

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Policy: 004-140729

Title: FY14-15 Budget Management Principles

The following principles and guidelines shall be utilized by all personnel so as to implement the adopted Facilities Management Financial & Labor Resources Plan and associated supporting plans with the Department's adopted goals for the fiscal year.

Financial Resources Plan

- Financial resources available to Facilities Management are noted within the FY14-15 Facilities Management Financial Resources Plan.
- Individual Unit financial resources within such plan are overseen and directly managed by the designated manager responsible for such department in concert, collaboration and support from the Associate Vice President and staff of the Facility Support Services Unit.
- Expenditures shall follow the standards set forth in Attachment A, Guidelines for Use of Funds, Departments & Accounts.
- Working together, all managers are responsible to ensure expenditures are fully recaptured for cost recovery eligible work per the University's existing policies. Should cost recovery-based revenues be projected to fall short of the Department's revenue targets, managers shall work collaboratively with the Facility Support Services Business Coordinator and Associate Vice President to reduce planned expenditures as required to cover expected shortfalls. Should cost recovery-based revenue be projected to exceed targets, managers shall work collaboratively with same to properly plan for additional required expenditures to achieve work requested.
- Budget transfers, if required shall be approved, in advance, by the Associate Vice President.
- Project identification requests shall be approved, in advance, by the Associate Vice President.
- Position IDs, wages and in-range progressions for all positions require the approval of the Associate Vice President.
- Designated funds for in-range progressions will not be verified as available for such until after such time that Fall Census date has passed and the Associate Vice President has confirmed the University is on track to meet University budget revenue projections. Should such not be achieved, funding designated for such may be reduced and/or eliminated as required and to assist the University in reducing overall expenditures in order to maintain a balanced budget.
- Should costs for renewal of annual service contracts exceed previous year's cost by more than 10% such shall require approval of the Associate Vice President. Requests for new ongoing, annual service contracts (beyond that designated by Attachment A, Guidelines for Use of Funds, Departments & Accounts) require the approval of the Associate Vice President. New software programs or licenses shall be reviewed by the

Facility Support Services Business Coordinator and approved by the Associate Vice President.

- Managers shall submit written requests for equipment purchases valued at more than \$1,000. Requests shall be submitted for consideration to the Associate Vice President and shall include the following: Name of Equipment; Current Inventory & Condition of Same or Similar Equipment; Reason & Justification for Request; and Quote(s). Orders will be coordinated by Facility Support Services upon approval of the Associate Vice President.
- Managers shall submit written requests for maintenance and repair projects to the Associate Vice President for consideration.
 - Requests must be received and approval granted in advance of the performance of the associated project.
 - Maintenance and repair projects are defined as those not associated with regular yearly operational activities which are required due to deferred maintenance and/or end of useful life for current facility/equipment and which have a value of more than \$5,000 not including in-house labor costs.
 - Requests shall be submitted for consideration to the Associate Vice President and shall include the following: Scope Description, Reason & Justification for Request, Required Time for Implementation, Anticipated Need for Resources & Delivery Method, and Implications to the Campus should the project not be approved.
 - Authorized funds will be transferred to the requesting Department for implementation.
- Membership renewals are initiated by the Facility Support Services Business Coordinator in coordination with managers. Requests for new or additional memberships shall be reviewed by the Facility Support Services Business Coordinator and approved by the Associate Vice President.
- Managers shall be responsible to actively manage all other expenditures included within their designated Unit budget so as to ensure an efficient use of University resources.

Labor Resources Plan

- Labor resources available to divisions and units within Facilities Management are noted within the FY14-15 Facilities Management Labor Resources Plan.
- Managers shall be responsible to manage all salaries, shift differential, overtime and student assistant wages so as to not exceed the planned expenditures for their Unit.
- All recruitments, prior to advertisement, require approval by the Associate Vice President. This includes recruitment
 - Student assistant recruitments are allowed upon approval of the manager provided such is found to be in alignment with the Labor Resources Plan and that all of the following is true: 1) the position description has been updated within the last twelve months and 2) the proposed classification/wage is that proposed within the existing position description. Revised position descriptions and proposed classification/wage changes must be approved by the Associate Vice President prior to advertisement.
- All recruitments must follow Procedure FSS001-130422 Recruitment of Personnel.

Technology Replacement Plan

- All purchases are initiated by the Facility Support Services Business Coordinator in coordination with managers and in compliance with the FY14-15 Facilities Management Technology Replacement Plan.
- Requests to for additional technology hardware beyond that outlined in the Facilities Management Technology Replacement Plan require approval by the Associate Vice President.

Facilities Management Meetings, Training & Professional Development Plan

- Travel cost estimates, travel authorizations, reservations and registrations for meetings, training or professional development opportunities outlined in the Facilities Management Meetings, Training & Professional Development Plan shall be coordinated by designated Facility Support Services staff who shall work closely with employees and managers to plan for and arrange such.
- Requests to attend meetings, training and professional development opportunities including associated travel costs beyond that outlined in the Facilities Management Meetings, Training & Professional Development Plan require advance authorization and approval by the Associate Vice President.

REFERENCES

- Attachment A, Guidelines for Use of Funds, Departments & Accounts
- FY14-15 Facilities Management Financial Resources Plan
- FY14-15 Facilities Management Labor Resources Plan
- FSS001-139422 Recruitment of Personnel
- FY14-15 Facilities Management Technology Replacement Plan
- FY14-15 Facilities Management Meetings, Training & Professional Development Plan

FUND DEFINITIONS		
Fund ID	Fund Name	Intended Use
HM500	Operating Fund	Operating costs for the University. This fund is the source of our base budget for Facilities Management.
SC100	Construction Administration	Intended for use to develop the planning documents necessary to submit state-funded capital projects to the Chancellor's Office for funding (i.e., programming and feasibility studies, etc.,). Also utilized to cover construction administration costs associated with capital projects (including inspection).
TV040	Utility Rebate Trust	Intended for use to develop the planning documents necessary to submit state-funded energy-related capital projects to the Chancellor's Office for funding (i.e., programming and feasibility studies, etc.,). Also utilized for funding for said projects.

DEPARTMENT DEFINITIONS		
Department ID	Department Name	Intended Use
D30011	Fac Mgt- Administration	Associated with overarching management of the Department. Also includes IRP/Reclassification Funding, Department Travel, Training, Department-Approved Equipment & Repair Projects funding.
D30013	Fac Mgt- Support Services	Associated with all costs directly related to Facility Support Services and overarching operational costs for Facilities Management (i.e., phones/data for staff (not including cell phones), hardware, software, uniforms/shoes, recruitment, memberships, and operation of vehicles (except rental fleet).
D30014	Fac Mgt- Custodial	Associated with all costs directly related to management, supervision, oversight, and delivery of custodial services to the University.
D30015	Fac Mgt- Grounds	Associated with all costs directly related to management, supervision, oversight, and delivery of grounds operation and maintenance services to the University.
D30016	Fac Mgt- Trades	Associated with all costs directly related to management, supervision, oversight and delivery of building and hardscape maintenance and repair services to the University.
D30017	Fac Mgt- Engineers	Associated with all costs directly related to management, supervision, oversight and delivery of building mechanical, conveying and alarm system maintenance and repair services to the University.
D30018	Fac Mgt- Warehouse	Associated with all costs directly related to the procurement of supplies and materials associated with the Facilities Management warehouse. Does not include salaries, benefits or other costs. Department functions as a pass-through in the sense that materials are then billed to the individual departments or projects as they are used.
D30019	Fac Mgt- Auto Shop & Motor Pool	Associated with all costs directly related to management, supervision, oversight and delivery of maintenance and repair services for University-owned vehicles and large equipment (i.e., mowers, co-generation units, etc.,).
D30021	Fac Mgt- Distribution Services	Associated with all costs directly related to management, supervision, oversight and delivery of shipping, receiving, moving and mail services to the University.
D30023	Fac Mgt- Cost Recovery	Not used at this time; will be exploring potential future use as a location for all cost recovery associated expenses.
D30027	Fac Mgt- Sustainability	Associated with all costs directly related to management, supervision, oversight and delivery of sustainability, recycling, trash and refuse disposal services to the University.
D30028	Fac Mgt- Construction Mgt	Associated with all costs directly related to management, supervision, oversight and delivery of contracted construction projects to the University unless otherwise specifically noted a funded by the Construction Management Trust.
D30035	Fac Mgt- Plan & Design	Associated with all costs directly related to management, supervision, oversight and delivery of planning, design, space management, real estate development and property management services to the University.
D30037	Fac Mgt- Campus Approved Projects	Associated with all costs directly related to campus-approved projects. Most projects are reviewed and approved by the Facilities Working Group, University Resource & Planning Committee, Vice Presidents/Provosts and President. NOTE: Costs may be incurred as required to appropriately and properly implement campus approved projects (i.e., use of accounts for project associated expenses outside of defined parameters for operational budget).

DEPARTMENT DEFINITIONS		
Department ID	Department Name	Intended Use
D300??	Fac Mgt- CO Approved Projects	Not yet fully established but intended for use in the future for all Chancellor's Office approved and/or funded projects.

ACCOUNT DEFINITIONS		*NOTE: Funded by Genreal Fund unless otherwise noted.
Account ID	Account Name	Intended Use
601201	Management & Supervisory	MPP wages only.
601300	Support Staff	Support staff wages only. Includes temporary/seasonal and part-time definitions as well as shift differential and the IRP & Reclassification Pool. The Financial & Administrative Analyst tracks specific use of the allocations noted below:
		D30011, IRP & Reclassification Pool, \$62,000
		D30014, Shift Differential, \$72,000
		D30015, Seasonal, \$72,000
		D30016, Seasonal, \$80,000
		D30017, Shift Differential, \$3,000
		D30019, Bus Drivers, \$42,000
601301	Overtime	Support staff overtime wages only.
601303	Student Assistant	Student Assistant wages only. Directly managed by Unit managers within the budget allowed. Unit budgets include allocations to accommodate the following staffing plan:
		D30013: 760 hours
		D30014: 1,920 hours
		D30015: 3,200 hours
		D30017: 760 hours
		D30019: 760 hours
		D30021: Flat allocation based on average funding for last few years.
		D30027: Flat allocation based on average funding for last few years.
		D30028: 760 hours. *Funded by the CM Trust.
603 Series	Benefits, Other	MPP, Staff & Student benefits funded by the CSU. This series breaks down into a number of sub-accounts which can be reviewed upon request to the Financial & Administrative Analyst.
604001	Telephone Usage	Telephone (land line) charges only. Key advisor for review and approval of modifications or additions is the Facility Support Services Business Coordinator.
		D30013, Posting area for all costs related to Facilities Management offices, shops and personnel.
604002	Data Usage	Data and wireless network charges only. Key advisor for review and approval of modifications or additions is the Facility Support Services Business Coordinator.
		D30013, Post area for all costs related to Facilities Management offices, shops and personnel. Includes copiers, printers and data for personnel.
		D30017, Posting area for all costs related to EMS system or Fire Alarm systems only.
604090	Other Communications	Cell phone stipend reimbursements. Coordinated by the Facility Support Services Business Coordinator. All require approval of the AVP. NOTE: The current Authorization for Wireless Device Form defaults to account 604001; this must be modified to account 604090 as Facilities Management desires to track such stipends independent of the department's telephone costs (i.e., land lines).
606001	Travel, In State	For in-state travel only including required Collective Bargaining Agreement meal and mileage reimbursements and costs for approved travel as required per the Facilities Management Meetings, Training & Professional Development Plan or as otherwise approved by the AVP. Includes costs associated with airfare, rental car, mileage, gasoline, hotels, meals and incidentals. Does not include registration fees.

ACCOUNT DEFINITIONS		*NOTE: Funded by Genreal Fund unless otherwise noted.
Account ID	Account Name	Intended Use
		HM500/D30011, Posting area for all travel, unless otherwise noted in the Facilities Management Meetings, Training & Professional Development Plan and except as required for Collective Bargaining Agreement mileage and meal reimbursements.
		Collective Bargaining Agreement mileage and meal reimbursements are posted to the Unit of the employee who incurred the cost.
606002	Travel, Out of State	For out of state travel only. Used in same manner as 606001.
		HM500,/D30011, Posting area for all travel, unless otherwise noted in the Facilities Management Meetings, Training & Professional Development Plan.
608005	Subscriptions	Subscriptions only.
		HM500/D30013, Posting area for all departmental costs unless otherwise approved by the AVP.
613001	Contractual Services	For formal contracts executed between the University and the provider of services. Department budgets specifically include funding for the following ongoing annual contracts:
		D30011, SFM License; Reclamation District Assessment
		D30014, 10th Street Children's Center Custodial Services
		D30016, BISC Maintenance Agreement; Halon System Inspection; Fire Extinguisher Service
		D30017, Elevator Service Agreement; Pool Operating Permit; Generator Operating Permit; Elevator Inspection Fees; NCAQMD Fees; Natural Gas Leak Survey; Fire Alarm System Service Agreement
		D30018, Drug Testing Service Agreement
		D30021, Pitney Bowes Service Agreement
		D30027, ZipCar Service Agreement (utilizes remaining encumbrance from original funding).
		D30035, FacilitiesLink Service Agreement
		Contracts associated with a University or Department approved projects shall be charged directly to such projects.
616002	IT Hardware	For purchases associated with physical IT equipment such as desktop computers, laptops, tablets, displays, keyboards, servers, copiers, printers, faxes and related accessories.
		D30013, Posting area for all costs related to the Facilities Management Technology Replacement Plan unless otherwise noted therein (i.e., EMS-related IT hardware, hardware associated with projects, etc.,).
		Equipment associated with a University or Department approved projects shall be charged directly to such projects.
616002	IT Software	For purchases associated with software programs, annual software maintenance, site licenses, domain names, etc.,.
		D30013, Posting area for all costs related to general operations. Budgeted software license renewals include AutoCAD, Cloud Creek (MMS+), and All Data Corp.
619001	Equipment	For costs associated with moveable articles of durable property which have a useful life of two years or more. Examples include vehicles, furniture and other equipment not permanently attached to a building or structure.
		D30011, Primary location for all equipment purchases valued at more than \$1,000.
		Individual departments are granted funding for purchases valued at less than \$1,000 per item of equipment.
		Equipment associated with a University or Department approved projects shall be charged directly to such projects.

ACCOUNT DEFINITIONS		*NOTE: Funded by Genreal Fund unless otherwise noted.
Account ID	Account Name	Intended Use
660001	Postage & Freight	For costs associated with outgoing mail postage and freight charges. D30013, Posting area for all departmental costs related to general operations.
		D30021, Posting area for all purchased postage and freight services on behalf of the campus and in order to provide mail/shipping services to the campus.
		Services associated with a University or Department approved projects shall be charged directly to such projects.
660002	Printing	For costs associated with printing, binding, and finishing of documents requirement for distribution. D30013, Posting area for all departmental costs related to general operations.
		D30027, Posting area for all costs directly related to the Office of Sustainability-approved marketing initiatives.
660003	Supplies & Services	For purchases associated with general office supplies and consumables. Not used for ordering supplies associated with maintenance, repairs, shop stock or the warehouse. Facilities Management consumables (outside of office supplies) are described below: D30013, Includes a \$17,000 allocation for uniforms and shoe reimbursements based on adopted departmental procedures. D30014, Includes custodial consumable supplies (i.e., toilet paper, paper towels, cleaning agents, etc.,). Also utilized for Mission Linen services. D30015, Includes grounds consumable supplies (i.e., fertilizer, soil, plants, etc.,). D30019, Includes Mission Linen Services.
660009	Training & Professional Development	For registration fees associated with meetings, trainings, and conferences for approved training required per the Facilities Management Meetings, Training & Professional Development Plan. Also used for certification fees and stipends as required by Collective Bargaining Agreements. D30011, Posting area for all costs.
660010	Insurance Premiums	For costs associated with auto insurance. D30013, Includes costs associated with Facilities Management fleet vehicles only. D30019, Includes costs associated with pool rental vehicles only.
660021	Repairs & Maintenance	For costs associated with routine work necessary to keep state-supported facilities, utility infrastructure, roads and grounds in good repair, appearance and operating condition. Utilized for Department-approved/funded projects, Campus-approved/funded projects, cost-recovery work orders and manager-approved in-house projects or special repairs only. D30011, Supplemental funding provided for department-approved projects valued at more than \$5,000 not including in-house labor.
660027	Pollution Remediation	For costs associated with pollution clean-up including hazardous materials abatement. Activities associated with a University or Department approved projects shall be charged directly to such projects.
660042	Recruitment	For costs associated with employee recruitment such as hiring a recruiting company, advertising and job postings. D30013, Posting area for all costs.
660802	Publications	For costs associated with purchase of publications. D30013, Posting area for all costs.

ACCOUNT DEFINITIONS		*NOTE: Funded by Genreal Fund unless otherwise noted.
Account ID	Account Name	Intended Use
660807	Memberships	For costs associated with maintenance of annual department memberships. Current memberships include the Associate of Physical Plant Administrators (APPA), Society for College & University Planners (SCUP), Humboldt Builder's Exchange, Keller Online, American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), International Code Council (ICC), National Fire Protection Association (NFPA), Certified Erosion, Sediment & Storm Water Inspector (CESSWI), International Society of Arboriculture (ISA), Pesticide Applicators Professional Association (PAPA), Association for the Advancement of Sustainability in Higher Education (AASHE), and Consumer Affairs.
		D30013, Posting area for all costs.
660808	Maintenance Supplies	For costs associated with purchase of materials and supplies associated with routine maintenance and operation of the campus.
		Utilized for costs associated with periodic maintenance work orders and other maintenance work orders assigned which are not associated with a department or campus approved project or cost recovery eligible work order.
660804	Work Requests	DO NOT USE. This account is utilized for expenses charged in associated with cost recovery work orders only. May be used for internal cost recovery approved work orders.
660835	Warehouse Supplies	DO NOT USE. This account is utilized by the Financial & Administrative Analyst to post expenses purchased from the warehouse by Facilities Management units in association with cost recovery work orders only.
		Exception: Utilized by the warehouse for all supply orders (D30018).
660899	OE Abatement	Location where revenues received from internal General Fund related cost recovery is posted.
660900	Fleet Repair & Operation	For costs associated with operation of University vehicles and equipment including gas, normal and unplanned maintenance.
		D30013, Posting area for all gas and normal maintenance costs associated with operation of the Facilities Management fleet. Includes large grounds equipment (i.e., quads, backhoe, tractor, etc.,).
		D30015, Posting area for all gas, oil and maintenance costs associated with the operation of small grounds equipment (i.e., mowers, trimmers, chain saws, etc.,).
		D30019, Posting area for all gas and maintenance costs, planned or unplanned, associated with the operation of University pool vehicles as well as Department-owned vehicles.
		Unplanned maintenance for the Facilities Management fleet will be charged to the Unit to which the fleet vehicle has been assigned or which primarily operates the vehicle.