

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
COST ALLOCATION PLAN**

**Fiscal Year  
2018-2019 Computation**

**Remains in Effect for Fiscal Year 2019-2020**

**Approved**

 2/10/20

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**Douglas Freer, Vice President  
Administration and Finance**

# CSUSB Cost Allocation Plan

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## **CSUSB Cost Allocation Plan**

### **Allocation of Costs to Auxiliary and Enterprise Funds**

#### **Introduction**

The California State University, San Bernardino (CSUSB) 2018-2019 cost allocation plan has been developed to comply with CSU Executive Order 1000, which states that costs incurred by the CSU Operating Fund for services, products, and facilities provided to other CSU funds and to auxiliary organizations are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the CSU Operating Fund shall be allocated and recovered based on actual costs incurred. Allowable and allocable indirect costs shall be allocated and recovered according to a cost allocation plan that utilizes a documented and consistent methodology including identification of indirect costs and a basis for allocation. The CSUSB Vice President of Administration and Finance/CFO annually approves and implements the cost allocation plan.

In accordance with the Integrated California State University Administrative Manual (ICSUAM) §3552.01, the CSUSB cost allocation plan articulates the practices and methodologies utilized in determining the basis for allocating costs. Due consideration has been given to the relative benefits received, the materiality of costs, and the amount of time and effort necessary to make such an allocation/reimbursement. The plan specifically identifies direct and indirect costs requiring reimbursement. While there are different methodologies available for allocating costs that a university might use, the methodologies used result in a justifiable distribution of costs as determined by the campus CFO. Documentation and descriptions that demonstrate the factors taken into consideration in determining cost recovery are included as part of the plan.

## Organizations Included in the Cost Allocation Plan

In the current CSUSB cost allocation model, costs are allocated and recharged to the following entities and organizations (“entities”) with due consideration for services received from these entities:

<b>Organization</b>	<b>Category/Type</b>
Associated Students, Inc. (ASI)	Auxiliary
College of Extended Learning (CEL)	Enterprise
Student Health & Counseling and Psychological Services Center (Health Center)	Self-supporting with student fees
Housing & Residential Education (Housing)	Enterprise
Parking & Transportation Services (Parking)	Enterprise
CSUSB Philanthropic Foundation (PF)	Auxiliary
Santos Manuel Student Union (SMSU)	Auxiliary
Student Recreation & Wellness Center (SRWC)	Self-supporting with student fees
University Enterprises Corporation (UEC)	Auxiliary

Each of the above entities provide valuable benefits to the University. Various services provided benefit the students and the campus as a whole, therefore being valuable to CSUSB. Some of these benefits are quantifiable to some degree such as direct support, in-kind contributions, promotional expenses, and effort spent by staff members on University committees. There are also benefits that are intangible in nature, such as goodwill, student leadership or volunteer opportunities, for which estimated valuations are provided.

Additionally, the following departments are the primary providers of services, products and facilities to the entities shown above (subject to change):

- Sponsored Programs Administration
- Palm Desert Campus
- Auxiliary Human Resources
- Facilities Management
- Finance & Administrative Services
  - Financial Services-Accounting (General Accounting, Student Financial Services, Reporting & Tax, Accounts Payable)
  - Auxiliary Financial Services
  - Procurement & Contracts
  - Support Services (Mail/Receiving/Property)
  - University Budget Office
- Human Resources
- Payroll
- Risk Management
- University Police
- Information Technology Services (ITS)
- Student Affairs (VP, Enrollment, etc.)

## **Methodologies for Cost Reimbursement, Exchange of Value, and Detailed Cost Allocations**

CSUSB ensures that services, products, and facilities provided to its auxiliaries and enterprises (entities) are properly evaluated so that costs will be recovered through a rational and documented system based on consistent methods, and due consideration will be given for benefits provided to the campus by these entities. The campus process provides for reimbursement of costs incurred by the CSU on behalf of its auxiliary and enterprise entities. Documentation of self-reported services provided to campus by auxiliary/enterprise/self-support entities is maintained as part of the cost recovery process. No cost offset is currently included as an exchange of value for auxiliary/enterprise entity services provided to campus. Costs for quantifiable services provided by entities to campus are to be recovered by entities in a similar manner that costs are recovered by campus. This could include billing for use of entities' facilities and actual direct program costs. Non-quantifiable services are self-reported and documented as part of the Cost Allocation Plan (CAP).

Effective with the 2018-2019 Cost Allocation Plan, methodologies based on salaries, benefits, and other operating expenses utilize actual expenses from the most recent calendar year ended as the cost basis for calculations. Applying a cost basis of actual expenses, rather than estimates, eliminates the need to reconcile any variations between estimated and actual costs. Utilizing the calendar year basis, any mid-year cost increases or decreases, that may have an effect on services provided to entities, would be incorporated in the following year Cost Allocation Plan.

The following sections describe the implemented allocation methodologies with cost details.

**Associated Students, Inc.**

## ASSOCIATED STUDENTS, INC.

CSUSB recovers costs from ASI based on the following methodologies:

### ACADEMIC AFFAIRS DIVISION

#### **PALM DESERT CAMPUS**

Methodology

- Square footage of Indian Wells Center

Palm Desert Campus (PDC) provides an office space (102 sq. ft.) in the Indian Wells Center for Education Excellence Building, Room 105 to the Associated Students, Inc. (ASI) at a rate of \$1,129 for use of this space. The premises are used for administrative purposes, e.g. ASI services, business and meetings. ASI's presence at PDC benefits the students by having ASI services and representation readily available to them.

#### **Cost of Services**

<b>PDC</b>	<b>ASI</b>
ASI Office Space	
102 sq. ft. @ \$11.07	1,129
Total Billable	1,129
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 1,129</b>

### ADMINISTRATION & FINANCE DIVISION

#### **FACILITIES MANAGEMENT**

Methodology

- Chargeback Basis

See Appendix B for Facilities Management detailed service and cost estimates.

#### **FINANCE & ADMINISTRATIVE SERVICES**

Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

Excluding:

Office of the Associate Vice President

Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>ASI</b>
<b>Financial Services-Accounting</b>	
Student Financial Services	2,294
General Accounting	265
Reporting & Tax	545
Sub-Total	3,104
<b>Auxiliary Financial Services</b>	
Employee (11) Positions	52,814
Building Rent - UEC	1,539
Sub-Total	54,353
<b>Budget</b>	
Service Costs Allocated	5,788
Sub-Total	5,788
<b>Support Services</b>	
Mail/Receiving/Property	1,519
Sub-Total	1,519
Total Billable	\$ 64,764
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 64,764</b>



## HUMAN RESOURCES

### Methodology

- Chargeback Basis

Human Resources occasionally provides classification and recruitment reviews to ASI. Cost estimates are based on fully-loaded cost per actual transaction and reimbursed by chargeback as-needed.

Services below provided by Human Resources to ASI are reimbursed per transaction:

Each Classification Review:	\$150
Each Recruitment Effort:	\$130

Human Resources services for training are available to ASI. Based on management discretion, these minor training costs are not reimbursed, and are considered an exchange of value for services provided to the campus by ASI. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

## UNIVERSITY POLICE

### Methodology

- Average Cost per Incident

### Cost Basis

- Total Operating Costs

### Excluding:

- Salary and Benefits for Chief of Police
- External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

### Cost of Services

(See Appendix A: Catalog of Services)

UP	ASI
Number of Associated Incidents (SU-108)	1
Total Incidents	17,520
Percentage of Total	0.01

UP Operating Expenses	4,009,545
Share of Cost for Service	229
Total Billable	\$ 229
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 229</b>

## **INFORMATION TECHNOLOGY SERVICES DIVISION**

### Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 5% of Salary/Benefits

### Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI - Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>ASI</b>
Enterprise & Cloud Services	1,184
TNS	1,285
Sub-Total	2,469
Total Billable	\$ 2,469
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 2,469</b>

### **STUDENT AFFAIRS DIVISION**

#### Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

Student Affairs (SA) Vice President's Office provides services to ASI by serving on the BOD and providing executive oversight. SA also provides assistance with budgetary monitoring of funds and compiling reports. The cost allocation is based on the administrative overhead allocation of the VP and office staff, based on the estimated time allocation directly associated with ASI.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>STUDENT AFFAIRS</b>	<b>ASI</b>
Vice President's Office	70,063
Total Billable	\$ 70,063
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 70,063</b>

## **College of Extended Learning**

## COLLEGE OF EXTENDED LEARNING

CSUSB recovers costs from CEL based on the following methodologies:

### ADMINISTRATION & FINANCE DIVISION

#### FACILITIES MANAGEMENT

Methodology

- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Building Use)

Cost Basis

- 3rd Party Service Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

#### Cost of Services

(See Appendix A: Catalog of Services)

<b>FACILITIES</b>	<b>CEL</b>
<b>Yasuda Center</b>	
Building Maintenance	562
Grounds Maintenance	7,032
Heating & Air Conditioning Services	5,646
Preventive Maintenance	636
Sub-Total	13,876
<b>Sierra Hall 131 and 134</b>	3,339 gsf
Building Maintenance	13,861
Custodial Maintenance	7,685
Heating & Air Conditioning Services	1,501
Preventive Maintenance	151

Utilities	6,151
Sub-Total	29,349
Total Billable	\$ 43,225
Less: 25% Credit for CEL Summer*	(10,806)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 32,419</b>

\*CEL cost estimates include a 25% reduction due to separate Summer Cost Recovery.

## FINANCE & ADMINISTRATIVE SERVICES

### Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

### Excluding:

Office of the Associate Vice President  
Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>CEL</b>
<b>Financial Services-Accounting</b>	
Accounts Payable	15,151
Student Financial Services	10,083
General Accounting	4,271
Reporting & Tax	817
Sub-Total	30,322
<b>Budget</b>	
Service Costs Allocated	4,605
Sub-Total	4,605

<b>Procurement &amp; Contracts</b>	
Purchasing	11,675
Sub-Total	11,675
<b>Support Services</b>	
Mail/Receiving/Property	3,490
Sub-Total	3,490
Total Billable	\$ 50,092
*25% Credit for CEL Summer reflected above	
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 50,092</b>

## HUMAN RESOURCES

### Methodology

- Average Cost per Head Count (Staff/MPP Employees only)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Human Resources classification and recruitment reviews, and other services identified in the supporting catalog of services are provided to CEL. Cost estimates are based on CEL staff/MPP employee headcount as a portion of campus staff/MPP employee headcount (excluding faculty, students, casual workers, and special consultants). The resulting percentage is applied to the HR operating fund base budget, adjusted to exclude the AVP-executive leadership position, to arrive at the estimated cost for percentage of effort related to CEL.

## Cost of Services

(See Appendix A: Catalog of Services)

HR	CEL
CEL Staff/MPP	34
Campus Staff/MPP	1053
CEL Percentage	3.23%
HR Budget	1,069,389
CEL Allocation	34,529
Total Billable	\$ 34,529
Less: 25% Credit for CEL Summer*	(8,632)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 25,897</b>

## **PAYROLL**

### Methodology

- Average Cost per Head Count (Faculty, Staff/MPP, and Student Employees)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Payroll services such as processing hires and terminations, absence management, and others identified in the supporting catalog of services are provided to CEL. Cost estimates of these services are based on CEL employee headcount as a portion of campus employee headcount. The resulting percentage is applied to the Payroll operating fund base budget, to arrive at the estimated cost for percentage of effort related to CEL.

## **Cost of Services**

(See Appendix A: Catalog of Services)

<b>PAYROLL</b>	<b>CEL</b>
CEL Employees	44
Campus Employees	3082
CEL Percentage	1.43%
Payroll Budget	423,815
CEL Allocation	6,051
Total Billable	\$ 6,051
Less: 25% Credit for CEL Summer*	(1,513)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 4,538</b>

## **UNIVERSITY POLICE**

### Methodology

- Average Cost per Incident

### Cost Basis

- Total Operating Costs

### Excluding:

Salary and Benefits for Chief of Police

External Cost Recovery



University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

**Cost of Services**

(See Appendix A: Catalog of Services)

UP	CEL
<b>Sierra Hall 101/131/134</b>	
Number of Associated Incidents	19
Total Incidents	17,520
Percentage of Total	0.11%
UP Operating Expenses	4,009,545
Share of Cost for Service	4,411
<b>Yasuda Center</b>	
Number of Associated Incidents	47
Total Incidents	17,520
Percentage of Total	0.27%
UP Operating Expenses	4,009,545
Share of Cost for Service	10,826
Total Billable	\$ 15,237
Less: 25% Credit for CEL Summer*	(3,809)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 11,428</b>

**RISK MANAGEMENT**

Methodology

- Direct Cost Allocation
- Average Cost per Square Foot (Building Use)

Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in

the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>RISK MANAGEMENT</b>	<b>CEL</b>
<b>Simplex Grinnell</b>	
Yasuda Center - Fire Alarm Inspection	3,192
Yasuda Center - Fire Extinguisher Service	85
Sierra Hall (Facilities Use 3,339 Sq.Ft. *\$.045 PM Rate )	150
Sub-Total	3,427
<b>Commercial Door Company – Fire Doors</b>	
Service Counter #1	160
Service Counter #2	160
Sub-Total	320
Total Billable	\$ 3,747
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 3,747</b>

**INFORMATION TECHNOLOGY SERVICES DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 5% of Salary/Benefits

Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI - Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>CEL</b>
ACBI	34,060
Technology Ops & Customer Support	68,507
Enterprise & Cloud Services	5,575
TNS	1,285
Sub-Total	109,427
<b>Other Expenses</b>	
Annual Maintenance	233
Sub-Total	233
Total Billable	\$ 109,660
Less: 25% Credit for CEL Summer*	(27,356)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 82,304</b>

**STUDENT AFFAIRS DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

Enrollment Services including Financial Aid Office support is provided to CEL with costs based on distribution of effort percentage for personnel and a flat rate for non-personnel expenses for services pertaining to CEL. These costs are recovered through quarterly charges calculated to reimburse actual direct and indirect costs.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>STUDENT AFFAIRS</b>	<b>CEL</b>
Enrollment Services/Financial Aid	15,892
Total Billable	\$ 15,892
Less: 25% Credit for CEL Summer*	(3,973)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 11,919</b>

**Student Health & Counseling and Psychological  
Services Center**

## STUDENT HEALTH & COUNSELING AND PSYCHOLOGICAL SERVICES CENTER

CSUSB recovers costs from Health Center based on the following methodologies:

### ADMINISTRATION & FINANCE DIVISION

#### FACILITIES MANAGEMENT

Methodology

- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Building Use)

#### Cost Basis

- 3rd Party Service Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

FACILITIES	HEALTH CENTER
<b>Health Center</b>	
Building Maintenance	16,495
Custodial Maintenance	9,312
Grounds Maintenance	6,753
Heating & Air Conditioning Services	4,561
Preventive Maintenance	7,973
Sub-Total	45,094
<b>PDC Health Center HS-111</b>	1,211 gsf
Building Maintenance	1,310
Custodial Maintenance	525
Heating & Air Conditioning Services	456

Preventive Maintenance	354
Utilities Support	3,596
Sub-Total	6,241
Total Billable	\$ 51,335
Less: HC-FAC Established Baseline Adjustment**	(65,351)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ (14,016)</b>

\*\*Baseline funding from Health Center moved to Facilities as of FY 2011/12.

## FINANCE & ADMINISTRATIVE SERVICES

### Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

### Excluding:

Office of the Associate Vice President

Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>HEALTH CENTER</b>
<b>Financial Services-Accounting</b>	
Accounts Payable	6,460
Student Financial Services	5,760
General Accounting	4,254
Reporting & Tax	436
Sub-Total	16,910
<b>Budget</b>	
Service Costs Allocated	6,140

Sub-Total	6,140
<b>Procurement &amp; Contracts</b>	
Purchasing	10,738
Sub-Total	10,738
<b>Support Services</b>	
Mail/Receiving/Property	5,291
Sub-Total	5,291
Total Billable	\$ 39,079
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 39,079</b>

## HUMAN RESOURCES

### Methodology

- Average Cost per Head Count (Staff/MPP Employees only)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Human Resources classification and recruitment reviews, and other services identified in the supporting catalog of services are provided to Health Center. Cost estimates are based on Health Center staff/MPP employee headcount as a portion of campus staff/MPP employee headcount (excluding faculty, students, casual workers, and special consultants). The resulting percentage is applied to the HR operating fund base budget, adjusted to exclude the AVP-executive leadership position, to arrive at the estimated cost for percentage of effort related to Health Center.

### **Cost of Services**

(See Appendix A: Catalog of Services)

HR	HEALTH CENTER
Health Center Staff/MPP	34
Campus Staff/MPP	1053
Health Center Percentage	3.23%
HR Budget	1,069,389
Health Center Allocation	34,529



Total Billable	\$ 34,529
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 34,529</b>

## PAYROLL

### Methodology

- Average Cost per Head Count (Faculty, Staff/MPP, and Student Employees)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Payroll services such as processing hires and terminations, absence management, and others identified in the supporting catalog of services are provided to Health Center. Cost estimates of these services are based on Health Center employee headcount as a portion of campus employee headcount. The resulting percentage is applied to the Payroll operating fund base budget, to arrive at the estimated cost for percentage of effort related to Health Center.

## Cost of Services

(See Appendix A: Catalog of Services)

<b>PAYROLL</b>	<b>HEALTH CENTER</b>
Health Center Employees	45
Campus Employees	3082
Health Center Percentage	1.46%
Payroll Budget	423,815
Health Center Allocation	6,188
Total Billable	\$ 6,188
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 6,188</b>

## UNIVERSITY POLICE

### Methodology

- Average Cost per Incident

### Cost Basis

- Total Operating Costs

Excluding:

- Salary and Benefits for Chief of Police
- External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

### Cost of Services

(See Appendix A: Catalog of Services)

UP	HEALTH CENTER
Number of Associated Incidents	129
Total Incidents	17,520
Percentage of Total	.74
UP Operating Expenses	4,009,545
Share of Cost for Service	29,671
Total Billable	\$ 29,671
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 29,671</b>

### RISK MANAGEMENT

Methodology

- Direct Cost Allocation
- Average Cost per Square Foot (Building Use)

#### Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

## Cost of Services

(See Appendix A: Catalog of Services)

<b>RISK MANAGEMENT</b>	<b>HEALTH CENTER</b>
<b>Fire Alarms and Fire Suppression</b>	
Health Center – San Bernardino	3,371
Health Sciences-PDC (Facilities Use 1,211 Sq.Ft.*\$.145 PM Rate)	175
Sub-Total	3,546
<b>Fire Doors – Inspection, Testing, and Maintenance</b>	
Health Sciences Lab (PDC-108A)	160
Sub-Total	160
Total Billable	\$ 3,706
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 3,706</b>

### **INFORMATION TECHNOLOGY SERVICES DIVISION**

#### Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 5% of Salary/Benefits

#### Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI - Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by

auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>HEALTH CENTER</b>
ACBI	14,531
Technology Ops & Customer Support	99,339
Enterprise & Cloud Services	1,184
TNS	1,285
Sub-Total	116,339
<b>Other Expenses</b>	
Annual Maintenance	233
Sub-Total	233
Total Billable	\$ 116,572
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 116,572</b>

**STUDENT AFFAIRS DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

Student Affairs (SA) Vice President’s Office provides services to Health Center by providing executive oversight. SA also provides assistance with budgetary monitoring of funds and compiling reports. The cost allocation is based on the administrative overhead allocation of the VP and office staff, based on the estimated time allocation directly associated with Health Center.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>STUDENT AFFAIRS</b>	<b>HEALTH CENTER</b>
Vice President’s Office	188,223
Total Billable	\$ 188,223
Less: HC-SA Baseline Adjustment**	(28,766)
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 159,457</b>

\*\*Baseline funding from Health Center moved to Student Affairs as of FY 2016/17.

## **Housing and Residential Education**

## OFFICE OF HOUSING & RESIDENTIAL EDUCATION

CSUSB recovers costs from Housing based on the following methodologies:

### ADMINISTRATION & FINANCE DIVISION

#### FACILITIES MANAGEMENT

Methodology

- Time & Materials
- Percentage of Effort

Cost Basis

- 3rd Party Service Contracts
- Building Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

#### Cost of Services

(See Appendix A: Catalog of Services)

FACILITIES	HOUSING
Building Maintenance	2,247
Grounds Maintenance	133,642
Heating & Air Conditioning Services	6
Preventive Maintenance	1,452
Total Billable	\$ 137,347
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 137,347</b>

#### FINANCE & ADMINISTRATIVE SERVICES

Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

### Excluding:

Office of the Associate Vice President  
Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>HOUSING</b>
<b>Financial Services-Accounting</b>	
Accounts Payable	9,380
Student Financial Services	10,983
General Accounting	3,468
Reporting & Tax	686
Sub-Total	24,517
<b>Budget</b>	
Service Costs Allocated	6,140
Sub-Total	6,140
<b>Procurement &amp; Contracts</b>	
Purchasing	23,828
Sub-Total	23,828
<b>Support Services</b>	
Mail/Receiving/Property	5,291
Sub-Total	5,291
Total Billable	\$ 59,776
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 59,776</b>

## HUMAN RESOURCES

### Methodology

- Average Cost per Head Count (Staff/MPP Employees only)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Human Resources classification and recruitment reviews, and other services identified in the supporting catalog of services are provided to Housing. Cost estimates are based on Housing staff/MPP employee headcount as a portion of campus staff/MPP employee headcount (excluding faculty, students, casual workers, and special consultants). The resulting percentage is applied to the HR operating fund base budget, adjusted to exclude the AVP-executive leadership position, to arrive at the estimated cost for percentage of effort related to Housing.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>HR</b>	<b>HOUSING</b>
Housing Staff/MPP	31
Campus Staff/MPP	1053
Housing Percentage	2.94%
HR Budget	1,069,389
Housing Allocation	31,482
Total Billable	\$ 31,482
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 31,482</b>

## PAYROLL

### Methodology

- Average Cost per Head Count (Faculty, Staff/MPP, and Student Employees)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Payroll services such as processing hires and terminations, absence management, and others identified in the supporting catalog of services are provided to Housing. Cost estimates of these



services are based on Housing employee headcount as a portion of campus employee headcount. The resulting percentage is applied to the Payroll operating fund base budget, to arrive at the estimated cost for percentage of effort related to Housing.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>PAYROLL</b>	<b>HOUSING</b>
Housing Employees	125
Campus Employees	3082
Housing Percentage	4.06%
Payroll Budget	423,815
Housing Allocation	17,189
Total Billable	\$ 17,189
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 17,189</b>

**UNIVERSITY POLICE**

Methodology

- Average Cost per Incident

Cost Basis

- Total Operating Costs

Excluding:

- Salary and Benefits for Chief of Police
- External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>UP</b>	<b>HOUSING</b>
1577 Northpark Blvd. / 6000 University Pkwy.	
Number of Associated Incidents	2,896
Total Incidents	17,520

Percentage of Total	16.53
UP Operating Expenses	4,009,545
Share of Cost for Service	662,778
Total Billable	\$ 662,778
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 662,778</b>

## RISK MANAGEMENT

### Methodology

- Direct Cost Allocation

### Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

### Cost of Services

(See Appendix A: Catalog of Services)

RISK MANAGEMENT	HOUSING
<b>Simplex Grinnell – Fire Alarms/Suppression</b>	
Arrowhead Village	30,682
Serrano Village	28,423
University Village	19,976
Sub-Total	79,081
<b>Commercial Door Company – Fire Doors</b>	
University Village Building 7 - Elevator Lobby	219
University Village Building 8 - Elevator Lobby	219
University Village Building 9 - Elevator Lobby	219
Sub-Total	657
<b>Elevators – Fire Life/Safety Tests</b>	
Arrowhead Village (2-6)	1,011
University Village (7-9)	607
Sub-Total	1,618

Total Billable	\$ 81,356
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 81,356</b>

**INFORMATION TECHNOLOGY SERVICES DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 5% of Salary/Benefits

Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI - Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>HOUSING</b>
ACBI	56,981
Technology Ops & Customer Support	5,408
Enterprise & Cloud Services	165,702

TNS	31,759
Sub-Total	259,850
<b>Other Expenses</b>	
Annual Maintenance	6,628
Sub-Total	6,628
Total Billable	266,478
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 266,478</b>

### **STUDENT AFFAIRS DIVISION**

#### Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

Student Affairs (SA) Vice President's Office provides services to Housing by providing executive oversight. SA also provides assistance with budgetary monitoring of funds and compiling reports. The cost allocation is based on the administrative overhead allocation of the VP and office staff, based on the estimated time allocation directly associated with Housing.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>STUDENT AFFAIRS</b>	<b>HOUSING</b>
Vice President's Office	154,203
Total Billable	\$ 154,203
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 154,203</b>

# **Parking & Transportation Services**

## PARKING & TRANSPORTATION SERVICES

CSUSB recovers costs from Parking based on the following methodologies:

### ACADEMIC AFFAIRS DIVISION

#### **PALM DESERT CAMPUS**

Methodology

- Percentage of Effort

#### Cost Basis

- Employee Salary and Benefits

Palm Desert Campus (PDC) services are provided to Parking in support of its activities at PDC. PDC provides Parking with one full-time Community Service Specialist (CSS) and two (2) hourly CSS. The hourly CSS assist the full time CSS with campus coverage: Monday – Friday 6:00AM - 10:30PM, Saturday 7AM – 6PM, and Sunday as needed for special events. The full-time position and hourly CSS services are based on 12.5% effort. Costs for services are calculated based on actual salary and benefit expenses for the most recent calendar year completed.

PDC 2 front office administrative support assistants (ASA) are responsible for collecting payments for parking permits and citations, disbursing parking permits, counting and depositing money from the parking kiosks under dual custody every two weeks, and preparing and processing all deposits to the Parking Services accounts. The cost for services are calculated at 5% effort based on actual salary and benefit expenses for the most recent calendar year completed.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>PDC</b>	<b>PARKING</b>
2 Hourly CSS Salary & Benefits – 12.5%	6,165
1 Full-time CSS Salary & Benefits – 12.5%	7,384
2 ASA Salary & Benefits – 5%	7,465
Total Billable	\$ 21,014
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 21,014</b>

### ADMINISTRATION & FINANCE DIVISION

#### **FACILITIES MANAGEMENT**

## Methodology

- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Building Use)

## Cost Basis

- 3rd Party Service Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

## Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

## **Cost of Services**

(See Appendix A: Catalog of Services)

<b>FACILITIES</b>	<b>PARKING</b>
<b>PK102 &amp; PK102</b>	
Building Maintenance	2,079
Custodial Maintenance	73
Grounds Maintenance	17,580
Heating & Air Conditioning Services	829
Preventive Maintenance	9,252
Sub-Total	29,813
<b>Lots &amp; Structures</b>	
Building Maintenance	2,818
Grounds Maintenance	90,559
Sub-Total	93,377
<b>University Hall-139</b>	1,400 gsf
Building Maintenance	6,677
Custodial Maintenance	2,812
Heating & Air Conditioning Services	437
Preventive Maintenance	820
Utilities Support	1,844
Sub-Total	12,590

Total Billable	\$ 135,780
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 135,780</b>

## FINANCE & ADMINISTRATIVE SERVICES

### Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

### Excluding:

Office of the Associate Vice President

Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>PARKING</b>
<b>Financial Services-Accounting</b>	
Accounts Payable	5,570
Student Financial Services	23,494
General Accounting	5,600
Reporting & Tax	686
Sub-Total	35,350
<b>Budget</b>	
Service Costs Allocated	6,140
Sub-Total	6,140
<b>Procurement &amp; Contracts</b>	
Purchasing	11,405
Sub-Total	11,405



<b>Support Services</b>	
Mail/Receiving/Property	4,774
Sub-Total	4,774
Total Billable	\$ 57,669
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 57,669</b>

## HUMAN RESOURCES

### Methodology

- Average Cost per Head Count (Staff/MPP Employees only)

### Cost Basis

- Total Operating Budget

### Excluding:

Salary and Benefits for Associate Vice President

Human Resources classification and recruitment reviews, and other services identified in the supporting catalog of services are provided to Parking. Cost estimates are based on Parking's staff/MPP employee headcount as a portion of campus staff/MPP employee headcount (excluding faculty, students, casual workers, and special consultants). The resulting percentage is applied to the HR operating fund base budget, adjusted to exclude the AVP-executive leadership position, to arrive at the estimated cost for percentage of effort related to Parking.

### Cost of Services

(See Appendix A: Catalog of Services)

HR	PARKING
Parking Staff/MPP	20
Campus Staff/MPP	1053
Parking Percentage	1.90%
HR Budget	1,069,389
Parking Allocation	20,311
Total Billable	\$ 20,311
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 20,311</b>

## PAYROLL

### Methodology

- Average Cost per Head Count (Faculty, Staff/MPP, and Student Employees)

Cost Basis

- Total Operating Budget

Excluding:

Salary and Benefits for Associate Vice President

Payroll services such as processing hires and terminations, absence management, and others identified in the supporting catalog of services are provided to Parking. Cost estimates of these services are based on Parking’s employee headcount as a portion of campus employee headcount. The resulting percentage is applied to the Payroll operating fund base budget, to arrive at the estimated cost for percentage of effort related to Parking.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>PAYROLL</b>	<b>PARKING</b>
Parking Employees	36
Campus Employees	3082
Parking Percentage	1.17%
Payroll Budget	423,815
Parking Allocation	4,950
Total Billable	\$ 4,950
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 4,950</b>

**UNIVERSITY POLICE**

Methodology

- Average Cost per Incident

Cost Basis

- Total Operating Costs

Excluding:

Salary and Benefits for Chief of Police

External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>UP</b>	<b>PARKING</b>
Number of Associated Incidents	804
Total Incidents	17,520
Percentage of Total	4.59
UP Operating Expenses	4,009,545
Share of Cost for Service	184,038
Total Billable	\$ 184,038
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 184,038</b>

**RISK MANAGEMENT**

Methodology

- Direct Cost Allocation
- Average Cost per Square Foot (Building Use)

Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>RISK MANAGEMENT</b>	<b>PARKING</b>
<b>Simplex Grinnell – Fire Alarms/Suppression</b>	
Information Services #1	1,271
Information Services #2	17
Parking Structure #1	11,929
Parking Structure #2	11,808
University Hall (Facilities Use 1,400 Sq.Ft.*\$.05 PM Rate )	70
Vehicles	170
Sub-Total	25,265

<b>Global Power Group – Fire Pump Diesel Engines</b>	
PK-101W	2,625
PK-102E	2,625
Sub-Total	5,250
<b>Elevators – Fire Life/Safety Tests</b>	
PK-101W	202.50
PK-102E	202.50
Sub-Total	405
Total Billable	\$ 30,920
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 30,920</b>

### **INFORMATION TECHNOLOGY SERVICES DIVISION**

#### Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 5% of Salary/Benefits

#### Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI - Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is

recognized by the Vice President of Administration & Finance/CFO signature page of this document.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>PARKING</b>
ACBI	14,025
Technology Ops & Customer Support	14,421
Enterprise & Cloud Services	1,184
TNS	13,932
Sub-Total	43,562
Total Billable	\$ 43,562
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 43,562</b>

# **CSUSB Philanthropic Foundation**

## CSUSB PHILANTHROPIC FOUNDATION

CSUSB recovers costs from PF based on the following methodologies:

### AUXILIARY HUMAN RESOURCES

Methodology

- Percentage of Effort

#### Cost Basis

- Employee Salary and Benefits

Auxiliary Human Resources services are documented in the supporting catalog of services, including and not limited to hiring, recruitment, compensation, and employee relations. Costs are recovered from CSUSB Philanthropic Foundation (PF) based on actual expenses from the most recent calendar year completed, with a percentage of costs identified attributable to the PF.

### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>Auxiliary Human Resources</b>	<b>PF</b>
.02 Salaries (3) & Benefits	5,145
Total Billable	\$ 5,145
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 5,145</b>

### ADMINISTRATION & FINANCE DIVISION

#### **FINANCE & ADMINISTRATIVE SERVICES**

Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

Excluding:

Office of the Associate Vice President

Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>PF</b>
<b>Financial Services-Accounting</b>	
Accounts Payable	1,763
Student Financial Services	1,453
Reporting & Tax	4,684
Sub-Total	7,900
<b>Auxiliary Financial Services</b>	
Employee (11) Positions	154,538
Building Rent – UEC	2,891
Sub-Total	157,429
<b>Budget</b>	
Service Costs Allocated	5,097
Sub-Total	5,097
<b>Support Services</b>	
Mail/Receiving/Property	2,680
Sub-Total	2,680
Total Billable	\$ 173,106
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 173,106</b>

**INFORMATION TECHNOLOGY SERVICES DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 5% of Salary/Benefits



Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI – Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>PF</b>
ACBI	1,555
Enterprise & Cloud Services	1,184
TNS	1,285
Sub-Total	
Total Billable	\$ 4,024
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 4,024</b>

# **Santos Manuel Student Union**

## SANTOS MANUEL STUDENT UNION

CSUSB recovers costs from SMSU based on the following methodologies:

### ADMINISTRATION & FINANCE DIVISION

#### **FACILITIES MANAGEMENT**

Methodology

- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Building Use)

#### Cost Basis

- 3<sup>rd</sup> Party Service Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>FACILITIES</b>	<b>SMSU</b>
<b>SMSU</b>	
Building Maintenance	13,197
Custodial Maintenance	89
Grounds Maintenance	9,145
Heating & Air Conditioning Services	14,671
Preventive Maintenance	1,260
Sub-Total	38,362
<b>PDC Student Union (RG-111)</b>	880 gsf
Building Maintenance	939
Custodial Maintenance	580
Heating & Air Conditioning Services	234
Preventive Maintenance	95
Utilities Support	3,605
Sub-Total	5,453

Total Billable	\$ 43,815
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 43,815</b>

**FINANCE & ADMINISTRATIVE SERVICES**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 3% of Salary/Benefits

Excluding:

- Office of the Associate Vice President
- Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>SMSU</b>
<b>Financial Services-Accounting</b>	
Student Financial Services	4,260
General Accounting	1,098
Reporting & Tax	763
Sub-Total	6,121
<b>Auxiliary Financial Services</b>	
Employee (11) Positions	61,948
Building Rent – UEC	1,560
Sub-Total	63,508
<b>Budget</b>	
Service Costs Allocated	6,140
Sub-Total	6,140

<b>Support Services</b>	
Mail/Receiving/Property	2,196
Sub-Total	2,196
Total Billable	\$ 77,965
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 77,965</b>

## HUMAN RESOURCES

### Methodology

- Chargeback Basis

Human Resources occasionally provides classification and recruitment reviews to SMSU. Cost estimates are based on fully-loaded cost per actual transaction and reimbursed by chargeback as-needed.

Services below provided by Human Resources to SMSU are reimbursed per transaction:

Each Classification Review:	\$150
Each Recruitment Effort:	\$130

Human Resources services for training are available to SMSU. Based on management discretion, these minor training costs are not reimbursed, and considered an exchange of value for services provided to the campus by SMSU. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

## UNIVERSITY POLICE

### Methodology

- Average Cost per Incident

### Cost Basis

- Total Operating Costs

### Excluding:

- Salary and Benefits for Chief of Police
- External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

### Cost of Services

(See Appendix A: Catalog of Services)

UP	SMSU
Number of Associated Incidents	564
Total Incidents	17,520
Percentage of Total	3.22
UP Operating Expenses	4,009,545
Share of Cost for Service	129,107
Total Billable	\$ 129,107
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 129,107</b>

### RISK MANAGEMENT

#### Methodology

- Direct Cost Allocation
- Average Cost per Square Foot (Building Use)

#### Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

### Cost of Services

(See Appendix A: Catalog of Services)

RISK MANAGEMENT	SMSU
<b>Simplex Grinnell – Fire Alarms/Suppression</b>	
Student Union Building	9,274
Mary Stuart Rogers-PDC (Facilities Use 880 Sq.Ft.*\$.062 PM Rate)	55
Sub-Total	9,329
<b>Fire Doors/Curtains – Inspection, Testing, Maintenance</b>	
6 locations	841

1 location – PDC	160
Sub-Total	1,001
<b>Elevators – Fire Life/Safety Tests</b>	
SMSU (1-3)	404.50
MSR-PDC (1-2)	404.50
Sub-Total	809
Total Billable	\$ 11,139
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 11,139</b>

## **INFORMATION TECHNOLOGY SERVICES DIVISION**

### Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 5% of Salary/Benefits

### Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI – Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>SMSU</b>
ACBI	15,411
Technology Ops & Customer Support	451
Enterprise & Cloud Services	1,184
TNS	1,285
Sub-Total	18,331
<b>Other Expenses</b>	
Annual Maintenance	464
Sub-Total	464
Total Billable	\$ 18,795
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 18,795</b>

### **STUDENT AFFAIRS DIVISION**

#### Methodology

- Percentage of Effort

#### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 3% of Salary/Benefits

Student Affairs (SA) provides services to SMSU by serving on the SMSU Board of Directors (BOD), the SMSU Finance and Contracts Board, and by providing executive oversight to SMSU. SA also assists with scheduling, provides assistance with budgetary monitoring of general funds overseen by the SMSU, and provides assistance in compiling divisional reports that include SMSU. The cost allocation is based on the administrative overhead allocation of the VP and office staff, based on the estimated time allocation that is directly associated with SMSU.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>STUDENT AFFAIRS</b>	<b>SMSU</b>
Vice President's Office	104,480
Total Billable	\$ 104,480
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 104,480</b>



## **Student Recreation & Wellness Center**

## STUDENT RECREATION & WELLNESS CENTER

CSUSB recovers costs from SRWC based on the following methodologies:

### ADMINISTRATION & FINANCE DIVISION

#### FACILITIES MANAGEMENT

Methodology

- Time & Materials
- Percentage of Effort

#### Cost Basis

- 3<sup>rd</sup> Party Service Contracts
- Building Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>FACILITIES</b>	<b>SRWC</b>
Building Maintenance	8,370
Grounds Maintenance	5,338
Heating & Air Conditioning Services	2,827
Preventive Maintenance	213
Total Billable	\$ 16,748
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 16,748</b>

#### **FINANCE & ADMINISTRATIVE SERVICES**

Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 3% of Salary/Benefits

### Excluding:

- Office of the Associate Vice President
- Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>SRWC</b>
<b>Financial Services-Accounting</b>	
Student Financial Services	2,724
General Accounting	348
Sub-Total	3,072
<b>Auxiliary Financial Services</b>	
Employee (11) Positions	33,357
Sub-Total	33,357
<b>Budget</b>	
Service Costs Allocated	6,493
Sub-Total	6,493
<b>Support Services</b>	
Mail/Receiving/Property	1,097
Sub-Total	1,097
Total Billable	\$ 44,019
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 44,019</b>

## UNIVERSITY POLICE

### Methodology

- Average Cost per Incident

### Cost Basis

- Total Operating Costs

### Excluding:

- Salary and Benefits for Chief of Police
- External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>UP</b>	<b>SRWC</b>
Number of Associated Incidents	216
Total Incidents	17,520
Percentage of Total	1.23
UP Operating Expenses	4,009,545
Share of Cost for Service	49,317
Total Billable	\$ 49,317
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 49,317</b>

## RISK MANAGEMENT

### Methodology

- Direct Cost Allocation

### Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps,

sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>RISK MANAGEMENT</b>	<b>SRWC</b>
<b>Simplex Grinnell – Fire Alarms/Suppression</b>	
Student Rec Center	4,125
Sub-Total	4,125
<b>Elevators – Fire Life/Safety Tests</b>	
Student Rec Center	202
Sub-Total	202
Total Billable	\$ 4,327
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 4,327</b>

**INFORMATION TECHNOLOGY SERVICES DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 5% of Salary/Benefits

Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI – Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>SRWC</b>
ACBI	8,483
Technology Ops & Customer Support	451
Enterprise & Cloud Services	1,184
TNS	1,285
Sub-Total	11,403
<b>Other Expenses</b>	
Annual Maintenance	116
Sub-Total	116
Total Billable	11,519
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 11,519</b>

**STUDENT AFFAIRS DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 3% of Salary/Benefits

Student Affairs (SA) provides services to the SRWC by serving on the SMSU BOD, the SMSU Finance and Contracts Board, and by providing executive oversight to SRWC. SA also assists with

scheduling, provides assistance with budgetary monitoring of funds overseen by the SRWC, and provides assistance in compiling divisional reports that include the SRWC. The cost allocation is based on the administrative overhead allocation of the VP and office staff, based on the estimated time allocation that is directly associated the SRWC.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>STUDENT AFFAIRS</b>	<b>SRWC</b>
Vice President's Office	38,806
Total Billable	\$ 38,806
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 38,806</b>

# **University Enterprises Corporation**



## UNIVERSITY ENTERPRISES CORPORATION

CSUSB recovers costs from UEC based on the following methodologies:

### ACADEMIC AFFAIRS DIVISION

#### SPONSORED PROGRAMS

Methodology

- Full Cost Recovery

#### Cost Basis

- Employee Salary and Benefits

Sponsored Programs services are provided to UEC which include oversight and administration of sponsored programs and post awards activities. Costs for services provided are calculated based on actual salary and benefit expenses for the most recent calendar year completed.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>Sponsored Programs</b>	<b>UEC</b>
Salaries (6)	362,618
Benefits	233,734
Total Billable	\$ 596,352
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 596,352</b>

### AUXILIARY HUMAN RESOURCES

Methodology

- Full Cost Recovery
  - Split for percentage of effort to Philanthropic

#### Cost Basis

- Employee Salary and Benefits

Auxiliary Human Resources provides Human Resources services for those employed by the UEC. These services include hiring, employee relations, benefits information, workers compensation, and unemployment assistance. Costs are recovered from UEC based on actual expenses from the most recent calendar year completed, with a percentage of costs identified attributable to the PF.

#### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>Auxiliary Human Resources</b>	<b>UEC</b>
.98 Salaries (3) & Benefits	252,120
Total Billable	\$ 252,120
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 252,120</b>

## **ADMINISTRATION & FINANCE DIVISION**

### **FACILITIES MANAGEMENT**

#### Methodology

- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Building Use)

#### Cost Basis

- 3<sup>rd</sup> Party Service Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

#### Excluding:

- Salary and Benefits for AVP/Director
- Direct charged projects

See Appendix B for Facilities Management details.

### **Cost of Services**

(See Appendix A: Catalog of Services)

<b>FACILITIES</b>	<b>UEC</b>
<b>Academic Research</b>	
Custodial Maintenance	441
Grounds Maintenance	1,108
Heating & Air Conditioning Services	790
Preventive Maintenance	273
Sub-Total	2,612

<b>Children's Center</b>	
Building Maintenance	1,294
Grounds Maintenance	2,472
Heating & Air Conditioning Services	489
Preventive Maintenance	102
Sub-Total	4,357
<b>Coyote Bookstore</b>	
Building Maintenance	4,171
Custodial Maintenance	555
Grounds Maintenance	6,796
Heating & Air Conditioning Services	1,203
Preventive Maintenance	1,827
Sub-Total	14,552
<b>PDC Bookstore</b>	1,100 gsf
Building Maintenance	1,174
Custodial Maintenance	726
Heating & Air Conditioning Services	293
Preventive Maintenance	118
Utilities Support	4,506
Sub-Total	6,817
<b>Dining Services</b>	
Building Maintenance	13,913
Grounds Maintenance	387
HVAC	1009
Preventive Maintenance	80
Sub-Total	15,389
<b>UEC Building</b>	
Building Maintenance	601
Custodial Maintenance	19,656
Grounds Maintenance	5,267
Heating & Air Conditioning Services	2,297
Preventive Maintenance	2,997
Sub-Total	30,818
Total Billable	\$ 74,545
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 74,545</b>

## FINANCE & ADMINISTRATIVE SERVICES

### Methodology

- Percentage of Effort

### Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 3% of Salary/Benefits

### Excluding:

- Office of the Associate Vice President
- Salary and Benefits for Directors in Accounting, Budget Office, and Support Services

Finance and Administrative Services includes Financial Services: General Accounting, Reporting & Tax, Student Financial Services and Accounts Payable, Auxiliary Financial Services, University Budget Office, Support Services: Mail, Receiving, and Property, and Procurement & Contracts. Costs for services provided, as outlined in the supporting Catalog of Services, are based on actual expenses from the most recent calendar year completed, including estimated time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

### Cost of Services

(See Appendix A: Catalog of Services)

<b>FINANCE &amp; ADMINISTRATIVE SERVICES</b>	<b>UEC</b>
<b>Financial Services-Accounting</b>	
Accounts Payable	8,078
Student Financial Services	17,332
General Accounting	1,362
Reporting & Tax	9,042
Sub-Total	35,814
<b>Auxiliary Financial Services</b>	
Employee (11) Positions	649,278
Building Rent – UEC	(5,990)
Sub-Total	643,288
<b>Budget</b>	
Service Costs Allocated	6,140
Sub-Total	6,140
<b>Support Services</b>	
Mail/Receiving/Property	7,728
Sub-Total	7,728

Total Billable	\$ 692,970
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 692,970</b>

## HUMAN RESOURCES

### Methodology

- Chargeback Basis

Human Resources occasionally provides hiring/recruitment services to UEC. Cost estimates are based on fully-loaded cost per actual transaction and reimbursed by chargeback as-needed.

Services below provided by Human Resources to UEC are reimbursed per transaction:

Each Classification Review: \$150  
Each Recruitment Effort: \$100

Human Resources services for training are available to UEC. Based on management discretion, these minor training costs are not reimbursed, and considered an exchange of value for services provided to the campus by UEC. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

## UNIVERSITY POLICE

### Methodology

- Average Cost per Incident

### Cost Basis

- Total Operating Costs

### Excluding:

Salary and Benefits for Chief of Police  
External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on actual operating expenses from most recent calendar year ended, net of external cost recovery. The number of incidents associated with each entity is also based on the most recent calendar year ended. A portion of officer-initiated foot patrol incidents is reduced from the entity count, and covered centrally. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

## Cost of Services

(See Appendix A: Catalog of Services)

<b>UP</b>	<b>UEC</b>
<b>UEC</b>	
Number of Associated Incidents	101
Total Incidents	17,520
Percentage of Total	0.58
UP Operating Expenses	4,009,545
Share of Cost for Service	23,255
<b>Bookstore</b>	
Number of Associated Incidents	92
Total Incidents	17,520
Percentage of Total	0.53
UP Operating Expenses	4,009,545
Share of Cost for Service	21,251
Total Billable	\$ 44,506
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>44,506</b>

## RISK MANAGEMENT

### Methodology

- Direct Cost Allocation
- Average Cost per Square Foot (Building Use)

### Cost Basis

- 3<sup>rd</sup> Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

## Cost of Services

(See Appendix A: Catalog of Services)

<b>RISK MANAGEMENT</b>	<b>UEC</b>
<b>Fire Alarms &amp; Fire Extinguishers</b>	
Academic Research	1,216
Coyote Bookstore (Follett)	1,792
Children's Center	1,022
UEC Building	2,017
Sub-Total	6,047
<b>Fire Doors – Inspection, Testing, Maintenance</b>	
UEC – Cashier Window	160
Sub-Total	160
<b>Automatic Fire Suppression – Restaurant Systems</b>	
SMSU Systems (1-3)	1,309
Commons Systems-Front/Rear (1-2)	1,356
Sub-Total	2,665
Total Billable	\$ 8,872
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 8,872</b>

**INFORMATION TECHNOLOGY SERVICES DIVISION**

Methodology

- Percentage of Effort

Cost Basis

- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses – 5% of Salary/Benefits

Excluding:

Salary and Benefits for MPP

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, and Telecommunication & Network Services (TNS). Costs for services, as outlined in the supporting Catalog of Services, are based on actual expenses from most recent calendar year completed, including employee time and other actual costs for resources expended. Costs are recovered through quarterly charges calculated to reimburse CSUSB.

Programming, technical services, and network services including email and voicemail are provided by ITS staff. Actual direct costs associated with Technology Operations & Customer

Support include hardware hosting. In addition to this, TNS costs include annual maintenance charges for applicable entities.

ACBI – Aside from Administrative Computing, Business Intelligence Common Management System (CMS) support service costs, including PeopleSoft and Oracle licenses, are not allocated to entities, as there is no associated incremental cost. Based on management discretion, personnel and operating expenses are considered an exchange of value for services provided to the campus by auxiliary, enterprise, self-support entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

**Cost of Services**

(See Appendix A: Catalog of Services)

<b>ITS</b>	<b>UEC</b>
ACBI	16,254
Technology Ops & Customer Support	116,380
Enterprise & Cloud Services	1,184
TNS	1,285
Sub-Total	135,103
<b>Other Expenses</b>	
Hardware Hosting	3,600
Annual Maintenance	233
Sub-Total	3,833
Total Billable	\$ 138,936
Less: Direct Charges / Other Credits	0
<b>Net Cost Recovery FY 2018-19</b>	<b>\$ 138,936</b>



## APPENDIX A: Catalog of Services

Comprehensive list of services provided by campus units to auxiliary/enterprise/self-support entities. Catalog includes all identified services; not all services will have an associated CAP estimated cost.

Services, Products, Facilities										
Provided to Campus Auxiliaries/Enterprise Self-Support Entities										
18/19 Cost Recovery										
FROM:	TO:	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Academic Affairs - Palm Desert Campus</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Collect Payments for Parking Citations and Permits					X					
Community Service Specialists (Monitor parking lots/empty parking ticket dispenser weekly)					X					
Office Space	X									
PDC Activity Support					X					
Special Events					X					
<b>Academic Affairs - Sponsored Programs</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
<b>Administration</b>										X
Review and negotiate contracts and agreements										X
Collect and maintain required certificates of insurance										X
Annually review certificates of insurance for renewal										X
Provide testing as required for campus CFS upgrades										X
Provide testing as required for campus DataWarehouse upgrades										X
Lead & coordinate agency desk audits/reviews										X
Analyze, compile and calculate monthly IDC collection and prepare journal entry										X
Analyze cumulative GL activity and balance activity										X
Coordinate Month end closing and prepare month end journal entries										X
Compile reports for YE reporting, IDC, IPEDs, FIRMS										X
Compile YE reporting for IDC recovered and allocation										X
Coordinate YE financial audit for SPA - monitor YE expenses, generate YE journal entries										X
Coordinate YE SINGLE AUDIT site review of sponsored projects										X
Prepare YE Schedule of Federal Expenditures (SEFA)										X
Preparation of auditor requested SINGLE AUDIT schedules/questions										X
Analyze and compile GEN88 expenses for historical comparison										X
Prepare SPA operation budget and revenue projection for inclusion in UEC budget										X
<b>Oversight of Sponsored Programs/Post Award Activities</b>										X
Assign fund/project and prepare COA for entry into CFS										X
Review award budget, review & prepare budget load in CFS for all new and amended										X
Create and maintain project file for each project - compile supporting documentation										X
Send notification out PI regarding awards and budget information										X
Conduct PI Orientation to train on award, CSUSB & UEC policies, procedure and form completion										X
Customer Service - Providing training on running financials, queries & account reconciliation										X
Provide financial reports to projects as requested										X
Award Compliance - Collect & maintain Conflict of Interest forms & 700U										X
Enter and maintain grant/award attributes in SP Mod - Grant Module										X
Chargebacks - Prepare requests, analyze & approve chargeback activity										X
Participant Support Payments - analyze and approve Item Type set ups & payment requests										X
Analyze and approve CSUSB PSP invoices										X
Provide and approve student 1098 identification on applicable expenditure documents										X
Conduct budget analysis and budget forecasts for projects										X
Provide specific financial analysis as requested										X
Review, approve and prepare budget adjustments for input into GL & CFS										X
Review, approve and prepare cost transfers/journal entries for input into GL & CFS										X
Advise on, analyze and approve Release Time contracts										X
Provide guidance to PI's on procurement policies										X
Review and buyer assign requisitions										X
Analyze and approve office supply orders - Office Max/Staples/Office Depot										X
Equipment purchases - analyze quotes, run EPLS, buyer assign requisition										X
Obtain sole source justification and quotes from projects for purchases over the required										X
Manage formal bid process										X
Analyze and approve travel/mileage claims for availability of funds, allowability and										X
Analyze and approve travel advances for availability of funds, allowability and allocability										X
Analyze and approve ALL expenditure documents for availability of funds, allowability and										X
Provide guidance to PI on hiring policies and paperwork										X
Review and approve all Personnel Transaction Reports and Position Vacancy Requests										X
Prepare and submit for input payroll correcting journal entries when necessary										X

Prepare consultant agreements, run EPLS, analyze and approve contractor invoices										X
subrecipient commitment & FFATA form, and analyze & approve subawardee invoice										X
Monitor/approve subaward expenditures, conduct follow-up on invoice discrepancies and compile reports										X
Monitor/calculate Cost Share and prepare monthly journal upload into CFS										X
Compile cumulative Cost Share collections for YE reporting to CSUSB										X
Prepare, review and approve Effort Reporting forms										X
Prepare effort reporting certification for submission to sponsor as requested										X
Provide support for audit/public record requests										X
Provide review and approval for agency final invoices										X
Follow upon past due invoices - email or phone calls										X
Provide data for as needed for agency reporting - fiscal & programmatic										X
Review and approve allowable No Cost Extensions and submit to funding agency										X
Conduct close out of sub awards and finalize collection of cost share/effort										X
Conduct close out of project - collaborate with PI for final activity										X
Conduct close out review of final expenditures, conduct close out in grant module, close out										X
Prepare and approve close out reports - equipment & invention										X
Review and approve final financial reports to sponsors										X
Prepare files for retention and storage - maintain storage tracking										X
Maintain records for required retention period and shred when applicable										X
Collaborate with other campus departments on handling of projects										X
Provide customer service to campus, sponsors, subrecipients, funding agencies, other										X
<b>Auxiliary Human Resources</b>	<b>ASI</b>	<b>CEL</b>	<b>Health</b>	<b>Housing</b>	<b>Parking</b>	<b>Phil</b>	<b>SMSU</b>	<b>SRWC</b>	<b>UEC</b>	
Benefits Information						X				X
Compensation						X				X
Employee Relations						X				X
Hiring Processing						X				X
Policy/Procedure Implementation						X				X
Recruitment						X				X
Training						X				X
Unemployment Assistance						X				X
Workers Compensation Assistance						X				X
<b>Facilities Management</b>	<b>ASI</b>	<b>CEL</b>	<b>Health</b>	<b>Housing</b>	<b>Parking</b>	<b>Phil</b>	<b>SMSU</b>	<b>SRWC</b>	<b>UEC</b>	
<b>Administrative Support</b>										
Enterprise vehicle rental	X	X	X	X	X		X	X	X	
Fleet fuel service	X			X	X			X		
Key issuance	X	X	X	X	X		X	X	X	
<b>Automotive Services</b>										
Vehicle/ cart preventive maintenance	X	X	X	X	X		X	X	X	
Vehicle/ cart repairs	X	X	X	X	X		X	X	X	
Vehicle/ cart purchase assistance & pre-delivery inspection	X	X	X	X	X		X	X	X	
<b>Building Maintenance</b>										
Automatic door maintenance		X	X				X	X	X	
Backflow prevention device maintenance				X						
Emergency lighting inspection					X					
Grease trap inspection/service										X
Pool maintenance								X		
Sewer pump maintenance			X							X
Storm water filtration system inspection/service					X					
Contract processing and management		X	X	X	X		X	X	X	
Carpentry services		X	X		X			X	X	
Electrical services		X	X	X	X		X	X	X	
Locksmith services		X	X	X	X		X	X	X	
Maintenance services		X	X		X			X	X	
Painting services		X	X		X			X	X	
Plumbing services		X	X		X			X	X	
<b>Custodial Maintenance</b>										
Empty all waste baskets and other waste containers		X	X		X		X			X
Dust mop hard floors		X	X		X		X			X
Dust all desks, chairs, table, filing cabinets, computer screens		X	X		X		X			X
Clean all door glass		X	X		X		X			X
Vacuum carpeting		X	X		X		X			X
Clean and Restock restrooms		X	X		X		X			X
Clean cobwebs from corners, walls, etc.		X	X		X		X			X
Clean all desk tops that are cleared		X	X		X		X			X
Clean hand marks from walls, door and switch plates		X	X		X		X			X
Dust high areas, such as ceiling vents, etc.		X	X		X		X			X

Spot clean carpets		X	X		X		X		X
Vacuum dust and dirt from air-conditioning vents and wall vents		X	X		X		X		X
Floor Refinishing		X	X		X		X		X
Clock time change		X	X		X		X		X
<b>Moving Services</b>		X	X	X	X		X	X	X
Excessive trash removal		X	X		X		X		X
<b>Facilities Use</b>									
Operation and maintenance of space (custodial, maintenance, and utility)		X	X		X		X	X	X
<b>Grounds Maintenance</b>									
Herbicide/ fertilizer application		X	X	X	X		X	X	X
Irrigation system controls, maintenance, and repairs		X	X	X	X		X	X	X
Litter, debris and trash removal		X	X	X	X		X	X	X
Mowing and edging		X	X	X	X		X	X	X
Pruning and weeding		X	X	X	X		X	X	X
Pest control		X	X	X	X		X	X	X
<b>Heating &amp; Air Conditioning Services</b>									
Central plant operation		X	X	X	X		X	X	X
Network controls programming and maintenance		X	X		X		X	X	X
Routine equipment inspections		X	X		X		X	X	X
Routine equipment maintenance		X	X		X		X	X	X
Service/ trouble calls		X	X		X		X	X	X
<b>Preventive Maintenance</b>									
Emergency generator maintenance and permitting					X				
Coordinate elevator and wheelchair lift maintenance and permitting				X	X		X	X	X
Contract processing and management		X	X	X	X		X	X	X
<b>Project Management</b>									
Project development		X	X	X	X		X	X	X
Job walks		X	X	X	X		X	X	X
Manage bid process		X	X	X	X		X	X	X
Contract management		X	X	X	X		X	X	X
Construction management		X	X	X	X		X	X	X
<b>Utilities Support</b>									
Negotiate utility contracts		X	X	X	X		X	X	X
Meter readings		X	X	X	X		X	X	X
Utility billing		X	X	X	X		X	X	X
<b>FAS - Accounting: Accounts Payable</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Miscellaneous</b>									
Contact and work with department staff to correct submissions		X	X	X	X				
Mailing of checks		X	X	X	X				
Maintain copies of records for required retention period		X	X	X	X				
Make arrangements to hold special payments		X							
Respond to auditor inquiries		X	X	X	X				
Respond to invoice and payment related questions from departments		X	X	X	X				
<b>Payment Issuance</b>									
Auditing of invoices		X	X	X	X				
Cancellations and reissuances of checks (undeliverable/stale dated)		X	X	X	X				
Creating/Updating of vendor addresses/EFT/reportable information		X	X	X	X				
Data entry of invoices		X	X	X	X				
Issuance of check/EFT payments	X	X	X	X	X	X	X	X	X
Maintenance of check equipment	X	X	X	X	X	X	X	X	X
Maintenance of check format/testing						X			X
Supply check stock/micr toner	X	X	X	X	X	X	X	X	X
Wire payments* ASI/SUN Payroll	X	X					X	X	
<b>Tax Reporting</b>									
Assessing/reporting of use tax		X	X	X	X				
Collection of Payee Data records (Form 204s/W-9s)		X	X	X	X				
Issuance of IRS 1099s and FTB 592s		X	X	X	X				
<b>FAS - Accounting: Director's Office</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Banking/Cash Management/Investments/Wires	X	X	X	X	X		X	X	
Data Integrity/ICSUAM	X	X	X	X	X		X	X	
Debt Service Coverage Ratio Calculations		X	X	X	X		X	X	
Fee Committee	X	X	X	X	X		X	X	
GAAP audit and reporting	X	X	X	X	X	X	X	X	X
Internal Audits	X	X	X	X	X		X	X	
ProForma Financial Statements		X	X	X	X		X	X	
Scholarship Task Force	X	X	X	X	X	X	X	X	X
Tax		X	X	X	X				
Trusts	X	X	X	X	X		X	X	
Year End close/Legal Reporting		X	X	X	X		X	X	

FAS - Accounting: General Accounting	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
1/3 Financial Aid Set Aside			X						
ADNOATS			X	X	X				
AP Reconciliation		X	X	X	X				
AR Aging Reports						X			X
AR Collections						X	X	X	X
AR Reconciliation	X	X	X	X	X		X	X	
Automatic Billing	X					X	X	X	X
Bad Debt Analysis	X	X	X	X	X		X	X	
Cash Count Audits/Reconciliation	X	X	X		X		X	X	
Cash Posting Order (CPO) Requests/Processing									
Flex Cash Reconciliation									X
FRT Billing									X
Fund Balance Clearing/Cash Swap		X	X	X	X				
FWS Billing							X	X	
Health Center Lab Fee Transfer			X						
Labor Cost Distribution		X	X	X	X				
Maintain Payroll AR		X	X	X	X				
Meal Plan Reconciliation				X					X
Monitor O/S Checks & Escheat	X	X	X	X	X		X	X	
MOU journals		X		X	X				
Parking Fee Billing	X						X	X	
Payroll Reconciliation		X	X	X	X				
PDC Health Services/Facilities Fee Transfer			X						
Quarterly Sales Tax Remittance			X						
Reconcile WF Checks Paid	X	X	X	X	X		X	X	
Record AR outside of PS		X			X				
Requests for Chargebacks		X		X	X				
Review Cashnet transactions for deposits to expenses	X	X	X	X	X				
Review GL for abnormal balances		X	X	X	X				
Review Interface Batches/Correct Errors	X	X	X	X	X		X	X	
Scholarship Billing						X			X
Stop Payments	X	X	X	X	X		X	X	
Transfer of Expenses		X	X	X	X				
Transfers In/Out		X		X	X		X	X	
Trust Cash Balances		X	X	X	X				
Trust Fund Investments Analysis		X	X	X	X				
Trust Fund Training		X	X	X	X				
Unclear Collection Reconciliation			X						
Utilities Billing		X		X	X		X	X	
WF Bank Reconciliation	X	X	X	X	X		X	X	
FAS - Accounting: Reporting and Tax	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Assist in resolving NRA tax issues	X	X					X	X	X
Chart of Accounts set up and maintenance	X	X	X	X	X	X	X	X	X
Prepare and reconcile Financial Statement Note 14 with Auxiliaries Notes	X					X	X	X	X
Record GAAP adjustments for SRB funds and PBC schedules with SRB fund info		X	X	X	X		X		
Review Auxiliaries' financial statements	X					X	X		X
Review revenues and prepare UBIT report				X	X				
FAS - Accounting: Student Financial Services	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Account investigation by request		X		X					
ACH Returns					X				
ACM Deposit									X
Apply Philanthropic payments for scholarship billings						X			
Apply UEC payments for student support billings									X
Booth Deposits					X				
Campus SF training as requested	X	X	X	X	X	X	X	X	X
Cash Deposits						X			X
Cash Handling Training	X	X	X	X	X	X	X	X	X
CC Payments									X
Change Orders			X		X				
Chargebacks		X	X	X	X				
Collection agency placement	X		X	X			X	X	
Committee participation-Scholarship Task Force Committee						X			
Correspond with special program students (email/phone)		X							X
Credit/Debit Card Reconciliation to Wells Fargo		X	X	X	X				

Customer service-create/provide training on queries		X		X		X			X
Daily Cash Reconciliation	X	X	X	X	X	X	X	X	X
Defer special program students		X							X
Departmental Deposits	X						X	X	
Dishonored Checks	X	X	X	X	X		X	X	
Dispenser Deposits					X				
Distribute Athletic checks						X			
Distribute/ hold /Athletic Scholarships						X			
Dunning letters - past due	X		X	X			X	X	
Email reminders - future due/past due	X		X	X			X	X	
Email wires to CEL		X							
Enrollment Cancellation	X		X	X			X	X	
Establish payment agreements	X		X	X			X	X	
Federal Work Study Billing Analysis and Requests			X				X	X	X
Flex Cash Payments									X
Follow up on past-due invoices									X
FTB placement	X		X	X			X	X	
Inventory Management - Parking					X				
Item Type Set Up		X		X		X			X
Journal Entries					X				
Maintain ePay Site				X	X				
Meal Plan Accounts Receivables Tracking				X					X
Monthly accounts receivable reconciliations to management	X	X	X	X	X		X	X	
Monthly Dashboard Accounts Receivable Analysis Reports to Management	X	X	X	X			X	X	
Movement of payments		X		X					
Park Mobile Deposits					X				
Payment apply FA for special program students		X							
Paypal						X			
Payroll Deductions				X	X				
Payroll Disbursement		X	X	X	X				
Petty Cash						X			X
Placement of holds	X		X	X			X	X	
Preparation and analysis for Annual Fee Report	X	X	X	X	X		X	X	
Preparation of auditor requested schedules/questions	X								
Prepare third party parking decal list					X				
Process fee waivers	X		X	X		X	X	X	X
Process journal transfers for deferred revenue as requested	X		X				X	X	
Process third party Invoices	X	X					X	X	X
Process third party past due invoices and letters	X	X					X	X	X
Provide cashiering services	X	X	X	X	X	X	X	X	X
Provide customer service to campus departments	X	X			X		X	X	X
Provide payment information	X	X					X	X	X
Provide specific student financials fee revenue/waiver analysis as requested	X	X		X					
Provide testing as required for campus SF upgrades	X	X	X	X			X	X	
Reconciliation & Review of Scholarship billing with PHL accounts						X			
Reconciliation & Review of Student Support Payments billing with UEC									X
Record journal transfer for Escheatment of stale dated checks as needed		X		X					
Refund special program students		X							X
Release of holds	X		X	X			X	X	
Reports						X			X
Review third party activity/billing invoices/research	X	X					X	X	X
Set-up third party contracts	X	X					X	X	X
SF Write Off analysis/allocation/journal	X		X	X			X	X	
Student 1098 information	X	X	X			X	X	X	X
Term Set Up	X	X		X			X	X	
Validation of charges				X					
Vendor Checks			X						
Ventec Deposits					X				
Void lost checks and reissue new payments as requested		X		X					
Wire Transfers				X					
<b>FAS - Auxiliary Financial Services</b>	<b>ASI</b>	<b>CEL</b>	<b>Health</b>	<b>Housing</b>	<b>Parking</b>	<b>Phil</b>	<b>SMSU</b>	<b>SRWC</b>	<b>UEC</b>
<b>Accounts Payable</b>									
Annual 1099 processing	X					X	X	X	X
Assist with quotes for purchases over \$10,000						X			X
Create new files at the start of the new fiscal year	X					X	X	X	X

Customer service to campus and vendors	X					X	X	X	X
Determine independent contractor status	X					X	X	X	X
Enter capitalized assets into asset module	X					X	X	X	X
Escheatment of old checks as needed	X					X	X	X	X
Escheatment-Annual filing to SCO	X					X	X	X	X
File Form 592s quarterly	X					X	X	X	X
File Form DE-542s bi-weekly	X					X	X	X	X
Maintain AP files for all transactions	X					X	X	X	X
Maintain vendor file/add new vendors as needed	X					X	X	X	X
Maintain vendor W-9 files	X					X	X	X	X
Prepare files for storage or shredding	X					X	X	X	X
Process payments for travel/mileage claims	X					X	X	X	X
Process payments from disbursement requests	X					X	X	X	X
Process reimbursements due to campus/other auxiliaries	X					X	X	X	X
Process travel advances	X					X	X	X	X
Provide monthly accounts payable reconciliations to mgmt.	X					X	X	X	X
Provide student 1098 information to Student Accounts	X					X	X	X	X
Provide support for audit/public record requests	X					X	X	X	X
Provide testing as required for campus CFS upgrades	X					X	X	X	X
Provide training to campus departments (Concur & Data Warehouse Reports)						X			X
Release purchase orders as needed	X					X	X	X	X
Void lost checks and reissue new payments as requested	X					X	X	X	X
<b>Accounts Receivable</b>									
Customize invoices based on contract requirements									X
Follow up on past-due invoices-email/letter/phone calls						X			X
Maintain accounts receivable files						X	X	X	X
Post SMSU invoices to general ledger and CFS A/R database							X	X	
Process invoices as requested						X			X
Provide assistance with contract closeout for grants									X
Provide contract review to determine agency billing frequency									X
Provide customer service to campus departments and outside entities						X			X
Provide monthly accounts receivable reconciliations to mgmt.						X	X	X	X
Provide quarterly reports to government agencies									X
Provide testing as required for campus CFS upgrades						X			X
<b>Banking</b>									
Daily check of bank transactions						X			X
Investment account reconciliations						X			
Investment of endowment funds						X			
Issue new credit cards/cancel and replace cards as needed						X			X
Monthly bank account reconciliations	X					X	X	X	X
Monthly credit card account reconciliations						X			X
Place stop payment orders on lost checks	X					X	X	X	X
Post cash receipts/EFTs	X					X	X	X	X
Process cash draw downs for sponsored program projects									X
Process deposits through on-site remote deposit capture						X			X
Process stock transfer gifts						X			
Provide credit card payment information to Bursar's Office									X
Quarterly charitable remainder trust reconciliations									X
Quarterly endowment reconciliation						X			
Withdrawal of funds for scholarships/endowment mgmt. fee						X			
<b>General Accounting</b>									
Add new accounts to chart of accounts/class codes as needed	X					X	X	X	X
Assist with annual budget preparation						X			X
Assistance with cash handling audits as needed	X					X	X	X	X
Complete annual auxiliary auditor certification for C.O.						X			
Coordinate preparation of charitable remainder trust tax returns									X
Customer service-provide training on queries, account reconciliation, etc.	X					X	X	X	X
Filing quarterly and final FFRs for sponsored projects									X
Handle reporting for Children's Center nutrition program									X
Maintain chart of accounts for all auxiliary business units	X					X	X	X	X
Monthly asset module processing/depreciation posting	X					X	X	X	X
Posting of commercial activity commissions									X
Preparation of all auditor requested schedules	X					X	X	X	X
Preparation of annual financial audit report	X					X	X	X	X
Preparation of annual tax return (in conjunction with RAMS)	X					X	X	X	X

Process budget uploads as requested	X					X	X	X	X
Process daily gift/donation posting						X			
Process journal transfers as requested	X					X	X	X	X
Process transfer of payroll expense between UEC and the Fdn						X			X
Provide financial information for grant/gift-grant applications						X			X
Provide financial reporting to Investment Committee						X			
Provide financial updates to Board of Directors-Executive Committee						X			X
Provide monthly financial reporting	X					X	X	X	X
Provide monthly gift/donation reconciliation to Univ. Advancement						X			
Provide specific financial analysis as requested						X			X
Provide support for Spons. Prg. agency desk audits/reviews									X
Provide testing as required for campus CFS upgrades	X					X	X	X	X
Reconciliation of CSUSB scholarship billing with Foundation accounts						X			
Review sponsored projects for fund closeout									X
Set up new accounts as requested by campus individuals						X			X
<b>Miscellaneous</b>									
Assistance provided to UA staff- research						X			
Audit support for SP agency, internal, NCAA, annual, and C.O. audits	X					X	X	X	X
Donor reports for endowment accounts (approx. 200 reports)						X			
Notification to depts. regarding endowment funds available						X			
Participation in CFS upgrade projects	X					X	X	X	X
Participation in HR/Payroll vendor transition	X						X	X	X
Place holds on student accounts as requested									X
Provide assistance with Sponsored Programs agency reporting									X
Respond to public record requests	X					X	X	X	X
Use/Sales tax reporting to Board of Equalization	X					X	X	X	X
<b>Payroll Processing:</b>									
Annual audit support for payroll related requests	X					X	X	X	X
Annual reconciliation for W2s	X					X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll	X					X	X	X	X
Attend trainings to keep current on employment law	X					X	X	X	X
Bi-monthly payroll check processing	X					X	X	X	X
Deliver payroll checks to Bursar's Office for distribution	X						X	X	
Maintain vacation/sick leave balances for all employees	X					X	X	X	X
Payroll file management	X					X	X	X	X
Payroll tax reporting	X					X	X	X	X
Prepare annual pay date schedule and pay period processing	X					X	X	X	X
Prepare payroll report for SMSU							X	X	
Prepare unemployment, workers comp data for each pay period	X					X	X	X	X
Prepare wire transfer request for bi-weekly payroll to stateside acctg.	X						X	X	
Process manual checks as needed for late time sheets, separations, etc...						X			X
Provide customer service/training to employees	X					X	X	X	X
Provide monthly vacation accrual information for sponsored projects									X
Provide NRA tax determination to employees									X
Provide payroll reporting as needed for sponsored projects and mgmt.									X
Provide payroll reporting to CSURMA/AORMA	X					X	X	X	X
Quarterly reconciliation of wages for tax reporting - Form 941	X					X	X	X	X
Reconcile and remit payments for Workers Comp and Unemploy. Insur.	X					X	X	X	X
Reporting of escheated checks to State Controller	X					X	X	X	X
Reporting of retirement wages and deductions	X					X	X	X	X
<b>FAS - Budget Office</b>	<b>ASI</b>	<b>CEL</b>	<b>Health</b>	<b>Housing</b>	<b>Parking</b>	<b>Phil</b>	<b>SMSU</b>	<b>SRWC</b>	<b>UEC</b>
<b>Budget Reports</b>									
Various reports requested by senior leadership	X	X	X	X	X	X	X	X	X
Compile budget packet for President's approval	X	X	X	X	X	X	X	X	X
Request annual budgets	X	X	X	X	X	X	X	X	X
<b>Cost Recovery Plan</b>									
Compile billing information and send to General Accounting	X	X	X	X	X	X	X	X	X
Compile information into report format	X	X	X	X	X	X	X	X	X
Create MOU and route for signatures	X	X	X	X	X	X	X	X	X
Request information from state and non-state departments	X	X	X	X	X	X	X	X	X
<b>Miscellaneous</b>									
Allocate costs related to Risk Management Insurance		X	X	X	X				
Assist staff on budget related matters		X	X	X	X			X	
Chart of Accounts coordination		X	X	X	X			X	
PAES Scholarship allocation						X			

<b>Position Management</b>									
Create/Delete/Update Positions		X	X	X	X			X	
Maintain Position Management Queries		X	X	X	X			X	
Process Staff Transaction forms from Human Resources		X	X	X	X			X	
Provide training to staff		X	X	X	X			X	
<b>FAS - Support Services: Campus Stores; Mail Services; Receiving</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Campus Stores</b>									
Filling of orders (primarily paper)	X	X	X	X	X	X	X	X	X
<b>Mail Services</b>									
Mail sorting/pickup/delivery to and from post office and campus mail drop	X	X	X	X	X	X	X	X	X
Package shipments (USPS, FedEx and UPS)	X	X	X	X	X	X	X	X	X
Postage metering	X	X	X	X	X	X	X	X	X
<b>Receiving</b>									
Delivery of campus stores orders	X	X	X	X	X	X	X	X	X
Receipt and delivery of vendor goods ordered	X	X	X	X	X	X	X	X	X
Storage of deliveries until department is ready for delivery	X	X	X	X	X	X	X	X	X
<b>FAS - Support Services: Property Management</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Equipment Tracking</b>									
Perform Physical Inventories	X	X	X	X	X	X	X	X	X
Retire Equipment	X	X	X	X	X	X	X	X	X
Tag Equipment	X	X	X	X	X	X	X	X	X
<b>Miscellaneous</b>									
Assist staff on property related matters	X	X	X	X	X	X	X	X	X
Coordinate pick-up and disposal of scrapped equipment	X	X	X	X	X	X	X	X	X
<b>Reporting</b>									
Ad hoc reports requested by Department, AVP Finance, VP Admin & Finance	X	X	X	X	X	X	X	X	X
<b>FAS - Procurement &amp; Contracts</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Miscellaneous</b>									
Assist staff on purchasing related matters		X	X	X	X				
<b>Purchasing</b>									
Issue Quotes, Bids, RFPs for Goods and Services		X	X	X	X				
Provide CMS support to staff	X	X	X	X	X	X	X	X	X
Review and Source Requisitions to Purchase Orders		X	X	X	X				
<b>Reporting</b>									
Ad hoc reports requested by Departments, AVP Finance, VP Admin & Finance		X	X	X	X				
<b>Human Resources</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Benefits Assistance</b>									
Benefits Assistance		X	X	X	X			X	
Classification Reviews	X	X	X	X	X		X	X	X
Employee Relations		X	X	X	X			X	
Reclassifications		X	X	X	X			X	
Recruitment Reviews	X	X	X	X	X		X	X	X
Recruitments		X	X	X	X			X	
Training & Development	X	X	X	X	X		X	X	X
Unemployment Assistance		X	X	X	X			X	
<b>Payroll</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Absence Management</b>									
Absence Management		X	X	X	X			X	
Direct Deposit		X	X	X	X			X	
Master Payroll		X	X	X	X			X	
NDI/IDL Disability Processing		X	X	X	X			X	
Overtime, shift differential, hourly, student paychecks		X	X	X	X			X	
Pay Increases/Decreases		X	X	X	X			X	
Process Hires/Terminations		X	X	X	X			X	
Time-base Changes		X	X	X	X			X	
<b>Risk Management</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Preventive Maintenance</b>									
Fire systems maintenance and inspection		X	X	X	X		X	X	X
Fire extinguisher annual service		X	X	X	X		X	X	X
<b>University Police</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
<b>Incident Response</b>									
Burglary Alarms	X	X	X	X	X		X	X	X
Calls for Service	X	X	X	X	X		X	X	X
Campus Policy Violations	X	X	X	X	X		X	X	X
Escort Services	X	X	X	X	X		X	X	X
Fire Alarms	X	X	X	X	X		X	X	X



Lost and Found Property	X	X	X	X	X		X	X	X
Medical Aid	X	X	X	X	X		X	X	X
Patrol (Foot/Vehicle)	X	X	X	X	X		X	X	X
Welfare Check of Students	X	X	X	X	X		X	X	X
<b>Other Services</b>									
Bike Patrol Program	X	X	X	X	X		X	X	X
Camera Surveillance	X	X	X	X	X		X	X	
Campus Crime Alerts	X	X	X	X	X		X	X	X
Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)	X	X	X	X	X		X	X	X
Chargebacks/Transfers of Expense/Request for Invoice	X	X	X	X	X		X	X	X
Community Service Officers	X	X	X	X	X		X	X	X
Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.)	X	X	X	X	X		X	X	X
Detective Services/Investigations	X	X	X	X	X		X	X	X
Dispatch Services	X	X	X	X	X		X	X	X
Evidence Processing/Crime Lab	X	X	X	X	X		X	X	X
Fingerprinting/LiveScan	X	X	X	X	X		X	X	X
K9 Services	X	X	X	X	X		X	X	X
Mutual Aid	X	X	X	X	X		X	X	X
Onsite Officers	X	X	X	X	X		X	X	X
Providing Literature	X	X	X	X	X		X	X	X
Record Management	X	X	X	X	X		X	X	X
Staff/Student Payroll				X	X				
Undercover Operations	X	X	X	X	X		X	X	X
<b>ITS - Administrative Computing &amp; Business Intelligence</b>	<b>ASI</b>	<b>CEL</b>	<b>Health</b>	<b>Housing</b>	<b>Parking</b>	<b>Phil</b>	<b>SMSU</b>	<b>SRWC</b>	<b>UEC</b>
<b>Administrative Computing programming services</b>									
Advancement Fundraising Processes System						X			X
Billing & Receivables reports (Open University, Extension student fees, Analysis)		X							
Changes to transcript printing		X							
Curriculum Processing changes		X							
Education course reporting to CO		X							
Event Management System (EMS) and Class Scheduling	X	X					X		
Fee table set up/consultation		X							
Invoices to students		X							
MyCoyote Portal	X	X					X		X
Programming Support		X							
Student fees for extension		X							
Student and staff information extract transfer to CD					X				
T2 line system support					X				
CFS Datawarehouse Support, Online- Directory	X	X	X	X	X	X	X	X	X
Maintain POI types, update data for IdMS, extracts for other services, such as OneCard, SkillPort, Blackboard, etc.)	X	X	X	X	X	X	X	X	X
Provide CMS (PeopleSoft) support to staff	X	X	X	X	X	X	X	X	X
<b>ITS - Technology Operations &amp; Customer Support</b>	<b>ASI</b>	<b>CEL</b>	<b>Health</b>	<b>Housing</b>	<b>Parking</b>	<b>Phil</b>	<b>SMSU</b>	<b>SRWC</b>	<b>UEC</b>
<b>Enterprise &amp; Cloud Services</b>									
Backup Services and Offsite storage		X	X	X			X	X	X
Server co-location/hosting including: UPS, Power Generator, Physical Security, A/C		X	X	X		X			X
Virtual environment server management and hosting		X	X	X		X	X	X	X
<b>Network</b>									
Hardware: AlcateI Maintenance - Switches		X	X	X	X	X	X	X	X
Hardware: Aruba ClearPass Appliance	X	X	X	X			X	X	X
Hardware: Aruba Maintenance - Campus	X	X	X	X			X	X	X
Hardware: Juniper Firewall & Server Farm Firewall Maintenance	X	X	X	X	X	X	X	X	X
Hardware: Juniper SSL	X	X	X	X			X	X	X
Network Management	X	X	X	X	X	X	X	X	X
Software: PALO Alto Network (PAN)		X	X	X	X	X	X	X	X
Software: Aruba Airwave	X	X	X	X			X	X	X
Software: Aruba ClearPass Endpoint	X	X	X	X			X	X	X
Software: Aruba ClearPass QuickConnect	X	X	X	X			X	X	X
Software: Omnivista Maintenance				X	X	X			
Software: Proceracare/Omnivista - Network Management	X	X	X	X	X	X	X	X	X
<b>Technology Support Center</b>									
Campus active directory administration and support	X	X	X	X	X	X	X	X	X
Campus e-mail administration and support	X	X	X	X	X	X	X	X	X
Campus OneCard administration and support	X	X	X	X	X	X	X	X	X
Campus software administration and support	X	X	X	X	X	X	X	X	X

IT Customer Support	X	X	X	X	X	X	X	X	X	X
<b>Telecommunication &amp; Network Services</b>										
Campus infrastructure/cabling management and support	X	X	X	X	X	X	X	X	X	X
Campus VoIP telephone system management and support	X	X	X	X	X	X	X	X	X	X
Campus wired network management and support	X	X	X	X	X	X	X	X	X	X
Campus wireless network management and support	X	X	X	X	X	X	X	X	X	X
IT Customer Support	X	X	X	X	X	X	X	X	X	X
<b>SA - Vice President's Office</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Weekly one-on-one meetings (AVP)	X		X	X			X			
Weekly one-on-one meetings (VP)										
Budget Support/Monitoring (Budget Analyst)	X		X	X			X	X		
Board of Directors Member (VP)	X						X			
Attend weekly Board Meetings (VP, AVP, Confidential Aid)	X						X			
Finance Board Member (VP)							X			
Schedule meetings (ASC)	X		X	X			X	X		
Clerical Support i.e. folder prep, correspondence, payroll, etc (ASC)	X		X	X			X	X		
Expansion Committee (VP, AVP, Confidential Aid, Budget Analyst)	X			X			X	X		
Systemwide Health Service Committee Member (VP)			X							
Monthly Directors' Meeting (VP, AVP, Confidential Aid, Budget Analyst, ASC)	X		X	X			X	X		
<b>Cost Recovery Plan</b>										
Compile information into report format	X		X	X			X	X		
Monitor cost recovery activity	X		X	X			X	X		
<b>SA - Enrollment Services</b>	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Process and mail transcripts		X								
Scan transcripts for archiving purposes		X								
Scan other academic documents for archiving purposes		X								
Support storage facilities for transcripts		X								
Support storage facilities for grade rosters		X								
Support storage facilities for memos		X								
Support storage facilities for change of grades		X								
Support storage facilities for class rosters		X								
Change of grade processing		X								
Processing of paperwork for Veterans Affairs		X								
<b>Financial Aid Office</b>										
Provide Financial Aid documents		X								
Assist with preparation of documents related to Direct Loans, Alt loans		X								
Provide CEL students with ongoing information regarding loans		X								
Provide CEL with weekly updates		X								

## **APPENDIX B: Facilities Management**

Facilities Management's mission is to provide a quality and safe environment for our campus community and to provide stewardship of the physical assets of the campus. Facilities Management also provides non-maintenance services and improvements upon request to support the campus community.

This document provides clarification on the nature and scope of the services provided by Facilities Management, the recoverable costs associated with these services, the parameters and exclusions to these services, and the methodology of costs. This should be used in conjunction with the Catalog of Services for the 2018/2019 Cost Allocation Plan (CAP).

The following services will be provided at the cost estimates contained in the above CAP document. Non-maintenance services or chargeback services will be provided at the hourly rate listed in Addendum A. All work performed shall be completed in a professional manner and shall comply with all applicable standards.

### **Administrative Support**

#### ***Enterprise Vehicle Rental***

Facilities Management provides on-line access to vehicle rentals for campus auxiliaries and self-support entities. Vehicle rental fees are charged on a per-use basis directly to the user.

#### ***Fleet Fuel Service***

The fuel storage and delivery system (gas and diesel fuel pumps) is permitted and maintained by Facilities Management. Campus auxiliaries and self-support entities are charged for fuel use at a per gallon rate.

#### ***Key Issuance***

Key renewals and key request services are provided under the cost allocation plan. Any re-keying services required due to lost or stolen keys are performed on a chargeback basis.

### **Automotive Services**

Facilities Management can provide preventive maintenance and repair services for all campus vehicles, including electric carts. These services include scheduled interval maintenance, smog inspections, and repairs as necessary to ensure safety of campus vehicles. Automotive Services will also assist with vehicle purchases and pre-delivery inspections. All work will be performed on a chargeback basis, and estimates will be provided prior to commencement of work.

### **Building Maintenance**

Facilities Management will provide preventive maintenance and repair services for all campus buildings and mechanical systems under the cost allocation plan. These services include electrical, plumbing, locksmith, paint, carpentry, and general maintenance functions. Housing and Santos Manuel Student Union (SMSU) are the only auxiliary or self-support entities that are not served under the cost allocation plan for Building Maintenance because they have their own maintenance teams. Building Maintenance services for Housing and (SMSU) are provided on a chargeback basis.

#### ***Automatic Door Maintenance***

Facilities Management will include auxiliary and self-support buildings in the campus-wide service contract for automatic door maintenance. The cost for this service contract is included in the cost allocation plan. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

#### ***Backflow Prevention Device Maintenance***

Facilities Management will include auxiliary and self-support buildings in the campus-wide service contract for backflow maintenance. The cost for this service contract are included in the cost allocation plan.

Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

***Emergency Lighting Inspection***

Emergency lighting systems will be maintained by Facilities Management and will include monthly inspections for buildings equipped with emergency lighting.

***Grease Trap Inspection/Service***

Facilities Management will provide monthly visual inspections of grease traps. If service is needed after the inspection, Facilities Management will coordinate the service by an outside vendor. The cost of vendor services will be billed directly to the auxiliary or self-support entity.

***Pool Maintenance***

Facilities Management will provide pool maintenance for the campus pool which includes all pool equipment and chemical treatment. This service is provided under the cost allocation plan for auxiliary and self-support entities utilizing the pool for their programming.

***Sewer Pump Maintenance***

Facilities Management will include auxiliary buildings in the campus-wide service contract for sewer pump maintenance. The cost for this service contract are included in the cost allocation plan. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

***Storm Water Filtration System***

Facilities Management will coordinate with an outside vendor a biannual inspection and cleaning of the storm water filtration system in both parking structures. The vault inspection, cleaning, and replacement of filter cartridges, as needed, will be provided on a chargeback basis.

Services not outlined here may not be included in the cost allocation plan and may be subject to charge on a per service basis. Facilities Management makes every effort to provide estimates for non-maintenance services prior to commencement of any work. The only exception is when safety issues are present and require correction or for critical equipment such as elevators or generators.

**Custodial Maintenance**

Facilities Management will provide building interior custodial care under the cost allocation plan. These services include:

***Daily Service***

- Empty all waste baskets and other waste containers
- Dust mop hard floors
- Dust all desks, chairs, table, filing cabinets, computer screens
- Clean all door glass
- Vacuum carpeting
- Clean and Restock restrooms
- Clean cobwebs from corners, walls, etc.

***Weekly Service***

- Clean all desk tops that are cleared
- Clean hand marks from walls, door and switch plates

***Monthly Service***

- Dust high areas, such as ceiling vents, etc.

***Other Services When Needed***

- Spot clean carpets

- Vacuum dust and dirt from air-conditioning vents and wall vents
- Floor Refinishing
- Clock time change

Auxiliaries and self-support entities will be charged contract prices for services received, actual costs of supplies, and minimal indirect costs under the cost allocation plan. Additional services may be provided but would be performed on a chargeback basis.

***Moving Services***

Facilities Management does provide move coordination and moving services. All work will be performed on a chargeback basis, and estimates will be provided prior to commencement of work.

***Trash & Recycling Services***

Facilities Management provides waste removal and recycling services as part of the cost allocation plan. Excessive trash removal due to campus activities or events may be performed on a chargeback basis and estimates will be provided prior to commencement of work.

**Facilities Use**

Auxiliary and self-support entities that utilize space in academic building are charged for the care and maintenance of this space under the cost allocation plan. This cost is calculated on a per square foot basis.

<b>Auxiliary/ Self-support Entity</b>	<b>Location</b>	<b>Square Footage Assigned</b>
College of Extended Learning	Sierra Hall 131, 134	3,339 gsf
Health Center	PDC – Health Science	1,211 gsf
Parking Services	University Hall 039	1,400 gsf
Santos Manuel Student Union	PDC – Mary Stuart Rogers Gateway	880 gsf
UEC Bookstore	PDC – Mary Stuart Rogers Gateway	1,100 gsf
Recreational Sports	University Pool	N/A

**Grounds Maintenance**

Facilities Management will provide the following services to auxiliaries and self-support entities in order to maintain the appearance of building entryways, courtyards, and parking areas. These services may include the following depending on the building or area:

- Herbicide/ fertilizer application
- Irrigation system controls, maintenance, and repairs
- Litter, debris and trash removal
- Mowing and edging
- Pruning and weeding

Services not listed above such as seasonal plant material replacement, re-landscaping, pest control etc. will be agreed upon prior to commencement of the work and billed separately on a chargeback basis.

**Heating & Air Conditioning Services**

Facilities Management will provide the following routine inspections and maintenance in order to maintain a safe and comfortable environment:

- Maintain central plant control
- For the Recreation Center this includes chillers, pumps and towers, but excludes water treatment chemicals
- Regular inspections and trouble calls

- Maintenance service twice a year includes checking controls, changing filters, changing/checking belts, greasing bearings, checking/tightening electrical connections and testing operation of equipment.

### **Preventive Maintenance**

#### ***Elevator Maintenance and Permitting***

Facilities Management will include the auxiliary and self-support buildings in the campus-wide service contracts for elevator maintenance, inspection, testing and permitting. The cost for this service contract is included in the cost allocation plan. Facilities Management will initiate work after deficiencies are discovered to immediately make elevator and wheelchair lift devices operable. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

#### ***Emergency Generators Permits***

Facilities Management will include the auxiliary and self-support buildings in the campus-wide service contracts for emergency generator maintenance, inspection, testing and permitting. The cost for this service contract is included in the cost allocation plan. Facilities Management will initiate work after deficiencies are discovered to immediately make generators operable. Discovered deficiencies not covered in the vendor service agreement will be billed directly to the auxiliary or self-support entity.

### **Project Management**

Facilities Planning and Management can provide project management services including plan development, job walks, contracting and construction management. All work will be performed on a chargeback basis, and estimates will be provided prior to commencement of work.

### **Utilities Support**

Facilities Management is responsible for meter reading, negotiating utility contracts, and processing billing for utilities used by auxiliary and self-support entities. These services are provided under the cost allocation plan. Fees for utility usage including electricity, natural gas, and water are billed directly to the auxiliary or self-support entity.

### **Estimates for Non-Routine Work**

Facilities Management will charge a minimum one (1) hour of labor for skilled craftsmen to visit the site to assess any requests. If during the first hour the repairs can be made, Facilities Management will make repairs and bill one (1) hour at the posted labor rates, plus parts. If the repair is major, an estimate will be provided for approval and the minimum call-out rate of one (1) hour will be billed.

### **Emergency/After-Hour/Call-Back**

Facilities Management is responsible for responding to all emergency repairs as requested. Emergency or after-hour response will be performed on a chargeback basis. All after-hour callbacks are a minimum four (4) hours labor charge.

### **Labor Rates**

All chargeback labor rates are adjusted annually as required by the CSU. Facilities Management hourly rates are listed in Addendum A of this document.

**Addendum A**

<b>FACILITIES CHARGEBACK POSITIONS</b>	<b>2018/19 HOURLY RATE</b>
Administrative Support	\$35.57
Air Cond/Refrig Mechanic	\$61.11
Auto/Equipment Mechanic	\$60.56
Building Service Engineer	\$58.58
Custodian	\$33.10
Electrician	\$62.94
Facilities Maintenance	\$55.45
Grounds Worker	\$38.62
Laborer	\$35.70
Locksmith	\$56.94
Painter	\$52.76
Plumber	\$60.68

**APPENDIX C:**

**Auxiliary Enterprise Self-Support Entities Self-Reported Services to Campus for 2018-2019**

**COLLEGE OF EXTENDED LEARNING  
SERVICES TO CAMPUS**

**INTERNATIONAL RECRUITMENT**

**Matriculation from ELP**

The English Language Program transitioned students that it recruited to CSUSB matriculation status. The values noted below are actual matriculations during the current fiscal year for undergraduate and graduate students:

<b>Term</b>	<b>Actual Revenue Contribution</b>	<b>Number of Students</b>
	<b>\$1,026,396.45</b>	<b>99</b>
Fall 2015	\$645,457.05	45
Winter 2016	\$266,253.40	30
Spring 2016	\$114,686.00	24

Additionally, contribution for students transitioned in previous years and retained by the university is:

	<b>AY 2012-2013</b>		<b>AY 2013-2014</b>		<b>AY 2014-2015</b>	
	<b>\$838,389.70</b>	<b>62</b>	<b>\$1,043,566.38</b>	<b>87</b>	<b>\$1,300,199.89</b>	<b>97</b>
Fall	\$170,690.00	12	\$319,652.03	25	\$660,548.00	48
Winter	\$116,672.00	7	\$136,248.00	15	\$351,209.89	28
Spring	\$551,027.70	43	\$587,666.35	47	\$288,442.00	21

**Total Matriculation Value** **\$4,208,552.42**

**Recruitment Travel and Fairs**

Dean, Associate dean, TESOL Academic Coordinator & Staff international travel for University recruitment **\$104,788**

**2+2 Program**

CEL operates a 2+2 program in Vietnam that recruits students into the University after they complete first 2 years at the National Economics University (NEU) in Vietnam. CEL provides intensive English program on site in Vietnam and pays salary and benefit expenses of the Vietnam Director and instructors. Revenue collected from the 2+2 students do not cover all those expenses.

Portion of Vietnam operations not covered by tuition revenue: **\$105,203**

**TOTAL INTERNATIONAL RECRUITMENT VALUE** **\$4,418,543**



**EARLY START PROGRAM**

Destination Student Tuition Discount **\$441,979**

**DONATIONS FROM THE COLLEGE**

Donated \$1,000 to CSUSB Modern China Lecture Series 1000  
Donated \$1,500 to CSUSB Latino Education and Advocacy Days LEAD Summit VII 1500  
Donated \$1,000 to CSBS Celebration of Excellence 2016 Hall of Fame 1000  
Donated \$1,000 to CSUSB Latino graduation 1000  
Donated \$600 to CSUSB for the Welcome reception for the  
    Consul General of Mexico 600  
Donated Samsung Tablet to LEAD Education Fair 200  
Movie ticket for CSUSB foster students (personal donations from staff) 432

**STAFF SERVICE ON UNIVERSITY COMMITTEES OR OTHER CONTRIBUTIONS TO CSUSB**

Tatiana Karmanova, Dean  
    Council for International Affairs (25 hrs.) 2870  
    Academic Affairs Council (25 hrs.) 2870  
    Administrative Council (18 hrs.) 2066  
    IT Governance Executive Committee (30 hrs.) 3444  
    CNS Dean Review Committee chair (63 hrs.) 7232  
    International Management Group (30 hrs.) 3444  
    Professors-Across-Borders Executive Committee (8 hrs.) 918  
    Distributed Learning Committee (10 hrs.) 1148  
  
Adriana Kazanjian, Assistant to the Dean  
    Volunteered on the Ask Me! Campaign (1 hr.) 40  
    CEL volunteer on the Faculty/Staff Campaign (5 hrs.) 200  
  
Jack Paduntin, Associate Dean  
    Council for International Affairs (8 hrs.) 739  
  
Jane Payne, Marketing Director  
    Creating the mineral display in Yasuda Center for CNS (10.5 hrs.) 680  
    Creation of the President's office Instagram frames (3 hrs.) 194  
    Preparation for Grad Days sponsored by the Alumni Association (2 hrs.) 130  
    Hosted NEU 2+2 students to her home for dinner \$250.00 250  
    Two clothing drives for the Career Center in January & March (16 hrs.) 1036  
  
Jose Inzunza, Marketing Web Developer  
    Assisting on moving minerals for display in Yasuda Center for CNS (2 hrs.) 78  
    Assisting Asian Faculty Staff & Student Association with event prep (3 hrs.) 117  
  
Monvyl Berto, Marketing Graphic Designer  
    Graphics for mineral display in Yasuda Center for CNS (8 hrs.) 328  
    Graphics for the President's office Instagram frames (2 hrs.) 82

Lauren Gendale, Marketing Student Assistant Working the Grad Days event 4/20/16 (8 hrs.)	80
Adriana Elizalde Garcia, Marketing Student Assistant Working the Grad Days event 4/19/16 (8 hrs.)	80
Deirdre Thomas, Assistant Dean Campus Accessibility Advisory Board (1 hr.) Career Center Director Search Committee (5 hours) iCreate Family Fair (4 hrs.) Career Center clothing donation (1 hr.) Grand Terrace High Career and College Week (3 hrs.)	76 380 304 76 228
Sue Anderson, Director PACE-PDC Palm Desert Campus Dean's Cabinet (36 hrs.) Palm Desert Campus Graduation (6 hrs.) Palm Desert Campus Convocation (5 hrs.) World Affairs Council of the Desert World Quest Competition (3 hrs.)	1997 333 277 166
Stacia McCambridge, Student Services Senior Administrator Student Administration/ Common Management Committee (20 hrs.)	940
Suzy Sharweed, Academic Coordinator Bystander Trainer for matriculated students (20 hrs.) Coordination of TESOL teaching observation (25 hrs.) Food drive for the campus Den (5 hrs.) Children's Center spring gardening tool donation (3 hrs.) Children's Center bird egg hunt (3 hrs.) Career Center clothing donations (1 hr.) Movie tickets for CSUSB Renaissance Scholar students (3 hrs.)	1003 1254 251 150 150 50 150
Eyad Alfattal, Senior Program Coordinator Campus Web Redesign Steering Committee (4 hrs.) Children's Center bird egg hunt (3 hrs.)	226 169
Jorge Razo, Yasuda Building Coordinator Campus use of Yasuda Building, help set (10 hrs.) Campus use of Yasuda Building storage (5 months)	307
Elaine Chacon, Program Specialist Pfau Library book drive (1 hr.) Food drive for the campus Den (5 hrs.) Children's Center spring gardening tool donation (2 hrs.) Children's Center bird egg hunt (3 hrs.)	42 207 83 124
Changhee Song, Program Specialist Food drive for the campus Den (1 hr.) Movie tickets for CSUSB Renaissance Scholar students (1 hr.)	40 40

Summer Peng	
Asian Faculty, Staff, Student Association (120 hrs.)	5245
Movie ticket drive for the CSUSB Renaissance Scholars Students (1 hrs.)	44
Food drive for the Den CSUSB Food Pantry (2 hrs.)	87
Jerdy Sterling, ASA	
Rancho Mirage Women's Club Scholarship Fundraiser (3 hrs.)	85
PDC Scholarship dinner (4 hrs.)	113
PDC golf tournament (4 hrs.)	113
Cabot's Pueblo Museum Gala Fundraiser (4 hrs.)	113
Young Scholars Reception (2 hrs.)	56
Rose Wilson, Director	
Student Administration/Common Management Committee (48 hrs.)	2743
Student Administration User Group (18 hrs.)	1029
Academic Technology & Distributed Learning Committee (36 hrs.)	2057
IT Governance Executive Committee Meeting (1.5 hrs.)	86
Aurora Vilchis, Student Advisor	
Association of Latino Faculty Staff & Student (ALFSS)	
Monthly committee meetings (12 hrs.)	530
ALFSS Dia de los Muertos (5 hrs.)	221
ALFSS Winter Quarter Kick-Off (5 hrs.)	221
ALFSS Latino Graduate Recognition Ceremony (30 hrs.)	1325
ALFSS Scholarship (3 hrs.)	133
Latino Education Advocacy Days (LEAD) Administrative & clerical support (20 hrs.)	883
LEAD Feria Educativa - Education Fair (20 hrs.)	883
LEAD Summit VII (20 hrs.)	883
Cardenas/LEAD Scholarship (5 hrs.)	221
LEAD "Bienvenida" for Consul of Mexico (5 hrs.)	221
Graduation gown drive to provide gowns for CSUSB graduates (15 hrs.)	662
Children's Fund Toy Drive (1 hour)	44
CSUSB Foster Care Christmas- movie tickets (1 hour)	44
A Million Thanks Military Letters (1 hour)	44
Faculty Staff Campaign (1 hour)	44
Andrew German, Program Specialist	
Supervisor: Anti-Harassment, Discrimination, Retaliation (CA-13-H) (2 hrs.)	79
Sexual Assault Bystander Training (2 hrs.)	79
Sierra Hall Co-Building Coordinator (10 hrs.)	396
The Children's Fund gift drive (5 hrs.)	198
Create Family Fair (10 hrs.)	396
Judy Gallegos, Program Coordinator	
Movie tickets for CSUSB Renaissance Scholar students (1 hr.)	35
Children's Center bird egg hunt (3 hrs.)	105
A Million Thanks Military Letters (1 hr.)	35
Children's Center Donation for spring planting (1 hr.)	35
Faculty staff campaign (1 hr.)	35

LeSondra Jones, Student Services Professional	
LEAD Educational Fair (6 hrs.)	234
CSUSB Counselors Day (8 hrs.)	312
Children's fund toy drive donation (2 hrs.)	78
A Million Thanks military letters (1 hr.)	39
CSUSB Faculty Staff Campaign (1 hr.)	39
<b>TOTAL STAFF VALUE &amp; DONATIONS</b>	<b><u>\$62,123</u></b>
<b>TOTAL CEL CONTRIBUTION</b>	<b><u>\$4,922,645</u></b>

## **STUDENT HEALTH & COUNSELING AND PSYCHOLOGICAL SERVICES CENTER SERVICES TO CAMPUS**

The CSUSB Student Health and Counseling and Psychological Services Center (SHC&CAPS) provide a number of non-reimbursable services to the campus community, which are outside of and not funded in accord with its mandate to provide basic health and mental health care to students. The methodology for the amounts are provided based on prior year services. They include:

- A. Basic medical care to employees and visitors**
- B. Consultation to faculty and staff**
- C. Outreach and Wellness education to students, staff and faculty**
- D. Academic Services to Students**
- E. Committee work**

**A. Medical care to employees, visitors, students not currently enrolled**

SHC provides employees and visitors with first aid and blood pressure checks.

The 17/18 Health Service fee is \$92.60 per academic year session. This year **2** campus employees were seen for blood pressure checks.

**Total net cost** **\$185.20**

**B. Consultation to faculty and staff**

SHC and CAPS physicians, nurse practitioners, physician assistants, counselors, psychiatrists and health educators spend their professional time consulting with faculty and staff concerning physical health and mental health needs of the campus community. These include crisis management assistance following traumatic incidents on campus, consultation to the International Student Program, and other miscellaneous campus health issues including diabetes prevention and weight management.

The current AVP for Students Affairs/Interim Director for CAPS serves on both the Campus, Assessment, Response and Education Team and Threat Assessment Team. This involvement contains assessing the referrals made to both teams and determining a course of action to proceed in helping the individuals and the campus community. This includes on call duties. **540** hours were spent serving on these teams.

**Total net cost** **\$54,285.12**

**C. Outreach and Wellness education to students, staff, and faculty**

SHC & CAPS staff conduct outreach presentations to students in classes, campus departments, etc. on topics such as stress management, test anxiety, and relationship and communication tools, etc. Health Educators and Peer Health Educators conduct presentations at student orientations and classes on health education for smoking cessation, weight management, nutritional consulting, and

general wellness on an ongoing basis. Examples of events include book club meetings, meditation sessions, Wellness Workshops, The Coyote Produce Stand, flu outreach, alcohol education, and reproductive health education.

This year a total of **1,020** hours was spent on these workshops.

**Total net cost** **\$56,339.14**

**D. Academic Services to Students**

Counselors dedicate time in providing documentation for stress-related course drops for students by to Academic Advising and College Deans' offices.

This year a total of **43** hours were dedicated.

**Total Net Cost** **\$2,467.86**

**E. Committee work**

SHC & CAPS staff contribute hours to university and divisional committees. These hours include, but are not limited to, personnel searches, Campus Health Advisory Committee (CHOC), Campus Assessment Response and Education (CARE), Alcohol Tobacco and Other Drugs (ATOD), scholarship committees, University Diversity Committee, Veterans Task Force, student affairs events, and Faculty Senate.

This year **1,999** hours were contributed.

**Total net cost** **\$82,031.79**

**GRAND TOTAL OF ALL SERVICES PROVIDED BY SHC & CAPS** **\$195,309.10**

**OFFICE OF HOUSING & RESIDENTIAL EDUCATION  
SERVICES TO CAMPUS**

<b>Category</b>	<b>Amount</b>	<b>Note</b>
Apartment for Academic Affairs	\$ 10,146.00	(UV 2 bedroom/1 bath) for academic year
Social Justice Summit contribution	\$ 500.00	Office of Student Engagement-sponsorship
Women's Leadership Conference contribution	\$ 5,306.00	Contribution of \$5,000 plus purchase of shirts
National Student Exchange (NSE)	\$ 591.00	NSE Giveaways
EVERFI-Alcohol Edu program for campus	\$ 22,090.00	
Meetings in DHRE Facilities	\$ 545.00	For University Committees, Events
Basic Needs: Students in Need	\$ 2,180.00	Housing Students in need (CARE, homeless)
Guest Housing-Staff Faculty	\$ 3,270.00	No Charge for staff & faculty use of apartments or discounted rates during transition to CSUSB
Welcome Week	\$ 1,030.00	Staff Assistance, programs, supplies
University Committees	\$ 3,090.00	Staff Salaries
CFS Program Support	\$ 10,300.00	Staff Salaries, programs, supplies
UPD Satellite Office*	\$ 22,893.00	Use of Room and associated costs
Tunnel of Oppression/Clothesline project	\$ 3,090.00	Supplies, programs, staff salaries
Homecoming Week	\$ 3,090.00	Programming, Staffing
Discounted Rates for CFS	\$ 442,651.00	
Discounted Rates for EOP	\$ 14,240.00	
Discounted Rates for Black Future Leaders	\$ 4,070.00	
Discounted Rates for SOAR	\$ 95,304.00	
Donation to CSUSB Chasing Our Dream 5K	\$ 500.00	
Donated 300 chips to WAVES	\$ 75.00	
Donated /Hosted Carnival Booth to CSUSB Coyote Fest	\$ 350.00	
Advisor to CSUSB Student Organizations-Lambda Theta Nu Sorority, Inc.	\$ 1,416.50	50 Hours-Student Leadership & Development Specialist (Staff)
Advisor to CSUSB Student Organizations-Student Affairs Scholars	\$ 1,133.20	40 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Coyote Dreamers & Ally Network	\$ 141.65	5 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Coyote Alpha Program	\$ 56.66	2 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Homecoming Committee	\$ 141.65	5 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Prevention Partners Committee	\$ 141.65	5 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Leadership Symposium Committee	\$ 566.60	20 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Take Action Social Justice Committee	\$ 566.60	20 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Snow Day Committee	\$ 84.99	3 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Chasing Our Dream 5K Committee	\$ 708.25	25 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-CSUSB 50/50 Day Committee	\$ 424.95	15 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-WAVES Committee	\$ 283.30	10 Hours-Student Leadership & Development Specialist (Staff)

CSUSB Presentations/Workshops--"Like a Girl"/Latina Youth Leadership Conference	\$ 113.32	4 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Presentations/Workshops-"Dream It.Believe It.Do It"/Ambitious Culture of Empowerment	\$ 113.32	4 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Presentations/Workshops-"Manage Your Day to Day"/Leadership Symposium	\$ 113.32	4 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Presentations/Workshops-"Anti-Hazing Workshop"/Lambda Theta Nu, Sorority	\$ 113.32	4 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Presentations/Workshops-"Easy Ways to Better Grades"/Lambda Theta Nu, Sorority	\$ 56.66	2 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Presentations/Workshops-"Always Confident (facilitator retreat activities)/Lambda Theta Nu, Sorority	\$ 226.64	8 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Presentations/Workshops-"College Student to Career"/Lambda Theta Nu, Sorority	\$ 56.66	2 Hours-Student Leadership & Development Specialist (Staff)
CSUSB Committees-Chasing Our Dream 5K Committee	\$ 489.72	21 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Committees-CSUSB Sustainability Committee	\$ 233.20	10 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Presentations-"Treat Yo' Self"/Latina Youth Leadership Conference Presentation, Lambda Theta Nu, Sorority	\$ 69.96	3 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Presentations-"Beyond a Can Drive"/Commitments & Collaborative Effors for Addressing Students' Food Insecurity"/Graduation Initiative 2025 Conference Poster Presentation	\$ 233.20	10 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Participation/Initiatives: CSUSB Garden Planning & Ongoing Maintenance	\$ 816.20	35 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Participation/Initiatives: Coyote Cares Day Participation	\$ 116.60	5 Hours-Area Coordinator of Residential Ed (Staff)
Coyote First Step (CFS) Co-Curricular Programs Committee	\$ 349.80	15 Hours-Area Coordinator of Residential Ed (Staff)
Advisor, Empowered Women Empower Women	\$ 466.40	20 Hours-Area Coordinator of Residential Ed (Staff)
Serve on Meal Plan Exemption Committee	\$ 46.64	2 Hours-Area Coordinator of Residential Ed (Staff)
Perform in Vagina Monologues in Collaboration with the Women's Resource Center	\$ 583.00	25 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Sustainability Week Committee	\$ 1,016.40	40 Hours-Academic Initiatives & Student Success Specialist (Staff)
Lead Student Mentor Selection Process (Student Mentor Program)	\$ 101.64	4 Hours-Academic Initiatives & Student Success Specialist (Staff)
Advisor to CSUSB Student Organizations-Sigma Phi Epsilon Fraternity	\$ 1,166.00	50 Hours-Area Coordinator of Residential Ed (Staff)
CSUSB Presentations-"Technoloty in Organizations"/Leadership Symposium	\$ 93.28	4 Hours-Area Coordinator of Residential Ed (Staff)
Volunteer & Part Time Job Fair (6 Student Volunteers)	\$ 330.00	5 Hours
Leadership Symposium (6 Student Volunteers)	\$ 528.00	8 hours
ATOD Fair (5 Student Volunteers)	\$ 165.00	3 hours
LGBT+Dating Violence (5 Student Volunteers)	\$ 110.00	2 hours
Snow Day (5 Student Volunteers)	\$ 220.00	4 hours
Take Action! Social Justice Committee (8 Student Volunteers)	\$ 616.00	7 hours
Ask First: Creating a Culture of Consent (5 Student Volunteers)	\$ 110.00	2 hours
Chasing Our Dreams 5K (10 Student Volunteers)	\$ 550.00	5 hours
CSUSB 50/50 Day (6 Student Volunteers)	\$ 264.00	4 hours
Teal Fest (5 Student Volunteers)	\$ 220.00	4 hours
WAVES (8 Student Volunteers)	\$ 528.00	6 hours
Coyote Fest (5 Student Volunteers)	\$ 165.00	3 hours
100 Pounds of Produce Donations to the CSUSB Community & the Obershaw Den Panty	\$ 180.00	
<b>Total:</b>	<b>\$ 661,538.28</b>	



<b>UPD Costs* for 2017/18</b>		
2 single occupancy rooms for academic year	\$ 15,096.00	\$2,516 per quarter
2 single occupancy rooms for summer	\$ 6,120.00	\$34 daily rate for 90 days
Electricity, .08 psf	\$ 249.00	
Gas, .01 psf	\$ 31.00	
Water/Sewer, .02 psf	\$ 62.00	
Cell Phone, Monthly service	\$ 408.00	
Cleaning Supplies: Use of vacuum, extractor, bags	\$ 927.00	
<b>Total for 2017/18</b>	<b>\$ 22,893.00</b>	

## PARKING & TRANSPORTATION SERVICES SERVICES TO CAMPUS

Parking and Transportation department provides a number of non-reimbursed services that are classified as either free parking permits or specific services rendered to the Campus community.

Below is the breakdown:

- **Campus Information Centers**

Parking Services staffs and maintains two information centers at the entrance of the university. The information centers provide permits, directions to visitors, courtesy permits to staff/faculty who have forgotten their regular permits, provide flyers for the bus program, admissions office, maintain order and sell permits during special events e.g. music concerts, commencement, sports galas etc.

The costs associated are outlined below:

Information Center Expenses	Annual Cost
Supervisor	\$71,948.53
Administrative Support Coordinator	\$45,954.12
Accounting Technician	\$51,667.86
Student Assistants	\$149,555.25
Operational Expenses	\$17,800.00
Total Cost	\$336,925.77
Reimbursed from campus	\$0.00
<b>Difference</b>	<b>\$336,925.77</b>

- **Free Parking Permits**

The following permit types are issued free of charge to various campus departments, visitors, faculty or staff based on the Parking Policy and approval from the University President or Vice-President of the Finance and Administration.

- o Sponsored Advisory Permits – These permits are issued to major donors of the university and individuals who sit on various advisory committees operating within the university. The permits are valid for a year.
- o Courtesy Summer Faculty Permits- Faculty not teaching during the summer period are provided with a Summer Courtesy permit. This allows them to visit their office as they prepare for the next academic year. Permits are valid for 3 months.
- o Disabled Fee Waiver Permits- Disabled students receiving financial aid are provided with a free quarterly parking permit.
- o Retiree Permits- All campus employees who have served for a minimum of seven (7) years and who have retired in good standing are eligible for an annual parking permit at no charge.

- o Vendor Permits- Vendors at the university are entitled to a free parking permit while conducting official visits.
- o Faculty/ Staff Alternative Permits- All faculty/staff who have an annual permit are entitled to a free permit in case they forget this annual permit. A max of 3 permits can be issued per quarter.
- o Free Guest Passes- These are day passes issued for HR interviews, guest lecturers for classes, prospective students, department recruitment programs, meeting with psychological counselors, athletics officials for various sports events, department tours, consultants and high school outreach program attendants etc.
- o Volunteer Permits- Individuals classified by the Human Resource department as volunteers are entitled to a free pass. The permit is valid for the period which the volunteer is offering their service on campus.

Permit Type	Number of permits issued	Price per Permit	Total
Annual Sponsored Advisory Permits	225	\$324.00	\$72,900.00
Retiree and FERP Permits	190	\$324.00	\$61,560.00
Daily guest permits	4490	\$6.00	\$26,940.00
Disabled Fee Waiver Permits	120	\$114.00	\$13,680.00
Faculty/Staff Alternate Permit	800	\$2.00	\$1,600.00
Courtesy Faculty Summer Permits	55	\$39.57	\$2,176.35
Multiday permits	5000	\$18.33	\$91,650.00
Total			\$270,506.35
Reimbursement to Parking			\$ -
<b>Difference</b>			<b>\$270,506.35</b>

- **Battery jumps and vehicle unlocks**

Number of battery jumps and vehicle unlocks annually	800
Cost per service	\$15
<b>Total Cost</b>	<b>\$12,000</b>

• <b>VIP, Emergency and medical aid Escorts</b>	
Number of escorts per year	90
Average Cost per escort	<u>\$30</u>
<b>Total Cost</b>	<b>\$2,700</b>
• <b>Monthly testing of campus emergency phones</b>	
Number emergency phone testing done annually	52
Cost per service	<u>\$50</u>
<b>Total Cost</b>	<b>\$2,600</b>
<b>GRAND TOTAL OF ALL SERVICES PROVIDED BY PARKING SERVICES</b>	<b><u>\$624,732</u></b>

## CSUSB PHILANTHROPIC FOUNDATION SERVICES TO CAMPUS

The CSUSB Philanthropic Foundation is a non-profit corporation chartered solely to support, benefit and advance the mission of California State University, San Bernardino that fosters a supportive and welcoming social and physical setting where students, faculty and staff feel they belong and can excel.

The CSUSB Philanthropic Foundation provides the following non-reimbursed services and support to the campus community:

### **Outright fiscal Support to CSUSB Administrative Divisions to support community and government relations, outreach, and professional development:**

• The Division of Administration and Finance	\$10,000
• The Division of Student Affairs	\$10,000
• The Division of Information Technology Services	\$10,000
• The Division of Academic Affairs/Provosts Office	\$10,000
<b>Total Support:</b>	<b>\$40,000</b>

### **Campus-Wide Support:**

• Raffle Registration	\$20
• Registration to fundraise in states outside of California	\$980
• Covers costs of bank fees on gifts received through credit card transactions	\$5,000
• Covers cost of State Controllers fees for charitable payroll deductions	\$2,000
• Homecoming	\$3,000
<b>Total:</b>	<b>\$11,000</b>

### **Supports campus department fundraisers, scholarships, campus recognition events and campus outreach:**

• Scholarship Support	
○ Mountain Communities	\$5,000
○ Study Abroad	\$15,000
○ General Scholarships	\$15,000
• EOP Alumni Golf Tournament	\$400
• Esperanza Foundation	\$1,500
• Inland Empire National Council of Negro Women	\$1,500
• Diversity Office	\$1,000
• Rabbi Hillel Cohn Lecture	\$1,250
• Annual Believe Walk Sponsorship	\$2,500
• Children's Fund	\$2,000
• Palm Desert Campus Support	\$7,500
• Department of Athletics	\$2,500
• RAFFMA Museum Internship Position	\$4,000
• CSUSB Student Employee Appreciation Day	\$200
• Pioneer Breakfast	\$500
<b>Total:</b>	<b>\$59,850</b>
<b>Total cost of all services provided:</b>	<b>\$110,850</b>

**SANTOS MANUEL STUDENT UNION &  
STUDENT RECREATION & WELLNESS CENTER  
SERVICES TO CAMPUS**

Event	Attendance	Sponsors	Total Cost of Event	Program Description
LatinX Welcome Week	45	none	\$338.62	A week that includes arts/crafts, movies, and games
First People's Welcome Week	32 (excluding PowWow attendance)	San Manuel Mission of Indians	\$129.62	A week that includes arts/crafts, movies, and games
Learn How to Belly Dance	15	None	\$200.00	Event allowed students to learn the art of belly dance
Let's Talk About It: LatinX Perspective	11	None	\$0.00	Students got to talk about their perspective of social media and culture
Let's Talk About It: Pan-African Perspective	27	none	\$0.00	Students got to talk about their perspective of social media and culture
Let's Talk About It: Native American Perspective	65- I AM Not a Cos	none	\$60.00	Created I am not a costume to discuss misconceptions of Native American Clothing
Speak Yo' Truth	94	None	\$48.72	Students have the opportunity to share spoken word and other performances that reflect self-expression
"I AM" project	40	None	\$64.95	Students were able to create photo frames that were reflective of how they identified themselves in different spaces (academic, professional, home, etc.) to be displayed in fall of 2018 throughout the CCC
Friends without borders	10	Yasuda Center	\$0.00	Student in the CCC got to play games with international students from the Yasuda center
Speak Yo Truth	107	None	\$126.82	Student have the opportunity to share spoken word and other performances that reflect self-expression
Super Smash Bros				
Food Drive Fridays				
9 Ball Tournament				
Let Your Inner Spirit Shine	0	N/A	\$0.00	Students will come and learn about their inner spirit. Facilitated by Dr. Mary Fong.
Interfaith Talks	25	N/A	\$0.00	Students learned about the similarities and differences between faiths
"Rock" Your Faith	33	N/A	\$30.00	Students visited the Interfaith Center and designed their own encouraging spirit rock.
Multi-Faiths, One Friendship	5-10 each session	CAPS	\$150.00	6 workshops focusing on the 6 major religions: Christianity, Hinduism, Buddhism, Judaism, Atheism, and Islam.
Rock Your Faith	15	N/A	\$0.00	Students visited the Interfaith Center and designed their own encouraging spirit rock.
Viva La Raza	85	None	\$325.00	a networking program designed for students to learn about the services their club/organization offer on campus as well as different network methodologies from 2 College of Business representatives
Carnivals of the Caribbean	28	PASSC	\$230.00	The LatinX center collaborated with the Pan African Center to do Carnivals of the Carribean. Dr. Harrington of the Theater Department discussed how these celebrations come from a history of developing agency and resistance. The students also received the opportunity to create their own carnival mask.
Si Se Puede	18	Undocumented Students Resource Center	\$247.00	Students had an opportunity to do stress relieving exercises during the week of finals.
Get fit with Columbian Zumba	26	Kappa Sigma	\$318.00	focused on health disparities that effect the LatinX community and ways to live healthy through fun exercise. Students were given resources to on campus health food alternatives as well as food markets in the inland empire.
Cinco De Mayo	61-(Throughout T-F	PFAU	\$420.92	A week that celebrated the LatinX community through literature, food, and spoken word
What's That App?	22	None	\$0.00	Discussion of apps that assist student success
CBEST	20	Riv Co	\$800.00	CBEST preparation course
Graduate Student After Hours	8	Grad Studies	\$0.00	Grad student advising
Project Rebound Orientation	26	Project Rebound	\$0.00	Orientation co-sponsored to orient Project Rebound students to SMSU services
Children's Halloween Party	60	PB	\$350.00	Family oriented event for student parents
Coyote One Stop Advising	160	various depts	\$325.00	Various advising dept activities and SMSU programs promotion
CPR Certification	43	NONE	\$500.00	CPR training and certification
Managing Student Debt	22	Financial Aid	\$0.00	Student debt counseling workshop
Establishing A Credit Profile	37	credit.org	\$0.00	Healthy credit establishment & maintenance workshop
CPR Certification	17	NONE	\$500.00	CPR training and certification
Applying for Scholarships: CSUSB Online Process	7	Financial Aid	\$0.00	Workshop on online scholarship process
Graduate Student After Hours Advising	7	Grad Studies	\$0.00	Grad student advising
CBEST Review Sessions	19	Riv Co	\$760.00	CBEST preparation course

#SurvivorLoveLetter	28	VOICE Peers	\$114.00	Sexual violence survivors presented with "love" letters produced by students anonymously
Wise Use of Credit	N/A	N/A	N/A	CANCELED; Topic covered Fall event Establishing A Credit Profile and Wise Use of Credit 11/16/17
Math Tutoring After Hours	N/A	N/A	N/A	Tutors not funded - start Fall 2018 program returns
Math Tutoring After Hours	N/A	N/A	N/A	Tutors not funded - start Fall 2018 program returns
Ask an ADVISOR	27	Academic Advising	\$0.00	On the spot advising and answering questions - academic advisors in the SMSU
CBEST Review Session	10	Riv Co	\$400.00	CBEST preparation course
Understanding Your CreditReport and Score	24	credit.org	\$0.00	Credit fitness workshop
Key to Personal and Professional Success After College	67	Project Rebound; Everyday Development	\$150.00	Student success after college workshop
Sustainable Living Fashion Show	80	none	\$0.00	Recycling clothing demonstration
Online Job Hunting	14	None	\$0.00	How to job hunt online
Family Day Picnic	100	SRWC	\$1,300.00	Family oriented event for student parents
Health is Wealth Cookout	39	Obershaw Den	\$500.00	" Health is Wealth" which collaborated with the Obershaw den in order to give healthy food recipes to students as well as teach them about the health disparities that effect their community. They also view the documentary soul food junkies which touched on the communities connection to soul food which is closely related to his mortality due to health related issues.
Mr. and Mrs. Right	40	Health Center	\$0.00	This forum touched on topics such as communication style, religious values, familial ties, and resources that would help students maintain a health sex life. San Bernardino county is the number one county for STI's in the nation based off research developed through the Loma Linda VA Hospital. Due to lack of resources and information we used this workshop to address this topic.
We are Africa	38	none	\$250.00	The students also hosted We are Africa which spoke about the African/African american/Black Identity, the African Diaspora, and traditions and cultures that promote civil responsibility and student centeredness. We had a speaker of African American Studies talk about the contributions the continent has contributed to culture, science/technology, and medicine.
Black Welcome Week	56	None		
Black Gal Hair Care	42	none	\$858.44	Students had the opportunity to get hair advice from a licenced beautician and received an opportunity to talk about which products would benefit their hair. They also got to discuss the history of black hair care and how it effects their ideas of beauty
Speak Yo Truth	109	None	\$0.00	Student have the opportunity to share spoken word and other performances that reflect self-expression
Late Night	7000	SRWC	\$250.00	First main event of the year. PB sponsored an inflatable.
Fish Bowl	60	Housing	\$80.00	Week of welcome event for housing students. Students decorated a fish bowl and took home a fish to their new dorm.
Yotie Ball	200	Housing	\$150.00	Weeks of Welcome dance for housing students
Union Block Party	200	SU	\$500.00	Open house for the student Union during weeks of welcome.
Scare Factor	115	N/A	\$150.00	Come challenge yourself and face your fears in this challenge game.
Howl At The Moon	600	N/A	\$420.00	Halloween themed dance
Movie Express	54	N/A	\$400.00	Stress reliever movie night during "dead week" featuring the Polar Express to welcome the holiday season.
Latin Dance	1,267	Beta's & LatinX Center	\$900.00	Students can come out to dance the night away to Spanish music and a live band.
Yotie Factor (Auditions)	23	OSE	\$0.00	Auditions for contestants to be apart of Yotie Factor Talent Show
Yotie Factor	212	OSE	\$130.00	Annual talent show for students, faculty, and staff.
Snow Days	2000	SRWC	\$150.00	Bring the snow to CSUSB! PB sponsored the DJ.
Electric Dream	375	N/A	\$450.00	EDM themed dance
Paint and Sip	24	N/A	\$100.00	First of the quarterly events. Students come out to paint a picture and enjoy mocktails.
Karaoke Roulette	99	N/A	\$0.00	Students came out to choose their Karaoke song based off of a digial spin wheel
Casino Royale	75	N/A	\$870.00	Students came out to play casino games and enjoy a mocktail bar
Luck of the Pub	65	N/A	\$125.00	This St. Patrick's Day themed event was created to help students relieve stress prior to finals week. Students were able to enjoy: potato tacos with green tortillas, St. Patrick Day themed Bingo, ice cream with green sprinkles, and received a bag of Lucky Charms to wish good luck on their finals.
Lation Education and Advocacy Days (LEAD) Summit	500	LEAD	\$50.00	Educational summit. PB lead the decorations.
Paint and Sip	24	N/A	\$40.00	Students come out to paint a picture and enjoy mocktails.
Earth Day	48	Academic Advising	\$20.00	Students were able to decorate a clay pot and then learn how to plant an herb. Earth Day was apart of a series of events taking place during Sustainability Week.
Coyote Cares Day	500	OCE	\$150.00	University community service project. Program Board sponsored the DJ
Game Night	23	N/A	\$0.00	Board games were available to studnets to play and get to know Program Board.

Beach Day	120	SRWC & Housing	\$700.00	During Beach Day, students were able to enjoy a DJ, inflatable slide, snow cones, popcorn, water games, and a small beach section. Students who participated in the water competitions won prizes
Waves	200	SRWC	\$20.00	collaboration pool party. PB hosted land/ dry games.
Latino Grad	5000	ALFSS	\$0.00	Cultural recognition ceremony. PB lead the registration.
Coyote Fest	approx 7,000		\$63,813.00	End of the year carnival free to studnets and community members.
Late Night with Pride	25		\$150.00	Join us for a chill night of games, fun, and good ole fashioned kiki as we prepare for the quarter ahead!
Coming Out Week	150		\$125.00	Daily discussions about coming out during the week of Coming Out Day.
Coming Out Monologues	75		\$0.00	Our annual night of celebrating and hearing LGBTQ+ coming out stories.
Queeraoke	40		\$300.00	Join us and local drag queen superstar Melody Sings for a night of free food and singing or lip syncing to your favorite jams!
Gender and Sexuality Studies Reception	10		\$0.00	Come get to know the director of the Gender and Sexuality Studies program, Tood Jennings and find out what the program has to offer!
Roxane Gay	150	WRC	\$26,750.00	Join Roxane Gay, cultural critic and author of <i>Bad Feminist</i> and <i>Hunger: A Memoir of (My) Body</i> , for an afternoon of discussion on modern feminism, acceptance and identity. Keynote and Q&A followed by a book signing.
Get to Know Your Pride Center	175		\$100.00	Come get to know the Pride Center, our staff, and what we offer!
Transgender Week of Remembrance	1000		\$0.00	Celebrate and honor the transgender lives we've lost this year due to transphobic violence. Vigil and reading of the names November 16, 2017 at 3:00PM
Ending LGBTQ+Domestic Violence	20		\$0.00	Join us for a presentation that will focus on creating a common language, types of abuse, cycle of violence, how to support a survivor and identifying unique barriers that LGBTQ survivors face. This event will count for the annual mandatory end sexual violence training that must be completed during Fall Quarter.
PDC DARE	55		\$331.13	Silent Library- PDC version
Drag Bingo	35	QTRC	\$382.96	Drag Bingo
Latin Night	61	Career Center	\$300.28	Latin music dance
Emergency Preparedness (fka N/A)	23	CCC	\$500.00	CPR training for students
PAWS	100		\$250.00	How to make..(bath bombs, candle mugs and terrarium)
DIY Projects	75		\$214.52	Pet therapy dogs
Etiquette Dinner	18	Career Center	\$287.90	Teach students interview etiquette
Commencement Reception 2018	132		\$8,639.92	Reception for graduates
Desert Glow	N/A		\$226.68	Black light dance
PAWS	100		\$51.85	Pet therapy dogs
Trans Talk Tuesdays	50		\$0.00	Join us every other Tuesday for an intimate discussion with trans and non-binary folk about their experiences with friends, families, and allies.
Late Night with Pride	20		\$125.00	Join us for a chill night of games, fun, and good ole fashioned kiki as we prepare for the quarter ahead!
Safe Swiping	20		\$0.00	In this interactive workshop we'll share our experiences and what we've learned about how to be safer when making plans to hook up online.
Drag Show	600		\$3,250.00	Our annual drag show extravaganza featuring local drag superstars and stars of RuPaul's Drag Race.
Unspoken	25		\$0.00	Poetry comes in different lengths and forms, come perform yours and create a storm.
Sex Toy Etiquette	30		\$300.00	Join us for an inclusive conversation where you'll learn how to care for and properly use sex toys.
Work Out Wednesdays	20	SWRC	\$0.00	Join the QTRC as we learn about exercise, fitness, and wellness from the Recreation & Wellness Staff at the SWRC!
Queer Arts and Crafts	15		\$100.00	Join us as we wind down and do some fun craftin' and button making this quarter!
Late Night with Pride	20		\$125.00	Join us for a chill night of games, fun, and good ole fashioned kiki as we prepare for the quarter ahead!
Preventing Violence Against Transwomen	50		\$0.00	Transgender people face extraordinary levels of physical and sexual violence, whether on the streets, at school or work, at home, or at the hands of government officials. Join the QTRC and the WRC for a discussion on prevention efforts to curb violence against transwomen.
Queer Arts and Crafts	15		\$0.00	Join us as we wind down and do some fun craftin' and button making this quarter!
Pride Prom	25		\$2,000.00	Join us for a magical night at our annual Pride Prom! Food, prizes, and fun galore!
Queer Arts and Crafts	15		\$0.00	Join us as we wind down and do some fun craftin' and button making this quarter!
Under the Umbrella	20		\$0.00	Curious to know what is covered under the LGBTQ+ umbrella? Stop by as we have discussion about identities that aren't covered by mainstream conversations regarding sexuality and gender identity.
Let Boys Be Femme Part 2	20		\$125.00	Toxic masculinity got you down? Feeling restricted in your gender expression? Back by popular demand, join the QTRC for the second part of this much needed conversation!



Queer Arts and Crafts	15		\$0.00	Join us as we wind down and do some fun craftin' and button making this quarter!
Lavender Graduation	152	President's Office/LGBTQAFSSA	\$6,000.00	Join the Santos Manuel Student Union Queer and Transgender Resource Center and the LGBTQIA Faculty, Staff, and Student Association as we celebrate the accomplishments of LGBTQ+ graduates.
Back-To-School Kick-Off!	280	ASI	\$2,560.69	Carinal themed kickoff event
Loteria	76		\$191.41	Bingo (Mexico)
Tie-Dye	200		\$668.37	Homecoming
Halloween Extravaganza	90		\$269.34	Halloween social
Holiday Card Making	75		\$250.35	Holiday social
PAWS	N/A		N/A	Pet therapy dogs
Late Night	7,000		\$23,456.03	2017 LATE NIGHT AT THE REC is an event to showcase the Recreation and Wellness Department as an integral part of student life here at CSUSB and is part of the Weeks of Welcome.
S'mores	25	NA	\$30.00	Fun event for students to have s'mores.
Adventure Leadership Program	8	NA	NA	A Leadership program to become an Adventure Volunteer leader.
PT Preparation Class	36	NA	NA	PT preparation course
Walloween	25	NA	NA	Halloween climb
Halloween Thriller Group X Class	20	NA	NA	Learn to dance to the Thriller song from Michael Jackson.
Veterans Lunch	35	NA	\$200.00	Lunch sponsored for Veterans by the Rec Center.
Holiday Maintain Campaign	140	NA	\$250.00	Fitness program over holiday season to stay healthy.
Snow Day	1,700	Snow Valley, ASI, Pepsi, Tic Tac, Mt High, Alumni, Career Center, Program Board,	\$3,903.60	Students get a chance to play in the snow on campus.
Rec the Halls	400	NA	\$150.00	Handed out hot chocolate and snacks to students during Fall finals.
Tea Tuesday's	781	NA	\$185.00	Warm tea given to members and students every Tuesday in February.
Fruit Friday's	170	NA	\$125.00	Fruit Friday was an event to appreciate members and students two Fridays in February.
Valentine's day Emergency Date packs	250	Thrive Health Promotion	\$688.10	Valentine's day Emergency Date pack giveaway for students.
Valen climb	35	NA	NA	You and a partner will be paper handcuffed together and will climb the route.
Adventure Leadership Program	10	NA	NA	A Leadership program to become an Adventure Volunteer leader.
Wellness Wednesdays	65	NA	NA	This event was designed to help reduce stress levels
March Madness screening and Hot Sauce giveaway	225	NA	\$450.00	Fun event to watch college basketball March Madness on campus
Finals pack giveaways	200	NA	\$300.00	Cheer students up during finals week
Waves	315	Program Board, ASI, Housing	\$1,115.00	Poolside BBQ filled with dancing and entertainment late into the night.
Feminist Comedy Night	45	N/A	\$600.00	Aren't Mondays the worst? Not when you can unwind by having a couple of laughs with your friends. Come out and support some female comedians as we host our third annual Feminist Comedy Night.
Get to Know Your WRC	130	N/A	\$338.00	It's the beginning of the academic year so we're inviting everyone to join us to meet the WRC and what we have to offer. We will have a different event each day of the week.  Monday, September 25-- Meet the WRC Staff with Coffee and Donuts from 9-11AM  Tuesday, September 26-- Smashing the Patriarchy w/ Pizza for lunch from 12-2PM  Wednesday, September 27-- Tabling outside the SMSU from 11AM-3PM  Thursday, September 28-- Card-Making/Coloring Day ALL DAY in the WRC  Friday, September 29-- Movie Day ALL DAY
Justice for My Sister	87	VOICE	N/A	Justice for My Sister follows one Guatemalan woman during her three-year battle to hold her sister's killer accountable. She encounters many obstacles: a police record that's missing, a judge who's accused of killing his own wife, and witnesses who are too afraid to testify. In the end, Rebeca emerges as a leader in her community with a message for others: justice is possible.
The Vagina Monologues: Auditions	5	N/A	N/A	Audition for The Vagina Monologues. No experience is needed.
The Vagina Monologues: Auditions	2	N/A	N/A	Audition for The Vagina Monologues. No experience is needed.
The Vagina Monologues	210	N/A	\$589.00	The monologues cover a variety of topics such as menstruation, the female orgasm, sexual assault, birth, hair, and many others...  The monologues is recommend for mature audiences only.  Tickets are on-sale for \$5 for ALL students (with your student ID) and \$10 for others.  All proceeds will be donated to our local domestic violence shelter Option House.

Affirmations	20	N/A	\$200.00	New year, new you? Join the WRC while we practice different self-care techniques and some daily affirmations.
The Vagina Monologues: Auditions	2	N/A	N/A	Audition for The Vagina Monologues. No experience is needed.
The Vagina Monologues: Auditions	4	N/A	N/A	Audition for The Vagina Monologues. No experience is needed.
Food Stamps	34	N/A	N/A	A social worker from the Transitional Assistance Department will speak about how food stamps can be made accessible to college students.
Women's HERstory Month	15	N/A	\$150.00	Did you know March is Women's Herstory Month? For the first half of March we are doing an opportunity drawing to win a \$10 Starbucks Gift Card. Wondering what you have to do? Between the hours of 11am-4pm we will be posting a question pertaining to women's herstory on our social media. You just have to be the first person to arrive in the WRC (SU-221) with the correct answer.
No Le Digas a Nadie	15	Undocumented Resource and Success Center	\$150.00	Join the WRC and the Undocumented Student Success Center watch a documentary focusing on Angy Rivera who shares her story about being undocumented and a survivor of sexual violence.
Clothesline Workshop	23	N/A	N/A	The Clothesline Workshop was created in the 1990's to address the issue of violence against women. We invite survivors of domestic violence, sexual violence, and their allies to create a t-shirt to empower and support survivors.
Clothesline Project Display	300	N/A	N/A	Bare witness to the rare, honest look at what survivors have endured, suffered, and survived.
Smashing the Patriarchy w/P	25	N/A	\$110.00	Join us for a conversation on what rape culture means, how we contribute to it, and how we can call out this culture of violence. First 10 people will receive a free t-shirt and we will have pizza for everyone who contributes to our discussion.
Take Back the Night	47	N/A	\$800.00	A night where survivors of sexual assault can come together to share their stories and create art therapy as a community to empower one another. We will have spoken word, artwork, and a tabling resource fair.
Time's Up Photoshoot	18	N/A	N/A	Time's up on silence, on waiting, on tolerating discrimination, harassment, and abuse. It's time to do something about it, come take a photo in solidarity of the movement.
Smashing the Patriarchy: Tearing Down the Fairytale	74	N/A	\$100.00	Join us to dispel some of the fairytale notions about love and relationships. Learn the difference between romantic love and companionate love. We will have sociology Professor Howey who will share the signs of unhealthy relationships and how to learn the differences between unhealthy abuse and healthy relationships.
Period Package	58	N/A	\$90.00	Don't let Mother Nature get you down, come in and pick up a package of essentials to ease that time of the month.

### SMSU Campus Discounts Given July 2017 - June 2018

	Facility Use	Building Manager	AV Technician	Custodial	Setup	HVAC	TOTAL
Academic Affairs - VP	\$ 200.00						\$ 200.00
Academic Personnel	\$ 350.00		\$ 67.50				\$ 417.50
Administration & Finance	\$ 900.00		\$ 67.50				\$ 967.50
Admissions & Student Recruitment	\$ 7,780.00	\$ 97.50	\$ 1,597.50	\$ 65.00		\$ 7.25	\$ 9,547.25
Alumni Relations	\$ 350.00		\$ 82.50				\$ 432.50
Asian Faculty and Staff Association	\$ 175.00		\$ 75.00				\$ 250.00
Association of Latino Faculty, Staff and Students	\$ 400.00		\$ 67.50				\$ 467.50
Athletics	\$ 1,500.00	\$ 120.00	\$ 172.50	\$ 80.00			\$ 1,872.50
Black Faculty Student and Staff Association	\$ 687.50		\$ 142.50				\$ 830.00
CAL - Communication Studies	\$ 460.00		\$ 60.00				\$ 520.00
CAL - Liberal Studies	\$ 95.00		\$ 97.50				\$ 192.50
CAL - World Lang & Lit	\$ 500.00		\$ 105.00				\$ 605.00
CAL - Coyote Radio & Advertising	\$ 175.00						
Career Center	\$ 6,657.50	\$ 15.00	\$ 963.75	\$ 10.00			\$ 7,646.25
CEL - Dean	\$ 2,760.00	\$ 367.50	\$ 90.00	\$ 245.00			\$ 3,462.50
Center for International Studies Program	\$ 200.00		\$ 82.50				\$ 282.50
Center for Islamic & Middle Eastern Studies	\$ 1,095.00	\$ 30.00	\$ 228.75	\$ 10.00			
CNS - Kinesiology	\$ 375.00						\$ 375.00
CNS - Health Science	\$ 175.00		\$ 90.00				\$ 265.00
COE - Doctoral Studies	\$ 560.00		\$ 165.00				\$ 725.00
COE - Student Services	\$ 2,450.00	\$ 112.50	\$ 105.00	\$ 75.00	\$ 40.00		\$ 2,782.50
Community Engagement	\$ 335.00						\$ 335.00
Counseling & Psychological Services	\$ 100.00						\$ 100.00
Coyote Bookstore	\$ 100.00						\$ 100.00

CSBS - Criminal Justice	\$ 500.00						\$ 500.00
CSBS - Dean's Office	\$ 1,485.00		\$ 337.50				\$ 1,822.50
CSBS - History	\$ 372.50		\$ 150.00				\$ 522.50
CSBS - Psychology	\$ 100.00						\$ 100.00
CSUEU	\$ 175.00		\$ 45.00				\$ 220.00
Dreamer's Resource Center	\$ 750.00		\$ 75.00				\$ 825.00
Educational Talent Search	\$ 1,000.00		\$ 247.50				\$ 1,247.50
Enrollment Management	\$ 185.00						\$ 185.00
Facilities - Planning & Management	\$ 435.00	\$ 97.50	\$ 127.50	\$ 65.00			
FM - Administration	\$ 362.50	\$ 7.50	\$ 150.00	\$ 5.00			
Graduate Studies	\$ 1,062.50	\$ 30.00	\$ 210.00	\$ 20.00			\$ 1,322.50
Housing & Residential Life	\$ 900.00	\$ 60.00	\$ 202.50	\$ 40.00			\$ 1,202.50
Human Resources	\$ 3,000.00		\$ 247.50				\$ 3,247.50
Inland Empire Future Leaders	\$ 687.50	\$ 37.50	\$ 105.00				\$ 830.00
International Education	\$ 1,625.00		\$ 210.00				\$ 1,835.00
ITS - Academic Technologies	\$ 800.00	\$ 7.50	\$ 150.00	\$ 5.00			\$ 962.50
ITS - Vice President Office	\$ 787.50	\$ 7.50	\$ 210.00	\$ 5.00			\$ 1,010.00
JHBC - Dean's Office	\$ 2,112.50	\$ 30.00	\$ 487.50	\$ 20.00			\$ 2,650.00
JHBC - Info & Decision	\$ 5,537.50	\$ 90.00	\$ 555.00	\$ 60.00			\$ 6,242.50
JHBC - Marketing	\$ 200.00	\$ 7.50	\$ 67.50	\$ 5.00			\$ 280.00
JHBC - Pub Admin	\$ 200.00		\$ 75.00				
JHBC - Social Work	\$ 2,710.00	\$ 37.50	\$ 960.00	\$ 25.00			
JHBC - Inland Emp Ctr for Entre	\$ 180.00		\$ 195.00				
Latino Education & Advocacy Days (LEAD)	\$ 3,435.00	\$ 60.00	\$ 675.00	\$ 40.00			\$ 4,210.00
Library - Collection Devel/Recv	\$ 890.00	\$ 330.00	\$ 300.00	\$ 360.00			\$ 1,880.00
Office of Govt & Comm Rel	\$ 90.00	\$ 48.75	\$ 67.50	\$ 32.50			\$ 238.75
Office of Student Engagement	\$ 51,725.00	\$ 277.50	\$ 1,747.50	\$ 130.00	\$ 1,125.00		\$ 55,005.00
Orientation & First Year Experience	\$ 79,050.00	\$ 510.00	\$ 3,650.00	\$ 340.00	\$ 4,025.00		\$ 87,575.00
President's Office	\$ 1,250.00		\$ 157.50				\$ 1,407.50
Procurement & Contracts	\$ 500.00		\$ 60.00				\$ 560.00
Public Safety	\$ 750.00		\$ 315.00				\$ 1,065.00
Sodexo Dining Services	\$ 270.00		\$ 52.50				\$ 322.50
Special Events and Guest Services	\$ 1,745.00	\$ 37.50	\$ 397.50	\$ 25.00			\$ 2,205.00
Student Affairs - VP	\$ 32,500.00	\$ 22.50	\$ 450.00	\$ 15.00			\$ 32,987.50
Student Health Center	\$ 687.50		\$ 45.00				\$ 732.50
Student Research	\$ 1,550.00	\$ 7.50	\$ 577.50	\$ 5.00			
UEC - California Arts Project RIMSCAP	\$ 100.00						
UEC - Gear Up	\$ 3,000.00	\$ 975.00	\$ 1,852.50	\$ 635.00			\$ 6,462.50
UEC - Student Assistance in Learning	\$ 850.00		\$ 142.50				\$ 992.50
UEC - Upward Bound	\$ 700.00	\$ 15.00	\$ 165.00	\$ 10.00			\$ 890.00
Undergraduate Studies	\$ 950.00		\$ 135.00				
University Budget Office	\$ 525.00		\$ 150.00				
University Development	\$ 500.00	\$ 30.00	\$ 187.50	\$ 20.00			
University Diversity Committee	\$ 1,075.00		\$ 187.50				
University Diversity Office	\$ 1,435.00		\$ 487.50				
UP - Parking Admin	\$ 200.00						
US - Academic Services	\$ 325.00		\$ 120.00				
US - EOP	\$ 3,125.00	\$ 187.50	\$ 765.00	\$ 125.00			
TOTALS	\$ 240,575.00	\$ 3,438.75	\$ 20,382.50	\$ 2,327.50	\$ 5,190.00	\$ 7.25	\$ 271,921.00

**UEC  
SERVICES TO CAMPUS**

Direct Support

Indirect Cost Recovered-Return to Campus	\$ 621,389
Convocation/Staff Awards Luncheon	\$ 28,000
Presidential Support (SWIFT interest earnings)	\$ 40,000
Commons Refresh Project	\$ 67,000
Jack Brown C-Store relocation and remodel	\$ 42,000
Dining Consultant for Housing/Commons Project	<u>\$ 13,000</u>
<b>Total Direct Support</b>	<b>\$ 811,389</b>

In-Kind Contributions

CBORD Server Support for Coyote OneCard	\$ 10,000
Bookstore Merchandise	\$ 10,000
Rent in UEC Building to IRB-Pre Award Conference Room	\$ 6,000
UEC Academic Research Bldg. use by State employees	\$ 12,000
Fiscal Management Training	\$ 7,000
Waived Fees for Boardroom	<u>\$ 4,000</u>
<b>Total In-Kind Contributions</b>	<b>\$ 49,000</b>

**GRAND TOTAL** **\$ 860,389**