

CAL MARITIME

*THE CALIFORNIA MARITIME ACADEMY
CSU OPERATING FUND - COST RECOVERY PLAN (CRP)
For FY2014/15*

TABLE OF CONTENTS

INTRODUCTION	2
PRINCIPLES	2
DEFINITIONS	3
RECOVERY METHODOLOGY – INDIRECT COSTS	4
RECOVERY METHODOLOGY - DIRECT COSTS	5
CAL MARITIME 2014/15 COST RECOVERY PLAN	6
INSTITUTIONAL ADJUSTMENTS	7
BILLING PROCEDURES	8
SERVICE LEVEL AGREEMENTS.....	8
PLAN REVIEW AND APPROVAL.....	8
APPENDIXES:	
A Cal Maritime Summary of CSU Operating Fund Cost Recovery for FY2014/15.	
B Recovery of CSU Operating Fund personnel costs to non-OF Departments.	
C Recovery of CSU Operating Fund Costs (non-personnel) to non-OF Departments.	
D Hourly Rates charged CSU OT and Non-OT Departments for support by CSU OF Departments.	
E Service Level Agreements	

INTRODUCTION

Executive Order No. 1000 has assigned responsibility to the campus Chief Financial Officer (CFO) to ensure that enterprises are charged for allowable direct costs plus an allocable portion of indirect costs associated with facilities, goods, and services funded by the CSU Operating Fund. This 2014/15 Cost Recovery Plan employs the terminology included in EO 1000.

In FY2006/07 CMA established initial methodologies for recovery of direct and indirect costs from non-operating fund entities. This 2014/15 plan continues to improve all facets of the plan including methodology, procedures, measurements, adjustments, and billing processes. The goal is to comply with EO 1000 and to a lesser extent EO 1059 to properly assign cost for centralized support. This has resulted in some changes in business processes at CMA that have increased efficiency. To mitigate the fiscal effects on specific departmental entities of this recovery plan, CMA continues to make “institutional adjustments” to the calculated allocated costs for in kind services.

The University Budget Office, in concert with the Cost Recovery Committee, will update this Cost Recovery Plan annually. The updated Plan will be presented to the University Chief Financial Officer – The Vice President for Administration and Finance, for final review and approval.

PRINCIPLES

State legislative appropriations and mandatory student fees are deposited in the CSU 485 Operating Fund as the primary, but not the only source, of support for the University’s educational mission. Enterprise activities provide supplemental services critical to the delivery of state supported programs. Enterprise organizations are formed to provide essential functions that are an integral part of the educational mission of the California State University. It is appropriate to recognize these interdependencies between the CSU Operating Fund (OF) and enterprise activities in the Cost Recovery Plan.

- ❖ No more than the full costs of a CSU Operating Fund activity, inclusive of direct and indirect costs, may be allocated. Where formulas or methodologies calculate cost that exceeds the full cost recovery rate an adjustment factor will be used to reduce the rate appropriately.
- ❖ Allocations of CSU Operating Fund costs may be offset with unrecovered costs incurred by enterprise activities on behalf of the CSU Operating Fund (see Institutional Adjustments section). If a cost recovery plan incorporates such exchanges of value they should be documented.
- ❖ All significant incremental costs should be included in the cost recovery plan. Generally, “significant” means that the effort and cost of allocating the cost is in line with the benefit. The University should document the reasons for excluding incremental costs. Cal Maritime has not analyzed all incremental costs as yet. Once Direct and Indirect cost processes are fully established this will become a priority.
- ❖ Recovery of indirect costs should be based on a process that is reasonable relative to the activity and the related costs. Cal Maritime indirect costs are based on one of four criteria; 1) Gross Square Feet (GSF) of space occupied, 2) Percent of effort of personnel, 3) Percent

of budgeted expense by Non-OF department as compared to institution, 4) Utilities based on prior years actual.

- ❖ The basis of recovery for a service may vary as the University determines what is appropriate and reasonable. If a different allocation approach is used for the same CSU Operating Fund service, the costs of the service should be allocated only once and any duplication eliminated. Cal Maritime indirect services are allocated using a methodology deemed to be reasonable and equitable by the Cost Recovery Committee. Direct services are allocated based on the actual hourly rate of personnel cost plus overhead.

DEFINITIONS

CSU Operating Fund refers to the CSU fund 485 designation that will combine funds from the legislature's Budget Act appropriation and the campus collection of instructional student fees.

Proprietary Funds refers to a university-related entity (program, activity, or fund source) that furnishes facilities, goods or services to students, faculty, staff, or incidentally to the general public for which a fee is collected. There are two types of Proprietary Funds:

1. Enterprise Funds are entities that charge fees to external users for goods or services. Although they are supported by user fees the activity is under the administration of the university.

CMA Enterprise activities include:

- Extended Learning / MARSEC (Continuing Maritime Education and Maritime Security)
- Conferences and Events (Facility Rental)
- Parking
- Book Store (operated under Contract by Follett)
- CMA Enterprise Services (Housing and Food Service)
- Lottery Funds
- Instructionally Related Activities- IRA
- Summer Academic Enrichment Program
- Pirates Cove (Ships store)
- Sailing and Offshore Sailing
- MARAD Trust
- Cruise Trust

2. Internal Service Funds are activities that provide goods or services to campus departments on a cost-reimbursement basis. Use of an Internal Service Fund is only appropriate if the campus is the predominant receiver of the services provided by the center. CMA Internal Service Funds current and under consideration activities include:

- Telecommunications
- Shipping & Postage

- Copy & Printing

None of the activities listed above are currently self-supporting. Therefore, they have not been set up in CSU fund 544 as a CSU recognized Internal Service Center.

Fiduciary Funds are used to account for assets held by a campus in a trustee capacity or as an agent for individuals, private organizations, or other governmental units, and therefore cannot be used to support CSU programs and activities.

1. Agency Funds refers to funds held by the campus as an agent for an organization or other governmental unit which can only be utilized in support of the unit's programs or activities.

Included are:

Associated Students of the California Maritime Academy -ASCMA

Auxiliary Organizations are any separately organized non-state entity that operates in compliance with auxiliary organization policies of the CSU Board of Trustees, the terms of leases and operating agreements with the CSU, and policies established by the university.

CMA Auxiliary Organizations include:

1. Associated Students of The California Maritime Academy - ASCMA
ASCMA books are maintained on the campus Peoplesoft system.
2. The California Maritime Academy Foundation – CMA Foundation
CMAF books are maintained on its standalone Black baud system (Razors Edge).

Direct Costs refers to costs that can be readily assigned to a particular cost objective, i.e. identified and charged (or billed) to a specific enterprise, with a high degree of accuracy and without an inordinate amount of accounting.

Indirect Costs refers to costs that cannot be readily assigned to a particular cost objective without effort disproportionate to the benefits received. Indirect costs are those incurred for purposes common to a number, or all programs or activities of the campus, but which cannot be identified and charged directly to such programs or activities (e.g. enterprise) with a reasonable degree of accuracy and without an inordinate amount of accounting. Indirect costs may be called by other terms such as overhead or Facilities & Administration (F&A) expenses.

Incremental Costs refers to the change in CSU Operating Fund out-of-pocket expenses related to activities, projects, or programs assigned to an enterprise. Incremental costs are expenses that would not have been incurred if the enterprise were not present. Incremental costs are usually direct costs but may include indirect costs. Currently Cal Maritime is not using incremental costs. This will be looked at in the future if the OF costs were to be allocated on a per-employee basis for some services such as information technology.

RECOVERY METHODOLOGY DETERMINED TO BE REASONABLE RELATIVE TO THE ACTIVITY AND THE RELATED COSTS.

INDIRECT COSTS

The following are currently recognized services provided by CSU Operating Fund departments to Enterprise activities on campus. Currently, Cal Maritime is not allocating all of the Indirect Costs to our Operating Fund activities. The indirect cost services that may be considered in the future are noted in the Cost Recovery Plan table on page 6.

Cal Maritime indirect costs included in the Cost Recovery Plan:

- Personnel – Currently personnel costs are allocated for Accounting, Purchasing/Risk Management, Police Services, Facilities, Human Resources and Information Technology.
- The prominent methodology for personnel cost is to determine the percent of time and effort each departmental employee spends supporting non-OF departments based on current salary cost plus the institutional benefit cost average of 43% of salary.
- Utilities – Methodology for utilities was changed in FY2011. The campus has installed meters for electricity, gas, and water at strategic locations provide sub meter readings for buildings and units. The data collected during FY2012 & FY2013 was used to develop a cost allocation for utility costs in FY2014 including a projected 4.5% increase to the base cost. These calculated utility costs will be allocated monthly to the non-Operating Fund units. Actual costs and meter readings will be tracked for two purposes: 1) to prepare for cost allocation in FY2015 and, 2) to calculate actual utility use by unit which could lead to an end-of-year true up of Actuals if indicated.
- Facility Maintenance and Operations is allocated as a Rental Cost - Methodology for Rental charges is to use the CSU M&O Cost for GSF. This cost per GSF (\$10.45 in 2014/15) is multiplied by the GSF occupied by the non-OF department to create a total for utilities. This total maintenance amount is adjusted by a factor, (0.67 for FY2014/15), so that full cost recovery is not exceeded. The amounts for housekeeping, grounds, trades etc. are allocated back to the appropriate OF department as a chargeback. The total rate is broken into: M&O for buildings, grounds, and custodial, plus administrative cost. Using this methodology allows facilities to budget for and bill non-OF entities on a monthly basis for routine scheduled maintenance that is provided over a twelve month period. Special projects and unscheduled maintenance will continue to be billed on a monthly basis as using rates included in appendix D1. This business process change is in keeping with the primary objectives of the plan as it reduces the number of internal invoices that accounting will be required to process annually.

DIRECT COSTS

Direct costs are expenditures initially incurred by the CSU Operating Fund, which can be easily determined and recharged to the Enterprise based upon the actual cost of the goods or services provided for which the CSU Operating Fund must be reimbursed. The recharge of direct costs is often documented by a work order with attached documentation of non-personnel costs. CSU Operating Fund departments that wish to charge for Direct Cost services must have an approved and

published rate (see Appendix D). The exceptions to this are reimbursements for actual costs incurred by one department on behalf of another department.

The rates in Appendix D are based on actual hourly rates for current employees/positions at regular, shift differential, or overtime rates plus benefits. An overhead rate is added for the charge to non-OF departments for administrative and expendable supply costs incurred by the OF department in providing non-OF support.

Cal Maritime Direct Costs included in the OF Cost Allocation Plan:

- Telephone charges - Methodology for desktop telephone charges is the actual cost of calls from the extension plus a base charge of \$20 per month for the maintenance and operation of the telephone system.
- Shipping and Postage - Methodology for shipping and postage meter costs are to allocate the actual cost back once the charges have been billed to CMA by the vendors.
- Non-OF Maintenance - Methodology for non-OF maintenance projects is to bill OF departments for personnel cost plus cost of materials. Hourly rates are calculated for each trade based on actual salaries for all employees. Vacant positions are added at the minimum market rate. Benefits are added at the institutional average of 43% of salary for regular time and 28% for the additional salary earned for overtime. Non-CSU Operating Fund departments are additionally billed an overhead charge (as a percentage) for OF expendable supplies and administrative oversight. See Appendix D1 for rates.
- Police Services– Methodology is the same as Facilities with the exception of the overtime benefit rate being 52% for regular pay. Any benefit cost for shift premium pay and overtime is calculated at 46%. See Appendix D2 for rates.
- Information Technology – Methodology for hourly rates for categories is the same as Facilities. See Appendix D3 for rates.

CMA 2014/2015 Cost Recovery Plan

Recipients of OF services on the California Maritime Academy campus are identified in the definitions section of this document.

The following have been identified as CSU Operating Fund supported facilities, goods, and services that are provided to an Enterprise for which there is (or could be in the future) a cost allocation method. Each of the facilities, goods or services has been categorized as a direct cost or an indirect cost as indicated in the table.

	Direct Cost	Indirect Cost	Notes
Utilities	In process	Appendix C	Metering of electricity, gas, and water is ongoing.
Communications	Current	NA	
Risk Pool	N/A	Appendix C	
Automobile Insurance	Future	To be Studied	Motor Pool Issue.
Information Technology	Appendix D3	Appendix B	

Police Services	Appendix D2	Appendix B	
Parking	N/A	Appendix C	
Maintenance	Appendix D1	Appendix C	Rent Formula
Non-general Maintenance	Appendix D1	Appendix B	
Office Space	N/A	Appendix C	Rent Formula
Garbage/Waste	To be studied	Appendix C	Utilities/Rent formula
Motor Pool	Future	To be studied	Indirect rate to be studied.
Warehousing/Receiving	Future	To be studied	Indirect rate to be studied.
Printing & Photocopying	In Process	In Process	Print Copy Phase I – Students pay for copies has been implemented.
Postage/shipping	Current	To be studied	Allocation to all departments as direct cost - indirect rate has not been determined.
Financial Services	N/A	Appendix B	
Procurement	N/A	Appendix B	
Human Resources	N/A	Appendix B	
Capital Planning	To be studied	To be studied	
CMS (PeopleSoft)	Appendix D3	To be studied	

INSTITUTIONAL ADJUSTMENTS

Institutional adjustments to the calculated allocation amount to any non-OF department can be made by Cal Maritime using one or more of the following rationale(s).

1. Charging the calculated rate would result in exceeding full cost recovery by the Operating Fund.
2. Charging the fully calculated rate does not take into consideration the cost offset for services the non-OF department provides to the Operating Fund.
3. Charging the fully calculated rate when the methodology for rate calculation has been modified and results in a significant increase and undue hardship in allocation to the non-OF department.

Institutional adjustments will be documented in the Cost Recovery Plan Summary –Appendix A and further documented in Agency Fund’s and Auxiliary Organization’s Operating Agreements.

Institutional Adjustments for FY2014-15:

- Conference and Events: Reduction by 75% of the calculated reimbursement to VP student Affairs for a new conference and events position. Recovery amount expected to be phased in over 4 years.
- Parking: Reduction of recovery to Police for parking enforcement. This adjustment continues due to lack of revenue in parking to support full cost recovery.
- Pirates Cove: Reduction of 25% for all recovery categories. Recovery of \$10,103 from total projected revenue of \$42,000 is a burden on this small self-support entity.

BILLING PROCEDURES

Direct costs may be recorded directly by the non-OF department or to the CSU Operating Fund with a charge back to the Enterprise activity or Auxiliary Organization. Indirect costs will be billed in the PeopleSoft and Financial Edge accounting systems.

Indirect Cost Recovery expense will be billed at the beginning of each month based on the annual rate as established in the cost recovery plan and approved by the Chief Fiscal Officer (Vice President for Administration and Finance). Any requested services outside of this agreement can be negotiated for and provided for through separate negotiated agreements.

Direct costs shall be billed as incurred on a monthly basis throughout the year based on the rate sheets in Appendix D.

SERVICE LEVEL AGREEMENTS (SLA)


The service level provided by the service providers to the service recipients is documented in appendix E. SLA's are in place for the following areas.

- Fiscal Services
- Procurement and Risk Management
- Human Resources
- Police Services
- Facilities Management Services
- Information Technology

PLAN REVIEW AND APPROVAL

The Budget Office will update the Cost Recovery Plan each spring. Salary\benefit rates will be updated based on February or March data. Other Indirect Rates will be updated using Current FY costs and /or projections provided by CSU management offices. These rates will be presented to the Cost Recovery Committee for review and discussion, which will result in a recommended Cost Recovery Plan to the CFO. The CFO will review and approve the Cost Recovery Plan for implementation at the beginning of the new Fiscal Year on July 1st.

I have reviewed this Cost Recovery Plan for the 2014/15-year and give my approval to execute the plan as described in these documents and attachments.


Kurtis D. Lohide, CFO

6/9/14
Date

ORIGINAL

Appendix A

CALIFORNIA MARITIME ACADEMY CSU OPERATING FUND COST RECOVERY SUMMARY

2014-15 FINAL

Non GF Entity	Type Entity	CSU Operating Trust											CY Total 2014-2015	CMA Inst. Adjmts.	CY Revised 2014-15 Total	PY Amounts 2013-14	Current Year +/- \$	Notes
		Financial Operations	Procurement & Risk Mgt. Services	HR Services	Police Services	Information Technology	VP Sid. Affairs.	Risk Pool CSURMA	Utilities M & O	Facilities	Facilities M & O	CY Total 2014-2015						
		\$ 880,620	\$ 178,491	\$ 583,114	\$ 1,341,417	\$ 1,103,617	\$ 78,650	\$ 569,483	\$ 1,308,089	\$ 413,710			\$ 6,455,191	\$ -	\$ 6,455,191	\$ 5,837,768	\$ 617,423	1
ASCMA	Auxiliary	11,711	2,651	-	4,805	3,772	-	581	754				24,274	-	24,274	22,505	1,769	2 & 9
Ext. Learn / Maritime Security	Enterprise	49,820	9,729	21,787	24,343	18,132	17,014	1,377	5,506				147,707	-	147,707	137,324	10,383	9
Foundation	Auxiliary	76,861	6,753	-	-	7,634	-	-	-				91,248	-	91,248	91,459	(211)	3
Conferences & Events	Enterprise	4,656	-	-	6,993	375	39,325	678	14,334				69,752	(31,460)	38,292	31,760	6,532	4 & 9
Parking	Enterprise	9,953	1,178	-	129,292	375	2,500	6,167	40,000				189,464	(40,000)	149,464	138,269	11,195	5
Housing	Enterprise	47,185	7,067	6,252	91,526	26,087	42,651	235,749	287,526				744,042	-	744,042	677,503	66,539	6, 7 & 9
Food Services	Enterprise	47,185	5,590	29,999	32,013	15,712	56,541	123,563	38,470				349,073	-	349,073	313,669	35,404	6, 7 & 9
Book Store	Enterprise	1,185	1,181	-	10,791	1,212	626	4,842	11,416				31,254	-	31,254	28,580	2,674	9
Lottery	Enterprise	7,864	1,171	-	-	-	1,180	-	-				10,215	-	10,215	9,308	907	9
IRA	Enterprise	4,701	882	-	-	-	1,580	-	-				7,164	-	7,164	7,546	(382)	8
MARAD Trust	Enterprise	6,922	1,769	-	-	-	7,097	-	-				15,787	-	15,787	14,760	1,027	9
Pirates Cove	Enterprise	4,344	1,765	1,910	-	1,187	898	-	-				10,103	(2,528)	7,575	8,986	(1,411)	9
Sailing & Offshore Sailing	Enterprise	2,703	530	-	-	-	529	-	-				3,763	-	3,763	6,506	(2,743)	11
Summer Acad. Enrich. Prog.	Enterprise	3,046	882	1,779	2,088	669	851	-	-				9,314	-	9,314	8,883	431	9
Cruise Trust	Enterprise	4,208	1,765	7,496	2,362	20,297	20,660	-	-				56,788	-	56,788	-	56,788	10
Total Allocated Cost 2014-15		282,344	42,913	69,223	304,213	95,452	39,325	152,804	375,668	399,005			1,759,948	(73,988)	1,685,960	1,497,058	186,902	
Unfunded Institutional Adj		(1,086)	(442)	(478)	(40,000)	(297)	(31,460)	(225)	(9,679)				(73,988)		(73,988)			
Net Allocated Cost 14-15		281,258	42,471	68,745	264,213	95,155	7,865	152,579	375,668	399,005			1,685,960	(73,988)	1,685,960	1,497,058		
Total Allocated Cost 2013-14		267,070	37,291	54,440	280,266	78,375	-	128,719	354,682	344,894			1,546,737	(49,679)	1,497,058			
Unfunded Institutional Adj		-	-	-	(40,000)	-	-	(9,679)	-				(49,679)		(49,679)			
Net Allocated Cost 13-14		267,070	37,291	54,440	240,266	78,375	-	128,719	345,003	344,894			1,497,058	(49,679)	1,497,058			
Dollar Increase (Decrease)		14,188	5,180	14,305	23,947	16,780	7,865	23,860	30,665	53,111			188,902	(24,309)	188,902			
Percentage Increase (Decrease)		5.3%	13.9%	26.3%	10.0%	21.4%	100.0%	18.5%	8.9%	15.4%			12.6%	48.9%	12.6%			
Cost Recovery % of Department Budget		29.5%	18.3%	9.4%	14.9%	6.2%	1.3%	33.8%	29.8%	12.3%								

Notes: 1 Operating Trust Costs totaling over 6.3 Million are potentially allocable under the OT Cost Allocation Plan for 2013/14 due to addition of Information Technology services.
2 ASCMA cost allocation cost increase in 2014-15 due to small services increases from each provider.
3 Foundation cost recovery is stable overall due to decrease in IT costs.
4 Conferences & Events adjustment of \$31K for reimbursement of 50% of new events positions in Student Affairs. We will recover 50% of cost in 3-4 years as position established programs to cover cost.
5 Parking Institutional adjustment of \$40,000 against the Public Safety services from Permits/fitness revenue is based on the ability of Parking to fund the calculated cost recovery amounts and maintain a fund balance.
6 Police cost increase due to POST Staffing bargaining unit increases.
7 Utilities estimated based on PY Actuals for Electricity and allocation for all others (gas, water/sewer, garbage, energy efficiency Loan).
8 Decrease due to spreading Risk Pool costs to include the Cruise Trust. CSURMA costs increased by 18% in FY14 due to increased workers comp costs.
9 Increase due to increase to personnel cost from 1.34% GSI in FY2013.
10 Cruise Trust returned to plan in 2014/15 as Texas Maritime MOU results in a second cruise paid for primarily from contracted service revenue.
11 Big Boat Sailing Program moved to Athletics Department

Appendix B

2014-15 Operating Fund Departmental Labor Costs Recovery from Non OF Entities

Non-OT Fund Rates

Departments	OPERATING FUND DEPARTMENTS - Allocation as Determined by percent effort of OF Department Staff on behalf of Non OF Unit.										Adjustment to Allocation based on Institutional Mission	Amount to be paid by non-Operating Fund Unit for 2014/15	Amount to be invoiced for at the beginning of each Month
	Fiscal Services	Purchasing & Risk Management Services	Public Safety	Human Resources	VP Student Affairs	Information Technology							
ASCMA	11,711	2,651	4,805	-	-	3,772	-	-	-	-	22,940	1,912	
Ext. Learning / MARSEC	49,820	9,729	24,343	21,787	-	18,132	-	-	-	-	123,810	10,318	
Foundation	76,861	6,753	-	-	-	7,634	-	-	-	-	91,248	7,604	
Conferences & Events Rental	4,656	-	6,993	-	39,325	375	(31,460)	-	-	-	19,889	1,657	
Parking	9,953	1,178	129,292	-	-	375	(40,000)	-	-	-	100,798	8,400	
Housing	47,185	7,067	91,526	6,252	-	26,087	-	-	-	-	178,117	14,843	
Food Service	47,185	5,590	32,013	29,999	-	15,712	-	-	-	-	130,499	10,875	
Book Store	1,185	1,181	10,791	-	-	1,212	-	-	-	-	14,370	1,197	
Lottery Trust	7,864	1,171	-	-	-	-	-	-	-	-	9,035	753	
IRA Trust	4,701	882	-	-	-	-	-	-	-	-	5,584	465	
MARAD Trust	6,922	1,769	-	-	-	-	-	-	-	-	8,691	724	
Pirates Cove	4,344	1,765	-	1,910	-	1,187	(2,303)	-	-	-	6,903	575	
Sailing	2,703	530	-	-	-	-	-	-	-	-	3,233	269	
Summer Bridge	3,046	882	2,088	1,779	-	669	-	-	-	-	8,464	705	
Cruise Trust	4,208	1,765	2,362	7,496	-	20,297	-	-	-	-	36,128	3,011	
TOTALS	\$ 282,344	\$ 42,913	\$ 304,213	\$ 69,223	\$ 39,325	\$ 95,452	\$ (73,763)	\$	\$	\$	\$ 759,707	\$ 63,309	

NOTES:

Appendix C

2014-15 Operating Fund Department Non Labor Costs Recovery from Non OF Depts.

		Non-OT Fund Rates				Amount to be paid by non-CSU Operating Fund Unit for 2014/15	Amount to be invoiced for at the beginning of each Month
Departments	OPERATING FUND DEPARTMENTS Allocation determined as follows: Risk pool as percent of institutional funding ; utilities & space rental by GSF occupied times CSU M&O rate adjusted by CMA funding of Facilities Departments.	Risk Pool	Space M & O	Utilities	Adjustment to Allocation based on Institutional Mission		
ASOMA		-	754	581	-	1,334	111
Ext. Learning \ MARSEC		17,014	5,506	1,377	-	23,897	1,991
Foundation		-	-		-	-	-
Facility Rental		678	14,334	3,390	-	18,402	1,534
Parking		2,500	40,000	6,167	-	48,666	4,056
Housing		42,651	287,526	235,749	-	565,925	47,160
Food Service		56,541	38,470	123,563	-	218,574	18,214
Book Store		626	11,416	4,842	-	16,884	1,407
Lottery Trust		1,180	-	-	-	1,180	98
IRA Trust		1,580	-	-	-	1,580	132
MARAD Trust		7,097	-	-	-	7,097	591
Pirates Cove		898	-	-	(225)	673	56
Sailing		529	-	-	-	529	44
Summer Bridge		851	-	-	-	851	71
Cruise Trust		20,660				20,660	1,722
TOTALS		\$ 152,804	\$ 398,005	\$ 375,668	\$ (225)	\$ 926,253	\$ 77,188

NOTES: Utilities estimated based on PY Actuals for Electricity and allocation for all others (gas, water/sewer, garbage, emergency efficiency Loan).

Appendix D1

Facilities Maintenance and Operations Labor Rates

		2014-15 Cost Recovery Rates			
		Operating Fund Labor Rates		Non-Operating Fund Labor Rates	
		Regular Time Rate	Overtime Rate	Regular Time Rate	Overtime Rate
CMA Trade Services		Non-maintenance work for Opr. Fund Departments	Non-maintenance work for Opr. Fund Departments	Maintenance work for non-Opr. Fund Departments + Overhead	Maintenance work for non-Opr. Fund Departments + Overhead
Average Hourly Rate by Classification					
Chief Engineer		50.96	73.92	59.40	86.16
Stationary Engineer		42.72	61.97	49.79	72.23
Maintenance Mechanic		-	-	-	-
Electrician		44.79	64.97	52.20	75.72
Carpenter		42.51	61.67	49.55	71.87
Painter		41.90	60.78	48.84	70.84
Motor Pool Services		42.72	61.97	49.79	72.23
Warehouse Services		30.22	43.84	35.22	51.09
Grounds		28.18	40.87	32.84	47.64
Custodial		21.47	31.14	25.02	36.29
Overhead = 16.55%					

Appendix D2
Police Services Labor Rates

		2014-15 Cost Recovery Rates			
		Operating Fund Labor Rates		Non-Operating Fund Labor Rates	
Police/Safety Officers	Average Hourly Rate per Classification	Regular Time Rate	Overtime Rate	Regular Time Rate	Overtime Rate
		Non-routine work for Opr. Fund Departments	Non-routine work for Opr. Fund Departments	Non-routine work for non-Opr. Fund Departments + Overhead	Non-routine work for non-Opr. Fund Departments + Overhead
	Safety Officer - Day Shift	\$ 36.17	\$ 69.55	\$ 40.15	\$ 77.20
	Safety Officer - Evening Shift	\$ 37.77	\$ 71.15	\$ 41.92	\$ 78.98
	Safety Officer - Night Shift	\$ 40.59	\$ 72.37	\$ 45.06	\$ 80.33
	Police Officer - Day Shift	\$ 49.12	\$ 107.54	\$ 54.53	\$ 119.37
	Police Officer - Evening Shift	\$ 50.95	\$ 109.37	\$ 56.55	\$ 121.40
	Police Officer - Night Shift	\$ 54.16	\$ 110.75	\$ 60.12	\$ 122.94
	Overhead Rate = 4.3%				

Appendix D3
Information Technology Labor Rates

2014-15 Cost Recovery Rates					
Operating Fund Labor Rate			Non-Operating Fund Labor Rates		
Information Technology Labor Rates	Regular Time Rate	Overtime Rate	Regular Time Rate	Overtime Rate	Non-routine work for non-Opr. Fund Departments + Overhead
	Non-routine work for Opr. Fund Departments	Non-routine work for Opr. Fund Departments	Non-routine work for non-Opr. Fund Departments + Overhead	Non-routine work for non-Opr. Fund Departments + Overhead	Non-routine work for non-Opr. Fund Departments + Overhead
Average Hourly Rate per Classification					
Help Desk	\$ 33.98	\$ 49.29	\$ 39.92	\$ 57.91	\$ 57.91
PeopleSoft Support	\$ 63.91	\$ 92.71	\$ 75.09	\$ 108.91	\$ 108.91
Network	\$ 52.68	\$ 76.41	\$ 61.89	\$ 89.77	\$ 89.77
Special Projects	\$ 42.55	\$ 61.72	\$ 49.99	\$ 72.51	\$ 72.51
Overhead Rate = 17.48%					

APPENDIX E

SERVICE LEVEL AGREEMENTS GENERAL PROVISIONS

This business Service Level Agreement describes the services to be provided by the Cal Maritime Service Providers and its Service Recipients pursuant to the Cal Maritime annual Cost Allocation Plan. Each Service Recipient is entitled to receive these services in return for the fees authorized and agreed to in the Cost Allocation Plan.

TERMS AND CONDITIONS

1. Terms: The services under this Agreement shall commence on July 1 of each year, upon approval of the campus Cost Allocation Plan, and terminate on June 30 of the subsequent year, unless terminated by choice as set forth in Sections 9 and 10 below. The charge for these services will be set forth in the annual Cost Allocation Plan as approved by the campus CFO.
2. Nature and Scope of Services. The University will provide to its non-Operating Trust Service Recipients the services outlined in this Service Level Agreement.
3. Indemnification and Save Harmless. The University assumes no management responsibility for day-to-day operations of its Service Recipients.

In this regard, all service recipients agree to indemnify, hold harmless, and defend the University from, and the University assumes no responsibility or obligation for, any and all loss, damage or liability that may be suffered or incurred by Service Recipients that may be caused by or arising out of or in any way connected with performance of the University.

4. Fee for Services. In consideration of the services provided by the University under this Agreement, the Service Recipient shall pay the University the amount approved per the Cal Maritime Cost Allocation Plan. This amount will be reviewed and adjusted annually. Payments will be recovered in 12 equal monthly payments.
5. Primary contacts. In order to simplify the coordination needed to carry out the services to the fullest, the Cost Allocation Committee shall serve as the primary contact to amend or resolve major issues concerning this Agreement:
6. Dispute Resolution. The parties will make a good faith effort to resolve any disputes concerning the interpretation or performance of this Agreement. If the parties cannot resolve the dispute, either party may submit the dispute to the Cost Allocation Committee for resolution, which resolution shall occur within thirty (60) business days of submission.
9. Agreement Modification. Any modifications to this Agreement must be in writing and signed by the university CFO, Service Recipients and Service Providers.
10. Termination. Either party may terminate this Agreement for good cause, and with the CFO's consent, upon sixty-day (60) written notice to the other party. The University shall calculate

the amount owed by the service recipient through the date of termination based upon the fee structure specified in this contract to include any reasonable itemized closeout costs.

11. Notices Required by Agreement. Any notice required by this Agreement shall be deemed given when made in writing and personally delivered by courier, deposited with the United States Postal Service by certified or registered mail, return receipt requested, or by facsimile transmission addressed as follows:

California Maritime Academy
Chief Financial Officer
200 Maritime Academy Drive
Vallejo, CA 94590
(707) 654-1042 fax

12. Binding on Successors. This Agreement shall inure to the benefit and shall be binding upon the legal representatives, successor-in-interest, and assigns of the parties hereto.
13. Sole Agreement. This document, together with the exhibits appended hereto and other materials referenced herein, constitutes the sole agreement of the parties on the subject matter hereof, and any prior understandings or agreements, written or oral, are of no effect. This Agreement may not be amended or modified except in writing signed by the parties.
14. Assignment. Except as may be provided elsewhere in this Agreement, this Agreement shall not be assigned by either party, except upon the written approval of the other party.
15. Severability. Each provision of this Agreement is severable, and if any provision is held to be invalid or unenforceable, the remainder of the provisions shall remain in effect.
16. Choice of Law and Venue. This Agreement shall be construed under the laws of the State of California, and venue in any action to enforce this Agreement shall be in Solano County, California.
17. Force Majeure. Neither party shall be responsible for losses resulting from the failure to perform any terms or provisions of this Agreement if the failure is attributable to natural phenomena, fire, disorder, or other condition beyond the reasonable control of the party whose performance is impaired thereby, and which, by the exercise of reasonable diligence, such party is unable to prevent, provided, however, that monies payable at the time of such circumstance shall be payable as required by this Agreement.

**SERVICE LEVEL AGREEMENT
Fiscal Services**

<u>FUNCTION</u>		<u>SERVICE CAL MARITIME</u>	
<u>RECIPIENTS</u>			
1.	Accounts Payable		
	Vendor payments	X	
	Check distribution	X	
	Data entry	X	
	Statement reconciliation	X	
	Purchase order preparation	X	X
	Travel claims	X	
	Procurement, bidding	X	X
	Storage of documents	X	X
	Payment authorization (verification)	X	X
	Check production	X	
	Check signing control	X	
	Provide timely account transaction information	X	X
2.	Cashiering		
	Cash deposits & receipt issuance	X	
	Posting cash to system	X	
	Deposit reconciliation & balancing	X	
	Banking services	X	
	Provide timely account transaction information		X
3.	Accounts Receivable		
	Billing	X	
	Collection	X	
	Deposits	X	
	Account analysis & aging	X	
	Write offs/authorizations	X	X
	Provide timely account transaction information		X
4.	Fixed Asset Reporting		
	Subsidiary accounting	X	
	Depreciation reporting	X	
	Physical inventory and reconciliation	X	X

SERVICE LEVEL AGREEMENT
Fiscal Services

FUNCTION	SERVICE PROVIDER	RECIPIENT
5. Accounting & General Ledger System		
Control of input, document flow	x	
Preparation of journals	x	
Authorization for processing	x	x
Bank reconciliation	x	
Account analysis & reconciliation	x	x
Financial reporting		
Monthly operating reports	x	
Balance sheets	x	
Financial analysis to users	x	x
Investment of surplus funds	x	
6. Insurance		
Property and liability (procurement)	x	
Risk management		x
Workers Compensation reporting and management	x	x
General insurance matters		x
Safety inspection and training	x	x
7. Legal Matters		x
8. Annual Audit (cost for University staff)	x	
Implementation of management letter		x
Response to Audit Findings		x
9. Signature Authority to Expend Funds		x
10. ATM		
Load Cash	x	
Security Costs		x

SERVICE LEVEL AGREEMENT

Procurement Services and Enterprise Services and SPEL

This Agreement is made between the California Maritime Procurement Services department (hereinafter called Procurement) and Enterprise Services department of the California Maritime Academy, and Sponsored Projects and Extended Learning, hereinafter called SPEL and Associated Students of Cal Maritime Academy, hereinafter called ASCMA.

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Enterprise Services and SPEL and ASCMA and Cal Maritime Procurement cooperate to ensure a safe, secure, and healthy environment at non-GF departments including Housing, Dining (Food) Services, Conference & Event Services (Facility Rentals), and the Bookstore. The administrator for the non-GF departments is Executive Director of Enterprise Services, and the Dean of SPEL, and the President of ASCMA.

Functions Procurement agrees to provide:

- Procurement Cards (Pro Cards)
- Purchase Orders
- Acquisition of all commodities and services including Public Works projects
- Review requisitions
- Recommend acquisition methods in accordance with Cal Maritime procurement policy.
- Commodity requisition details to vendors
- Review open orders and close out encumbrances as needed
- Participate in project planning prior to acquisition
- Manage Credit Cards in accordance with procurement Policy

Projects

The Project Request Form is used when Procurement Services that require additional time and research are needed, such as issuing an RFP and all actions related to that. Projects are billed to the Enterprise based on the Labor Rates for Procurement included in the Cost Allocation Plan.

Functions Provided by Enterprise Services and SPEL

- Business functions and Sponsored considerations of each department
- Current directors contact names and numbers
- Hours of operation and contact information
- Adhere to Procurement policies and procedures

SERVICE LEVEL AGREEMENT Risk Management and Enterprise Services and SPEL and ASCMA

This Agreement is made between the California Maritime Risk Management department (hereinafter called Risk Management) and Enterprise Services department of the California Maritime Academy and Sponsored Projects and Extended Learning, hereinafter called SPEL and Associated Students of Cal Maritime Academy, hereinafter called ASCMA.

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Enterprise Services and SPEL and ASCMA and Cal Maritime Risk Management cooperate to ensure a safe, secure, and healthy environment at non-GF departments including Housing, Dining (Food) Services, Conference & Event Services (Facility Rentals), and the Bookstore. The administrator for the non-GF departments is Executive Director of Enterprise Services.

Functions Risk Management agrees to provide:

General liability coverage for all employees

Property coverage

Auto liability coverage

Industrial Leave

Workers Compensation coverage

The above insurance services are provided by Cal Maritime's participation in CSURMA.

Risk Assessment

Interface with entities

Contract review at campus level prior to submittal to CO Legal

Functions Provided by Enterprise Services and SPEL and ASCMA

Business functions and Sponsored considerations of each department

Current directors contact names and numbers

Hours of operation and contact information

SERVICE LEVEL AGREEMENT Human Resources and Enterprise Services and SPEL

This Agreement is made between the California Maritime Human Resources department (hereinafter called HR) and the Enterprise Services department of The California Maritime Academy and Sponsored Projects and Extended Learning, hereinafter called SPEL

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Enterprise Services and SPEL and Cal Maritime HR cooperate to ensure a safe, secure, and healthy environment at non-GF departments including Housing, Dining (Food) Services and Conferences & Events (Facility Rental). The administrator for the non-GF departments is the Executive Director of Enterprise Services and SPEL Dean.

Functions HR agrees to provide:

- Payroll processing
- Recruitment
- Hiring process services
- Guidance to supervisors on employee relations issues
- Labor Relations
- Benefits management
- Access to HR training and employee information seminars

Functions Provided by Enterprise Services and SPEL

- Business functions and Sponsored considerations of each department
- Timesheets
- Current directors contact names and numbers
- Hours of operation and contact information

SERVICE LEVEL AGREEMENT Police Services and ASCMA and SPEL

This Agreement is made between the California Maritime **Police Services** department (hereinafter called Police Services) and **ASCMA – Associated Students of Cal Maritime Academy** - of The California Maritime Academy (hereinafter called Auxiliary Services) an auxiliary enterprise organization and Sponsored Projects and Extended Learning, hereinafter called SPEL

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Cal Maritime Associated Students of Cal Maritime Academy and SPEL and Cal Maritime Police Services cooperate to ensure a safe, secure, and healthy environment for the students. The administrator of ASCMA is the president of ASCMA, and SPEL Dean.

Routine services:

Patrol ASCMA and SPEL locations and student activities
Respond to requests for assistance
Provide monetary escorts and alarm response for the ATM
Respond to requests for emergencies
Provide directions
Event parking signage
Refer to the Calendar of Events at www.csum.edu
Provide timely reports on incidents, emergencies or general areas of concern

By Appointment:

Crime prevention training
Fire safety checks
Hall meetings

Chief of Police to attend meetings and coordinate with Police Services and ASCMA executive staff

Topics include range of authority; threshold for involvement; when to contact Police Services; what is a 'civil stand-by'; Sponsored event coordination, and the duties and responsibilities of the Police or other topics as requested by ASCMA.

ASCMA and SPEL agree to:

Maintain accurate event information on campus Calendar of Events
Provide contact name and number of ASCMA executive leadership and large event coordinator
State protocol for contacting after hours
Provide hours of events and contact information for emergencies

SERVICE LEVEL AGREEMENT Police Services and Housing

This Agreement is made between the California Maritime **Police Services** department (hereinafter called Police Services) and **Enterprise Services** of The California Maritime Academy (hereinafter called Enterprise Services).

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Enterprise Services and Police Services cooperate to ensure a safe, secure, and healthy environment at the RESIDENCE HALLS AND TSGB. The administrator for the Residence Halls and TSGB as regards Housing is the Executive Director of Enterprise Services.

Routine services performed by Police Services:

Walkthrough halls and exterior of buildings once a day and at night
Upper Res Hall smoke shack
Walk about of TSGB dock, pier
After hours lockouts
Assist with move-in and move-out
Fire watch when a system goes down for up to 24 hours for 5 days, after such time watch becomes a project subject to an agreement
Monitor loading dock- security checks and parking enforcement
Monetary escort upon request
Recommend improvements for safety and welfare
Respond to incidents and associated investigation
Security Assessments
Situational meetings with Housing Pro Staff and resident(s)
Provide timely reports on incidents, emergencies or general areas of concern

By Appointment:

Crime prevention training Fire safety checks Hall meetings

Chief Richard to Convene an orientation session with Police Services and Housing

Topics include range of authority; threshold for involvement; when to contact Police Services; what is a 'civil stand-by'; and the duties and responsibilities of the Director of Housing, Resident Life Coordinator (RLC), Resident Assistant (RA), and resident student.

Housing agrees

Provide current contact names and numbers of Pro Staff – Director, RLC
Provide current contact names and numbers of RAs
Provide current EMERGENCY contact names and numbers
Protocol for contacting after hours
Roles and responsibilities of Director, RLC and RA; Hours of duty and contact information

This list is a guide and does not claim to be a comprehensive, all inclusive list of services provided. Circumstances and events dictate level and depth of service and associated charges for such service.

SERVICE LEVEL AGREEMENT Police Services and Dining Services

This Agreement is made between the California Maritime **Police Services** (hereinafter called Police Services) and **Enterprise Services** of The California Maritime Academy (hereinafter called Enterprise Services).

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Enterprise Services and Police Department cooperate to ensure a safe, secure, and healthy environment at the DINING CENTER and Morrow Cove Café located in the Student Center.

Routine services:

Walkthrough interior and exterior of buildings
After hours lockouts
Fire watch when a system goes down for up to 24 hours for 5 day, after such time watch becomes a Project subject to an agreement
Monitor loading dock security checks and parking enforcement
Monetary escort upon request
Recommend improvements for safety and welfare
Respond to incidents and associated investigation
Security Assessments
Situational meetings with Dining Services managers and staff
Provide timely reports on incidents, emergencies or general areas of concern

By Appointment:

Crime prevention training
Fire safety checks

Chief of Police to convene an orientation session with Police Services and Dining

Topics include range of authority; threshold for involvement; when to contact Public Safety; what is a 'civil stand-by'; Sponsored event coordination, and the duties and responsibilities of each department.

Dining Services agrees to:

Hours of operation
Provide current contact names and phone numbers of managers
Provide current EMERGENCY contact names and phone numbers
Protocol for contacting after hours
Roles and responsibilities of Director, managers

SERVICE LEVEL AGREEMENT Police Services and Conference & Events

This Agreement is made between the California Maritime **Police Services** department (hereinafter called Police Services) and **Enterprise Services** of The California Maritime Academy (hereinafter called Enterprise Services).

Purpose

The purpose of this Service Agreement is to set forth the terms and conditions under which Cal Maritime Auxiliary Services and Cal Maritime Police Services cooperate to ensure a safe, secure, and healthy environment on campus for Outside Group(s) renting Facilities. The administrator for the Conference & Events Services (Facility Rentals) is the Executive Director of Enterprise Services.

Routine services:

- Patrol buildings daily
- Respond to requests for assistance
- Respond to requests for emergencies
- Provide directions
- Event parking signage
- Refer to the Calendar of Events at www.csum.edu
- Provide timely reports on incidents, emergencies or general areas of concern

Conference & Event Service agrees to:

- Maintain accurate event information on campus Calendar of Events
- Provide contact name and number of event leader
- State protocol for contacting after hours
- Provide hours of events and contact information for emergencies

This list is a guide and does not claim to be a comprehensive, all inclusive list of services provided by Police Services and Conference & Events Services (Facility Rental). Circumstances and events dictate level and depth of service and associated charges.

SERVICE LEVEL AGREEMENT

Facilities Management Services and Enterprise Services

The purpose of this Service Agreement is to set forth the terms and conditions under which the Cal Maritime **Facilities Management Services** and **Enterprise Services** cooperate to ensure a safe, secure, and healthy environment at non-GF departments including Housing, Dining (Food) Services, Conference & Event Services (Facility Rentals), and the Bookstore and Uniform Annex. The administrator for the non-GF departments is Executive Director of Enterprise Services. This Service Agreement includes ASCMA.

Functions Facilities Management Services agrees to provide:

Routine services

Advance notification of interruptions of service

Building Trades

Plumbing

Electrical

Lock smith

Pest control

Painting

Preventive Maintenance schedule

Custodial Services

Deliveries

Grounds Services

Scheduled and routine

Protocol for contacting after hours

Respond to requests for assistance

Respond to requests for emergencies

Scheduled Planned and Preventive Maintenance

Timely reports on incidents, emergencies or general areas of concern

Utility use reports

Work Order system for repair requests

Current EMERGENCY contact names and numbers

Project Services

The Project Request Form is used to initiate a project request.

Functions Provided by Enterprise Services and ASCMA

Business functions and Sponsored considerations of department

Hours of operation and contact information

Work order system

Current EMERGENCY contact names and numbers

Protocol for contacting after hours Protocol for access to student rooms

This list is a guide and does not claim to be a comprehensive, all inclusive list of services provided by Facilities. Circumstances and events dictate level and depth of service and associated charges for such service.

SERVICE LEVEL AGREEMENT

Information Technology

The purpose of this Service Agreement is to set forth the terms and conditions under which the Cal Maritime **Information Technology** and **Enterprise Services**, and **SPEL** and **ASCMA** cooperate to ensure a safe, secure, and healthy environment at non-GF departments including Housing, Dining (Food) Services, Conference & Event Services (Facility Rentals), and the Bookstore and Uniform Annex. The administrator for the non-GF departments is Executive Director of Enterprise Services, and the SPEL Dean. The President of ASCMA is the administrator for ASCMA.

Information Technology

IT provides secure, reliable and stable network and digital services to support the Academy's business practices, enterprise activities, and its central work of learning, discovery, and engagement.

Top functional categories IT agrees to provide:

1. Help Desk
 2. Server administration
 3. Network Maintenance and Support
 4. PeopleSoft Support and Integration
 5. Application security administration
 6. Information Security and Payment Card Industry (PCI) compliance review
 7. Telecommunications
- Basic services –
 - Computer support and maintenance
 - PeopleSoft application and backend support
 - Network support
 - Database administration for all locally hosted applications
 - Application security for various products, including but not limited to, PeopleSoft, BlackBoard, CASHNet, Raisers Edge, Financial Edge, and 25Live
 - Authentication services (single-sign on and user login)
 - Information Security, identifying all confidential information, and ensuring proper oversight and procedures are in place for compliance with CSU, state and federal regulations
 - Payment Card Industry compliance review, identifying all areas credit card information is handled and ensuring that the PCI standards are being adhered to
 - Total phone support, both on-campus desk phones and university owned cellular devices
 - Printer support and integration
 - Support for other systems on campus, such as one-card related devices

Projects - any projects on the campus that interact in any of the noted "Basic Services" listed above

Inventory – All university owned computers are eligible for basic IT support and maintenance. This also includes printers and other technical devices

Prioritize the key areas IT serves – IT serves all administrative areas, all instructional spaces, the campus data centers (SIM Center shares some responsibility for their co-located systems), Housing, TSGB, all telecom locations, Felton houses, and any other administrative space that requires technology support.