Services, Products, Facilities Available to Campus Auxiliaries/Enterprise Self-Support Entities Health Housing Parking FROM: TO: ASI CEGE SMSU SRWC UEC SPA AA - Enrollment Management ASI CEGE Health Housing Parking PF SMSU SRWC UEC SPA **Financial Aid** College Liasion/Point of Contact Χ Phone Calls, Emails, Student Inquiries Χ Research for student files Χ Certify and request alternative loans for students Х Counsel MBA students regarding GRAD PLUS applications Χ Weekly Budget/Financial Aid Reports Χ Admissions Online Criminal Justice Degree Completion Program Χ Online Social Sciences Degree Completion Program (ECON, GEOG, and PSCI Χ Χ **Processing applications Evaluating applications** Χ Maintain Web Admit Χ Student Resource - Cal State Apply Χ Registrar Online BA-Criminal Justice Program Χ Online Social Sciences Degree Completion Program (ECON, GEOG, and PSCI Χ Transfer & Graduation Counselor Χ Coursework articulation review Χ Χ Policy & Procedure guidance CEGE Health Housing Parking PF SMSU SRWC UEC SPA Academic Affairs - Palm Desert Campus ASI Collect Payments for Parking Citations and Permits Х Community Service Specialists (Monitor parking lots/empty parking ticket dispenser Χ **PDC Activity Support** Х Special Events Academic Affairs - Sponsored Programs CEGE Health Housing Parking PF SMSU SRWC UEC SPA Administration Х Review and negotiate contracts and agreements Х Collect and maintain required certificates of insurance Х Annually review certificates of insurance for renewal Х Provide testing as required for campus CFS upgrades Х Provide testing as required for campus DataWarehouse upgrades Х Lead & coordinate agency desk audits/reviews Х Analyze, compile and calculate monthly IDC collection and prepare journal entry Χ Analyze cumulative GL activity and balance activity Х Coordinate Month end closing and prepare month end journal entries Χ Compile reports for YE reporting, IDC, IPEDs, FIRMS Χ Compile YE reporting for IDC recovered and allocation Χ entries Χ Coordinate YE SINGLE AUDIT site review of sponsored projects Χ Prepare YE Schedule of Federal Expenditures (SEFA) Х Preparation of auditor requested SINGLE AUDIT schedules/questions Х Analyze and compile GEN88 expenses for historical comparison Χ Prepare SPA operation budget and revenue projection for inclusion in UEC budget Х Oversight of Sponsored Programs/Post Award Activities Χ Assign fund/project and prepare COA for entry into CFS Χ Review award budget, review & prepare budget load in CFS for all new and Χ Create and maintain project file for each project-compile supporting Χ Send notification out PI regarding awards and budget information Χ Conduct PI Orientation to train on award, CSUSB & UEC policies, procedure and Χ Customer Service - Providing training on running financials, queries & account Х Provide financial reports to projects as requested Χ Award Compliance - Collect & maintain Conflict of Interest forms & 700U Х Enter and maintain grant/award attributes in SP Mod - Grant Module Χ Chargebacks - Prepare requests, analyze & approve chargeback activity Χ Participant Support Payments - analyze and approve Item Type set ups & payment Χ Analyze and approve CSUSB PSP invoices

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	CMCII	SRWC	UEC	SPA
Provide and approve student 1098 identification on applicable expenditure	10. A31	CLGL	Health	Tiousing	raikiiig	FF	310130	SKVVC	OLC	X
Conduct budget analysis and budget forecasts for projects		_		$\overline{}$				-		X
Provide specific financial analysis as requested		_		$\overline{}$				-		X
Review, approve and prepare budget adjustments for input into GL & CFS		-		$\overline{}$						X
Review, approve and prepare budget adjustments for input into GL & CFS 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 PIs on procurement policies										X
Review and buyer assign requisitions		-		$\overline{}$						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										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										X
Analyze and approve ALL expenditure documents for availability of funds,		_		-						X
Provide guidance to PI on hiring policies and paperwork										X
Review and approve all Personnel Transaction Reports and Position Vacancy										X
Prepare and submit for input payroll correcting journal entries when necessary										X
Prepare consultant agreements, run EPLS, analyze and approve contractor invoices								\square		X
approve Subrecipient commitment & FFATA form, and analyze & approve								\square		X
Monitor/approve subaward expenditures, follow-up on invoice discrepancies and										X
Monitor/calculate Cost Share and prepare monthly journal upload into CFS										Х
Compile cumulative Cost Share collections for YE reporting to CSUSB										Х
Prepare, review and approve Effort Reporting forms										Х
Prepare effort reporting certification for submission to sponsor as requested										Х
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										Х
Provide data for as needed for agency reporting - fiscal & programmatic										Х
Review and approve allowable No Cost Extensions and submit to funding agency										Х
Conduct close out of sub awards and finalize collection of cost share/effort										Х
Conduct close out of project - collaborate with PI for final activity										Х
Conduct close out review of final expenditures, conduct close out in grant module,										Х
Prepare and approve close out reports - equipment & invention										Х
Review and approve final financial reports to sponsors										Х
Prepare files for retention and storage - maintain storage tracking										Х
Maintain records for required retention period and shred when applicable										Х
Collaborate with other campus departments on handling of projects										Х
Provide customer service to campus, sponsors, subrecipients, funding agencies,										Х
Auxiliary Human Resources & Payroll	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Human Resources										
Benefits Information						Х			Х	Х
Compensation						Х			Х	Х
Employee Relations						Х			X	X
Hiring Processing						Х			X	X
Policy/Procedure Implementation						Х			Х	Х
Recruitment						X		$\overline{}$	X	X
Training						Х		$\overline{}$	X	X
Unemployment Assistance						X		$\overline{}$	X	X
Workers Compensation Assistance						X		$\overline{}$	X	X
Payroll	-							$\overline{}$		
Annual audit support for payroll related requests	X			\vdash	$\overline{}$	X	X	X	X	X
Annual reconciliation for W2s	X			$\overline{}$		X	X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll	X			\vdash		X	X	X	X	X
Attend trainings to keep current on employment law	X			\vdash	\vdash	X	X	X		X
	X			\vdash	\vdash	X	X	X	X	X
Bi-monthly payroll check processing				\vdash	$\overline{}$	^			^	
Deliver payroll checks to Bursar's Office for distribution	X	1		\vdash			X	X		
Maintain vacation/sick leave balances for all employees	X	1		\vdash		X	X	X	X	X
Payroll file management						X	×		X	Х
										٠,,
Payroll tax reporting	Х					Х	Х	X	Х	X
										X

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Prepare unemployment, workers comp data for each pay period		X	0202		110 008	8	Х	Х	X	X	X
Prepare wire transfer request for bi-weekly payroll for state-side		Х						Х	X		
Process manual checks as needed for late time sheets, separations, etc							Х			Х	Х
Provide customer service/training to employees		Х					Х	Х	Х	Х	Х
Provide monthly vacation accrual information for sponsored projects											Х
Provide NRA tax determination to employees										Х	Х
Provide payroll reporting as needed for sponsored projects and mgmt.										Х	Х
Provide payroll reporting to CSURMA/AORMA		Х					Х	Х	X	Х	Х
Quarterly reconciliation of wages for tax reporting - Form 941		Χ					Х	Х	X	Х	Х
Reconcile and remit payments for Workers Comp and Unemploy. Insur.		Χ					Х	Х	X	Х	Х
Reporting of escheated checks to State Controller		Χ					Х	Х	X	Х	X
Reporting of retirement wages and deductions		Χ					Χ	X	Х	Х	X
Facilities Management		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Administrative Support											
Enterprise vehicle rental		Х	X	X	X	X		Х	X	X	Х
Fleet fuel service		Χ			X	X			X		
Key issuance		Х	X	X	X	X		Х	Х	X	X
Automotive Services											
Vehicle/ cart preventive maintenance		Х	X	X	X	X		Х	X	X	X
Vehicle/ cart repairs		Х	X	X	X	X		Х	X	X	X
Vehicle/ cart purchase assistance & pre-delivery inspection		Х	X	X	X	X		Х	X	X	X
Building Maintenance											
Automatic door maintenance			X	X	X			X	X	Х	
Backflow prevention device maintenance					X						
Emergency lighting inspection			X	X		X					
Grease trap inspection/service					X					X	
Pool maintenance									X		
Sewer pump maintenance				X						X	
Storm water filtration system inspection/service						X					
Contract processing and management			X	X	Х	X		X	X	X	X
Carpentry services	-			X					X	X	X
Electrical services Locksmith services			X	X	X	X		X	X	X	X
Maintenance services			X	X		X			X	X	
Painting services	-		X	X		X			X	X	X
Plumbing services	-		X	X		X			X	X	X
Custodial Maintenance											
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			Х	Х		X				X	X
Clean cobwebs from corners, walls, etc.			X	Х		X				X	X
Clean all desk tops that are cleared			X	Х		X				X	X
Clean hand marks from walls, door and switch plates			Х	Х		X				Х	X
Dust high areas, such as ceiling vents, etc.			Х	Х		X				Х	Х
Spot clean carpets			Х	Х		X				Х	Х
Vacuum dust and dirt from air-conditioning vents and wall vents			Х	Х		Х				Х	Х
Floor Refinishing			Х	Х		Х				Х	Х
Clock time change			Х	Х		Х				Х	Х
Moving Services			Х	Х	Х	Х		X	Х	Х	Х
Excessive trash removal			X	Х		X				Х	Х
Facilities Use											
Operation and maintenance of space		Х	X	Х		X		Х		Х	
Grounds Maintenance											
Herbicide/ fertilizer application			Х	Х	Х	Х		Х	Х	Х	X
<u> </u>			-			V				Х	Х
Irrigation system controls, maintenance, and repairs			X	Х	Х	X		Х	Х	^	_ ^
		_	X	X	X	X		X	X	X	X
Irrigation system controls, maintenance, and repairs											
Irrigation system controls, maintenance, and repairs Litter, debris and trash removal			Х	Х	Х	X		Х	Х	Х	X

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Heating & Air Conditioning Services					8					
Central plant operation		Х	Х	X	Х		Х	Х	Х	X
Network controls programming and maintenance		Х	Х	Х	Х		Х	Х	Х	X
Routine equipment inspections		Х	Х	Х	Х		Х	Х	Х	Х
Routine equipment maintenance		Х	Х	Х	Х		Х	Х	Х	Х
Service/ trouble calls		Х	Х	Х	Х		Х	Х	Х	Х
Preventive Maintenance										
Emergency generator maintenance and permitting		Х	Х	Х	Х					
Coordinate elevator and wheelchair lift maintenance and permitting		Х		Х	Х		X	X	Х	
Contract processing and management		Х	Х	Х	Х		X	X	Х	
Project Management										
Project development		Х	Х	X	Х		Х	Х	Х	Х
Job walks		X	X	Х	Х		Х	Х	X	X
Manage bid process		X	Х	X	X		Х	X	X	X
Contract management		X	X	Х	Х		Х	Х	X	X
Construction management		X	Х	X	X		Х	X	X	X
Utilities Support										
Negotiate utility contracts		X	Х	X	X		X	X	Х	X
Meter readings		X	X	X	X		X	X	X	X
Utility billing		Х	Х	Х	Х		Х	Х	Х	Х
FAS - Financial Services: Accounts Payable	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Miscellaneous					\square					
Maintain files	X	X	X	Х	Х	X	Х	Х	X	X
Customer service to campus and vendors	X	X	X	Х	Х	X	Х	Х	X	X
Process various travel requests	X	X	X	Х	Х	X	Х	Х	X	X
Contact and work with department staff to correct submissions	X	X	X	X	Х	Х	X	X	X	X
Mailing of checks	X	X	Х	X	X	X	X	X	Х	X
Maintain copies of records for required retention period	X	X	Х	Х	X	X	Х	X	Х	X
Make arrangements to hold special payments	X	X	Х	Х	X	X	Х	X	Х	X
Respond to auditor inquiries	X	X	X	X	X	Х	Х	X	Х	Х
Respond to invoice and payment related questions from departments	X	X	X	X	X	Х	X	X	X	X
Payment Issuance										
Auditing of invoices	X	X	X	X	X	X	X	X	X	X
Cancelations and reissuances of checks (undeliverable/stale dated)	X	X	X	X	X	X	X	X	X	X
Creating/Updating of vendor addresses/EFT/reportable information	X	X	X	X	X	X	X	X	X	X
Data entry of invoices Process payments for Direct Expenditures/disbursement requests	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X
Issuance of check/EFT payments Maintenance of check equipment, format, testing	X	X	X	X	X		X	X	X	X
Supply check stock/micr toner	X	X	X			X	X	X	X	X
Wire payments	X	X	X	X	X	X	X	X	X	X
Tax Reporting			^							X
Assessing/reporting of use tax	X	X	X	X	X	X	X	X	X	X
Collection of Payee Data records (Form 204s/W-9s)	- X	X	X	X	X	X	X	X	X	X
Issuance of IRS 1099s and FTB 592s		X	X	X	X	X	X	X	X	X
FAS - Financial Services	ASI		Health	Housing		PF	SMSU	SRWC	UEC	SPA
Banking/Cash Management/Investments/Wires	X	X	Х	X	X	Х	X	X	X	Х
Data Integrity/ICSUAM	X	X	X	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	X	X	X
ProForma Financial Statements	1	X	X	X	X	^	X	X		
Year End close/Legal Reporting	X	X	X	X	X	X	X	X	X	X
1/3 Financial Aid Set Aside	1 -	^	X			^				
ADNOATS		-	X	X	X			\vdash		\vdash
AP Reconcilation	X	X	X	X	X	X	X		X	
AR Aging Reports						X			X	X
AR Collections					-	X	X	X	X	X
AR Reconciliation	x	X	X	X	X	X	X	X	X	X
Automatic Billing						X			X	X
Bad Debt Analysis	X	X	X	X	X		X	X		<u> </u>
			^	^	^			^		

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Cash Count Audits/Reconciliation	Х	Х	Х		Х		Х	Х		
Cash Posting Order (CPO) Requests/Processing		X	X	X	X					
Flex Cash Reconciliation									X	
FRT Billing						Х				X
Fund Balance Clearing/Cash Swap		Х	Х	X	X					
FWS Billing							Х	X		$\overline{}$
Health Center Lab Fee Transfer			Х							
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	Х	Х	Х	X	X	
MOU journals	X	X		X	X		X			
Parking Fee Billing	X						X	X	_	
Payroll Reconcilation	 ^	X	X	X	X				_	
PDC Health Services/Facilites Fee Transfer			X				-	$\overline{}$		
Quarterly Sales Tax Remittance	X	-	X			Х	X	X	X	
Reconcile WF Checks Paid	- X	X	X	X	X		X	X		
Record AR outside of PS	_				X		-			
Requests for Chargebacks		X		X	X	v				
Review GL for abnormal balances	X	X	X	<u>X</u>	X	X	X	X	X	X
Review Interface Batches/Correct Errors	X	X	X	X	Х	X	X	X	X	X
Scholarship Billing						Х				X
Transfer of Expenses	X	X	X	X	Х	Х	X	X	X	X
Transfers In/Out	_	X		X	Х		X	X		
Trust Cash Balances		X	X	X	X					
Trust Fund Investments Analysis		X	X	X	X					
Trust Fund Training		X	X	X	Х					
Utilities Billing		X		X	X		X	X		
WF Bank Reconcilation	X	X	X	X	Х	Х	Х	X		
Customize AR invoices based on contract requirements										X
Provide assistance with contract closeout for grants										X
Provide contract review to determine agency billing frequency										X
Provide monthly accounts receivable reconciliations to mgmt.						Х			Х	X
Provide quarterly reports to government agencies										X
Daily check of bank transactions						Х			Х	Х
Investment account reconciliations						Х				
Investment of endowment funds						Х				
Issue new credit cards/cancel and replace cards as needed						Х			Х	X
Monthly bank account reconciliations	X					Х	Х	Х	X	X
Monthly credit card account reconciliations						Х			Χ	X
Place stop payment orders on lost checks	Х					Х	Х	Х	Х	X
Post cash receipts/EFTs	Х					Х	Х	Х	Х	X
Process cash draw downs for sponsored program projects										X
Process deposits through on-site remote deposit capture	Х					Х	Х		Х	X
Process stock transfer gifts						Х				
Provide credit card payment information to Bursar's Office									Х	X
Quarterly charitable remainder trust reconciliations						Х		$\overline{}$		
Quarterly endowment reconciliation						Х		$\overline{}$		$\overline{}$
Withdrawal of funds for scholarships/endowment mgmt. fee						Х		$\overline{}$		
Assistance with cash handling audits as needed	X					X	Х	X	X	
Complete annual auxiliary auditor certification for C.O.	X					X	X		X	
Coordinate preparation of charitable remainder trust tax returns	-					X				
Filing quarterly and final FFRs for sponsored projects		\vdash	\vdash					\vdash	-	X
Handle reporting for Children's Center nutrition program		\vdash	\vdash					\vdash	X	
Maintain chart of accounts for all auxiliary business units	X		\vdash			Х	X	X	X	X
Monthly asset module processing/depreciation posting	- X		\vdash			X	X	X	X	X
		\vdash				^	^			
Posting of commercial activity commissions Proposition of all quilitar requested schodules						v			X	
Preparation of all auditor requested schedules	X	\vdash				X	X	X	X	X
Preparation of annual financial audit report	X	\vdash	-			X	X	X	X	X
Preparation of annual tax returns	X	\vdash	-			X	X	X	X	X
Process budget uploads as requested	X					X	X	X	X	X
Process daily gift/donation posting						Х				

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Process journal transfers as requested	Х					Х	Х	Х	Х	Х
Process transfer of payroll expense between UEC and the Fdn						Х			X	Х
Provide financial information for grant/gift-grant applications						Х			X	
Provide financial reporting to Investment Committee						Х				
Provide financial updates to Board of Directors-Executive Committee						Х			X	
Provide monthly financial reporting	Х					Х	Х	Х	Х	Х
Provide monthly gift/donation reconciliation to Univ. Advancement						Χ				
Provide specific financial analysis as requested						Х			X	Х
Review sponsored projects for fund closeout										X
Audit support for SP agency, internal, NCAA, annual, and C.O. audits	Х					Х	Х	Х	X	Х
Donor reports for endowment accounts (approx. 200 reports)						Х				
Notification to depts. regarding endowment funds available						Х				
Place holds on student accounts as requested									X	
Provide assistance with Sponsored Programs agency reporting, desk audits/ reviews										X
Respond to public record requests	Х	X	Х	Х	Х	Х	Х	X	X	X
FAS - Financial Services: Reporting and Tax	ASI			Housing		PF	SMSU	SRWC	UEC	SPA
Escheatment-Annual filing to SCO	X					Х	Х	Х	Х	Х
Assist in resolving NRA tax issues	X	X					X	X	X	X
Chart of Accounts set up and maintenance	X	X	X	X	X	Х	X	X	X	X
Prepare and reconcile Financial Statement Note14 with Auxiliaries Notes	X		_^			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					Х	X		X	
Review revenues and prepare UBIT report				X	X					
FAS - Financial Services: Student Financial Services	ASI	CEGE	Health	Housing		PF	CNACLL	SRWC	UEC	SPA
Account investigation by request	ASI	X	Health	X	raiking	F I	310130	SILVVC	OLC	JF A
ACH Returns			_		X					
ACM Deposit			_						X	
·						Х				
Apply Philanthropic payments for scholarship billings			_			^				
Apply UEC payments for student support billings									X	
Booth Deposits	X	X	X	X	X X	Х	X	X	X	X
Campus SF training as requested										
Cash Deposits	X		X	X		X	X	X X	X	
Cash Handling Training	X	X	X		X	Х	X	X	X	X
CC Payments									_ X	
Change Orders			X		X					
Chargebacks		X	X	X	X					
Collection agency placement	X		X	X			X	X		
Correspond with special program students (email/phone)		X								
Credit/Debit Card Reconciliation to Wells Fargo		X	X	X	X	.,				
Daily Cash Reconciliation	X	X	X	X	X	Х	X	X	X	X
Defer special program students		X								X
Departmental Deposits	X		X	X	X	Х	X	X	X	
Dishonored Checks	X	X	X	X	X		X	X		
Dispenser Deposits					X					
Dunning letters - past due	X		X	X			X	X		
Email reminders - future due/past due	Х		Х	Х			Х	X		
Email wires to CEL		X								
Enrollment Cancellation	X	X	X	X			X	X		
Establish payment agreements	X		X	X			X	X		
Flex Cash Payments			\vdash						X	
Follow up on past-due invoices			\vdash						X	X
FTB placement	X		X	X			X	X		
Inventory Management - Parking			\vdash		X					
Item Type Set Up	X	X	\vdash	Х		Х			X	
Journal Entries			\vdash	$\overline{}$	X					
Maintain ePay Site			Х	X	X					
Meal Plan Accounts Receivables Tracking			\vdash	X					X	
Monthly Dashboard Accounts Receivable Analysis Reports to Management	X	Х	X	Х			Х	X		
Movement of payments		Х		Х						
Park Mobile Deposits					Х					
Doument apply EA for special program students										
Payment apply FA for special program students		Х				X				

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	LISMS	SRWC	UEC	SPA
Payroll Deductions	10. A31	CLUL	ricaitii	Housing	X		314130	Sitte	OLC	JI A
Payroll Disbursement		X	X	X	X					
Petty Cash						Х			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									
			_	$\overline{}$						
Prepare third party parking decal list					X					
Process fee waivers	X		X	X		Х	X	X	X	
Process journal transfers for deferred revenue as requested	X		X				X	X		
Process third party Invoices	X	X	_				X	X	X	X
Process third party past due invoices and letters	X	X					X	X	X	X
Provide cashiering services	X	X	X	X	X	Х	X	X	X	X
Provide payment information	X	X	X	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	Х	Х			X	X		
Reconciliation & Review of Scholarship billing with PHL accounts						Х				
Reconciliation & Review of Student Support Payments billing with UEC									Х	
Record journal transfer for Escheatment of stale dated checks as needed		X		X						
Reports						Х			Х	X
Review third party activity/billing invoices/research	X	Х					X	X	Х	X
Set-up third party contracts	X	Х					X	Х	Х	X
SF Write Off analysis/allocation/journal	X		Х	Х			X	X		
Student 1098 information	X	X	Х			Х	X	X	Х	X
Term Set Up	X	X		Х			X	X		
Validation of charges				Х						
Ventec Deposits					Х					
Wire Transfers				Х						
FAS - Budget Office	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Budget Reports										
Various reports requested by senior leadership	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Compile budget packet for President's approval	Х	Х	Х	Х	Х	Х	Х	Х	Х	
Request annual budgets	Х	Х	Х	Х	Х	Х	Х	Х	Х	
Cost Recovery Plan										
Compile billing information and send to General Accounting	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Compile information into report format	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Create Cost Allocation Plan/Memo and route for signatures	Х	Х	Х	Х	X	Х	Х	Х	X	X
Request information from state and non-state departments	Х	Х	Х	Х	Х	Х	Х	Х	X	X
Miscellaneous										
Allocate costs related to risk management insurance		X	Х	Х	X					
Assist staff on budget related matters		X	Х	Х	X				$\overline{}$	
Chart of accounts coordination		X	X	X	X					
PAES scholarship allocation						Х				
Position Management										
Create/Delete/Update Positions		X	X	X	X					
Maintain Position Management queries		X	X	X	X					
Process Staff Transaction Forms from Human Resources		X	X	X	X					
Provide training/support to staff		X	X	X	X		\vdash	\vdash		
FAS - Support Services: Campus Stores; Mail Services; Receiving; Property	ASI			Housing		PF	SNASII	SRWC	UEC	SPA
	ASI	CLGE	ricaltil	Housing	raikilig	FF	SIVISU	SINVIC	OLC	JFA
Campus Stores	V								v	
Filling of orders (primarily paper)	X	X	Х	X	X	Х	X	X	X	X
Mail Services						.,				
Mail sorting/pickup/delivery to and from post office and campus mail drop	X	X	X	X	X	X	X	X	X	X
Package shipments (USPS, FedEx and UPS)	X	X	X	X	X	X	X	X	X	X
Postage metering	X	X	X	X	X	Х	Х	X	X	X
Receiving		-	\vdash							
Delivery of campus stores orders	X	X	X	X	X	Х	X	X	X	X
Receipt and delivery of vendor goods ordered	X	Х	X	X	X	Х	X	X	Х	X
Storage of deliveries until department is ready for delivery	Х	X	X	X	X	Х	X	X	X	X
Property										
Perform Physical Inventories	Х	Х	X	Х	Х	Х	Х	Х	Х	X
Equipment Tracking/Tag & Retire Equipment	Х	Х	Х	Х	Х	Х	X	X	Х	X
Miscellaneous										

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Assist staff on property related matters	X	X	Х	Х	X	Х	Х	Х	X	Х
Coordinate pick-up and disposal of scrapped equipment	X	X	X	X	X	X	X	X	X	X
Reporting										
Ad hoc reports requested by Department, AVP FAS, VP Admin & Finance	Х	X	X	X	X	Х	X	X	X	X
FAS - Procurement & Contracts	ASI	CEGE		Housing		PF	SMSU		UEC	SPA
Miscellaneous	7.01	0202	11001011		8		0.1.100	0	020	0
Assist staff on purchasing related matters		X	Х	Х	X	Х				
Purchasing									$\overline{}$	$\overline{}$
Issue Quotes, Bids, RFPs for Goods and Services		X	Х	X	X	Х			$\overline{}$	$\overline{}$
Provide CMS support to staff	Х	X	Х	X	X	X	Х	Х	X	X
Review and Source Requisitions to Purchase Orders	<u> </u>	X	X	X	X	X				
Reporting										$\overline{}$
Ad hoc reports requested by Departments, AVP FAS, VP Admin & Finance		X	X	X	X	Х			$\overline{}$	$\overline{}$
Human Resources	ASI	CEGE		Housing		PF	SMSU	SRWC	UEC	SPA
Benefits Assistance	7.01	X	X	Х	Х		0.1.100	0	020	0
Classification Reviews	X	X	X	X	X		X	X	X	X
Employee Relations		X	X	X	X					
Reclassifications		X	X	X	X					
Recruitment Reviews	X	X	X	X	X		X	X	X	X
Recruitments		X	X	X	X					
Training & Development	X	X	X	X	X		X	X	X	X
Unemployment Assistance		X	X	X	X					
Payroll	ASI	CEGE		Housing		PF	SMSII	SRWC	UEC	SPA
Absence Management	7.51	X	Х	Х	Х		311130	Sitte	OLC	3171
Direct Deposit		X	X	X	X					
Master Payroll		X	X	X	X					
NDI/IDL Disability Processing		X	X	X	X					
Overtime, shift differential, hourly, student paychecks		X	X	X	X					
Pay Increases/Decreases		X	X	X	X					
Process Hires/Terminations		X	X	X	X					
·			^		^					
Time-hase Changes		Y	Y	Y	Y					
Time-base Changes	ΙΖΔ	CEGE	X	X	X	DF	LISMS	SRWC	LIEC	SDΔ
University Police	ASI	X CEGE		X Housing		PF	SMSU	SRWC	UEC	SPA
University Police Incident Response		CEGE	Health	Housing	Parking	PF				
University Police Incident Response Burglary Alarms	Х	CEGE	Health	Housing X	Parking X	PF	Х	Х	X	X
University Police Incident Response Burglary Alarms Calls for Service	X	X X	X X	X X	Parking X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations	X X X X	X X X	X X X	X X X	Parking X X X	PF	X X X X	X X X	X X	X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services	X X X X	X X X X	X X X X	X X X X	X X X X	PF	X	X X X X	X X X	X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms	X X X X	X X X X X	X X X X	X X X X X	X X X X X	PF	X X X X	X X X X	X X X X	X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property	X	X X X X X	X X X X X X	X X X X X X X	X X X X X X X	PF	X X X X X	X X X X X	X X X X X	X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid	X	X X X X X X X	X X X X X X X X	X X X X X X X X X	X X X X X X X X X X	PF	X X X X X X	X	X X X X X X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle)	X	X X X X X X X X	X X X X X X X X X X	X X X X X X X X X X X X X	X X X X X X X X X X X X X X X	PF	X	X	X X X X X X X	X X X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students	X	X X X X X X X	X X X X X X X X	X X X X X X X X X	X X X X X X X X X X	PF	X X X X X X	X	X X X X X X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services	X	X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program	X	X X X X X X X X X X X	Health X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X	PF	X	X	X X X X X X X	X X X X X X X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance	X	X X X X X X X X X X X X X X X	Health X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts	X	X X X X X X X X X X X X X X X X	Health X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.)	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services/Investigations	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services/Investigations Dispatch Services	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services/Investigations Dispatch Services Evidence Processing/Crime Lab	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services Evidence Processing/Crime Lab Fingerprinting/LiveScan	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Servicess Dispatch Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services	X	X	Name	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services/Investigations Dispatch Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services Mutual Aid	X	X	Health	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services Mutual Aid Onsite Officers	X	X	Name	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services/Investigations Dispatch Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services Mutual Aid Onsite Officers Providing Literature	X	X	Name	Housing X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services Mutual Aid Onsite Officers Providing Literature Record Management	X	X	Name	Housing X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services/Investigations Dispatch Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services Mutual Aid Onsite Officers Providing Literature Record Management Staff/Student Payroll	X	X	Health X X X X X X X X X X X X X X X X X X	X X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X
University Police Incident Response Burglary Alarms Calls for Service Campus Policy Violations Escort Services Fire Alarms Lost and Found Property Medical Aid Patrol (Foot/Vehicle) Welfare Check of Students Other Services Bike Patrol Program Camera Surveillance Campus Crime Alerts Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.) Chargebacks/Transfers of Expense/Request for Invoice Community Service Officers Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.) Detective Services Evidence Processing/Crime Lab Fingerprinting/LiveScan K9 Services Mutual Aid Onsite Officers Providing Literature Record Management	X	X	Health X X X X X X X X X X X X X X X X X X	Housing X X X X X X X X X X X X X X X X X X	Parking X X X X X X X X X X X X X X X X X X	PF	X	X	X	X

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Advancement Fundraising Processes System	10. 7.51	CEGE	ricartii	Housing	Turking	Х	311130	Sitte	X	3171
Billing & Receivables reports (Open University, Extension student fees, Analysis)	_	X								
Changes to transcript printing		X							-	
Curriculum processing changes		Х			$\overline{}$					-
Education course reporting to CO		X			$\overline{}$					-
Event Management System (EMS) and Class Scheduling	Х	Х					Х			
Fee table set up/consultation		Х								$\overline{}$
Invoices to students		Х								
MyCoyote Portal	Х	Х					Х		Х	X
Programming Support		Х								
Student fees for extension		Х								
Student and staff information extract transfer to CD					X					
T2 line system support					X					
CFS Datawarehouse Support, Online- Directory	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
OneCard, SkillPort, Blackboard, etc.)	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
SOTE support		Х								
CSU Recruit (implementation, training, and decommisioning NeoGov)	Х						Х		Х	
Faculty Additional Pay		Х							Х	
Push Notifications		Х								
Summer Term support		Х								
Winter Intercession Term support		Х								
Early Start support		Х								
COVID support (electronic processes, waiver of fees)	Х	Х	Х		Х		Х			
CFS Training, Support, Additional Reports	Х								Χ	Х
CLSS Implementation and Support		Х								
ERP Systems Data Feed from PeopleSoft (maintenance and changes)		Х	Х	Х					Χ	
Provide CMS (PeopleSoft) support to staff	X	Х	Х	Х	Х	Χ	Х	Х	Х	Х
ITS - Technology Operations & Customer Support	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Enterprise & Cloud Services										
Backup Services and Offsite storage		X	X	X			X	X	Х	X
Server co-location/hosting including: UPS, Power Generator, Physical Security, A/C		X	X	X		Х			Х	X
Virtual environment server management and hosting		X	X	X		Х	X	X	Х	X
Network										
Hardware: Alcatel Maintenance - Switches		X	X	X	X	Х	Х	X	Х	X
Hardware: Aruba ClearPass Appliance	X	X	X	X			X	X	Х	X
Hardware: Aruba Maintenance - Campus	X	X	X	Х			Х	Х	Х	X
Hardware: Juniper Firewall & Server Farm Firewall Maintenance	X	X	X	Х	Х	Х	Х	Х	Х	X
Hardware: Juniper SSL	X	X	X	Х			Х	Х	Х	X
Network Management	X	X	X	X	Х	Х	Х	X	Х	X
Software: PALO Alto Network (PAN)		X	X	X	Х	Х	Х	X	Х	X
Software: Aruba Airwave	X	X	X	X			Х	X	Х	X
Software: Aruba ClearPass Endpoint	X	X	X	X			Х	X	Х	X
Software: Aruba ClearPass QuickConnect	X	X	X	X			Х	X	Х	X
Software: Omnivista Maintenance				X	Х	Х				
Software: ProceraCare/Omnivista - Network Management	X	X	X	X	X	Х	X	X	Х	X
Duo Security	X	X	X	X	X	Х	X	X	Х	X
Technology Support Center										
Campus active directory administration and support	X	X	X	X	X	Х	X	X	Х	X
Campus e-mail administration and support	X	X	X	X	X	Х	X	X	Х	X
Campus OneCard administration and support	X	X	X	X	X	X	Х	X	X	X
Campus software administration and support	X	X	X	X	X	Х	X	X	Х	X
IT Customer Support	X	X	X	X	X	X	X	X	X	X
Telecommunication & Network Services		-								
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	Х	X	X	X	Х	Х	X	X	X
Wireless Network Expansion		$ \!\!\!-\!\!\!\!-\!\!\!\!-\!\!\!\!- $	X	X	\square		X			
IT Customer Support	X	X	X	X	X	X	X	X	X	X
Academic Technologies & Innovation		\square			\square				\vdash	
Course Development Support		X			\square				\square	\square
Institutional Research & Analytics		\square			\square				\vdash	
ASI/Career Center internship applicants review	X									

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Experience and Perception of Global Education Survey			Х								
International Student Data			Х								
Various student groups class registration			Х								
Winter Intersession 2021			Х								
FTES by college			Х								
Internationalization data			Х								
GIG historical results			Х								
Courses needed for Cabinet			Х								
International Student Continuation			X								
Cabinet PPT numbers check			Х								
Residency and Citizenship Evaluation			Х								
Winter Intersession Dashboard			Х								
Housing student level data/updates					Х						
Housing student enrollment, retention and graduation data					Х						
Survey Consultation										X	
Provide enrollment data										X	
SA - Vice President's Office		ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
One-on-one meetings (AVP/VP)		Х		Х	Х			Х			
Budget Support/Monitoring (Budget Analyst)		Х		Х	Х			X	X		
Board of Directors Member (VP/AVP)		Χ						Х			
Attend weekly Board Meetings (VP, AVP, Confidential Aid)		Х						Х			
Finance Board Member (VP)								Х			
Schedule meetings (ASC)		Х		Х	Х			Х	Х		
Clerical Support i.e. folder prep, correspondence, payroll, etc (ASC)		Х		Х	Х			Х	Х		
Expansion Committee (VP, AVP, Confidential Aid, Budget Analyst)		Х			Х			Х	Х		
Systemwide Health Service Committee Member (VP)				Х							
Monthly Directors' Meeting (VP, AVP, Confidential Aid, Budget Analyst, ASC)		Х		Х	Х			Х	Х		
Cost Recovery Plan											
Compile information into report format		Х		Х	Х			Х	Х		
Monitor cost recovery activity		Х		Х	Х			Х	Х		