



DATE: September 29, 2021

TO: Eduardo Ochoa, President  
Katherine Kantardjieff, Provost & Vice President for Academic Affairs  
John Fraire, Interim Vice President for Student Affairs  
Barbara Zappas, Vice President for University Advancement  
Larry Samuels, Vice President for Strategic Initiatives

FROM: Glen R. Nelson, Vice President for Administration and Finance/CFO

CC: Steve Mackey, Associate Vice President for Finance

RE: 2021-22 CSU Monterey Bay Mandatory Allocations, 2020-21 Travel Budget Restoration,  
2021-22 In-Range Progression (IRP) Pools

Attached are the approved allocations for the 2021-22 mandatory budget requests, 2020-21 travel budget restoration, and the divisional in-range progression (IRP) pool. Mandatory budget requests will be posted to the accounts you requested as part of your original submission in the September 2021 accounting period. Divisional travel budgets have already been restored and posted in the July 2021 accounting period.

The in-range progression (IRP) pools will be allocated quarterly based on transactions that have been processed and posted in CMS-HR. Divisional Budget Representatives should work with the Campus Budget Office to ensure the proper allocations occur.

Supporting materials are attached for your information.

If you have any questions, please let me know.

Attachments:  
2021-2022 Mandatory Base Budget  
2021-2022 Travel Restoration by Division  
2021-2022 Campus-Funded IRP Pool

Attachment I  
2021-2022 Mandatory Base Budget



CSUMB FY 2021-2022 Approved Mandatory Base Budget

Budget Year	Division	Department	Amount	Brief Description	Justification
2021-2022	President	1038 - University Personnel	127,410	New Position - Trainer (Admin 1) \$6850 Monthly (\$82,200 annual) + Benefits Cost(@55%)	New position request to address campus' need for professional development (which is supported by President Ochoa)
2021-2022	President	1038 - University Personnel	5,000	Requesting budget to cover yearly mandated fee from CO for Skillsoft Contract (SumTotal) for online compliance training. CPO 18-0943 Skillsoft Professional Development Libraries Reimbursement	This was not requested when first notified of fees in 2019 as a yearly expense. This will cover this campus training expense moving forward.
2021-2022	President	1065 - Inclusive Excellenc & Diversity	18,000	OIES supporting development of IE plans	
2021-2022	President	1065 - Inclusive Excellenc & Diversity	10,000	OIES supporting CBSS for Staff Support	The Center for Black Student Success is funded through annual SFAC monies along with small grants that OIES and affiliates apply for. Both of these sources do not allow for supporting staff stipends/compensation. As the AY 2020-2021 has proven, support staff compensation is essential to the functioning of CBSS, particularly with regards to administrative and budget support. If we do not secure these funds, CBSS is unable to operate.
	<b>PRESIDENT</b>		<b>160,410</b>		
2021-2022	Academic Affairs	1042 - Library	703	Sage	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	603	SpringerLink	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	523	CSU Alma/Primo	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	43	CSU SDLC Cost Recovery	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	711	BePress	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	23	Rand	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	97	OCLC First Search	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	414	Proquest	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	499	Gale	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	231	Wiley	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	54	Alexander Street	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	74	EBSCO Social Sciences	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	46	Newsbank	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	5,000	EBSCO Journal Sub.	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	3,000	OCLC Services	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	500	MBS	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	500	Techlogic	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	47	Image Access	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	20,000	Various Books and Media	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	30,000	Electronic Resources	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	1,739	Elsevier	Increase for 21/22
2021-2022	Academic Affairs	1042 - Library	6,000	OCLC EZProxy (hosted)	Facilitates database access via single sign-on
2021-2022	Academic Affairs	1042 - Library	1,000	Citi Program, a division of Brany	CITI Program: Collaborative Institutional Training Initiative
2021-2022	Academic Affairs	1042 - Library	2,085	LuxerOne service fee	Ongoing service fee for lockers
2021-2022	Academic Affairs	1062 - Education and Leadership	102,000	COE Summer Stateside	Projected expense for Summer 2021 Stateside Courses
2021-2022	Academic Affairs	1062 - Education and Leadership	56,100	COE Summer Stateside	Projected expense for Summer 2021 Stateside Courses
2021-2022	Academic Affairs	1124 - Academic Holding	250,000	Faculty Promotions	Faculty Promotions as a result of RPT process
2021-2022	Academic Affairs	1124 - Academic Holding	11,000	Faculty Promotions	Faculty Promotions as a result of RPT process
	<b>ACADEMIC AFFAIRS</b>		<b>492,992</b>		
2021-2022	Academic Affairs/IT	1049 - Office of the CIO	3,439	Dig Arc Software	Acalog & Curriculog
2021-2022	Academic Affairs/IT	1049 - Office of the CIO	2,076	Recruitment Software	UP Recruiting Software
2021-2022	Academic Affairs/IT	1049 - Office of the CIO	1,549	Ticketing Software	IT Ticketing System
2021-2022	Academic Affairs/IT	1049 - Office of the CIO	54,563	Salesforce Licenses	Expanded licensing for Applicant Dashboard, University
2021-2022	Academic Affairs/IT	1075 - Network Services	62,858	Data Ctr. Maintenance	Contractual increases to existing hardware maintenance
2021-2022	Academic Affairs/IT	1075 - Network Services	19,174	Data Ctr. Maintenance	Contractual increases to existing software maintenance
2021-2022	Academic Affairs/IT	1075 - Network Services	42,471	Call Ctr. Subscription	New cloud-based call center approved for remote work by
2021-2022	Academic Affairs/IT	1075 - Network Services	10,198	Information Security	Password management software required to clear audit
2021-2022	Academic Affairs/IT	1076 - Tech Support Services	8,600	Assistive Technology	Assistive Technology Software required for compliance.
2021-2022	Academic Affairs/IT	1097 - Ctr for Academic Technologe	1,700	Accessibility Services	Mandatory increase to accessibility service for compliance.
2021-2022	Academic Affairs/IT	1097 - Ctr for Academic Technologe	30,101	Learning Management	Canvas Learning Management System
	<b>Academic Affairs/IT</b>		<b>236,729</b>		
2021-2022	Student Affairs	1068 - VP Student Affairs	10,000	Skillport Library for students	CO obligation
2021-2022	Student Affairs	1029 - Campus Health Center	5,013	Increase in MCRCC contract for Campus Advocate	CO mandate
2021-2022	Student Affairs	1031 - Financial Aid	46,360	Financial Aid scholarship software	Mission critical support
2021-2022	Student Affairs	1050 - Personal Growth & Counselin	29,496	Pre-doctoral intern (high priority for CO)	1 of 2 current interns funded by student fee trust fund and is not sustainable
2021-2022	Student Affairs	1054 - Dean of Students	55,000	FYE Coordinator - SSP II	EO 1113 Mandate for Orientation
2021-2022	Student Affairs	1054 - Dean of Students	30,250	Benefits for FYE Coordinator	Associated benefits
2021-2022	Student Affairs	1058 - Student Disability Resources	34,944	Student Accommodations Asst for Alternate Media (ASA II 11/12) (high priority for CO)	Timely service required per ADA, EO 1111
2021-2022	Student Affairs	1058 - Student Disability Resources	19,219	Benefits for Student Accom. Asst.	Associated benefits
	<b>STUDENT AFFAIRS</b>		<b>230,282</b>		
2021-2022	Admin & Finance	1118 - Custodial	119,532	Custodial Contract Increase	
	<b>ADMIN &amp; FINANCE</b>		<b>119,532</b>		
2021-2022	University Advmt	1023 - Advancement Services	6,000	NXT will provide Data enrichment and Target Analytics	Cost has increase from original request and there is a need for more custom modeling reports
2021-2022	University Advmt	1023 - Advancement Services	8,000	iWave and Research Point will assist in the increase of new prospects	For Data mining of new prospects
2021-2022	University Advmt	1023 - Advancement Services	10,000	Alumni Finder, peoplefinder, and Address finder are tools to ensure that our data is accurate and timely.	Constant need to updates donor information
2021-2022	University Advmt	1025 - University Advancement	6,000	On Demand Digital Endowment Reports	Securely delivers endowment reports online password protected instead of snail mail. Ability to add personalized video of Student success
2021-2022	University Advmt	1047 - University Communications	25,028	Service listed here are essential to the Communications department- Wirke, Readz, Photo Shelter, Sprout Social, Slack, are project management software or Storage management software for Communication department projects.	Staff has grown from 3 to 8 with additional duties to standardize Campus communications.
	<b>UNIVERSITY ADVMT</b>		<b>55,028</b>		
		<b>BASE BUDGET INCREASE</b>	<b>1,294,973</b>		

**2021-2022 TRAVEL RESTORATION BY DIVISION**

<u>Division</u>	<u>Amount</u>
PRESIDENT	76,103
<i>INFORMATION TECHNOLOGY</i>	7,000
ACADEMIC AFFAIRS	138,683
STUDENT AFFAIRS	133,439
ADMINISTRATION & FINANCE	78,512
UNIVERSITY ADVANCEMENT	20,300
TOTAL	<u><u>454,037</u></u>

**2021-2022 CAMPUS-FUNDED NON-FACULTY, STATE-FUNDED PERSONNEL IRP POOL**

	<b>2020-2021 Budget</b>	<b>2020-2021 Prorata<sup>2</sup></b>	<b>SALARY IRP POOL<sup>2</sup></b>	<b>ASSOCIATED BENEFITS @ 37%</b>	<b>FY 2021-2022 TOTAL FOR IRP'S</b>
	<b>Amounts</b>	<b>%</b>	<b>135,000</b>	<b>49,977</b>	<b>184,977</b>
PRESIDENT	3,235,787	4.33%	5,840	2,162	8,002
INFORMATION TECHNOLOGY <sup>1</sup>	7,569,089	10.12%	13,661	5,057	18,718
ACADEMIC AFFAIRS	38,298,403	51.20%	69,124	25,590	94,714
STUDENT AFFAIRS	9,749,380	13.03%	17,596	6,514	24,110
ADMINISTRATION & FINANCE	13,739,611	18.37%	24,798	9,180	33,978
UNIVERSITY ADVANCEMENT	2,205,173	2.95%	3,980	1,473	5,453
<b>SUB-TOTAL</b>	<b>74,797,443</b>	<b>100.00%</b>	<b>134,999</b>	<b>49,976</b>	<b>184,975</b>
CAMPUS-WIDE	55,003,487				
<b>TOTAL</b>	<b>129,800,930</b>				

- [1] This amounts here are shown for informational purposes only. The amounts shown will belong to the division to which this area reports.
- [2] The prorata % will be adjusted on an annual basis for each year the program is in effect.
- [3] Transfers will be made from the central pool in December, March, and May of each year. It is the responsibility of the Divisional Rep to work with the Budget Office to ensure proper funding as occurred.
- [4] The pool does not cover retro activity in prior fiscal years.
- [5] This pool is for non-faculty, state-funded personnel only. Faculty promotions are funded through the annual divisional mandatory budget request process.