CSU OPERATING FUND
COST ALLOCATION PLAN

FISCAL YEAR 2025-26

California State University, San Bernadino
Cost Allocation Plan
FY 2025-2026

Report Content:

INTRODUCTION

The California State University, San Bernardino (CSUSB) 2025-2026 cost allocation plan has been developed to comply with CSU Executive Order, 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 Finance, Technology and Operations/CFO annually approves and implements the cost allocation plan by the start of the fiscal year.

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.

UNIVERSITY PRIMARY SERVICE PROVIDER UNITS

The following University departments are the primary providers of services, products and facilities to the Enterprise and Auxiliary entities shown below (subject to change):

- Enrollment Management
- Faculty Center of Excellence
- Office of Graduate Studies (OGC)
- Palm Desert Campus
- Sponsored Programs
- Auxiliary Human Resources & Payroll
- Facilities Management

- Finance, Technology and Operations
    - Financial Services
    - Support Services (Mail/Receiving/Property/Campus Stores)
    - Procurement & Contracts
    - University Budget Office
    - Office Of AVP Finance and Administrative Services
- University Police
- Human Resources
- Payroll
- Information Technology Services (ITS)
- Student Affairs

ORGANIZATIONS INCLUDED IN THE COST ALLOCATION PLAN

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

Organization	Category/Type
College of Extended & Global Education (CEGE)	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
Associated Students, Inc. (ASI)	Auxiliary
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
Sponsored Programs Administration	Auxiliary

Each of the above entities provides valuable benefits to the University. Various services provided benefit the students and the campus, 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 may be provided.

METHODOLOGY

CSUSB ensures that services, products, and facilities provided to the identified entities are 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 these entities. Documentation received 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 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 may be self-reported and documented.

On the CSUSB campus, the Alumni Association operates under the Philanthropic Foundation (PF) auxiliary, including funds housed under the University Enterprises Corporation (UEC). Cost recovery for the Alumni Association is encompassed within the identified auxiliaries. Any further recovery of costs allocated beyond the PF or UEC would be handled independently from the campus cost allocation plan, by the auxiliaries as appropriate. Centers and institutes operating under campus departments are not separate entities external to the university, therefore cost recovery for these organizations is not considered in our cost allocation process. There are no incremental costs to the campus associated with University Advancement Division and Office of the President services provided to entities included in this cost allocation plan (CAP). Based on management discretion, incidental services are considered an exchange of value for services provided to the campus by the receiving entities. This exchange of value approval is recognized by the Vice President of Administration & Finance/CFO signature page of this document.

Contracts for direct cost vendor-provided services will be charged to those entities to which services apply, as costs are incurred, outside of the 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. Cost pools are updated annually. 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 will be incorporated in the following year cost allocation plan. Established methodologies, using percentages of quantitative measures, such as assets, square footage, or expenses, will be reviewed on a triennial cycle and updated as needed.

The following section outlines California State University San Bernardino's cost recovery plan methodology for the allowable indirect costs incurred by the CSUSB Operating Fund.

ACADEMIC AFFAIRS DIVISION

ENROLLMENT MANAGEMENT

Methodology
- Percentage of Effort

Cost Basis
- Salary and Benefits of Identified Employees
- OE&E (Operating Expenses & Equipment) Expenses - 3% of Salary/Benefits

The Office of Financial Aid and Scholarships collaboration with CEGE is imperative to increase and improve services to students. One staff member is assigned as the liaison to support students, faculty, and staff in the college. The duties identified in the catalog of services are performed on a daily/regular basis to provide this support.

The Office of Admission and Student Recruitment supports CEGE specifically with the Online Criminal Justice Degree Completion Program (CELCJ), Social Sciences Online program (SSCICEL) and Administration Online. Both the Processing and Evaluation units are involved with the handling of CELCJ/SSCICEL and Administration applications. The Processing unit shares the responsibility of applications throughout the unit across all staff members. The Evaluations team has a single point of contact established to streamline the evaluation process. Duties identified in the catalog of services are performed on a daily/regular basis in conjunction with unique deadlines associated with each term.

The Office of the Registrar supports CEGE with a Transfer & Graduation Counselor who provides services for the online BA-Criminal Justice, online BA-Social Sciences and the online BA-Administration programs. Additional details are provided in the catalog of services.

FACULTY CENTER OF EXCELLENCE

Methodology
- Percentage of Effort

Cost Basis
- Salary and Benefits of Identified Employees
- OE&E (Operating Expenses & Equipment) Expenses - 3% of Salary/Benefits

The Faculty Center for Excellence's instructional designers provide support to CEGE administrators and faculty by request. Costs for services provided are calculated based on

actual salary and benefit expenses based on the percentage of effort provided by the designers for the most recent calendar year completed.

Cost of Services
(See Appendix A: Catalog of Services)

OFFICE OF GRADUATE STUDIES (OGC)

Methodology
- Percentage of Effort

Cost Basis
- Salary and Benefits of Identified Employees
- OE&E (Operating Expenses & Equipment) Expenses - 3% of Salary/Benefits

The Office of Graduate Studies (OGS) is dedicated to fostering student success across the campus. OGC's partnership with the College of Extended and Global Education (CEGE) is instrumental in enhancing the services OGC provides. Together, OGC and CEGE work closely to drive growth in new enrollment numbers and create greater opportunities for students.

Costs for services provided are calculated based on actual salary and benefit expenses based on the percentage of effort provided by the designers for the most recent calendar year completed.

Cost of Services
(See Appendix A: Catalog of Services)

PALM DESERT CAMPUS

Methodology
- Percentage of Effort

Cost Basis
- Salary and Benefits of Identified Employees

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 assists 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.

Front office administrative support assistants (ASA) at PDC 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 of services is calculated at 5% effort based on actual salary and benefit expenses for the most recent calendar year completed.

SPONSORED PROGRAMS

Methodology
- Full Cost Recovery

Cost Basis
- Employee Salary and Benefits

Sponsored Programs services provided 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)

AUXILIARY HUMAN RESOURCES AND PAYROLL

Methodology
- Percentage of Expenses

Cost Pool
- Auxiliary Human Resources and Payroll Personnel Expenses (2024 Calendar Year)

Cost Recovery Assessed to:
- Associated Student Inc. (ASI), Philanthropic Foundation, Santos Manual Student Union (SMSU), Student Recreation & Wellness Center (SRWC), University Enterprises Corporation (UEC), and Sponsored Programs Administration (SPA)

Auxiliary Human Resources & Payroll services are documented in the supporting catalog of services, including, and not limited to hiring, recruitment, compensation, and employee relations. The auxiliary expenses (salary and benefit) percentages applied to the cost pool. Costs are recovered based on actual salary and benefit expenses from the most recent calendar year completed.

Cost of Services
(See Appendix A: Catalog of Services)

FINANCE, TECHNOLOGY AND OPERATIONS

FACILITIES MANAGEMENT

Methodology:
- Time & Materials
- Labor costs based on trade hourly rates.
- Square Foot Facilities Use

Cost Basis
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- Heating, Ventilation, Air Conditioning (HVAC) Services

Square Foot Rated: Costs allocated to entities for use of facilities building space is based on the CSU Chancellor's Office annually published cost to fund regular maintenance of new facilities. The 2024-25 rate used to calculate costs for 25-26 is $23.79 per square foot. This rate encompasses the cost of utilities, building maintenance, custodial, landscape, and administrative support.

Square Foot rates are used for Student Health Center, Parking, Associated Students, Inc. (ASI), SMSU, and UEC facilities use.

Cost of Services
(See Appendix A: Catalog of Services)

The following matrix shows the Methodology and Cost Basis for each Enterprise and Auxiliary Entity.

Entity	Methodology			Trade Services Allocation			
	Time & Materials	Labor Hours	SQ FT Facilities Use	Building Maintenance	Custodial Maintenance	Grounds Maintenance	HVAC
College of Extended & Global Education (CEGE)	✓	✓		✓	✓	✓	✓
Student Health & Counseling and Psychological Services Center	✓	✓	✓	✓	✓	✓	✓
Office of Housing & Residential Education	✓	✓		✓	✓	✓	✓
Parking & Transportation Services	✓	✓	✓			✓	
Associated Students, Inc. (ASI)			✓				
Santos Manuel Student Union (SMSU)	✓	✓	✓	✓	✓	✓	✓
Student Recreation & Wellness Center (SRWC)	✓	✓		✓	✓	✓	✓
University Enterprise Corporation (UEC)	✓	✓	✓	✓		✓	✓
Sponsored Program Administration (SPA)	✓	✓		✓	✓		✓

FINANCE & ADMINISTRATIVE SERVICES

Methodology
- Percentage of Expenses
- Percentage of Assets

Cost Pool
Finance & Administrative Services Operating Fund Expenses (Calendar Year 2024)

Excluding:
Office of the Associate Vice President expenses
Printing Services department expenses (chargeback based)

- **Cost Recovery Assessed to:**
  College of Global & Extended Learning (CEGE), Health Center, Housing and Residential Education (HRE), Parking and Transportation Services, Associated Student Inc. (ASI), Philanthropic Foundation, Santos Manuel Student Union (SMSU), Student Recreation & Wellness Center (SRWC), University Enterprises Corporation (UEC), and Sponsored Programs Administration (SPA)

Finance and Administrative Services (FAS) includes Financial Services: Accounting, Reporting & Tax, Student Financial Services, and Accounts Payable, Procurement & Contracts, Support Services: Mail, Receiving, Property, and Campus Stores, and University Budget Office. Costs for services provided, as outlined in the supporting catalog of services, are based on actual expenses from the most recent calendar year completed. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

Cost of Services
(See Appendix A: Catalog of Services)

OFFICE OF AVP Finance and Administrative Services

Methodology
- Percentage of Effort

Cost Basis
- Salary and Benefits of AVPFAS

Effective July 1, 2024, through May 31, 2025, the Associate Vice President of Finance & Administrative Services has provided oversight of University Enterprises Corporation (UEC). To support this effort, 25% of the Associate Vice President's annual salary and benefits will be directly charged to UEC. This cost recovery is essential to sustain continued oversight and leadership of UEC, including financial reviews, budget planning and administration, and support for Board projects through May 31, 2025.

Cost of Services
(See Appendix A: Catalog of Services)

Information Technology Services

Methodology

- Percentage of asset count
- Percentage of Head Count

Cost Basis
- Identified ITS Charge Units
- Calendar Year Expenses

Excluding:
- MPP Salary and Benefits

- **Cost Recovery Assessed to:**
  College of Global & Extended Learning (CEGE), Health Center, Housing and Residential Education (HRE), Parking and Transportation Services, Associated Student Inc. (ASI), Philanthropic Foundation, Santos Manual Student Union (SMSU), Student Recreation & Wellness Center (SRWC), University Enterprises Corporation (UEC), and Sponsored Programs Administration (SPA)

The Information Technology Services (ITS) division encompasses Administrative Computing & Business Intelligence (ACBI), Technology Operations & Customer Support, Enterprise & Cloud Services, Telecommunication & Network Services (TNS), Academic Technologies & Innovation (ATI), and Institutional Research & Analytics. Costs for services,

as outlined in the supporting catalog of services, are based on actual expenses from the 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 ITS, not included as part of the CAP, will be recovered via chargeback or direct charge.

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)

UNIVERSITY POLICE

Methodology
Average of response and prevention components
- Percentage of campus incidents
- Percentage of square footage

Cost Pool
  University Police (UP) Total Operating Expenses

Excluding:
  Chief of Police Salary and Benefit expenses
  External Cost Recovery

- **Cost Recovery Assessed to:**
  College of Global & Extended Learning (CEGE), Health Center, Housing and Residential Education (HRE), Parking and Transportation Services, Associated Student Inc. (ASI), Santos Manual Student Union (SMSU), Student Recreation & Wellness Center (SRWC), University Enterprises Corporation (UEC), and Sponsored Programs Administration (SPA)

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting catalog of services. The costs of services are based on actual operating expenses from the 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, including non-officer-initiated incidents, and excluding escorts as this

service is covered centrally. The total incident count is based on an average of total reported incidents campus-wide for the previous three calendar years.

Cost of Services
(See Appendix A: Catalog of Services)

HUMAN RESOURCES

HUMAN RESOURCES

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

Cost Pool
   Human Resources Operating Budget

Excluding:
   Salary and Benefits for Associate Vice President

- **Cost Recovery Assessed to:**
   College of Global & Extended Learning (CEGE), Health Center, Housing and Residential Education (HRE), Parking and Transportation Services

Human Resources classification and recruitment reviews, and other services identified in the supporting catalog of services are provided to CEGE, Health Center, Housing, and Parking. Costs are allocated based on staff/MPP/student employee headcount as a portion of campus staff/MPP/student employee headcount (excluding faculty 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 cost applicable to the entities.

Cost of Services
(See Appendix A: Catalog of Services)

PAYROLL

Methodology
- Average Cost per Head Count (All Employees)

Cost Basis
   Payroll Operating Budget

Excluding:

Salary and Benefits for Associate Vice President

- **Cost Recovery Assessed to:**

College of Global & Extended Learning (CEGE), Health Center, Housing and Residential Education (HRE), Parking and Transportation Services

Payroll services such as processing hires and terminations, absence management, and others identified in the supporting catalog of services are provided to CEGE, Health Center, Housing, and Parking. Costs for these services are allocated based on employee headcount as a portion of campus employee headcount. The resulting percentage is applied to the payroll operating fund base budget to calculate the cost allocated to each entity.

Cost of Services
(See Appendix A: Catalog of Services)

STUDENT AFFAIRS DIVISION

Methodology
- Percentage of Enterprise and Auxiliary Entities budget

Cost Basis
Student Affairs' Baseline Budget

Excluding
Athletics, Mental Health, Basic Needs, EOP Foster Youth, Housing, IRA, Student Union, and SMSU Lease.

- **Cost Recovery Assessed to:**
Health Center, Housing and Residential Education (HRE), Associated Student Inc. (ASI), Santos Manual Student Union (SMSU), Student Recreation & Wellness Center (SRWC).

Student Affairs (SA) Vice President's Office provides services to Health Center, Housing, Associated Students, SMSU, and Student Recreation & Wellness Center by providing strategic and managerial oversight. Efforts include recruitment and alternative consultation. Student Affairs also provides assistance with budgetary monitoring of funds and compiling reports. The cost allocation is based on the percentage share of the entities' budget applicable to Student Affairs' budget.

Cost of Services
(See Appendix A: Catalog of Services)

PLAN REVIEW AND APPROVAL

The Budget Office updates the cost allocation plan by the end of each fiscal year. Department personnel and Operating Expense & Equipment (OE&E) costs are updated annually based on the most recent full calendar year's actual data. The CFO reviews and approves the Cost Recovery Plan for implementation at the beginning of each Fiscal Year on July 1st.

All costs included in this proposal are properly allocable to CSUSB Enterprise and Auxiliary Entities. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs.

I have reviewed this Cost Recovery Plan for FY 2025/26 and give my approval to execute the plan as described in these documents and attachments.

Samuel Sudhakar

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06/28/2025

Dr. Samuel Sudhakar   **Date**
Chief Financial Officer and Vice President
Finance, Technology and Operations

2025-26 Cost Allocation Plan/Cost Recovery Summary											
State-side Departments	College of Global & Extended Learning	Health Center*	Housing	Parking Services	Associated Students, Inc.	Philanthropic Foundation	Santos Manuel Student Union	Student Recreation & Wellness Center	University Enterprises Corporation	Sponsored Programs Administration	Total
AA-Enrollment Management	50,135	-	-	-	-	-	-	-	-	-	50,135
AA-Faculty Center Excellence	746	-	-	-	-	-	-	-	-	-	746
AA-Graduate Studies	71,805	-	-	-	-	-	-	-	-	-	71,805
AA-Palm Desert Campus	-	-	-	48,394	-	-	-	-	-	-	48,394
AA-Sponsored Programs	-	-	-	-	-	-	-	-	-	1,433,168	1,433,168
Auxiliary Human Resources/Payroll	-	-	-	-	2,150	2,231	11,167	5,266	34,704	281,056	336,574
FTO-Facilities Management	194,915	100,331	117,880	204,524	2,498	-	147,477	28,878	38,269	25,379	860,150
Building Maintenance	8,230	12,687	9,656	4,488	-	-	56,262	1,700	1,094	1,207	95,323
Custodial	182,864	102,094	-	-	-	-	36		32	1,269	286,295
Grounds	6,392	13,252	103,808	166,111	-	-	37,352	23,001	11,956	18,907	380,779
Heating & Air	1,685	10,719	4,416	-	-	-	15,002	1,941	88	3,996	37,847
Square Footage-Facilities Use	-	26,930	-	33,925	2,498	-	38,825	2,236	25,098	-	129,513
Base Adjustment	(4,255)	(65,351)	-	-	-	-	-	-	-	-	(69,606)
FTO-Finance & Administrative Svcs.	146,351	52,598	158,564	82,197	29,863	278,922	62,027	27,725	38,921	565,898	1,443,066
Financial Services	69,828	23,954	74,396	39,450	26,950	154,762	51,855	18,700	28,845	504,870	993,611
Procurement & Contracts	51,129	17,540	54,475	28,886	-	113,320	-	-	-	-	265,350
Budget Office	16,082	5,517	17,134	9,086	-	-	-	-	-	-	47,819
Support Services	9,312	5,587	12,559	4,775	2,913	10,840	10,171	9,025	10,076	61,028	136,286
FTO-AVPFAS UEC Oversight	-	-	-	-	-	-	-	-	36,153	-	36,153
FTO-Information Technology Services	205,972	120,252	151,111	89,997	21,463	56,691	107,071	63,282	182,280	138,555	1,136,676
FTO-University Police	50,794	13,691	560,131	447,201	8,372	-	97,059	31,747	79,379	2,516	1,290,891
HR-Human Resources	63,447	41,054	26,125	39,810	-	-	-	-	-	-	170,436
HR-Payroll	10,918	7,985	5,378	5,215	-	-	-	-	-	-	29,496
Student Affairs	-	98,270	245,141	-	44,855	-	127,065	47,938	-	-	563,270
Total Cost Recovery from Entities	795,083	434,182	1,264,330	917,337	109,202	337,845	551,867	204,836	409,706	2,446,573	7,470,961

*Health Center includes established baseline adjustments for Facilities & Student Affairs

Services, Products, Facilities
Available to Campus Auxiliaries/Enterprise Self-Support Entities

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
AA - Enrollment Management											
Financial Aid											
College Liasion/Point of Contact			X								X
Phone Calls, Emails, Student Inquiries			X								X
Research for student files			X								
Certify and request alternative loans for students			X								
Counsel MBA students regarding GRAD PLUS applications			X								
Weekly Budget/Financial Aid Reports			X								
Manually evaluate each student's eligibility and notify program coordinator(s)											x
Manually award each student											x
Evaluate and adjust aid based on eligibility											x
Manually disburse payments,											x
Collaborate with program/project coordinators on eligibility issues/awarding processes/disbursement updates, criteria, etc											x
Admissions											
Processing applications			X								
Registrar											
Online BA-Criminal Justice Program and Administration			X								
Online Social Sciences Degree Completion Program (ECON, GEOG, and PSCI concentrations)			X								
Transfer & Graduation Counselor			X								
Coursework articulation review			X								
Policy & Procedure guidance			X								
MOU creation for International Partnership Programs			X								
PAWS, Grad Checks, etc for students enrolled in International Partnership Programs			X								
Academic Affairs - Palm Desert Campus											
Collect Payments for Parking Citations and Permits						X					
Community Service Specialists (Monitor parking lots/empty parking ticket dispenser weekly)						X					
PDC Activity Support						X					
Special Events						X					
Academic Affairs - Sponsored Programs											
Administration											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 Sponsored Project GL activity and balance activity											X
Coordinate Month end closing and prepare month end journal entries											X
Analyze and compile GEN88 expenses for historical comparison											X
Prepare SPA operation budget and revenue projection for inclusion in UEC budget											X
Oversight of Sponsored Programs/Post Award Activities											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 projects											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
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
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 PIs 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 threshold											X

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Services, Products, Facilities											
Available to Campus Auxiliaries/Enterprise Self-Support Entities											
Manage formal bid process											X
Analyze and approve travel/mileage claims for availability of funds, allowability and allocability											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/allocability											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, 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 COA											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 campuses											X
Auxiliary Human Resources & Payroll											
Human Resources											
Benefits Information							X			X	X
Compensation							X			X	X
Employee Relations							X			X	X
Hiring Processing							X			X	X
Policy/Procedure Implementation							X			X	X
Recruitment							X			X	X
Training							X			X	X
Unemployment Assistance							X			X	X
Workers Compensation Assistance							X			X	X
Payroll											
Annual audit support for payroll related requests		X					X	X	X	X	X
Annual reconciliation for W2s		X					X	X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll		X					X	X	X	X	X
Attend trainings to keep current on employment law		X					X	X	X	X	X
Bi-monthly payroll check processing		X					X	X	X	X	X
Maintain vacation/sick leave balances for all employees		X					X	X	X	X	X
Payroll file management		X					X	X	X	X	X
Payroll tax reporting		X					X	X	X	X	X
Prepare annual pay date schedule and pay period processing		X					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	X
Prepare wire transfer request for bi-weekly payroll for state-side		X						X	X		
Process manual checks as needed for late time sheets, separations, etc…							X			X	X
Provide customer service/training to employees		X					X	X	X	X	X
Provide monthly vacation accrual information for sponsored projects											X
Provide NRA tax determination to employees										X	X
Provide payroll reporting as needed for sponsored projects and mgmt.										X	X
Provide payroll reporting to CSURMA/AORMA		X					X	X	X	X	X
Quarterly reconciliation of wages for tax reporting - Form 941		X					X	X	X	X	X
Reconcile and remit payments for Workers Comp and Unemploy. Insur.		X					X	X	X	X	X
Reporting of escheated checks to State Controller		X					X	X	X	X	X
Reporting of retirement wages and deductions		X					X	X	X	X	X
FTO-Facilities Management											

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Services, Products, Facilities											
Available to Campus Auxiliaries/Enterprise Self-Support Entities											
Administrative Support											
Enterprise vehicle rental		X	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	X
Automotive Services											
Vehicle/ cart preventive maintenance		X	X	X	X	X		X	X	X	X
Vehicle/ cart repairs		X	X	X	X	X		X	X	X	X
Vehicle/ cart purchase assistance & pre-delivery inspection		X	X	X	X	X		X	X	X	X
Building Maintenance											
Automatic door maintenance			X	X	X			X	X	X	
Backflow prevention device maintenance					X						
Emergency lighting inspection			X	X		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	X
Carpentry services			X	X		X			X	X	X
Electrical services			X	X	X	X		X	X	X	X
Locksmith services			X	X	X	X		X	X	X	X
Maintenance services			X	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			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
Moving Services			X	X		X		X	X	X	X
Excessive trash removal			X	X		X				X	X
Facilities Use											
Operation and maintenance of space		X	X	X		X		X		X	
Grounds Maintenance											
Herbicide/ fertilizer application			X	X	X	X		X	X	X	X
Irrigation system controls, maintenance, and repairs			X	X	X	X		X	X	X	X
Litter, debris and trash removal			X	X	X	X		X	X	X	X
Mowing and edging			X	X	X	X		X	X	X	X
Pruning and weeding			X	X	X	X		X	X	X	X
Pest control			X	X		X		X	X	X	X
Heating & Air Conditioning Services											
Central plant operation			X	X	X	X		X	X	X	X
Network controls programming and maintenance			X	X	X	X		X	X	X	X
Routine equipment inspections			X	X	X	X		X	X	X	X
Routine equipment maintenance			X	X	X	X		X	X	X	X
Service/ trouble calls			X	X	X	X		X	X	X	X
Preventive Maintenance											
Emergency generator maintenance and permitting			X	X		X				X	
Coordinate elevator and wheelchair lift maintenance and permitting			X		X	X		X	X	X	
Contract processing and management			X	X	X	X		X	X	X	
Project Management											
Project development			X	X	X	X		X	X	X	X
Job walks			X	X	X	X		X	X	X	X
Manage bid process			X	X	X	X		X	X	X	X

Services, Products, Facilities
Available to Campus Auxiliaries/Enterprise Self-Support Entities

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Contract management			X	X	X	X		X	X	X	X
Construction management			X	X	X	X		X	X	X	X
Utilities Support											
Negotiate utility contracts			X	X	X	X		X	X	X	X
Meter readings			X	X	X	X		X	X	X	X
Utility billing			X	X	X	X		X	X	X	X
FTO-FAS - Financial Services: Accounts Payable											
Miscellaneous											
Maintain files		X	X	X	X	X	X	X	X	X	X
Customer service to campus and vendors		X	X	X	X	X	X	X	X	X	X
Process various travel requests		X	X	X	X	X	X	X	X	X	X
Contact and work with department staff to correct submissions		X	X	X	X	X	X	X	X	X	X
Mailing of checks		X	X	X	X	X	X	X	X	X	X
Maintain copies of records for required retention period		X	X	X	X	X	X	X	X	X	X
Make arrangements to hold special payments		X	X	X	X	X	X	X	X	X	X
Respond to auditor inquiries		X	X	X	X	X	X	X	X	X	X
Respond to invoice and payment related questions from departments		X	X	X	X	X	X	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		X	X	X	X	X	X	X	X	X	X
Process payments for Direct Expenditures/disbursement requests		X	X	X	X	X	X	X	X	X	X
Issuance of check/EFT payments		X	X	X	X	X	X	X	X	X	X
Maintenance of check equipment, format, testing		X	X	X	X	X	X	X	X	X	X
Supply check stock/micr toner		X	X	X	X	X	X	X	X	X	X
Wire payments		X	X	X	X	X	X	X	X	X	X
Tax Reporting											
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	X
FTO-FAS - Financial Services											
Banking/Cash Management/Investments/Wires		X	X	X	X	X	X	X	X	X	X
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	X
Internal Audits		X	X	X	X	X	X	X	X	X	X
ProForma Financial Statements			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				X							
ADNOATS				X	X	X					
Analyze, compile and calculate monthly IDC collection and prepare journal entry											X
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		
Cash Count Audits/Reconciliation		X	X	X		X		X	X		
Cash Posting Order (CPO) Requests/Processing			X	X	X	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
Flex Cash Reconciliation										X	
FRT Billing							X				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					

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Services, Products, Facilities											
Available to Campus Auxiliaries/Enterprise Self-Support Entities											
Maintain Payroll AR			X	X	X	X					
Meal Plan Reconciliation										X	
Monitor O/S Checks & Escheat		X	X	X	X	X	X	X	X	X	X
MOU journals		X	X		X	X		X			
Parking Fee Billing		X						X	X		
Payroll Reconciliation			X	X	X	X					
PDC Health Services/Facilites Fee Transfer				X							
Provide financial reports to projects as requested											X
Provide and approve student 1098 identification on applicable expenditure documents											X
Quarterly Sales Tax Remittance		X		X			X	X	X	X	
Reconcile WF Checks Paid		X	X	X	X	X	X	X	X		
Record AR outside of PS						X					
Requests for Chargebacks			X		X	X					
Review GL for abnormal balances		X	X	X	X	X	X	X	X	X	X
Review Interface Batches/Correct Errors		X	X	X	X	X	X	X	X	X	X
Scholarship Billing							X				X
Transfer of Expenses		X	X	X	X	X	X	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					
Utilities Billing			X		X	X		X	X		
WF Bank Reconcilation		X	X	X	X	X	X	X	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.							X			X	X
Provide quarterly reports to government agencies											X
Daily check of bank transactions							X			X	X
Investment account reconciliations							X				
Investment of endowment funds							X				
Issue new credit cards/cancel and replace cards as needed							X			X	X
Monthly bank account reconciliations		X					X	X	X	X	X
Monthly credit card account reconciliations							X			X	X
Place stop payment orders on lost checks		X					X	X	X	X	X
Post cash receipts/EFTs		X					X	X	X	X	X
Process cash draw downs for sponsored program projects											X
Process deposits through on-site remote deposit capture		X					X	X		X	X
Process stock transfer gifts							X				
Provide credit card payment information to Bursar's Office										X	X
Quarterly charitable remainder trust reconciliations							X				
Quarterly endowment reconciliation							X				
Withdrawal of funds for scholarships/endowment mgmt. fee							X				
Assistance with cash handling audits as needed		X					X	X	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											X
Handle reporting for Children's Center nutrition program										X	
Maintain chart of accounts for all auxiliary business units		X					X	X	X	X	X
Monthly asset module processing/depreciation posting		X					X	X	X	X	X
Posting of commercial activity commissions										X	
Preparation of all auditor requested schedules		X					X	X	X	X	X
Preparation of annual financial audit report		X					X	X	X	X	X
Preparation of annual tax returns		X					X	X	X	X	X
Process budget uploads as requested		X					X	X	X	X	X
Process daily gift/donation posting							X				
Process journal transfers as requested		X					X	X	X	X	X
Process transfer of payroll expense between UEC and the Fdn							X			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	X
Provide monthly gift/donation reconciliation to Univ. Advancement							X				

Services, Products, Facilities
Available to Campus Auxiliaries/Enterprise Self-Support Entities

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Provide specific financial analysis as requested							X			X	X
Review sponsored projects for fund closeout											X
Audit support for SP agency, internal, NCAA, annual, and C.O. audits		X					X	X	X	X	X
Donor reports for endowment accounts (approx. 200 reports)							X				
Notification to depts. regarding endowment funds available							X				
Place holds on student accounts as requested										X	
Provide assistance with Sponsored Programs agency reporting, desk audits/ reviews											X
Respond to public record requests		X	X	X	X	X	X	X	X	X	X
Escheatment-Annual filing to SCO		X					X	X	X	X	X
FTO-FAS - Financial Services: Reporting and Tax											
Assist in resolving NRA tax issues		X	X					X	X	X	X
Chart of Accounts set up and maintenance		X	X	X	X	X	X	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					X	X		X	X
Review revenues and prepare UBIT report					X	X					
Monthly asset module processing/depreciation posting		X	X	X	X	X	X	X	X	X	X
Asset Management module month end close		X							X	X	
Asset Management Reconciciliation (quarterly)		X							X	X	
FTO-FAS - Financial Services: Student Financial Services											
Account investigation by request			X		X						X
ACH Returns					X	X					
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	
Campus SF training as requested		X	X	X	X	X	X	X	X	X	X
Cash Deposits		X		X	X		X	X	X	X	
Cash Handling Training		X	X	X	X	X	X	X	X	X	X
CC Payments										X	
Change Orders				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	X	X	X	X	X
Defer special program students			X								X
Departmental Deposits		X		X	X	X	X	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		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		
Follow up on past-due invoices										X	X
FTB placement		X		X	X			X	X		
Item Type Set Up		X	X		X		X			X	
Journal Entries						X					
Maintain ePay Site			X	X	X	X					
Meal Plan Accounts Receivables Tracking										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								
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	

Services, Products, Facilities
Available to Campus Auxiliaries/Enterprise Self-Support Entities

FROM:	TO: ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
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	X	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	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						
Reports						X			X	X
Review third party activity/billing invoices/research	X	X					X	X	X	X
Set-up third party contracts	X	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	X
Term Set Up	X	X		X			X	X		
Validation of charges				X						
Ventec Deposits					X					
Wire Transfers				X						
FTO-FAS - AVP Finance & Admin Services										
Associate Vice President of Fin and Admin Serv Provide Leadership Services & Support									x	
FTO-FAS - Budget Office										
Budget Reports										
Various reports requested by senior leadership	X	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	
Cost Recovery Plan										
Compile billing information and send to General Accounting	X	X	X	X	X	X	X	X	X	X
Compile information into report format	X	X	X	X	X	X	X	X	X	X
Create Cost Allocation Plan/Memo and route for signatures	X	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	X
Miscellaneous										
Allocate costs related to risk management insurance		X	X	X	X					
Assist staff on budget related matters		X	X	X	X					
Chart of accounts coordination		X	X	X	X					
PAES scholarship allocation						X				
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					
FTO-FAS - Support Services: Campus Stores; Mail Services; Receiving; Property										
Campus Stores										
Filling of orders (primarily paper)	X	X	X	X	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	X	X	X	X	X
Receiving										
Delivery of campus stores orders	X	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	X
Storage of deliveries until department is ready for delivery	X	X	X	X	X	X	X	X	X	X
Property										
Perform Physical Inventories	X	X	X	X	X	X	X	X	X	X
Equipment Tracking/Tag & Retire Equipment	X	X	X	X	X	X	X	X	X	X
Miscellaneous										
Assist staff on property related matters	X	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	X
Reporting										
Ad hoc reports requested by Department, AVP FAS, VP Admin & Finance	X	X	X	X	X	X	X	X	X	X
FTO-FAS - Procurement & Contracts										
Miscellaneous										
Assist staff on purchasing related matters		X	X	X	X	X				

Services, Products, Facilities										
Available to Campus Auxiliaries/Enterprise Self-Support Entities										

FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
Purchasing											
Issue Quotes, Bids, RFPs for Goods and Services			X	X	X	X	X				
Provide CMS support to staff		X	X	X	X	X	X	X	X	X	X
Review and Source Requisitions to Purchase Orders			X	X	X	X	X				
Reporting											
Ad hoc reports requested by Departments, AVP FAS, VP Admin & Finance			X	X	X	X	X				
FTO-University Police											
Incident Response											
Burglary Alarms		X	X	X	X	X		X	X	X	X
Calls for Service		X	X	X	X	X		X	X	X	X
Campus Policy Violations		X	X	X	X	X		X	X	X	X
Escort Services		X	X	X	X	X		X	X	X	X
Fire Alarms		X	X	X	X	X		X	X	X	X
Lost and Found Property		X	X	X	X	X		X	X	X	X
Medical Aid		X	X	X	X	X		X	X	X	X
Patrol (Foot/Vehicle)		X	X	X	X	X		X	X	X	X
Welfare Check of Students		X	X	X	X	X		X	X	X	X
Other Services											
Bike Patrol Program		X	X	X	X	X		X	X	X	X
Business Continuity Plan Guidance		X	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	X
Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, Threat Summit, etc.)		X	X	X	X	X		X	X	X	X
Chargebacks/Transfers of Expense/Request for Invoice		X	X	X	X	X		X	X	X	X
Community Service Officers		X	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	X
Detective Services/Investigations		X	X	X	X	X		X	X	X	X
Dispatch Services		X	X	X	X	X		X	X	X	X
Evidence Processing/Crime Lab		X	X	X	X	X		X	X	X	X
Fingerprinting/LiveScan		X	X	X	X	X		X	X	X	X
K9 Services		X	X	X	X	X		X	X	X	X
Mutual Aid		X	X	X	X	X		X	X	X	X
Onsite Officers		X	X	X	X	X		X	X	X	X
Providing Literature		X	X	X	X	X		X	X	X	X
Record Management		X	X	X	X	X		X	X	X	X
Staff/Student Payroll					X	X					
Undercover Operations		X	X	X	X	X		X	X	X	X
FTO-ITS - Administrative Computing & User Experience											
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	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	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	X
SOTE support			X								
CSU Recruit (implementation, training, and decommisioning NeoGov)		X						X		X	
Faculty Additional Pay			X							X	
Push Notifications			X								
Summer Term support			X								
Winter Intercession Term support			X								
Early Start support			X								
CFS Training, Support, Additional Reports		X								X	X
CLSS Implementation and Support			X								

Services, Products, Facilities											
Available to Campus Auxiliaries/Enterprise Self-Support Entities											
FROM:	TO:	ASI	CEGE	Health	Housing	Parking	PF	SMSU	SRWC	UEC	SPA
ERP Systems Data Feed from PeopleSoft (maintenance and changes)			X	X	X					X	
Provide CMS (PeopleSoft) support to staff		X	X	X	X	X	X	X	X	X	X
FTO-ITS - Technology Operations & Customer Support											
Enterprise & Cloud Services											
Backup Services and Offsite storage			X	X	X			X	X	X	X
Server co-location/hosting including: UPS, Power Generator, Physical Security, A/C			X	X	X		X			X	X
Virtual environment server management and hosting			X	X	X		X	X	X	X	X
SOTE support		X									
Network											
Hardware: Alcatel Maintenance - Switches			X	X	X	X	X	X	X	X	X
Hardware: Aruba ClearPass Appliance		X	X	X	X			X	X	X	X
Hardware: Aruba Maintenance - Campus		X	X	X	X			X	X	X	X
Network Management		X	X	X	X	X	X	X	X	X	X
Software: PALO Alto Network (PAN)			X	X	X	X	X	X	X	X	X
Software: Aruba Airwave		X	X	X	X			X	X	X	X
Software: Aruba ClearPass Endpoint		X	X	X	X			X	X	X	X
Software: Aruba ClearPass QuickConnect		X	X	X				X	X	X	X
Software: Omnivista Maintenance		X	X	X	X	X	X	X	X	X	X
Duo Security		X	X	X	X	X	X	X	X	X	X
Technology Support Center											
Campus active directory administration and support		X	X	X	X	X	X	X	X	X	X
Campus e-mail administration and support		X	X	X	X	X	X	X	X	X	X
Campus OneCard administration and support		X	X	X	X	X	X	X	X	X	X
Campus software administration 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
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	X	X	X	X	X	X	X	X	X
Wireless Network Expansion				X	X			X			
IT Customer Support		X	X	X	X	X	X	X	X	X	X
E911 Support		X	X	X	X	X	X	X	X	X	X
Academic Technologies & Innovation											
Course Development Support			X								
Institutional Research & Analytics											
Courses needed and audit data		X									
CRSDE Survey					X						
Evaluation of survey processes for summer session and exploration of alternatives			X								
Fall 22 Intl Enrollment New Students			X								
Fall 22 Intl Students by Housing Status			X								
IEP Dashboard			X								
International Student drop outs list			X								
Summer 2021 vs 2022 and GIG Impact			X								
HR-Human Resources											
Benefits Assistance			X	X	X	X					
Classification Reviews		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
Recruitments			X	X	X	X					
Training & Development		X	X	X	X	X		X	X	X	X
Unemployment Assistance			X	X	X	X					
HR-Payroll											
Absence Management			X	X	X	X					
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-base Changes			X	X	X	X					
SA - Vice President's Office											
One-on-one meetings/ Leadership (AVP/VP)		X		X	X			X			

Services, Products, Facilities											
Available to Campus Auxiliaries/Enterprise Self-Support Entities											
FROM:	**TO:**	**ASI**	**CEGE**	**Health**	**Housing**	**Parking**	**PF**	**SMSU**	**SRWC**	**UEC**	**SPA**
Budget Support/Monitoring (Chief of Staff and Dir of Ops and Fiscal Mgmt, Budget Analyst)		X		X	X			X	X		
Board of Directors Member (VP/AVP)		X						X			
Attend weekly Board Meetings (VP/AVP)		X						X			
Finance Board Member (VP)								X			
Schedule meetings (Chief of Staff and Dir of Ops & Fiscal Mgmt)		X		X	X			X	X		
Clerical Support i.e. folder prep, correspondence, payroll, etc (ASC/Budget Analyst)		X		X	X			X	X		
Systemwide Health Service Committee Member (VP)				X							
Bi-Wkly DSA Council Mtg (VP/AVP, Chief of Staff Dir of Ops & Fiscal Mgmt, Bdgt Analyst, ASC)		X		X	X			X	X		
DSA Support Services (Assessment and Marketing)		X		X	X			X	X		
Cost Recovery Plan											
Compile information into report format		X		X	X			X	X		
Monitor cost recovery activity		X		X	X			X	X		

APPENDIX C: Facilities Management

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 2025/2026 Cost Allocation Plan (CAP).

The following services are provided at the costs contained in the above CAP document. Non-maintenance services or chargeback services are provided at the hourly rate listed below in this appendix (**Appendix C**).

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) are 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 maintenance service contract is billed directly to the auxiliaries. Discovered deficiencies not covered in the vendor service agreements 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 costs for this service contract are billed directly to the auxiliary. 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 costs for this service contract are billed directly to the auxiliary. 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:

APPENDIX C: Facilities Management

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

Weekly Service
- Clean all desktops 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 buildings 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.

APPENDIX C: Facilities Management

Auxiliary/Self-Support Entity	Location	Square Footage
College of Extended & Global Edu	Sierra Hall-131, 134, 101	4,515
Health Center	PDC - Health Sciences	1,132
Parking Services	University Hall-039	1,426
Associated Students Inc.	PDC - Mary Stuart Rogers Gateway 111D	105
Santos Manuel Student Union	PDC - Mary Stuart Rogers Gateway 111, 111B, 111C 115	1,632
Student Recreation & Wellness Center	PDC - Mary Stuart Rogers Gateway 111A	94
University Enterprises Corporation	PDC - Bookstore (MSR Gateway)	1,055

Grounds Maintenance

Facilities Management will provide the following services to auxiliaries and self-support entities 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 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 call
- 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 billed directly to the auxiliary. 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 billed directly to the auxiliary. 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 of 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. An 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 below.

2024-2025	
Facilities Chargeback Positions	**Labor Rates**
AC/Refrigeration Mechanic	$ 70.67
Admin. Support Coordinator	$ 41.87
Auto/Equip Mechanic	$ 71.28
Building Service Engineer	$ 68.95
Custodian	$ 38.96
Electrician	$ 74.08
Groundsworker	$ 45.46
Laborer	$ 39.77
Locksmith	$ 65.85
Maintenance Mechanic	$ 68.95
Painter	$ 62.55
Plumber	$ 66.81