CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
COST ALLOCATION PLAN

Fiscal Year
2017-2018

Approved

Douglas R.F. 6/29/17

Douglas Freer, Vice President
Administration and Finance

CSUSB Cost Allocation Plan

Appendix A: Catalog of Services

Appendix B: Facilities Management

Appendix C: Entity Self-Reported Services to Campus

CSUSB Cost Allocation Plan

Allocation of Costs to Auxiliary and Enterprise Funds

Introduction

The California State University, San Bernardino (CSUSB) 2017-18 cost allocation plan has been developed to comply with CSU Executive Order 1000, which states that costs incurred by the CSU Operating Fund for services, products, and facilities provided to other CSU funds and to auxiliary organizations are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the CSU Operating Fund shall be allocated and recovered based on actual costs incurred. Allowable and allocable indirect costs shall be allocated and recovered according to a cost allocation plan that utilizes a documented and consistent methodology including identification of indirect costs and a basis for allocation. The CSUSB Vice President of Administration and Finance/CFO annually approves and implements the cost allocation plan.

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

Organizations Included in the Cost Allocation Plan

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

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

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

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

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

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

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

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

Associated Students, Inc.

ASSOCIATED STUDENTS, INC.

CSUSB recovers costs from ASI based on the following methodologies:

ACADEMIC AFFAIRS DIVISION

PALM DESERT CAMPUS

Methodology
- Square footage of Indian Wells Center

Palm Desert Campus (PDC) provides an office space (102 sq. ft.) in the Indian Wells Center for Education Excellence Building, Room 105 to the Associated Students, Inc. (ASI) at a rate of $1,084 for use of this space. The premises are used for administrative purposes, e.g. ASI services, business and meetings. ASI's presence at PDC benefits the students by having ASI services and representation readily available to them.

Estimated Cost of Services

PDC	ASI
ASI Office Space	
102 sq. ft. @ $10.63	1,084
Total Billable	1,084
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 1,084**

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Chargeback Basis

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

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	ASI
Accounting	
Student Financial Services	5,384
General Accounting	942
Reporting & Tax	1,032
Sub-Total	7,358
Auxiliary Financial Services	
Employee (12) Positions	65,883
Building Rent - UEC	1,539
Sub-Total	67,422
Budget	
Service Costs Allocated	6,478
Sub-Total	6,478
Support Services	
Mail/Receiving/Property	1,556
Sub-Total	1,556
Total Billable	$ 82,814
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 82,814**

HUMAN RESOURCES

Methodology
- Chargeback Basis

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

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

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

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

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
    Salary and Benefits for Chief of Police
    External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	ASI
Number of Associated Incidents (SU-108)	5
Total Incidents	13,716
Percentage of Total	0.04
UP Operating Expenses	3,985,137
Share of Cost for Service	1,594
Total Billable	$ 1,594
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 1,594**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
   Salary and Benefits for MPP

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

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

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

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

ITS	ASI
TNS	2,534
Total Billable	$ 2,534
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 2,534**

STUDENT AFFAIRS DIVISION

Methodology
- Percentage of Effort

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

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

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

STUDENT AFFAIRS	ASI
Vice President's Office	84,580
Total Billable	$ 84,580
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 84,580**

College of Extended Learning

COLLEGE OF EXTENDED LEARNING

CSUSB recovers costs from CEL based on the following methodologies:

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Buildings)

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:
  Salary and Benefits for Director
  Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	CEL
Yasuda Center	
Building Maintenance	368
Grounds Maintenance	4,069
Heating & Air Conditioning Services	2,336
Sub-Total	6,773
Sierra Hall 131 and 134	3,339 gsf
Building Maintenance	13,144
Custodial Maintenance	7,654
Heating & Air Conditioning Services	775
Utilities Support	6,151
Sub-Total	27,724

Total Billable	$ 34,497
Less: 25% Credit for CEL Summer*	(8,624)
Net Cost Recovery FY 2017-18	**$ 25,873**

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

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	**CEL**
Accounting	
Student Financial Services	12,573
General Accounting	4,264
Reporting & Tax	883
Sub-Total	17,720
Budget	
Service Costs Allocated	6,872
Less: 25% Credit for CEL Summer*	(1,718)
Sub-Total	5,154

Support Services	
Accounts Payable	25,807
Purchasing	15,022
Mail/Receiving/Property	4,704
Sub-Total	45,533
Total Billable	$ 68,407
*25% Credit for CEL Summer reflected above	
Net Cost Recovery FY 2017-18	**$ 68,407**

HUMAN RESOURCES

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

Cost Basis
- Total Operating Budget

Excluding:

   Salary and Benefits for Associate Vice President

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

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

HR	CEL
CEL Staff/MPP	30
Campus Staff/MPP	1005
CEL Percentage	2.99%
HR Budget	1,114,303
CEL Allocation	33,318
Total Billable	$ 33,318
Less: 25% Credit for CEL Summer*	(8,330)
Net Cost Recovery FY 2017-18	**$ 24,988**

PAYROLL

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

Cost Basis
- Total Operating Budget

Excluding:
   Salary and Benefits for Associate Vice President

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

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

PAYROLL	CEL
CEL Employees	47
Campus Employees	3351
CEL Percentage	1.40%
Payroll Budget	384,667
CEL Allocation	5,385
Total Billable	$ 5,385
Less: 25% Credit for CEL Summer*	(1,346)
Net Cost Recovery FY 2017-18	**$ 4,039**

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
   Salary and Benefits for Chief of Police
   External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	CEL
Sierra Hall 101/131/134	
Number of Associated Incidents	13
Total Incidents	13,716
Percentage of Total	0.09%
UP Operating Expenses	3,985,137
Share of Cost for Service	3,587
Yasuda Center	
Number of Associated Incidents	51
Total Incidents	13,716
Percentage of Total	0.37%
UP Operating Expenses	3,985,137
Share of Cost for Service	14,745
Total Billable	$ 18,332
Less: 25% Credit for CEL Summer*	(4,583)
Net Cost Recovery FY 2017-18	**$ 13,749**

RISK MANAGEMENT

Methodology
- Direct Cost Allocation
- Average Cost per Square Foot (Shared Buildings)

Cost Basis
 - 3rd Party Vendor Contracts

Risk Management includes auxiliary and self-support buildings in the campus-wide service contract for fire systems including alarms, curtains, doors, extinguishers, hoses, pumps, sprinklers, suppression and water flow. In addition, Risk Management will provide for monthly fire extinguisher inspections. The cost for the service contract and inspections are included in the cost allocation plan. Risk Management will initiate work after deficiencies are discovered, to immediately make fire and life safety devices operable and compliant with fire code.

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

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

RISK MANAGEMENT	CEL
Simplex Grinnell	
Yasuda Center - Fire Alarm Inspection	3,192
Yasuda Center - Fire Extinguisher Service	85
Sierra Hall (Facilities Use 3,339Sq.Ft.*$.045 PM Rate)	150
Sub-Total	3,427
Commercial Door Company – Fire Doors	
Service Counter #1	160
Service Counter #2	160
Sub-Total	320
Total Billable	$ 3,747
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 3,747**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
    Salary and Benefits for MPP

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

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

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

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

ITS	CEL
ACBI	31,916
Technology Ops & Customer Support	68,088
Enterprise & Cloud Services	4,335
TNS	2,534
Sub-Total	106,873
Other Expenses	
Annual Maintenance	233
Sub-Total	233
Total Billable	$ 107,106
Less: 25% Credit for CEL Summer*	(26,718)
Net Cost Recovery FY 2017-18	**$ 80,388**

STUDENT AFFAIRS DIVISION

Methodology
- Percentage of Effort

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

Enrollment Services including Financial Aid Office support is provided to CEL with costs based on distribution of effort percentage for personnel and a flat rate for non-personnel expenses

for services pertaining to CEL. These costs are recovered through quarterly charges calculated to reimburse actual direct and indirect costs.

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

STUDENT AFFAIRS	CEL
Enrollment Services/Financial Aid	20,963
Total Billable	$ 20,963
Less: 25% Credit for CEL Summer*	(5,241)
Net Cost Recovery FY 2017-18	**$ 15,722**

Student Health & Counseling and Psychological Services Center

STUDENT HEALTH & COUNSELING AND PSYCHOLOGICAL SERVICES CENTER

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

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Buildings)

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:
    Salary and Benefits for Director
    Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	HEALTH CENTER
Health Center	
Building Maintenance	991
Custodial Maintenance	63,048
Grounds Maintenance	4,069
Heating & Air Conditioning Services	3,886
Preventive Maintenance	3,357
Sub-Total	75,351
PDC Health Center HS-111	1,211 gsf
Building Maintenance	525
Custodial Maintenance	1,310
Heating & Air Conditioning Services	456

Preventive Maintenance	180
Utilities Support	3,596
Sub-Total	6,067
Total Billable	$ 81,418
Less: HC-FAC Established Baseline Adjustment**	(65,351)
Net Cost Recovery FY 2017-18	**$ 16,067**

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

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	HEALTH CENTER
Accounting	
Student Financial Services	19,708
General Accounting	6,802
Reporting & Tax	439
Sub-Total	26,949
Budget	
Service Costs Allocated	6,872
Sub-Total	6,872

Support Services	
Accounts Payable	13,850
Purchasing	10,732
Mail/Receiving/Property	5,507
Sub-Total	30,091
Total Billable	$ 63,912
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 63,912**

HUMAN RESOURCES

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

Cost Basis
- Total Operating Budget

Excluding:

    Salary and Benefits for Associate Vice President

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

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

HR	HEALTH CENTER
Health Center Staff/MPP	37
Campus Staff/MPP	1005
Health Center Percentage	3.68%
HR Budget	1,114,303
Health Center Allocation	41,006
Total Billable	$ 41,006
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 41,006**

PAYROLL

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

Cost Basis
- Total Operating Budget

Excluding:
    Salary and Benefits for Associate Vice President

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

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

PAYROLL	HEALTH CENTER
Health Center Employees	53
Campus Employees	3351
Health Center Percentage	1.58%
Payroll Budget	384,667
Health Center Allocation	6,078
Total Billable	$ 6,078
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 6,078**

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
    Salary and Benefits for Chief of Police
    External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	HEALTH CENTER
Number of Associated Incidents	154
Total Incidents	13,716
Percentage of Total	1.12
UP Operating Expenses	3,985,137
Share of Cost for Service	44,633
Total Billable	$ 44,633
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 44,633**

RISK MANAGEMENT

Methodology
- Direct Cost Allocation
- Average Cost per Square Foot (Shared Buildings)

Cost Basis
- 3rd Party Vendor Contracts

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

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

RISK MANAGEMENT	HEALTH CENTER
Fire Alarms and Fire Suppression	
Health Center – San Bernardino	3,371
Health Sciences-PDC (Facilities Use 1,211Sq.Ft.*$.145 PM Rate)	175
Sub-Total	3,546
Fire Doors – Inspection, Testing, and Maintenance	
Health Sciences Lab (PDC-108A)	160
Sub-Total	160
Total Billable	$ 3,706
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 3,706**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
    Salary and Benefits for MPP

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

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

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

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

ITS	HEALTH CENTER
ACBI	13,188
Technology Ops & Customer Support	227,042
TNS	2,534
Sub-Total	242,764
Other Expenses	
Annual Maintenance	233
Sub-Total	233
Total Billable	$ 242,997
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 242,997**

<u>STUDENT AFFAIRS DIVISION</u>

Methodology
- Percentage of Effort

<u>Cost Basis</u>
- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

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

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

STUDENT AFFAIRS	HEALTH CENTER
Vice President's Office	192,245
Total Billable	$ 192,245
Less: HC-SA Baseline Adjustment**	(28,766)
Net Cost Recovery FY 2017-18	**$ 163,479**

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

Housing and Residential Education

OFFICE OF HOUSING & RESIDENTIAL EDUCATION

CSUSB recovers costs from Housing based on the following methodologies:

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Grounds Maintenance
- Administrative Overhead

Excluding:
   Salary and Benefits for Director
   Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	HOUSING
Building Maintenance	193
Grounds Maintenance	123,284
Preventive Maintenance	18,038
Total Billable	$ 141,515
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 141,515**

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	HOUSING
Accounting	
Student Financial Services	14,279
General Accounting	6,280
Reporting & Tax	563
Sub-Total	21,122
Budget	
Service Costs Allocated	6,872
Sub-Total	6,872
Support Services	
Accounts Payable	22,530
Purchasing	24,755
Mail/Receiving/Property	5,507
Sub-Total	52,792
Total Billable	$ 80,786
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 80,786**

HUMAN RESOURCES

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

Cost Basis
-   Total Operating Budget

Excluding:

Salary and Benefits for Associate Vice President

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

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

HR	HOUSING
Housing Staff/MPP	32
Campus Staff/MPP	1005
Housing Percentage	3.18%
HR Budget	1,114,303
Housing Allocation	35,435
Total Billable	$ 35,435
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 35,435**

PAYROLL

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

Cost Basis
- Total Operating Budget

Excluding:

Salary and Benefits for Associate Vice President

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

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

PAYROLL	HOUSING
Housing Employees	133
Campus Employees	3351
Housing Percentage	3.97%
Payroll Budget	384,667
Housing Allocation	15,271
Total Billable	$ 15,271
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 15,271**

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
 Salary and Benefits for Chief of Police
 External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	HOUSING
1577 Northpark Blvd. / 6000 University Pkwy.	
Number of Associated Incidents	2,154
Total Incidents	13,716
Percentage of Total	15.70
UP Operating Expenses	3,985,137
Share of Cost for Service	625,667
Total Billable	$ 625,667
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 625,667**

RISK MANAGEMENT

Methodology
• Direct Cost Allocation

Cost Basis
- 3rd Party Vendor Contracts

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

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

RISK MANAGEMENT	HOUSING
Simplex Grinnell – Fire Alarms/Suppression	
Arrowhead Village	30,682
Serrano Village	28,423
University Village	19,976
Sub-Total	79,081
Commercial Door Company – Fire Doors	
University Village Building 7 - Elevator Lobby	219
University Village Building 8 - Elevator Lobby	219
University Village Building 9 - Elevator Lobby	219
Sub-Total	657
Elevators – Fire Life/Safety Tests	
Arrowhead Village (2-6)	1,011
University Village (7-9)	607
Sub-Total	1,618
Total Billable	$ 81,356
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 81,356**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
    Salary and Benefits for MPP

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

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

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

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

ITS	HOUSING
ACBI	56,553
Technology Ops & Customer Support	5,447
Enterprise & Cloud Services	163,915
TNS	35,735
Sub-Total	261,650
Other Expenses	
Annual Maintenance	6,628
Sub-Total	6,628

Total Billable	268,278
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 268,278**

STUDENT AFFAIRS DIVISION

Methodology
- Percentage of Effort

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

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

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

STUDENT AFFAIRS	HOUSING
Vice President's Office	146,325
Total Billable	$ 146,325
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 146,325**

Parking & Transportation Services

PARKING & TRANSPORTATION SERVICES

CSUSB recovers costs from Parking based on the following methodologies:

ACADEMIC AFFAIRS DIVISION

PALM DESERT CAMPUS

Methodology
- Percentage of Effort

Cost Basis
- Employee Salary and Benefits

Palm Desert Campus (PDC) services are provided to Parking in support of its activities at PDC. PDC provides Parking with one full-time Community Service Specialist (CSS) and two (2) hourly CSS. The hourly CSS assist the full time CSS with campus coverage: Monday – Friday 6:00AM - 10:30PM, Saturday 7AM – 6PM, and Sunday as needed for special events. The full-time position and hourly CSS services are based on 12.5% effort. Estimates include up to 5% general salary increase and 3% benefit increase for 2017/18.

PDC 2 front office administrative support assistants (ASA) are responsible for collecting payments for parking permits and citations, disbursing parking permits, counting and depositing money from the parking kiosks under dual custody every two weeks, and preparing and processing all deposits to the Parking Services accounts. Their services are based on 5% effort and cost estimates include general salary and benefit increases for 2017/18.

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

PDC	PARKING
2 Hourly CSS Salary & Benefits – 12.5%	4,855
1 Full-time CSS Salary & Benefits – 12.5%	7,716
2 ASA Salary & Benefits – 5%	6,522
Total Billable	$ 19,093
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 19,093**

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Buildings)

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:
    Salary and Benefits for Director
    Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	PARKING
Lots & Structures	
Building Maintenance	2,770
Grounds Maintenance	126,899
Heating & Air Conditioning Services	1,259
Preventive Maintenance	10,711
Sub-Total	141,639
University Hall-139	1,400 gsf
Building Maintenance	1,120
Custodial Maintenance	2,772
Heating & Air Conditioning Services	252
Preventive Maintenance	70
Utilities Support	1,848
Sub-Total	6,062
Total Billable	$ 147,701
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 147,701**

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	PARKING
Accounting	
Student Financial Services	25,085
General Accounting	4,465
Reporting & Tax	512
Sub-Total	30,062
Budget	
Service Costs Allocated	6,872
Sub-Total	6,872
Support Services	
Accounts Payable	11,162
Purchasing	11,700
Mail/Receiving/Property	5,073
Sub-Total	27,935
Total Billable	$ 64,869
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 64,869**

HUMAN RESOURCES

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

Cost Basis
- Total Operating Budget

Excluding:

    Salary and Benefits for Associate Vice President

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

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

HR	PARKING
Parking Staff/MPP	17
Campus Staff/MPP	1005
Parking Percentage	1.69%
HR Budget	1,114,303
Parking Allocation	18,832
Total Billable	$ 18,832
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 18,832**

PAYROLL

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

Cost Basis
- Total Operating Budget

Excluding:

    Salary and Benefits for Associate Vice President

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

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

PAYROLL	PARKING
Parking Employees	38
Campus Employees	3351
Parking Percentage	1.13%
Payroll Budget	384,667
Parking Allocation	4,347
Total Billable	$ 4,347
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 4,347**

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
    Salary and Benefits for Chief of Police
    External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with Parking is based on prior calendar year, including battery jumps, vehicle unlocks, and parking lot incidents. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	PARKING
Number of Associated Incidents	933
Total Incidents	13,716
Percentage of Total	6.80
UP Operating Expenses	3,985,137
Share of Cost for Service	270,989
Total Billable	$ 270,989
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 270,989**

RISK MANAGEMENT

Methodology
- Direct Cost Allocation
- Average Cost per Square Foot (Shared Buildings)

Cost Basis
-   3rd Party Vendor Contracts

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

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

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

Global Power Group – Fire Pump Diesel Engines	
PK-101W	2,625
PK-102E	2,625
Sub-Total	5,250
Elevators – Fire Life/Safety Tests	
PK-101W	202.50
PK-102E	202.50
Sub-Total	405
Total Billable	$ 30,920
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 30,920**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
 Salary and Benefits for MPP

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

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

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

Estimated Cost of Services

(See Appendix A: Catalog of Services)

ITS	PARKING
ACBI	14,814
Technology Ops & Customer Support	18,890
TNS	16,941
Sub-Total	50,645
Total Billable	$ 50,645
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 50,645**

CSUSB Philanthropic Foundation

CSUSB PHILANTHROPIC FOUNDATION

CSUSB recovers costs from PF based on the following methodologies:

AUXILIARY HUMAN RESOURCES

Methodology
- Percentage of Effort

Cost Basis
- Employee Salary and Benefits

Auxiliary Human Resources services are documented in the supporting catalog of services, including and not limited to hiring, recruitment, compensation, and employee relations. Costs are recovered from CSUSB Philanthropic Foundation (PF) based on reasonable cost estimates of actual prior year costs identified specifically for the PF.

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

Auxiliary Human Resources	PF
.02 Salaries (3) & Benefits	5,017
Total Billable	$ 5,017
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 5,017**

ADMINISTRATION & FINANCE DIVISION

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary

Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	PF
Accounting	
Student Financial Services	1,359
General Accounting	250
Reporting & Tax	3,406
Sub-Total	5,015
Auxiliary Financial Services	
Employee (12) Positions	146,486
Building Rent - UEC	2,891
Sub-Total	149,377
Budget	
Service Costs Allocated	5,704
Sub-Total	5,704
Support Services	
Accounts Payable	2,065
Mail/Receiving/Property	2,625
Sub-Total	4,690
Total Billable	$ 164,786
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 164,786**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
    Salary and Benefits for MPP

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

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

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

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

ITS	PF
TNS	2,534
Total Billable	$ 2,534
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 2,534**

Santos Manuel Student Union

SANTOS MANUEL STUDENT UNION

CSUSB recovers costs from SMSU based on the following methodologies:

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Buildings)

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:
    Salary and Benefits for Director
    Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	SMSU
SMSU	
Building Maintenance	1,459
Grounds Maintenance	5,058
Heating & Air Conditioning Services	2,802
Preventive Maintenance	8,629
Sub-Total	17,948
PDC Student Union (RG-111)	880 gsf
Building Maintenance	580
Custodial Maintenance	939
Heating & Air Conditioning Services	234
Preventive Maintenance	40

Utilities Support	3,605
Sub-Total	5,398
Total Billable	$ 23,346
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 23,346**

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	SMSU
Accounting	
Student Financial Services	12,327
General Accounting	1,139
Reporting & Tax	1,795
Sub-Total	15,261
Auxiliary Financial Services	
Employee (12) Positions	71,203
Building Rent - UEC	1,560
Sub-Total	72,763

Budget	
Service Costs Allocated	6,872
Sub-Total	6,872
Support Services	
Mail/Receiving/Property	2,122
Sub-Total	2,122
Total Billable	$ 97,018
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 97,018**

HUMAN RESOURCES

Methodology
- Chargeback Basis

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

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

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

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

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
Salary and Benefits for Chief of Police
External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with

each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	SMSU
Number of Associated Incidents	411
Total Incidents	13,716
Percentage of Total	3.00
UP Operating Expenses	3,985,137
Share of Cost for Service	119,554
Total Billable	$ 119,554
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 119,554**

RISK MANAGEMENT

Methodology
- Direct Cost Allocation
- Average Cost per Square Foot (Shared Buildings)

Cost Basis
- 3rd Party Vendor Contracts

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

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

RISK MANAGEMENT	SMSU
Simplex Grinnell – Fire Alarms/Suppression	
Student Union Building	9,274
Mary Stuart Rogers-PDC (Facilities Use 880Sq.Ft.*$.06 PM Rate)	55
Sub-Total	9,329

Fire Doors/Curtains – Inspection, Testing, Maintenance	
6 locations	841
1 location - PDC	160
Sub-Total	1,001
Elevators – Fire Life/Safety Tests	
SMSU (1-3)	404.50
MSR-PDC (1-2)	404.50
Sub-Total	809
Total Billable	$ 11,139
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 11,139**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
    Salary and Benefits for MPP

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

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

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

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

ITS	SMSU
Technology Ops & Customer Support	454
TNS	2,534
Sub-Total	2,988
Other Expenses	
Annual Maintenance	464
Sub-Total	464
Total Billable	$ 3,452
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 3,452**

STUDENT AFFAIRS DIVISION

Methodology
- Percentage of Effort

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

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

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

STUDENT AFFAIRS	SMSU
Vice President's Office	107,431
Total Billable	$ 107,431
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 107,431**

Student Recreation & Wellness Center

STUDENT RECREATION & WELLNESS CENTER

CSUSB recovers costs from SRWC based on the following methodologies:

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:
    Salary and Benefits for Director
    Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	SRWC
Building Maintenance	316
Grounds Maintenance	4,213
Heating & Air Conditioning Services	22,092
Preventive Maintenance	3,090
Total Billable	$ 29,711
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 29,711**

FINANCE AREAS

Methodology
- Percentage of Effort

<u>Cost Basis</u>
- Salary and Benefits of Identified Employees
- OTPS (Other than Personnel Services) Expenses - 3% of Salary/Benefits

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	SRWC
Accounting	
Student Financial Services	7,072
General Accounting	1,226
Reporting & Tax	439
Sub-Total	8,737
Auxiliary Financial Services	
Employee (12) Positions	38,340
Sub-Total	38,340
Budget	
Service Costs Allocated	7,266
Sub-Total	7,266
Support Services	
Mail/Receiving/Property	1,117
Sub-Total	1,117
Total Billable	$ 55,460
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 55,460**

HUMAN RESOURCES

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

Cost Basis
- Total Operating Budget

Excluding:

    Salary and Benefits for Associate Vice President

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

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

HR	SRWC
SRWC Staff/MPP	1
Campus Staff/MPP	1005
SRWC Percentage	0.10%
HR Budget	1,114,303
SRWC Allocation	1,114
Total Billable	$ 1,114
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 1,114**

PAYROLL

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

Cost Basis
- Total Operating Budget

Excluding:

    Salary and Benefits for Associate Vice President

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

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

PAYROLL	SRWC
SRWC Employees	7
Campus Employees	3351
SRWC Percentage	0.21%
Payroll Budget	384,667
SRWC Allocation	808
Total Billable	$ 808
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 808**

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
    Salary and Benefits for Chief of Police
    External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	SRWC
Number of Associated Incidents	184
Total Incidents	13,716
Percentage of Total	1.34
UP Operating Expenses	3,985,137
Share of Cost for Service	53,401
Total Billable	$ 53,401
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 53,401**

RISK MANAGEMENT

Methodology
- Direct Cost Allocation

Cost Basis
- 3rd Party Vendor Contracts

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

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

RISK MANAGEMENT	SRWC
Simplex Grinnell – Fire Alarms/Suppression	
Student Rec Center	4,125
Sub-Total	4,125
Elevators – Fire Life/Safety Tests	
Student Rec Center	202
Sub-Total	202
Total Billable	$ 4,327
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 4,327**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
  Salary and Benefits for MPP

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

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

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

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

ITS	SRWC
ACBI	7,441
Technology Ops & Customer Support	454
TNS	2,534
Sub-Total	10,429
Other Expenses	
Annual Maintenance	117
Sub-Total	117

Total Billable	$ 10,546
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 10,546**

STUDENT AFFAIRS DIVISION

Methodology
- Percentage of Effort

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

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

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

STUDENT AFFAIRS	SRWC
Vice President's Office	40,060
Total Billable	$ 40,060
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 40,060**

University Enterprises Corporation

UNIVERSITY ENTERPRISES CORPORATION

CSUSB recovers costs from UEC based on the following methodologies:

ACADEMIC AFFAIRS DIVISION

SPONSORED PROGRAMS

Methodology
- Full Cost Recovery

Cost Basis
- Employee Salary and Benefits

Sponsored Programs services are provided to UEC which include oversight and administration of sponsored programs and post awards activities. Costs are based on best estimates of actual costs (direct and indirect) for the services provided to the UEC, including time and other resources expended. Estimates include a 5% general salary increase with a 3% benefit increase for 2017/18.

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

Sponsored Programs	UEC
Salaries (6)	377,564
Benefits	248,189
Total Billable	$ 625,753
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 625,753**

AUXILIARY HUMAN RESOURCES

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

Cost Basis
- Employee Salary and Benefits

Auxiliary Human Resources provides Human Resources services for those employed by the UEC. These services including hiring, employee relations, benefits information, workers compensation, and unemployment assistance. Costs are recovered from UEC based on reasonable cost estimates of actual prior year salary costs, plus 2-5% for approved GSIs, with estimated costs for 2017-18 benefits.

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

Auxiliary Human Resources	UEC
.98 Salaries (3) & Benefits	245,844
Total Billable	$ 245,844
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 245,844**

ADMINISTRATION & FINANCE DIVISION

FACILITIES MANAGEMENT

Methodology
- Time & Materials
- Percentage of Effort
- Average Cost per Square Foot (Buildings)

Cost Basis
- 3rd Party Repair & Maintenance Contracts
- Building Maintenance
- Custodial Maintenance
- Grounds Maintenance
- HAC Services
- Administrative Overhead

Excluding:
    Salary and Benefits for Director
    Direct charged projects

See Appendix B for Facilities Management details.

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

FACILITIES	UEC
Academic Research	
Custodial Maintenance	5,984
Grounds Maintenance	2,453
Heating & Air Conditioning Services	564
Sub-Total	9,001

Children's Center	
Custodial Maintenance	10,326
Grounds Maintenance	2,478
Heating & Air Conditioning Services	695
Sub-Total	13,499
Coyote Bookstore	
Building Maintenance	2,700
Grounds Maintenance	4,069
Heating & Air Conditioning Services	765
Preventive Maintenance	2,772
Sub-Total	10,306
PDC Bookstore	1,100 gsf
Building Maintenance	726
Custodial Maintenance	1,174
Heating & Air Conditioning Services	293
Preventive Maintenance	118
Utilities Support	4,506
Sub-Total	6,817
Dining Services	
Building Maintenance	6,600
Custodial Maintenance	27,431
Sub-Total	34,031
UEC Building	
Building Maintenance	316
Custodial Maintenance	14,371
Grounds Maintenance	4,069
Heating & Air Conditioning Services	1,279
Sub-Total	20,035
Veteran's Success Center (Bookstore)	
Custodial Maintenance	4,451
Sub-Total	4,451
Total Billable	$ 98,140
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 98,140**

FINANCE AREAS

Methodology
- Percentage of Effort

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

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

Finance and Administrative Services Areas include Accounting Services, comprised of the Director's Office, General Accounting, Reporting & Tax, and Student Financial Services, Auxiliary Financial Services, Budget Office, and Support Services, including Accounts Payable, Purchasing, Mail, Receiving, and Property. Costs for services provided, as outlined in the supporting Catalog of Services, are based on best estimates of actual direct costs and indirect costs, including time and other resources expended. These calculated costs are recovered through quarterly charges to reimburse CSUSB.

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

FINANCE	UEC
Accounting	
Student Financial Services	17,134
General Accounting	420
Reporting & Tax	2,197
Sub-Total	19,751
Auxiliary Financial Services	
Employee (12) Positions	685,827
Building Rent - UEC	(5,990)
Sub-Total	679,837
Budget	
Service Costs Allocated	6,872
Sub-Total	6,872
Support Services	
Accounts Payable	9,876
Mail/Receiving/Property	7,982
Sub-Total	17,858

Total Billable	$ 724,318
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 724,318**

HUMAN RESOURCES

Methodology
- Chargeback Basis

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

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

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

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

UNIVERSITY POLICE

Methodology
- Average Cost per Incident

Cost Basis
- Total Operating Costs

Excluding:
 Salary and Benefits for Chief of Police
 External Cost Recovery

University Police services are provided to each auxiliary, enterprise, and self-support entity as outlined in the supporting Catalog of Services. Cost of services are based on prior year actual operating expenses with projected year-end estimates. Number of incidents associated with each entity is based on prior calendar year. Total incidents is based on an average of total reported incidents campus-wide for previous 3 calendar years.

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

UP	UEC
UEC	
Number of Associated Incidents	30
Total Incidents	13,716
Percentage of Total	0.22
UP Operating Expenses	3,985,137
Share of Cost for Service	8,767
Bookstore	
Number of Associated Incidents	101
Total Incidents	13,716
Percentage of Total	0.74
UP Operating Expenses	3,985,137
Share of Cost for Service	29,490
Total Billable	$ 38,257
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**38,257**

RISK MANAGEMENT

Methodology
- Direct Cost Allocation
- Average Cost per Square Foot (Shared Buildings)

Cost Basis
- 3rd Party Vendor Contracts

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

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

RISK MANAGEMENT	UEC
Fire Alarms & Fire Extinguishers	

Academic Research	1,216
Coyote Bookstore (Follett)	1,792
Children's Center	1,022
UEC Building	2,017
Sub-Total	6,047
Fire Doors – Inspection, Testing, Maintenance	
UEC – Cashier Window	160
Sub-Total	160
Automatic Fire Suppression – Restaurant Systems	
SMSU Systems (1-3)	1,309
Commons Systems-Front/Rear (1-2)	1,356
Sub-Total	2,665
Total Billable	$ 8,872
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 8,872**

INFORMATION TECHNOLOGY SERVICES DIVISION

Methodology
- Percentage of Effort

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

Excluding:
 Salary and Benefits for MPP

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

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

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

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

ITS	UEC
ACBI	14,539
TNS	2,534
Sub-Total	17,073
Other Expenses	
Hardware Hosting	3,600
Annual Maintenance	233
Sub-Total	3,833
Total Billable	$ 20,906
Less: Direct Charges / Other Credits	0
Net Cost Recovery FY 2017-18	**$ 20,906**

APPENDIX A: Catalog of Services

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

Services, Products, Facilities										
Provided to Campus Auxiliaries/Enterprise Self-Support Entities										
		17/18 Cost Recovery								
FROM:	TO: ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Academic Affairs - Palm Desert Campus	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Collect Payments for Parking Citations and Permits					X					
Community Service Specialists (Monitor parking lots/empty parking ticket dispenser weekly)					X					
Office Space	X									
PDC Activity Support					X					
Special Events					X					
Academic Affairs - Sponsored Programs	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Administration									X	
Oversight Sponsored Programs/Post Award Activities									X	
Auxiliary Human Resources	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Benefits Information						X			X	
Compensation						X			X	
Employee Relations						X			X	
Hiring Processing						X			X	
Policy/Procedure Implementation						X			X	
Recruitment						X			X	
Training						X			X	
Unemployment Assistance						X			X	
Workers Compensation Assistance						X			X	
Facilities Management	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC	
Administrative Support										
Enterprise vehicle rental	X	X	X	X	X		X	X	X	
Fleet fuel service	X			X	X			X		
Key issuance	X	X	X	X	X		X	X	X	
Automotive Services										
Vehicle/ cart preventive maintenance	X	X	X	X	X		X	X	X	
Vehicle/ cart repairs	X	X	X	X	X		X	X	X	
Vehicle/ cart purchase assistance & pre-delivery inspection	X	X	X	X	X		X	X	X	
Building Maintenance										
Automatic door maintenance		X	X				X	X	X	
Backflow prevention device maintenance				X						
Emergency lighting inspection					X					
Grease trap inspection/service									X	
Pool maintenance								X		
Sewer pump maintenance			X						X	
Storm water filtration system inspection/service					X					
Contract processing and management		X	X	X	X		X	X	X	
Carpentry services		X	X		X			X	X	
Electrical services		X	X	X	X		X	X	X	
Locksmith services		X	X	X	X		X	X	X	
Maintenance services		X	X		X			X	X	
Painting services		X	X		X			X	X	
Plumbing services		X	X		X			X	X	
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	

	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
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 (custodial, maintenance, and utility)		X	X		X		X	X	X
Grounds Maintenance									
Herbicide/ fertilizer application		X	X	X	X		X	X	X
Irrigation system controls, maintenance, and repairs		X	X	X	X		X	X	X
Litter, debris and trash removal		X	X	X	X		X	X	X
Mowing and edging		X	X	X	X		X	X	X
Pruning and weeding		X	X	X	X		X	X	X
Pest control		X	X	X	X		X	X	X
Heating & Air Conditioning Services									
Central plant operation		X	X		X		X	X	X
Network controls programming and maintenance		X	X		X		X	X	X
Routine equipment inspections		X	X		X		X	X	X
Routine equipment maintenance		X	X		X		X	X	X
Service/ trouble calls		X	X		X		X	X	X
Preventive Maintenance									
Emergency generator maintenance and permitting					X				
Coordinate elevator and wheelchair lift maintenance and permitting				X	X		X	X	X
Contract processing and management		X	X	X	X		X	X	X
Project Management									
Project development		X	X	X	X		X	X	X
Job walks		X	X	X	X		X	X	X
Manage bid process		X	X	X	X		X	X	X
Contract management		X	X	X	X		X	X	X
Construction management		X	X	X	X		X	X	X
Utilities Support									
Negotiate utility contracts		X	X	X	X		X	X	X
Meter readings		X	X	X	X		X	X	X
Utility billing		X	X	X	X		X	X	X
Finance - Accounting: Director's Office	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Banking/Cash Management/Investments/Wires	X	X	X	X	X		X	X	
Data Integrity/ICSUAM	X	X	X	X	X		X	X	
Debt Service Coverage Ratio Calculations		X	X	X	X		X	X	
Fee Committee	X	X	X	X	X		X	X	
GAAP audit and reporting	X	X	X	X	X	X	X	X	X
Internal Audits	X	X	X	X	X		X	X	
ProForma Financial Statements		X	X	X	X		X	X	
Scholarship Task Force	X	X	X	X	X	X	X	X	X
Tax		X	X	X	X				
Trusts	X	X	X	X	X		X	X	
Year End close/Legal Reporting		X	X	X	X		X	X	
Finance - Accounting: General Accounting	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
1/3 Financial Aid Set Aside			X						
ADNOATS			X	X	X				
AP Reconciliation		X	X	X	X				
AR Aging Reports						X			X
AR Collections						X	X	X	X
AR Reconciliation	X	X	X	X	X		X	X	
Automatic Billing	X					X	X	X	X
Bad Debt Analysis	X	X	X	X	X		X	X	
Cash Count Audits/Reconciliation	X	X	X		X		X	X	
Cash Posting Order (CPO) Requests/Processing									
Flex Cash Reconciliation									X
FRT Billing									X
Fund Balance Clearing/Cash Swap		X	X	X	X				
FWS Billing							X	X	
Health Center Lab Fee Transfer			X						
Labor Cost Distribution		X	X	X	X				
Maintain Payroll AR		X	X	X	X				
Meal Plan Reconciliation				X					X
Monitor O/S Checks & Escheat	X	X	X	X	X		X	X	
MOU journals		X		X	X				

	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Parking Fee Billing	X						X	X	
Payroll Reconciliation		X	X	X	X				
PDC Health Services/Facilites Fee Transfer			X						
Quarterly Sales Tax Remittance			X						
Reconcile WF Checks Paid	X	X	X	X	X		X	X	
Record AR outside of PS		X			X				
Requests for Chargebacks		X		X	X				
Review Cashnet transactions for deposits to expenses	X	X	X	X	X				
Review GL for abnormal balances		X	X	X	X				
Review Interface Batches/Correct Errors	X	X	X	X	X		X	X	
Scholarship Billing						X			X
Stop Payments	X	X	X	X	X		X	X	
Transfer of Expenses		X	X	X	X				
Transfers In/Out		X		X	X		X	X	
Trust Cash Balances		X	X	X	X				
Trust Fund Investments Analysis		X	X	X	X				
Trust Fund Training		X	X	X	X				
Unclear Collection Reconciliation		X							
Utilities Billing		X		X	X		X	X	
WF Bank Reconciliation	X	X	X	X	X		X	X	
Finance - Accounting: Reporting and Tax	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Assists in resolving NRA tax issues	X	X					X	X	X
Chart of Accounts set up and maintenance	X	X	X	X	X	X	X	X	X
Prepare and reconcile Financial Statement Note14 with Auxiliaries Notes	X						X	X	X	X
Prepare financial statements with SRB fund info		X	X	X	X				
Prepare GAAP PBC schedules with SRB fund info		X	X	X	X				
Record GAAP adjustments for SRB funds		X	X	X	X				
Review Auxiliaries' financial statements	X						X	X	X
Review revenues and prepare UBIT report		X		X	X				
Finance - Accounting: Student Financial Services	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Account investigation by request		X		X					
ACH Returns					X				
ACM Deposit									X
Apply Philanthropic payments for scholarship billings						X			
Apply UEC payments for student support billings									X
Booth Deposits					X				
Campus SF training as requested	X	X	X	X	X	X	X	X	X
Cash Deposits						X			X
Cash Handling Training	X	X	X	X	X	X	X	X	X
CC Payments									X
Change Orders			X		X				
Chargebacks		X	X	X	X				
Collection agency placement	X		X	X			X	X	
Committee participation-Scholarship Task Force Committee						X			
Correspond with special program students (email/phone)		X							X
Credit/Debit Card Reconciliation to Wells Fargo		X	X	X	X				
Customer service-create/provide training on queries		X		X		X			X
Daily Cash Reconciliation	X	X	X	X	X	X	X	X	X
Defer special program students		X							X
Departmental Deposits	X						X	X	
Dishonored Checks	X	X	X	X	X		X	X	
Dispenser Deposits					X				
Distribute Athletic checks						X			
Distribute/ hold /Athletic Scholarships						X			
Dunning letters - past due	X		X	X			X	X	
Email reminders - future due/past due	X		X	X			X	X	
Email wires to CEL		X							
Enrollment Cancellation	X		X	X			X	X	
Establish payment agreements	X		X	X			X	X	
Federal Work Study Billing Analysis and Requests			X				X	X	X
Flex Cash Payments									X
Follow up on past-due invoices									X
FTB placement	X		X	X			X	X	
Inventory Management - Parking					X				
Item Type Set Up		X		X		X			X
Journal Entries					X				

	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Maintain ePay Site				X	X				
Meal Plan Accounts Receivables Tracking				X					X
Monthly accounts receivable reconciliations to management	X	X	X	X	X		X	X	
Monthly Dashboard Accounts Receivable Analysis Reports to Management	X	X	X	X			X	X	
Movement of payments		X		X					
Park Mobile Deposits					X				
Payment apply FA for special program students		X							
Paypal						X			
Payroll Deductions				X	X				
Payroll Disbursement		X	X	X	X				
Petty Cash						X			X
Placement of holds	X		X	X			X	X	
Preparation and analysis for Annual Fee Report	X	X	X	X	X		X	X	
Preparation of auditor requested schedules/questions	X								
Prepare third party parking decal list					X				
Process fee waivers	X		X	X		X	X	X	X
Process journal transfers for deferred revenue as requested	X	X					X	X	
Process third party Invoices	X	X					X	X	X
Process third party past due invoices and letters	X	X					X	X	X
Provide cashiering services	X	X	X	X	X	X	X	X	X
Provide customer service to campus departments	X	X			X		X	X	X
Provide payment information	X	X					X	X	X
Provide specific student financials fee revenue/waiver analysis as requested	X	X		X					
Provide testing as required for campus SF upgrades	X	X	X	X			X	X	
Reconciliation & Review of Scholarship billing with PHL accounts						X			
Reconciliation & Review of Student Support Payments billing with UEC									X
Record journal transfer for Escheatment of stale dated checks as needed		X		X					
Refund special program students		X							X
Release of holds	X		X	X			X	X	
Reports						X			X
Review third party activity/billing invoices/research	X	X					X	X	X
Set-up third party contracts	X	X					X	X	X
SF Write Off analysis/allocation/journal	X		X	X			X	X	
Student 1098 information	X	X	X			X	X	X	X
Term Set Up	X	X		X			X	X	
Validation of charges				X					
Vendor Checks		X							
Ventec Deposits					X				
Void lost checks and reissue new payments as requested		X		X					
Wire Transfers				X					

Finance - Auxiliary Financial Services	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Accounts Payable									
Annual 1099 processing	X					X	X	X	X
Assist with quotes for purchases over $10,000						X			X
Create new files at the start of the new fiscal year	X					X	X	X	X
Customer service to campus and vendors	X					X	X	X	X
Determine independent contractor status	X					X	X	X	X
Enter capitalized assets into asset module	X					X	X	X	X
Escheatment of old checks as needed	X					X	X	X	X
Escheatment-Annual filing to SCO	X					X	X	X	X
File Form 592s quarterly	X					X	X	X	X
File Form DE-542s bi-weekly	X					X	X	X	X
Maintain AP files for all transactions	X					X	X	X	X
Maintain vendor file/add new vendors as needed	X					X	X	X	X
Maintain vendor W-9 files	X					X			X
Prepare files for storage or shredding	X					X	X	X	X
Process payments for travel/mileage claims	X					X	X	X	X
Process payments from disbursement requests	X					X	X	X	X
Process reimbursements due to campus/other auxiliaries	X					X	X	X	X
Process travel advances	X					X	X	X	X
Provide monthly accounts payable reconciliations to mgmt.	X					X	X	X	X
Provide student 1098 information to Student Accounts	X					X	X	X	X
Provide support for audit/public record requests	X					X	X	X	X
Provide testing as required for campus CFS upgrades (Concur & Data Warehouse Reports)	X					X	X	X	X
Provide training to campus departments						X			X
Release purchase orders as needed	X					X	X	X	X
Void lost checks and reissue new payments as requested	X					X	X	X	X

	1	2	3	4	5	6	7	8
Accounts Receivable								
Customize invoices based on contract requirements								X
Follow up on past-due invoices-email/letter/phone calls					X			X
Maintain accounts receivable files					X	X	X	X
Post SMSU invoices to general ledger and CFS A/R database						X	X	
Process invoices as requested					X			X
Provide assistance with contract closeout for grants								X
Provide contract review to determine agency billing frequency								X
Provide customer service to campus departments and outside entities					X			X
Provide monthly accounts receivable reconciliations to mgmt.					X	X	X	X
Provide quarterly reports to government agencies								X
Provide testing as required for campus CFS upgrades					X			X
Banking								
Daily check of bank transactions					X			X
Investment account reconciliations					X			
Investment of endowment funds					X			
Issue new credit cards/cancel and replace cards as needed					X			X
Monthly bank account reconciliations	X				X	X	X	X
Monthly credit card account reconciliations					X			X
Place stop payment orders on lost checks	X				X	X	X	X
Post cash receipts/EFTs	X				X	X	X	X
Process cash draw downs for sponsored program projects								X
Process deposits through on-site remote deposit capture					X			X
Process stock transfer gifts					X			
Provide credit card payment information to Bursar's Office								X
Quarterly charitable remainder trust reconciliations								X
Quarterly endowment reconciliation					X			
Withdrawal of funds for scholarships/endowment mgmt. fee					X			
General Accounting								
Add new accounts to chart of accounts/class codes as needed	X				X	X	X	X
Assist with annual budget preparation					X			X
Assistance with cash handling audits as needed	X				X	X	X	X
Complete annual auxiliary auditor certification for C.O.					X			
Coordinate preparation of charitable remainder trust tax returns								X
Customer service-provide training on queries, account reconciliation, etc.	X				X	X	X	X
Filing quarterly and final FFRs for sponsored projects								X
Handle reporting for Children's Center nutrition program								X
Maintain chart of accounts for all auxiliary business units	X				X	X	X	X
Monthly asset module processing/depreciation posting	X				X	X	X	X
Posting of commercial activity commissions								X
Preparation of all auditor requested schedules	X				X	X	X	X
Preparation of annual financial audit report	X				X	X	X	X
Preparation of annual tax return (in conjunction with RAMS)	X				X	X	X	X
Process budget uploads as requested	X				X	X	X	X
Process daily gift/donation posting					X			
Process journal transfers as requested	X				X	X	X	X
Process transfer of payroll expense between UEC and the Fdn					X			X
Provide financial information for grant/gift-grant applications					X			X
Provide financial reporting to Investment Committee					X			
Provide financial updates to Board of Directors-Executive Committee					X			X
Provide monthly financial reporting	X				X	X	X	X
Provide monthly gift/donation reconciliation to Univ. Advancement					X			
Provide specific financial analysis as requested					X			X
Provide support for Spons. Prg. agency desk audits/reviews								X
Provide testing as required for campus CFS upgrades	X				X	X	X	X
Reconciliation of CSUSB scholarship billing with Foundation accounts					X			
Review sponsored projects for fund closeout								X
Set up new accounts as requested by campus individuals					X			X
Miscellaneous								
Assistance provided to UA staff- research					X			
Audit support for SP agency, internal, NCAA, annual, and C.O. audits	X				X	X	X	X
Donor reports for endowment accounts (approx. 200 reports)					X			
Notification to depts. regarding endowment funds available					X			
Participation in CFS upgrade projects	X				X	X	X	X
Participation in HR/Payroll vendor transition	X					X	X	X
Place holds on student accounts as requested								X
Provide assistance with Sponsored Programs agency reporting								X
Respond to public record requests	X				X	X	X	X
Use/Sales tax reporting to Board of Equalization	X				X	X	X	X

Payroll Processing	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Annual audit support for payroll related requests	X					X	X	X	X
Annual reconciliation for W2s	X					X	X	X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll	X					X	X	X	X
Attend trainings to keep current on employment law	X					X	X	X	X
Bi-monthly payroll check processing	X					X	X	X	X
Coordinate employee parking with stateside A/R	X						X	X	
Deliver payroll checks to Bursar's Office for distribution	X						X	X	
Enroll benefited staff in Cal PERS retirement and health	X						X	X	
Enroll benefitted staff in MetLife Dental and VSP vision plans	X						X	X	
Maintain vacation/sick leave balances for all employees	X					X	X	X	X
Payroll file management	X					X	X	X	X
Payroll tax reporting	X					X	X	X	X
Payroll-HR assistance	X						X	X	
Prepare annual pay date schedule and pay period processing	X					X	X	X	X
Prepare payroll report for SMSU							X	X	
Prepare unemployment, workers comp data for each pay period	X					X	X	X	X
Prepare wire transfer request for bi-weekly payroll to stateside acctg.	X						X	X	
Process manual checks as needed for late time sheets, separations, etc…						X			X
Provide customer service/training to employees	X					X	X	X	X
Provide monthly vacation accrual information for sponsored projects									X
Provide NRA tax determination to employees									
Provide payroll reporting as needed for sponsored projects and mgmt.									X
Provide payroll reporting to CSURMA/AORMA	X					X	X	X	X
Quarterly reconciliation of wages for tax reporting - Form 941	X					X	X	X	X
Reconcile and remit monthly payments for vision, dental, life insurance	X						X	X	
Reconcile and remit payments for Workers Comp and Unemploy. Insur.	X					X	X	X	X
Reconcile and transmit reportable earnings to Cal PERS	X						X	X	
Reporting of escheated checks to State Controller									X
Reporting of retirement wages and deductions	X					X	X	X	X
Set up employee direct deposit	X						X	X	
Set up new employees in payroll system	X						X	X	
Update all employee status changes into payroll system	X						X	X	
Verify employment packets, I-9s for compliance	X								

Finance - Budget Office	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Budget Reports									
Various reports requested by senior leadership	X	X	X	X	X	X	X	X	X
Compile budget packet for President's approval	X	X	X	X	X	X	X	X	X
Request annual budget	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
Compile information into report format	X	X	X	X	X	X	X	X	X
Create MOU and route for signatures	X	X	X	X	X	X	X	X	X
Request information from state and non-state departments	X	X	X	X	X	X	X	X	X
Miscellaneous									
Allocate costs related to Risk Management Insurance		X	X	X	X				
Assist staff on budget related matters		X	X	X	X			X	
Chart of Accounts coordination		X	X	X	X			X	
PAES Scholarship allocation						X			
Position Management									
Create/Delete/Update Positions		X	X	X	X			X	
Maintain Position Management Queries		X	X	X	X			X	
Process Staff Transaction forms from Human Resources		X	X	X	X			X	
Provide training to staff		X	X	X	X			X	

Finance - Support Services: Accounts Payable	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Miscellaneous									
Contact and work with department staff to correct submissions		X	X	X	X				
Mailing of checks		X	X	X	X				
Maintain copies of records for required retention period		X	X	X	X				
Make arrangements to hold special payments		X							
Respond to auditor inquiries		X	X	X	X				
Respond to invoice and payment related questions from departments		X	X	X	X				

	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Payment Issuance									
Auditing of invoices		X	X	X	X				
Cancelations and reissuances of checks (undeliverable/stale dated)		X	X	X	X				
Creating/Updating of vendor addresses/EFT/reportable information		X	X	X	X				
Data entry of invoices		X	X	X	X				
Issuance of check/EFT payments	X	X	X	X	X	X	X	X	X
Maintenance of check equipment	X	X	X	X	X	X	X	X	X
Maintenance of check format/testing						X			X
Supply check stock/micr toner	X	X	X	X	X	X	X	X	X
Wire payments* ASI/SUN Payroll	X	X					X	X	
Tax Reporting									
Assessing/reporting of use tax		X	X	X	X				
Collection of Payee Data records (Form 204s/W-9s)		X	X	X	X				
Issuance of IRS 1099s and FTB 592s		X	X	X	X				
Finance - Support Services: Campus Stores; Mail Services; Receiving	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Campus Stores									
Filling of orders (primarily paper)	X	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
Package shipments (USPS and UPS)	X	X	X	X	X	X	X	X	X
Postage metering	X	X	X	X	X	X	X	X	X
Receiving									
Delivery of campus stores orders	X	X	X	X	X	X	X	X	X
Package shipments (FedEx) *tracking charges	X	X	X	X	X	X	X	X	X
Receipt and delivery of vendor goods ordered	X	X	X	X	X	X	X	X	X
Storage of deliveries until department is ready for delivery	X	X	X	X	X	X	X	X	X
Finance - Support Services: Property Management Office	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Equipment Tracking									
Perform Physical Inventories	X	X	X	X	X	X	X	X	X
Retire Equipment	X	X	X	X	X	X	X	X	X
Tag Equipment	X	X	X	X	X	X	X	X	X
Miscellaneous									
Assist staff on property related matters	X	X	X	X	X	X	X	X	X
Coordinate pick-up and disposal of scrapped equipment	X	X	X	X	X	X	X	X	X
Reporting									
Ad hoc reports requested by Department, AVP Finance, VP Admin & Finance	X	X	X	X	X	X	X	X	X
Finance - Support Services: Purchasing Office	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Miscellaneous									
Assist staff on purchasing related matters		X	X	X	X				
Purchasing									
Issue Quotes, Bids, RFPs for Goods and Services		X	X	X	X				
Provide CMS support to staff	X	X	X	X	X	X	X	X	X
Review and Source Requisitions to Purchase Orders		X	X	X	X				
Reporting									
Ad hoc reports requested by Departments, AVP Finance, VP Admin & Finance		X	X	X	X				
Human Resources	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Benefits Assistance		X	X	X	X			X	
Classification Reviews	X	X	X	X	X		X	X	X
Employee Relations		X	X	X	X			X	
Reclassifications		X	X	X	X			X	
Recruitment Reviews	X	X	X	X	X		X	X	X
Recruitments		X	X	X	X			X	
Training & Development	X	X	X	X	X		X	X	X
Unemployment Assistance		X	X	X	X			X	
Payroll	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Absence Management		X	X	X	X			X	
Direct Deposit		X	X	X	X			X	
Master Payroll		X	X	X	X			X	
NDI/IDL Disability Processing		X	X	X	X			X	
Overtime, shift differential, hourly, student paychecks		X	X	X	X			X	
Pay Increases/Decreases		X	X	X	X			X	
Process Hires/Terminations		X	X	X	X			X	
Time-base Changes		X	X	X	X			X	
Risk Management	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Preventive Maintenance									
Fire systems maintenance and inspection		X	X	X	X		X	X	X
Fire extinguisher annual service		X	X	X	X		X	X	X

University Police	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Incident Response									
Burglary Alarms	X	X	X	X	X		X	X	X
Calls for Service	X	X	X	X	X		X	X	X
Campus Policy Violations	X	X	X	X	X		X	X	X
Escort Services	X	X	X	X	X		X	X	X
Fire Alarms	X	X	X	X	X		X	X	X
Lost and Found Property	X	X	X	X	X		X	X	X
Medical Aid	X	X	X	X	X		X	X	X
Patrol (Foot/Vehicle)	X	X	X	X	X		X	X	X
Welfare Check of Students	X	X	X	X	X		X	X	X
Other Services									
Bike Patrol Program	X	X	X	X	X		X	X	X
Camera Surveillance	X	X	X	X	X		X	X	
Campus Crime Alerts	X	X	X	X	X		X	X	X
Campus Presentations/Trainings (Active Shooter, CPR, Pepper Spray, etc.)	X	X	X	X	X		X	X	X
Chargebacks/Transfers of Expense/Request for Invoice	X	X	X	X	X		X	X	X
Community Service Officers	X	X	X	X	X		X	X	X
Coverage-Unplanned Events (i.e. memorials, student vigils, strikes, etc.)	X	X	X	X	X		X	X	X
Detective Services/Investigations	X	X	X	X	X		X	X	X
Dispatch Services	X	X	X	X	X		X	X	X
Evidence Processing/Crime Lab	X	X	X	X	X		X	X	X
Fingerprinting/LiveScan	X	X	X	X	X		X	X	X
K9 Services	X	X	X	X	X		X	X	X
Mutual Aid	X	X	X	X	X		X	X	X
Onsite Officers	X	X	X	X	X		X	X	X
Providing Literature	X	X	X	X	X		X	X	X
Record Management	X	X	X	X	X		X	X	X
Staff/Student Payroll				X	X				
Undercover Operations	X	X	X	X	X		X	X	X
ITS - Administrative Computing & Business Intelligence	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Administrative Computing programming services									
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 Scheduling and Class Scheduling	X	X					X		
Fee table set up/consultation		X							
Invoices to students		X							
MyCoyote Portal	X	X					X		X
SECI Programming		X							
Student fees for extension		X							
Student information extract transfer to CD					X				
T2 line system support					X				
CFS Datawarehouse Support, Online- Directory	X	X	X	X	X	X	X	X	X
Maintain POI types, update data for IdMS, extracts for other services, such as OneCard, SkillPort, Blackboard, etc.)	X	X	X	X	X	X	X	X	X
Provide CMS (PeopleSoft) support to staff	X	X	X	X	X		X	X	X
ITS - Technology Operations & Customer Support	ASI	CEL	Health	Housing	Parking	Phil	SMSU	SRWC	UEC
Enterprise & Cloud Services									
Backup Services and Offsite storage		X	X	X			X	X	X
Server co-location/hosting including: UPS, Power Generator, Physical Security, A/C		X	X	X		X			X
Virtual environment server management and hosting		X	X	X		X	X	X	X
Network									
Hardware: Alcatel Maintenance - Switches		X	X	X	X	X	X	X	X
Hardware: Aruba ClearPass Appliance	X	X	X	X			X	X	X
Hardware: Aruba Maintenance - Campus	X	X	X	X			X	X	X
Hardware: Juniper Firewall & Server Farm Firewall Maintenance	X	X	X	X	X	X	X	X	X
Hardware: Juniper SSL	X	X	X	X			X	X	X
Network Management	X	X	X	X	X	X	X	X	X
Software: PALO Alto Network (PAN)		X	X	X	X	X	X	X	X
Software: Aruba Airwave	X	X	X	X			X	X	X
Software: Aruba ClearPass Endpoint	X	X	X	X			X	X	X
Software: Aruba ClearPass QuickConnect	X	X	X	X			X	X	X
Software: Omnivista Maintenance				X	X	X			
Software: ProceraCare/Omnivista - Network Management	X	X	X	X	X	X	X	X	X

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

APPENDIX B: Facilities Management

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

This document provides clarification on the nature and scope of the services provided by Facilities Management, the recoverable costs associated with these services, the parameters and exclusions to these services, and the methodology of costs. This should be used in conjunction with the Catalog of Services for the 2017/2018 Cost Allocation Plan (CAP).

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

Administrative Support

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Monthly Service
   – Dust high areas, such as ceiling vents, etc.

Other Services When Needed
- Spot clean carpets
- Vacuum dust and dirt from air-conditioning vents and wall vents
- Floor Refinishing
- Clock time change

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

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

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

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

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

Grounds Maintenance
Facilities Management will provide the following services to auxiliaries and self-support entities in order to maintain the appearance of building entryways, courtyards, and parking areas. These services may include the following depending on the building or area:
- Herbicide/ fertilizer application
- Irrigation system controls, maintenance, and repairs
- Litter, debris and trash removal
- Mowing and edging
- Pruning and weeding

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

Heating & Air Conditioning Services
Facilities Management will provide the following routine inspections and maintenance in order to maintain a safe and comfortable environment:

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

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

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

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

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

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

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

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

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

Addendum A

FACILITIES CHARGEBACK POSITIONS	2017/18 HOURLY RATE
Administrative Support	$36.99
Air Cond/Refrig Mechanic	$59.10
Auto/Equipment Mechanic	$58.69
Building Service Engineer	$55.44
Custodian	$31.93
Electrician	$60.28
Facilities Maintenance	$53.17
Groundsworker	$39.77
Laborer	$36.60
Locksmith	$56.44
Painter	$58.35
Plumber	$59.48

APPENDIX C:

Auxiliary Enterprise Self-Support Entities Self-Reported Services to Campus for 2016-2017

COLLEGE OF EXTENDED LEARNING
SERVICES TO CAMPUS

INTERNATIONAL RECRUITMENT

Matriculation from ELP

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

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

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

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

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

Recruitment Travel and Fairs

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

2+2 Program

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

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

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

EARLY START PROGRAM

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

DONATIONS FROM THE COLLEGE

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

STAFF SERVICE ON UNIVERSITY COMMITTEES OR OTHER CONTRIBUTIONS TO CSUSB

Tatiana Karmanova, Dean

Council for International Affairs (25 hrs.)	2870
Academic Affairs Council (25 hrs.)	2870
Administrative Council (18 hrs.)	2066
IT Governance Executive Committee (30 hrs.)	3444
CNS Dean Review Committee chair (63 hrs.)	7232
International Management Group (30 hrs.)	3444
Professors-Across-Borders Executive Committee (8 hrs.)	918
Distributed Learning Committee (10 hrs.)	1148

Adriana Kazanjian, Assistant to the Dean

Volunteered on the Ask Me! Campaign (1 hr.)	40
CEL volunteer on the Faculty/Staff Campaign (5 hrs.)	200

Jack Paduntin, Associate Dean

Council for International Affairs (8 hrs.)	739

Jane Payne, Marketing Director

Creating the mineral display in Yasuda Center for CNS (10.5 hrs.)	680
Creation of the President's office Instagram frames (3 hrs.)	194
Preparation for Grad Days sponsored by the Alumni Association (2 hrs.)	130
Hosted NEU 2+2 students to her home for dinner $250.00	250
Two clothing drives for the Career Center in January & March (16 hrs.)	1036

Jose Inzunza, Marketing Web Developer

Assisting on moving minerals for display in Yasuda Center for CNS (2 hrs.)	78
Assisting Asian Faculty Staff & Student Association with event prep (3 hrs.)	117

Monvyl Berto, Marketing Graphic Designer

Graphics for mineral display in Yasuda Center for CNS (8 hrs.)	328
Graphics for the President's office Instagram frames (2 hrs.)	82

Lauren Gendale, Marketing Student Assistant
  Working the Grad Days event 4/20/16 (8 hrs.)   80

Adriana Elizalde Garcia, Marketing Student Assistant
  Working the Grad Days event 4/19/16 (8 hrs.)   80

Deirdre Thomas, Assistant Dean
  Campus Accessibility Advisory Board (1 hr.)   76
  Career Center Director Search Committee (5 hours)   380
  iCreate Family Fair (4 hrs.)   304
  Career Center clothing donation (1 hr.)   76
  Grand Terrace High Career and College Week (3 hrs.)   228

Sue Anderson, Director PACE-PDC
  Palm Desert Campus Dean's Cabinet (36 hrs.)   1997
  Palm Desert Campus Graduation (6 hrs.)   333
  Palm Desert Campus Convocation (5 hrs.)   277
  World Affairs Council of the Desert World Quest Competition (3 hrs.)   166

Stacia McCambridge, Student Services Senior Administrator
  Student Administration/ Common Management Committee (20 hrs.)   940

Suzy Sharweed, Academic Coordinator
  Bystander Trainer for matriculated students (20 hrs.)   1003
  Coordination of TESOL teaching observation (25 hrs.)   1254
  Food drive for the campus Den (5 hrs.)   251
  Children's Center spring gardening tool donation (3 hrs.)   150
  Children's Center bird egg hunt (3 hrs.)   150
  Career Center clothing donations (1 hr.)   50
  Movie tickets for CSUSB Renaissance Scholar students (3 hrs.)   150

Eyad Alfattal, Senior Program Coordinator
  Campus Web Redesign Steering Committee (4 hrs.)   226
  Children's Center bird egg hunt (3 hrs.)   169

Jorge Razo, Yasuda Building Coordinator
  Campus use of Yasuda Building, help set (10 hrs.)   307
  Campus use of Yasuda Building storage (5 months)

Elaine Chacon, Program Specialist
  Pfau Library book drive (1 hr.)   42
  Food drive for the campus Den (5 hrs.)   207
  Children's Center spring gardening tool donation (2 hrs.)   83
  Children's Center bird egg hunt (3 hrs.)   124

Changhee Song, Program Specialist
  Food drive for the campus Den (1 hr.)   40
  Movie tickets for CSUSB Renaissance Scholar students (1 hr.)   40

Summer Peng
  Asian Faculty, Staff, Student Association (120 hrs.)   5245
  Movie ticket drive for the CSUSB Renaissance Scholars Students (1 hrs.)   44
  Food drive for the Den CSUSB Food Pantry (2 hrs.)   87

Jerdy Sterling, ASA
  Rancho Mirage Women's Club Scholarship Fundraiser (3 hrs.)   85
  PDC Scholarship dinner (4 hrs.)   113
  PDC golf tournament (4 hrs.)   113
  Cabot's Pueblo Museum Gala Fundraiser (4 hrs.)   113
  Young Scholars Reception (2 hrs.)   56

Rose Wilson, Director
  Student Administration/Common Management Committee (48 hrs.)   2743
  Student Administration User Group (18 hrs.)   1029
  Academic Technology &Distributed Learning Committee (36 hrs.)   2057
  IT Governance Executive Committee Meeting (1.5 hrs.)   86

Aurora Vilchis, Student Advisor
  Association of Latino Faculty Staff & Student (ALFSS)
          Monthly committee meetings (12 hrs.)   530
  ALFSS Dia de los Muertos (5 hrs.)   221
  ALFSS Winter Quarter Kick-Off (5 hrs.)   221
  ALFSS Latino Graduate Recognition Ceremony (30 hrs.)   1325
  ALFSS Scholarship (3 hrs.)   133
  Latino Education Advocacy Days (LEAD) Administrative & clerical support (20 hrs.)   883
  LEAD Feria Educativa - Education Fair (20 hrs.)   883
  LEAD Summit VII (20 hrs.)883
  Cardenas/LEAD Scholarship (5 hrs.)   221
  LEAD "Bienvenida" for Consul of Mexico (5 hrs.)   221
  Graduation gown drive to provide gowns for CSUSB graduates (15 hrs.)   662
  Children's Fund Toy Drive (1 hour)   44
  CSUSB Foster Care Christmas- movie tickets (1 hour)   44
  A Million Thanks Military Letters (1 hour)   44
  Faculty Staff Campaign (1 hour)   44

Andrew German, Program Specialist
  Supervisor: Anti-Harassment, Discrimination, Retaliation (CA-13-H) (2 hrs.)   79
  Sexual Assault Bystander Training (2 hrs.)   79
  Sierra Hall Co-Building Coordinator (10 hrs.)   396
  The Children's Fund gift drive (5 hrs.)   198
  Create Family Fair (10 hrs.)   396

Judy Gallegos, Program Coordinator
  Movie tickets for CSUSB Renaissance Scholar students (1 hr.)   35
  Children's Center bird egg hunt (3 hrs.)   105
  A Million Thanks Military Letters (1 hr.)   35
  Children's Center Donation for spring planting (1 hr.)   35
  Faculty staff campaign (1 hr.)   35

LeSondra Jones, Student Services Professional
  LEAD Educational Fair (6 hrs.)   234
  CSUSB Counselors Day (8 hrs.)   312
  Children's fund toy drive donation (2 hrs.)   78
  A Million Thanks military letters (1 hr.)   39
  CSUSB Faculty Staff Campaign (1 hr.)   39

TOTAL STAFF VALUE & DONATIONS   **$62,123**

TOTAL CEL CONTRIBUTION   **$4,922,645**

STUDENT HEALTH & COUNSELING AND PSYCHOLOGICAL SERVICES CENTER SERVICES TO CAMPUS

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

A. Medical care to employees, visitors, students not currently enrolled
B. Medical and Psychological consultation to faculty and staff
C. Training of employees
D. Outreach and Wellness education to students, staff and faculty
E. Academic Services to Students
F. Committee work
G. Communicable Disease Education
H. International travel sign-off

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

SHC provides employees, visitors, and nursing/social work students (not enrolled in summer), with physicals, first aid, blood pressure checks, etc. $70.56 per summer session.

Total net cost   **$3,316.32***

B. Medical and Psychological consultation to faculty and staff

SHC and CAPS physicians, nurse practitioners, physician assistants, counselors, psychiatrists and health educators spend approximately 92 hours of their professional time consulting with faculty and staff concerning physical health and mental health needs of the campus community. These include crisis management assistance following traumatic incidents on campus, consultation to the International Student Program, and other miscellaneous campus health issues including diabetes prevention and weight management.

Total net cost   **$5,462.57***

C. Training of Student Employees

CAPS providers contribute 30 hours of training sessions for Housing Resident Assistant Training.

Total net cost   **$1,437.72***

D. Outreach and Wellness education to students, staff, and faculty

SHC & CAPS staff conduct a total of 939.5 hours on outreach presentations to students in classes, Housing and Residential Life, campus departments, etc. on topics such as stress management, test anxiety, and budgeting, etc. Health Educators and Peer Health Educators conducted presentations

at student orientations and classes on health education for smoking cessation, weight management and general wellness on an ongoing basis. Examples of events include book club meetings, meditation sessions, Wellness Workshops, The Coyote Produce Stand, flu outreach, alcohol education, and reproductive health education.

Total net cost   **$49,430.66***

E. **Academic Services to Students**

75 hours dedicated to providing documentation for stress-related course drops for students by Counselors to Academic Advising and College Deans' offices.

Total Net Cost   **$3,975.00***

F. **Committee work**

SHC & CAPS staff contribute 544 hours to university and divisional committees, these include but are not limited to personnel searches, Campus Health Advisory Committee (CHOC), Student Health Advisory Committee (SHAC), Campus Assessment Response and Education (CARE), Alcohol Tobacco and Other Drugs (ATOD), scholarship committees, University Diversity Committee, Veterans Task Force, student affairs events, and Faculty Senate.

Total net cost   **$34,520.33***

G. **Disease Education**

SHC & CAPS staff dedicates approximately 20 hours to educating the campus community on communicable diseases, including campus wide infection control. This includes radio interviews, open discussions, and presentations.

Total net cost   **$2,534.72**

H. **International travel sign-off**

The study abroad program at CSUSB has requested the Student Health Center to provide clearance to students planning to travel abroad for their studies. This will involve performance of physicals to ascertain that the student is able to travel and that any underlying medical conditions or needs can be met at the country which the student intends to travel to. In addition, counselors will be engaged to determine the mental state of the traveling students.

Total net cost   **$0**

GRAND TOTAL OF ALL SERVICES PROVIDED BY SHC & CAPS   **$100,677.32**

*Staff utilized a different methodology to determine charges from prior years

OFFICE OF HOUSING & RESIDENTIAL EDUCATION
SERVICES TO CAMPUS

Category	Amount	Note
Meetings in OHRL Facilities	$ 500	For university committees, events
Students in Need	$ 2,000	Housing students in need (CARE, homeless)
Guest Housing - Staff/Faculty	$ 3,000	No charge for staff & faculty use of apartments during transition to CSUSB
Welcome Week/Welcome Back	$ 1,000	Staff assistance, programs, supplies
University Committees	$ 3,000	Staff Salaries
CFS	$ 10,000	Staff salaries, programs, supplies
UPD Satellite Office*	$ 10,444	Use of room and associated costs
Tunnel of Oppression	$ 3,000	Supplies, programs, staff salaries
Homecoming Week	$ 3,000	OHRL programming, staffing
TOTAL	**$ 35,944**	

UPD COST*	2016-17		
2 single occupancy rooms for academic year		1828 (3)	$5,485
2 single occupancy rooms for summer		90 ($37)	3,330
Electricity	.08psf	252(.08) 12	242
Gas	.01psf	252(.01) 12	30
Water/Sewage	.02psf	252(.02) 12	61
Cell Phone	Monthly service @12	33 (12)	396
Training			
Cleaning Supplies: Use of Vacuum, extractor, bags		100 (9)	900
Total 2015-16			10,444

PARKING & TRANSPORTATION SERVICES
SERVICES TO CAMPUS

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

Below is the breakdown:

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

Information Center Expenses		Annual Cost
Supervisor		$ 35,992.32
Accounting Technician		$ 28,140.84
Student Assistants		$ 92,524.90
Operational Expenses		$ 6,000.00
	Total Cost	$ 162,658.06
	Reimbursed from campus	$ -
	Difference	**$ 162,658.06**

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

  o Sponsored Advisory Permits – These permits are issued to major donors of the university and individuals who sit on various advisory committees operating within the university. The permits are valid for a year.

  o Courtesy Summer Faculty Permits- Faculty not teaching during the summer period are provided with a Summer Courtesy permit. This allows them to visit their office as they prepare for the next academic year. Permits are valid for 3 months.

  o Disabled Fee Waiver Permits- Disabled students receiving financial aid are provided with a free quarterly parking permit.

  o Retiree Permits- All campus employees who have served for a minimum of seven (7) years and who have retired in good standing are eligible for an annual parking permit at no charge.

  o Vendor Permits- Vendors at the university are entitled to a free parking permit while conducting official visits.

  o Faculty/ Staff Alternative Permits- All faculty/staff who have an annual permit are entitled to a free permit in case they forget this annual permit. A max of 3 permits can be issued per quarter.

- o Free Guest Passes- These are day passes issued for HR interviews, guest lecturers for classes, prospective students, department recruitment programs, meeting with psychological counselors, athletics officials for various sports events, department tours, consultants and high school outreach program attendants etc.
- o Volunteer Permits- Individuals classified by the Human Resource department as volunteers are entitled to a free pass. The permit is valid for the period which the volunteer is offering their service on campus.

Permit Type	Number of permits issued	Price per Permit	Total
Annual Sponsored Advisory Permits	215	$ 324.00	$ 69,660.00
Retiree Permits	195	$ 324.00	$ 63,180.00
Vendor Permits	190	$ 6.00	$ 1,140.00
Disabled Fee Waiver Permits	120	$ 34.00	$ 4,080.00
Faculty/Staff Alternate Permit	1200	$ 2.00	$ 2,400.00
Courtesy Faculty Summer Permits	55	$ 118.71	$ 6,529.05
Guest Permits	6250	$ 6.00	$ 37,500.00
Volunteer Permits	250	$ 108.00	$ 27,000.00
	Total		$ 211,489.05
	Reimbursement to Parking		$ -
	Difference		**$ 211,489.05**

- **Battery jumps and vehicle unlocks**
  - Number of battery jumps and vehicle unlocks annually   1,000
  - Cost per service $8
    - **Total Cost**   **$8,000**

- **VIP Escorts**
  - Number of escorts per year   60
  - Average Cost per escort $25
    - **Total Cost**   **$1,500**

GRAND TOTAL OF ALL SERVICES PROVIDED BY PARKING SERVICES   **$383,647**

SANTOS MANUEL STUDENT UNION
SERVICES TO CAMPUS

Santos Manuel Student Union Non-Reimbursable Service to Campus				
Space Used to Ehance Campus life	**Square Feet**	**Cost**	**Months**	**Total**
Sodexo/UEC (Food Court, Pub, Coyote Market, Starbucks)	8402	$1.00	12	$100,824.00
First Year Experience - Office Space	719	$1.65*	12	$14,236.20
Coyote Plaza Upgrade				$128,000.00
Coyote First Step				$5,310.00
Facility Use --				$273,571.00
Sub Total				**$521,941.20**
*$1.00 per square foot for rent $.65 for utilities and custodial				
Lease Fee				

SMSU Campus Discounts Given July 2015 - June 2016								
	Facility Use	**Building Manager**	**AV Technician**	**Custodial**	**Setup**	**HVAC**	**TOTAL**	
Academic Programs	$ 625.00		$ 60.00				$ 685.00	
Administration & Finance	$ 737.50		$ 150.00				$ 887.50	
Administration & Finance - VP	$ 200.00		$ 60.00				$ 260.00	
Admissions & Student Recruitment	$ 6,492.50	$ 172.50	$ 1,290.00	$ 75.00			$ 8,030.00	
Alumni Relations	$ 3,237.50	$ 279.00	$ 825.00	$ 185.00			$ 4,526.50	
Black Faculty Student and Staff Association	$ 1,500.00		$ 142.50				$ 1,642.50	
Capital Planning, Design & Construction	$ 175.00		$ 75.00				$ 250.00	
Career Development Center	$ 3,200.00		$ 270.00				$ 3,470.00	
CBPA Business Alliance	$ 525.00	$ 15.00		$ 10.00			$ 550.00	
CBPA College Office	$ 200.00						$ 200.00	
CBPA Development	$ 200.00	$ 15.00	$ 67.50	$ 10.00			$ 292.50	
CBPA Student Student Service Center	$ 200.00						$ 200.00	
CBPA-Global Management	$ 337.50		$ 112.50				$ 450.00	
Center for International Studies & Programs (CISP)	$ 1,530.00	$ 22.50	$ 442.50	$ 15.00			$ 2,010.00	
Center for Islamic & Middle Eastern Studies (CIMES)	$ 237.50		$ 60.00				$ 297.50	
College of Arts & Letters	$ 200.00						$ 200.00	
College of Business & Public Administration	$ 500.00		$ 90.00				$ 590.00	
College of Education	$ 9,462.50	$ 300.00	$ 1,507.50	$ 140.00	$ 50.00		$ 11,460.00	
College of Education Dean's Office	$ 800.00	$ 22.50	$ 75.00	$ 15.00			$ 912.50	
College of Extended Learning	$ 20,337.50	$ 1,481.25	$ 2,193.75	$ 987.50			$ 25,000.00	
College of Natural Sciences	$ 700.00		$ 82.50				$ 782.50	
College of Social & Behavioral Sciences	$ 3,680.00	$ 45.00	$ 427.50	$ 30.00			$ 4,182.50	
Computer Science & Engineering Department	$ 325.00	$ 15.00	$ 120.00				$ 460.00	
Coyote First Step	$ 150.00						$ 150.00	
Criminal Justice Department	$ 750.00				$ 146.25		$ 896.25	
CSUEU	$ 350.00		$ 67.50				$ 417.50	
Cyber Security Department	$ 7,125.00						$ 7,125.00	
Department of Communication Studies			$ 75.00				$ 75.00	
Economics Department	$ 100.00						$ 100.00	
Educational Opportunity Program (EOP)	$ 4,377.50	$ 105.00	$ 450.00	$ 60.00			$ 4,992.50	
Enrollment Services	$ 1,637.50		$ 337.50				$ 1,975.00	
Facilities Planning & Management	$ 200.00		$ 67.50				$ 267.50	
GEAR UP CSUSB	$ 2,800.00		$ 570.00				$ 3,370.00	
Global Leaders Academy	$ 662.50						$ 662.50	
Graduate Studies	$ 200.00		$ 150.00				$ 350.00	

	Facility Use	Building Manager	AV Technician	Custodial	Setup	HVAC	TOTAL
Housing & Residential Life	$ 500.00	$ 7.50					$ 507.50
Human Resources	$ 850.00		$ 90.00				$ 940.00
Inland Empire Future Leaders	$ 1,187.50	$ 165.00	$ 258.75	$ 45.00			$ 1,656.25
Institute for Child Development and Family	$ 187.50	$ 52.50	$ 60.00	$ 20.00			$ 320.00
Institute of Child Development & Family Relations	$ 990.00		$ 157.50				$ 1,147.50
Institutional Research	$ 300.00		$ 135.00				$ 435.00
International Extension Programs (IEP)	$ 195.00		$ 105.00				$ 300.00
Latino Education & Advocacy Days (LEAD)	$ 600.00	$ 15.00	$ 360.00	$ 10.00			$ 985.00
Moderate/Severe Disabilities	$ 100.00	$ 30.00		$ 20.00			$ 150.00
Office of Student Engagement	$ 54,240.00	$ 420.00	$ 1,897.50	$ 190.00		$853.60	$ 57,601.10
Office of Student Research	$ 1,631.25	$ 30.00	$ 532.50	$ 20.00			$ 2,213.75
Orientation and First Year Experience	$ 74,925.00	$ 630.00	$ 3,352.50	$ 300.00	$ 250.00		$ 79,457.50
Pass Go	$ 375.00		$ 90.00				$ 465.00
Pfau Library	$ 1,575.00	$ 240.00	$ 622.50	$ 240.00			$ 2,677.50
President's Office	$ 675.00		$ 120.00				$ 795.00
Purchasing Department	$ 500.00						$ 500.00
School of Social Work	$ 825.00		$ 150.00				$ 975.00
Sophomore Success Initiative	$ 450.00						$ 450.00
Special Events and Guest Services	$ 1,600.00	$ 240.00	$ 810.00	$ 150.00			$ 2,800.00
Student Affairs	$ 11,075.00	$ 15.00	$ 315.00	$ 10.00			$ 11,415.00
Student Assistance in Learning (SAIL)	$ 625.00		$ 75.00				$ 700.00
Student Conduct and Ethical Development	$ 450.00	$ 15.00	$ 225.00				$ 690.00
Student Health Center	$ 1,012.50		$ 67.50				$ 1,080.00
Title IX & Gender Equity	$ 400.00		$ 97.50				$ 497.50
Undergraduate Studies	$ 5,350.00	$ 7.50	$ 277.50	$ 5.00			$ 5,640.00
University Advancement	$ 387.50		$ 135.00				$ 522.50
University Diversity Committee	$ 1,887.50		$ 270.00				$ 2,157.50
University Police	$ 187.50	$ 7.50	$ 165.00				$ 360.00
World Languages & Literature	$ 6,235.00	$ 1,462.50	$ 315.00	$ 400.00			$ 8,412.50
TOTALS	$ 243,071.25	$ 5,810.25	$ 20,452.50	$2,937.50	$ 446.25	$853.60	**$273,571.35**

Name of Event	SMSU Expenses	Name of Event	SMSU Expenses
Webinar: Increasing Academic	$ 395.00	Coyote Masquerade Ball	$ 2,181.20
9-Ball Tournament	$ 25.00	Apollo Night	$ 433.00
Monday Night Football	$ 25.00	Casino Royale @ PDC	$ -
9-Ball Tournament	$ 25.00	Checkmate	$ 197.00
Meet the Chief	$ 680.00	Glow Run	$ 51.20
Thursday Night Football	$ 25.00	Oh, the places you'll go	$ 117.00
Yotie Fest	$ 6,553.12	Speak Yo Truth	$ 508.00
Smash Bros Tournament	$ 25.00	Feminist Comedy Night	$ 50.00
Hispanic Heritage Month - Movie Night	$ -	DIY Pinterest	$ 22.00
Monday Night Football	$ 25.00	9 Ball Tournament	$25 Gift Card
Hypnotic	$ 600.00	Yu - Gi -Oh	$25 Gift Card
Breast Cancer Awareness	$ 81.00	Smash Bros	Points
Smash Bros Tournament	$ 25.00	My Body, My choice: Reproductive Justice	$ 500.00
Monday Night Football	$ 25.00	Just Dance Party	$ 68.00
Speak Yo Truth	$ 1,378.00	Ladies Night	$25 Gift Card
Private Violence: Film Showing	$ 410.00	Microaggressions	$ -
DIY Pinterest	$ 100.00	9 Ball Tournament	$25 Gift Card
Dear White People	$ 601.00	Smash Bros	Points
Thursday Night Football	$ 25.00	Checkmate	$ -

Name of Event	SMSU Expenses	Name of Event	SMSU Expenses
Howl at the Moon	$ 2,037.31	9 Ball Tournament	$25 Gift Card
Smash Bros Tournament	$ 25.00	World of Dance	$ 300.00
Monday Night Football	$ 25.00	Smash Bros	Points
Dating Violence is not love	$ 138.00	DIY Pinterest	$ 83.00
9-Ball Tournament	$ 25.00	Take Back the Night	$ 1,080.00
Smash Bros Tournament	$ 25.00	Culture Clash: Home Culture vs. School Culture	$ -
Smash Bros Tournament	$ 25.00	9 Ball Tournament	$25 Gift Card
Monday Night Football	$ 25.00	Smash Bros	Points
Let's Talk About Sex & Consent	$ 824.00	The Yotie Factor	$ 375.00
Halo 5 Tournament	Digital Copy Halo 5	Tamale Fest	$ 1,099.00
Children's Halloween Party	$ 588.00	9 Ball Tournament	$25 Gift Card
9-Ball Tournament	$ 25.00	Smash Bros	Points
Thursday Night Football	$ 25.00	Smashing the Patriarchy: Feminist Bingo	$ 64.00
Smash Bros Tournament	$ 25.00	Forgotten Heroes of United Farm Workers	$ 305.00
A voteless people is hopeless people	$ -	9 Ball Tournament	$25 Gift Card
Endangered Species	$ -	The Hunting Ground	$ 442.00
50th Anniversary of Voting Rights (DISPLAY)	$ -	Speak Yo Truth	$ 1,072.00
Police, Community & Race	$ -	Smash Bros	Points
Monday Night Football	$ 25.00	The More Things Change: Touristic Nostalgia in Tomorrow's Cuba.	$ 2,587.00
Feminism 101	$ 113.00	CPR Certified	$ 500.00
9-Ball Tournament	$ 25.00	History of the N Word	$ -
Thursday Night Football	$ 25.00	Resume Building Workshop	$ -
Smash Bros Tournament	$ 25.00	Entrepeneurs of Hip-Hop	$ 200.00
Event Planning Workshop	$ -	9 Ball Tournament	$25 Gift Card
Monday Night Football	$ 25.00	Smash Bros	Points
Finding your Center	$ 667.00	Coyote Fest	$ 22,700.00
Pepper Spray Training	$ 335.00	Manifesta	$ 613.00
Smash Bros Tournament	$ 25.00	Love Your Body Photoshoot	$ 76.00
Monday Night Football	$ 25.00	Women's History Month Trivia	$ 100.00
Self Defense	$ 575.00	Consent Week	$ 185.00
Support your Sisters not just your Cis-ters	$ 569.00	Clothesline Project - workshop	$ 126.00
Latin Night	$ 2,500.70	Clothesline Project - Display	$ -
Smash Bros Tournament	$ 25.00	Chinese New Year	$ 1,500.00
Monday Night Football	$ 25.00	Best of the Bands	$ 1,850.00
Pay It Forward Dinner	$ 3,474.00	Korean Fest	$ 1,500.00
Monday Night Football	$ 25.00	Vagina Monologues	$ 1,144.00
Straight Outta Compton: Film	$ 496.00	Study Shakedown	$ 337.00
Smash Bros Tournament	$ 25.00	Finals Pack	$ 179.83
Card Making	$ -	Card Making	$ 150.00
Thinking Out Loud	$ 73.00	Black Cinema Sundaze	$ -
Check your Privilege	$ -	Hijab Challenge	$ 730.00
White Like Me	$ 3,650.00	Men's Ettiquete	$ 638.00
Menstrual Activism	$ 128.00	Welcome Week/Pinterest	$ 224.00
A Blast from the Past	$ -	Guaranteed 4.0 GPA Series	$ 10,334.00
Laugh Central: Chocolate City	$ 5,071.00	10 Minute Academic Advising	$ -
Babe Camp	$ 1,800.00	St Patricks Day Bagpipes	$ 250.00
Let's Talk About Sex & Consent	$ 67.00	What is Social Justice?	$ 400.00
Don't Tell Her She's Pretty for a Black Girl	$ 434.00	2 Be A Black Man	$ -
3 1/2 Minutes, 10 Bullets	$ 4,211.00	Scholarship Essay Writing Workshop	$ 122.00
Queenz: Voices of Black Women	$ 424.00	Financial Aid for Independent Students	$ 55.00
Power of Color	$ -	Femme Identities	$ 64.00
Smashing the Patriarchy: Femme Identities	$ 55.00		
		SMSU Program Report Summary	**$ 95,265.36**

STUDENT RECREATION & WELLNESS CENTER
SERVICES TO CAMPUS

TOTAL NON-REIMBURSABLE SERVICES TO CAMPUS FROM SRWC   **$1,996,407**

Fees or services waived for general fund departments and campus:

Discounted Student Recreation and Fitness Center Memberships

403 Faculty/Staff x $33/month x 12 months =	$159,588

CPR, First Aid and AED training for University Police

$100 equipment rental X 4 + 4 hours x $36/hr =	$544
Campus Tours: 500 tours x 5 minutes x $15500*/hr =	$630
SOAR: 20 student assistants x 2 hours x $15 x 5 events =	$3,000

Disability Sports Festival:

5 climbing staff x $15 x 3 hours + 4 lifeguards x $30 x 8 hours =	$1185
Festival wall rental of $250 =	$250
All-Star Swim 1 lifeguards x 8 weeks x 2 hours x $30 =	$480
Health Education Class Presentations 3 x 1.5 hours x $40 =	$180
Pow Wow Showers: 220 people (avg) x $5 per person x 3 days	$3300
Laundry Service	$600
Coyote Athletics Sports Camps Pool Usage: 3 guards x 5 days x 3 sessions x $30/hr =	$1350
Graphic Design Work for Student Affairs: 20 projects x 8 hours x $20/hr =	$3200
Campus Department Event Donation Requests	$500
Campus Tours Donation: 200 water bottles x $8 per bottle	$1,600
Total	**$ 176, 407**

Programming to Enhance Campus Life:	**$1,062,326**

(budget estimate- does not include administration or operation expenses)

Administration & Operating Expenses:	**$757,674**

(Balance of SRWC Operating costs)

Current General Programs/Services Provided

Lobby/ social interaction area

Fitness, recreation and wellness services including cardiovascular and weight equipment, group exercise classes, swimming, massage, climbing wall, personal training and court sports.

Areas for individuals and groups supporting campus learning.

Outdoor Trips

Alabama Hills Camping - SERVICE	Balboa Park
Alternative Spring Break - Catalina Island	Baseball Game - SERVICE
Alternative Spring Break - Puerto Rico	Big Bear Kayak
Alternative Summer Break - Alaska	Big Bear Kayak - SERVICE
American River Rafting	Big Bear Snow Tubing - SERVICE
Anza Borrego Mud caves	Bike Venice Beach - SERVICE
ASI Retreat - American River Rafting	Black Canyon Kayak - Staff Training
Black Canyon Kayak & Hot Springs	Bungee Jump
Bouldering - Black Mountain	CA Science Center
Bowers and OCMA Museums	Cabazon Outlets and Lakeshore Learning - IEP

Canyoneering San Antonio Falls
Climbing Weekend - Bishop
Climbing Weekend - High Desert
Climbing Weekend - Pinnacles
Cucamonga Wilderness Backpacking - SERVICE
Death Valley Campout
Deep Sea Fishing
Downtown LA - Day of the Dead
Fireworks Kayak
Full Moon Kayak
Full Moon Snowshoe Hike
Getty Center
Getty Center and Hollywood - IEP
Getty Center and Santa Monica - IEP
Getty Villa Museum
Grand Canyon Camping
Griffith Observatory and Hollywood - IEP
Griffith Park - Shakespeare and Observatory
Hearst Castle Camping
Hike of the Month - Bridge to Nowhere
Hike of the Month - Deep Creek
Hike of the Month - Devil's Punchbowl
Hike of the Month - Hollywood Sign
Hike of the Month - Mecca Hills
Hike of the Month - Mt. Lowe
Hike of the Month - Rancho Palos Verdes
Hike of the Month - Waterfall
Hike of the Month - Wildflowers
Holiday Lights Kayak
Holiday Lights Kayak - SERVICE
Hollywood Sign Hike - SERVICE
Horseback Ride and Hollywood
Huntington Library
Intro to Climbing
Kings River Rafting
LA Arboretum and Norton Simon Museum
La Jolla Snorkel
Laguna Beach Snorkel
Lake Powell Kayaking
Mojave National Preserve
Monument Valley Road Trip
Morro Bay Kayak Weekend

Mt High Snowboarding- College Night
Mt San Gorgonio Hike
Mt San Jacinto Hike
Mt. Baldy Hike
Museum Row on Miracle Mile
Ontario Mills - IEP
Palm Springs Pride
Palm Springs Snowshoe - Service
Palm Springs Villagefest
Pismo Beach Kayaking
San Francisco Adventure
Sand Boarding and Body Boarding - Pt Mugu
Santa Barbara Kayak
Santa Barbara Kayak and Sail
Santa Monica Hostel Weekend - SERVICE
Sequoia Camping
Six Flags Magic Mountain
Snow Valley Snowboarding
Snowshoe Hike
So Cal Surf
So Cal Surf Overnight
Staff Training - San Gorgonio Backpack
Tramway Bouldering - Service
Tuolumne Meadows Camping
Universal Studios - IEP
Venice Beach Bike - SERVICE
Whale Watching
Whale Watching - IEP
Whale Watching - SERVICE
Wilderness First Aid
Yellowstone National Park
Yosemite Backpacking - Half Dome
Yosemite Camping
Yosemite Camping Muir day
Yosemite Falls Backpacking
Yosemite Winter Backpacking
Yosemite Winter Exploration
Zion Backpacking - Kolob Arch
Zion Camping
Zion Narrows Backpacking
Zion National Park Camping

Intramural Sports

Flag Football
Soccer
Indoor Soccer
Basketball

Volleyball
Dodgeball
Softball
Golf

Sports Clubs

Soccer – Men's and Women's
Badminton
Running
Tennis

Women's Water Polo
Volleyball
Table Tennis – Men's and Women's
Mixed Martial Arts

Aquatics

Lap Swimming
Aqua Aerobics
Waves

Iron Coyote
Swim Lessons
Diving

Exercise and Wellness

Tito's Healthy Cooking Demonstrations
Aqua Aerobics
Boot Camp
Butts-n-Guts
BOSU Conditioning
Cycle Fit
Hip Hop
Women's Self-Defense
Jiu-Jitsu
Kickbox Cardio
Latin Heat
Mixed Martial Arts
Power Yoga
Step Circuit

HydroMassage
Step Plus Abs
TRX Boot Camp
TRX Circuit Training
Yoga
Zumba
Strongest Coyote
Maintain Don't Gain
Ask A Trainer Sessions
PT Consultations
Body Fat Testing
Equipment Awareness Sessions
Benefits Health and Lifestyle Expo

Special Events

Late Night with Rec Sports
Tailgates with ASI
Coyotes Care Day
Housing Welcome Week (GX classes)
Snow Day
Finals Pack Giveaway
Homecoming Events
Coyote Fest
Eco-Fest
Stress Break
Every Body Program
Snow Day at PDC

Climbing Wall

Drop-In Hours
Rock Shots
Wild Coyote
Climbing 101 (Belay Clinic)
Climbing201 (Basic skills and Training)
Climbing 301 (Intro to Lead Climbing)
Mile High Challenge
Glo Climbing
Climbing Wall Campout
Highway Climbing Competition
Cosmic Climbing

Leadership and Volunteer Opportunities

Leadership Challenge Center
WROLC participation and presentations
Student led development programs
Rec Connections

Participated in NIRSA National and California
Workshops
Coyote Cares Day
Service Trips
Recreation Committee

New Programs Provided This Year with Current Resources

Snow Day at the PDC
PDC Fitness Center
Power-lifting Competition

UEC
SERVICES TO CAMPUS

<u>Direct Support</u>

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

<u>In-Kind Contributions</u>

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

GRAND TOTAL	**$ 860,389**