3)		100,000		100,000	
Admin Assistant (Year 3)		77,040		77,040	
SubTotal Research & Innovation:	-	1,077,040	190,000	1,267,040	4.4%

2023/24 PBAC Proposed Initial Budget

	Base	One-Time Pending Future Base	One-Time	Total Proposed Allocation	% of Total Proposed Allocation (excl cross div/ Instit)
Student Affairs & Campus Diversity:					
Financial Aid Staff		90,450		90,450	
ADA Accommodations			1,007,572	1,007,572	
Dean of Students		133,368		133,368	
SubTotal Student Affairs & Campus Diversity:	-	223,818	1,007,572	1,231,390	4.3%
Information Technology:					
my.SDSU Staff Positions		225,000		225,000	
Software: Academic Analytics		103,000		103,000	
Software: Nuventive		38,664		38,664	
Log		155,000		155,000	
Metablm		45,900		45,900	
OU CMS		78,000		78,000	
Zoom		234,000		234,000	
Impact (formerly Eesyssoft)		45,000		45,000	
Mediasite Capture System		95,000		95,000	
Google Workspace		168,000		168,000	
EAB Navigate		160,000		160,000	
Respondus Monitor Lockdown Browser, and 4.0		60,000		60,000	
Gradescope		63,000		63,000	
Canvas LMS		360,000		360,000	
Duo Multi-Factor Authentication for Students		56,000		56,000	
Qualtrics		19,000		19,000	
Explorance		81,990		81,990	
Endnote		25,000		25,000	
Globus		75,000		75,000	
2024 Summer Classroom Upgrade			798,550	798,550	
One IT Stipends		135,000		135,000	
SubTotal Information Technology:	-	2,222,554	798,550	3,021,104	10.5%
Business & Financial Affairs:					
UPD Community Safety Specialist		195,000		195,000	
Office of Energy & Sustainability Operational Budget		200,000		200,000	
Imperial Valley Security	50,000			60,000	
SubTotal Business & Financial Affairs:	50,000	395,000	-	455,000	1.6%
University Relations & Development:					
Fundraising Campaign (Year 3)			670,000	670,000	
SubTotal University Relations & Development:	-	-	670,000	670,000	2.3%
Cross Divisional / Institutional:					
CSURMA Risk Pool Insurance	500,000			500,000	
Utilities	3,000,000			3,000,000	
Shared Services		150,000	500,000	650,000	
COVID Testing			54,225	54,225	
SubTotal Cross Divisional / Institutional:	3,500,000	150,000	554,225	4,204,225	
Deferred Maintenance / Capital Projects					
Deferred Maintenance	1,300,000	3,600,000		4,900,000	
Fire life safety - code required inspections		200,000		200,000	

2023/24 PBAC Proposed Initial Budget

	Base	One-Time Pending Future Base	One-Time	Total Proposed Allocation	% of Total Proposed Allocation (excl cross div/ instit)
Safety and security infrastructure			500,000	500,000	
SubTotal Deferred Maintenace / Capital Projects:	1,300,000	3,800,000	500,000	5,600,000	
Senate					
Senate Operations		40,376		40,376	
SubTotal Senate:	-	40,376	-	40,376	
TOTAL	5,510,000	9,406,620	23,788,512	38,705,132	

2023/24 Consolidated PBAC Budget

	2022/23	2023/24
	PBAC BL Annual	PBAC INITIAL Annual
BASE Beginning Balance	4,452,110	4,143,158
+ Projected Base Funding Application Fee		1,500,000
+ Projected BASE Allocations / (Reductions) - State Appn - Enrollment Growth	9,868,000	2,328,000
+ Projected BASE Revenue - Enrollment Growth Revenue (resident and non-resident, net of FTES funding to AA)	8,000,000	3,861,000
+ 2021/22 Base Allocation for Staff Position (not allocated in 2021/22)	2,000,000	
- TOTAL BASE REQUEST	(12,376,952)	(5,510,000)
- Projected BASE Allocations / (Reductions) - State Appn (Unfunded Mandatory Cost / Unfunded Compensation, net of comp savings)	(6,800,000)	(5,214,000)
- Strategic Investments for R2 > R1	(1,000,000)	
BASE Surplus / (Shortfall) before Target BASE Unallocated:	4,143,158	1,108,158
Target BASE Unallocated	(4,000,000)	(4,000,000)
BASE Surplus / (Shortfall) after Target BASE Unallocated:	143,158	(2,891,842)
ONE-TIME Beginning Balance	36,347,657	26,292,627
+ Projected ONE-TIME BASE Surplus / (Shortfall) before Target BASE Unallocated	4,143,158	1,108,158
+ Projected ONE-TIME Allocations / (Reductions)	32,000,000	30,000,000
+ 1x Use of Base Funds - Base Compensation	4,700,763	
+ 1x Use of Base Funds - President's Strategic Investments for R2 > R1	879,994	
+ 1x Use of Base Funds - Sweep Divisional Salary/Benefits Savings	10,000,000	
+ Potential ONE-TIME Enrollment Growth Revenue (net of FTES funding to AA)		1,530,000
- TOTAL ONE-TIME RECURRING REQUEST	(12,919,696)	(9,406,620)
- TOTAL ONE-TIME (NON-RECURRING) REQUEST	(48,859,249)	(23,788,512)
- Projected Spring (Emergency) Allocation		(5,000,000)
ONE-TIME Surplus / (Shortfall) before Target BASE Unallocated:	26,292,627	20,735,654
Target ONE-TIME Unallocated	(8,000,000)	(8,000,000)
ONE-TIME Surplus / (Shortfall) after Target ONE-TIME Unallocated:	18,292,627	12,735,654

President's Budget Advisory Committee
Meeting Minutes
April 13, 2023

Voting Members Present	Area Budget Reps Present:	Staff Present:	Guests Present:
Agnes Wong Nickerson Mat Schulze Hung Chan Eric Felix Brittany Santos-Derieg Nola Butler-Byrd Hung Chan Hector Ochoa Wil Weston Shawki Moore Bann Attiq	Crystal Little David Fuhriman Amanda Wilson Carly Strampfer Rashmi Praba	Katie Robinson Satish Sharma Nance Lakdawala	

Voting Members Absent:	Area Budget Reps Absent
	Leslie Levinson Mary Anne Kremicki

Cassie Aaron
Jerry Sheehan
Adrienne Vargas
Hala Madanat
Luke Wood

I. Call to order

- **Call for amendments to agenda** – Agnes Wong Nickerson called the meeting to order at 2:00 p.m. She asked if there were any amendments to the agenda but there were none. Dr. Hung Chan introduced himself and said he is honored to serve on PBAC.

II. Information Items

- **2023/24 Budget Update** – Agnes said there are no additional budget updates. The state is concerned about the budget and one-time funding as well.

III. Action Items

- **2023/24 Consolidated Budget Requests** – Crystal shared the consolidated budget requests and discussed each line item in base and one-time for 2022/23 and 2023/24. This information is based on our January budget and we will modify it if necessary when the Governor's May Revise comes out.

Dr. Chan asked if the office performs any variance analysis at the beginning of the year. Crystal responded we look at the student tuition fees and enrollment. We also budget conservatively. Brittany commented there are a lot of unknowns for next year and negotiating with bargaining units is being done this summer. Agnes said we have delayed some of the funding requests due to the status of the budget. Dr. Chan asked how the budget cutbacks relate to the strategic plan for becoming an R1 university. Provost said they look every third year at our research expenditures and the current year is considered the third year. Agnes said we are continuing to fund some research items for next year. Agnes can send everyone a document showing which research items are being funded for next year. Brittany said the faculty research projects are going well. Dr. Sharma asked about the enrollment factors. Agnes said we are taking many factors into consideration.

Agnes explained since we have a quorum, we have the option to vote to recommend the PBAC funding requests to the president. Bann moved to recommend approval of the funding requests in the attached schedule, Dr. Butler-Byrd seconded, and the motion passed unanimously.

IV. Watch List

- **COVID-19** – No update
- **Deferred Maintenance** – No update

V. New Business

- Dr. Sharma asked about salary increases. Agnes said salary adjustments are done on a system-wide basis and are negotiated. Agnes said it is a high priority for next year. Katie Robinson commented the advocacy to consider high-cost areas in budget allocations is being done as well.

VI. Reminder

- **Next Meeting Date** – Meeting adjourned at 2:45 p.m. Our next meeting will be next fall.