

Associated Students Board of Directors  
Humboldt State University  
Meeting on Monday, December 4, 2017  
University Center Banquet Room  
3:00 p.m.  
Agenda #11

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #11 dated December 4, 2017 – **Action Item**
- IV. Chair's Report
- V. Approval of Minutes
  - 1) Approval of Minutes #10, November 13, 2017 – **Action Item**
- VI. Public Comments (*As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.*)

Every A. S. Board of Directors agenda for regular meetings shall provide an opportunity for members of the public to directly address the A.S. Board of Directors on any item affecting higher education at the campus or statewide level. Provided that no action shall be taken on any item not appearing on the agenda. However, the A.S. Board of Directors may briefly respond to statements made or questions posed by a person exercising their public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The A.S. Board of Directors may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda. Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the agenda. The maximum amount of time per speaker shall not exceed 10 minutes. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VII. Presentations
  - 1) Learning Center Tutorial program – Student Representative  
Each A.S. funded program presents on their purpose and function within H.S.U. The presentations are means for the Board to learn more about each A.S. program.
  - 2) Sports Club/Drop-In Recreation – Student Representative  
Each A.S. funded program presents on their purpose and function within H.S.U. The presentations are means for the Board to learn more about each A.S. program.
  - 3) Marching Lumberjacks – Student Representative  
Each A.S. funded program presents on their purpose and function within H.S.U. The presentations are means for the Board to learn more about each A.S. program.
- VIII. Appointments to the Board of Directors and Committees
  - 1) A. S. President
  - 2) A. S. Administrative Vice President
  - 3) A. S. Legislative Vice President
  - 4) A. S. Student Affairs Vice President
- IX. Old Business

X. New Business

1) Meliorist Bench – Discussion Item

The Board will discuss the Meliorist Bench Project.

2) Operating Agreement between California State University (CSU) and Associated Students of Humboldt State University – **Action Item**

Approval of the renewal of the Operating Agreement between the California State University (CSU) and Associated Students of Humboldt State University for a 10 year term of January 1, 2018, through December 31, 2028.

XI. Official Reports (10 minute limit each speaker, additional time at discretion of Chair)

This is a time for Committee and Board Members to provide a report to the Board of Directors.

1) Committee Reports from Students-at-Large

2) President (Joey Mularky)

Executive Committee Report – November 27, 2017

No meeting.

3) Administrative Affairs Vice President (Kassandra Rice)

Board of Finance Report – November 27, 2017

A. A.S. Reserve Funds – Discussion Item

The committee will continue discussing the A.S. Reserve Funds.

B. 2018-19 A.S. Budget Timeline and Application Materials Process – **Action Item**

The Committee will review the A.S. Budget Timeline and Application process.

C. A.S. Budget and Expenditures Report – Discussion Item

The Committee will be updated on the budget and expenditures of A.S. accounts.

4) Student Affairs Vice President (Dana Carrillo)

5) Legislative Vice President (Paola Valdovinos)

6) A.S. Presents Representative (Jonathan Pena Centes)

7) Social Justice and Equity Officer (Tzveta Stoimenova)

8) Environmental Sustainability Officer (Desteny Gutierrez)

9) Representative Reports

10) Advisors' Reports

XII. General Discussion

At this time, the Board of Directors membership may follow-up with questions regarding reports.

XIII. General Work Session

XIV. Announcements

XV. Adjournment

*Persons who wish to request disability related accommodations should contact Patric Esh, A.S. Board Coordinator, at (707) 826-4221, or e-mail at patric.esh@humboldt.edu as soon as possible. Some accommodations may take considerable time to arrange.*

Associated Students Board of Directors  
Humboldt State University  
Monday, November 13, 2017  
University Center Banquet Room  
Minutes #10

**Call to Order**

Valdovinos, Legislative Vice President, called the meeting to order at 3:00 p.m. in the University Center Banquet Room.

**Roll Call**

Representatives Present: Genesea Black-Lanouette, Jake Engel, Michael Freire, Brooke Holdren, Flow Lemus, Xochitl Arce Perez, Cassandra Rodriguez

Representatives Absent: Marisa McGrew (Excused)

Officers Present: Dana Carrillo, Desteny Gutierrez, Joey Mularky, Cassandra Rice, Tzveta Stoimenova, Paola Valdovinos

Officers Absent: Jonathan Pena Centes (Excused)

Advisors Present: Jenessa Lund, Dr. Wayne Brumfield

Advisors Absent: Elijah Lechman (Excused)

**Approval of Agenda**

MOTION: ARCE PEREZ/RICE move to approve of Agenda #10 dated November 13, 2017.  
APPROVED

**Chair's Report**

Valdovinos reported this meeting is being live streamed and reminded Board Members to ask questions at the appropriate times.

**Approval of Minutes**

1) Approval of Minutes #8, October 16, 2017 – **Action Item**

MOTION: FREIRE/ARCE PEREZ move to approve Minutes #8, October 16, 2017.  
APPROVED

2) Approval of Minutes #9, October 30, 2017 – **Action Item**

MOTION: ARCE PEREZ/GUTIERREZ move to approve Minutes #9, October 30, 2017.  
APPROVED

**Public Comments (As per the Gloria Romero Open Meeting Act authorized by Section 89306.)**

No public comment.

### **Special Presentation**

#### A. C.S.U. Board of Trustee Campus – Faculty Trustee Romey Sabalius

Trustee Sabalius presented on their experience in academics and life as a foreign student. Trustee Sabalius explains that the Board of Trustees is responsible for increasing student fees and changes academic policies.

#### B. Consultation with A.S. – Dr. Lisa President Rossbacher

President Rossbacher presented on opening discussions with A.S. on the future of intercollegiate athletics. She said there will not be a decision on the state of the athletics program in this presentation. President Rossbacher explains that the budget deficit is primarily due to flat fees, constant fundraising, and increasing costs for travel and staff. Last year, the University's general fund compensated for the athletics department deficit of approximately \$500,000. This year, President Rossbacher expects that the deficit will reach \$900,000 and will be paid for using the general fund. H.S.U. has also been running on a deficit of about \$6,000,000 a year. President Rossbacher notes that H.S.U. cannot continue to support the athletics department with an increasing deficit. U.R.P.C. recommends the university budget, it has been difficult for them to balance the budget. President Rossbacher understands that intercollegiate athletics is important to students and the community. Consultants suggested that the university raise student fees, though H.S.U. students pay \$525 to the athletics department through tuition and is currently the highest out of the C.S.U. system, or to cut the intercollegiate program. The community has pledged about \$300,000 for the athletics department. Another option is to cut two sports. President Rossbacher would like recommendation from student leaders on additional sources of funding and alternative options. President Rossbacher will announce a decision by December 1, 2017.

Rodriguez asked for a description on the general fund. President Rossbacher explained that the general fund is the overall state budget for the university. It incorporates half of the university budget, and the other half comes from tuition.

Stoimenova asked information comparing student fees that goes to athletics to other C.S.U. campuses. President Rossbacher responded that H.S.U. students pay twice as much as the second highest paying campus. President Rossbacher explained that other campuses do have higher tuition but the portion that goes towards athletics is significantly less than H.S.U.'s.

Arce Perez asked about the options suggested by the consultants and community fundraising. President Rossbacher explained that the focus is geared towards community fundraising and is managed by the university.

Arce Perez asked about how H.S.U. can match the funds that have been pledged by the community. President Rossbacher responded that there would be a 50/50 share if the community raised \$500,000, which has not been achieved.

Stoimenova asked about how the athletics department values social justice and supports marginalized identities. President Rossbacher responded that social consciousness as well as for

support in diversity is being discussed within intercollegiate sports programs.

Rice asked what would happen to students on scholarships. President Rossbacher responded that the students with scholarship will be able to complete the year on that scholarship, but for the next academic school year it is unknown.

*Valdovinos opened the discussion for public comment:*

Jared Layel, student at-large, noted the December 1, 2017 deadline is inconvenient for students looking to transfer to another school to continue to play sports. Layel asked how cutting the program would affect the underserved African-American population on campus, if 48% of the football team is African-American. President Rossbacher recognizes the issue and responded that a strategic enrollment plan is vital to maintain the enrollment levels.

President Rossbacher asked the general public when recruitment season begins. Duncan Robins, Interim Athletics Director, said November 3, usually during the sports season.

Alex Cappa, student at-large, asked how in 2008 the funding program changed to student fees due to high enrollment as a short term solution, but never returned to the original funding model even though enrollment has been in decline.

Adam Wood, student at-large, asked about the 2016-17 academic year 5-year that proposed suggested to save intercollegiate sports. President Rossbacher responded that the plan was not financially sustainable because it assumed a considerable investment from the general fund.

Jus Johnson, student at-large, asked why the campus community is just now being informed about the budget crisis when it was known of since 2007. President Rossbacher responded that the conversation has been open for many years.

Manny Machado, KIEM-TV reporter, asked if the university is prepared for 100 or so athletes to transfer elsewhere. President Rossbacher responded that the university is prepared, yet hopes it does not turn out that way. President Rossbacher noted that the deadlines have been pushed back repeatedly to give the community a chance to fundraise.

James Clark, student at-large, asked if President Rossbacher knew of the effects of cutting the football team. Clark has experienced this at another school. President Rossbacher responded that they have received many messages highlighting the relationships made by participating in football and how the sport changes lives.

Nate Thompson, student at-large, asked President Rossbacher for a plan to increase student enrollment. President Rossbacher responded that funding is going towards student recruitment and projects to increase student retention.

Omari Lyles, student at-large, asked for clarification on the status of student scholarships and how will student-athletes be supported. President Rossbacher responded that students with scholarships will be able to complete the current academic school year on that scholarship. President Rossbacher also responded that if the sport is suspended then coaches will be dedicated to helping athletes transfer and find resources. Robins added that the department will be there to assist in any transition.

Travis Voight, student at-large, asked if the \$100,000 from the G.N.A.T. is being included in the total. President Rossbacher responded that \$100,000 is not the number they were given.

Nathaniel Keith, student at-large, noted that students and student athletes have indicated that they will not be returning, as well as the difficult position student athletes are in because a decision has not been made. Keith asked why the decision is being postponed with months of planning. President Rossbacher responded that students come to H.S.U. for many reasons, other than athletics.

Adam Wood, student at-large, noted that diversity and inclusion is taught in classes, but in sports student-athletes work with people from different background and gain that experience.

Alex Cappa, student at-large, noted that if the football team does not play against Idaho then they will owe about \$250,000. Robbins responded that negotiations have taken place to reduce the liability to approximately \$10,000.

Richard Wilcox, student at-large, asked about the safety and lack of protection for diverse students. President Rossbacher responded that the university is working with the city to increase safety. Brumfield added that students of color do not feel safe on or off campus and is working on the "What's Going On" forum. Arce Perez announced the Student Safety Forum as well as other projects relevant to diversity, inclusion, and equity around the City of Arcata.

Arce Perez also said there are events being held that focus on discrimination and safety issues on campus and in the City of Arcata.

Avery Bilensky, student at-large, asked if the deadline was going to change. President Rossbacher responded that December 1, 2017 is the guaranteed deadline.

Mike Cox, community member, asked about students that have a four year scholarship and have not yet completed 4 years. Robbins responded that the scholarships are awarded annually, not every 4 years.

Alex Cappa, student at-large, asked if the President pledged money. President Rossbacher responded, "yes".

Holdren asked the general public if it was possible to work together outside of this meeting. The general consensus was that it would be possible to collaborate.

#### C. Children's Center – Student Representative

Each A.S. funded program presents on their purpose and function within H.S.U. The presentations are means for the Board to know more about each A.S. program.

Amy Pires-Moore, Assistant Director of the Children's Center, presented on the purpose of the Children's Center. Pires-Moore is to provide a low-cost daycare option for students with children. Pires-Moore said A.S. funds employ fifty-seven student employees. Pires-Moore indicated that most of the student employees are child development majors that need the work experience. More than 80% of the parents responded to a survey indicating that they would not be able to attend H.S.U. if there was not a Children's Center. The center is looking to renovate the outdoor play area to be able to accommodate for younger children.

#### D. Youth Education Services – Student Representative

Dean Sherer, Y.E.S. Representative, presented on the Y.E.S. mission and programs the department provide. Sherer provided information on specific programs that support homeless youth, juvenile youth, and elderly persons in the community. Last year 400 volunteers worked approximately 13,000 hours, which made a direct impact on the community.

#### E. H.S.U. Waste Reduction & Resource Awareness Program – Student Representative

This presentation has been rescheduled for December 4, 2017.

### **Appointments to Board of Directors and Committees**

#### **President (Joey Mularky)**

MOTION: CARRILLO/ARCE PEREZ move to suspend A.S. Code 7.03 to appoint Courtney Getter to the Alcohol and Other Drug Abuse Prevention Committee. APPROVED

MOTION: STOIMENOVA/ARCE PEREZ move to appoint Courtney Getter to the Alcohol and Other Drug Abuse Prevention Committee. APPROVED

MOTION: ARCE PEREZ/CARRILLO move to suspend A.S. Code 7.03 to appoint Ava Biscoe to the Environmental Health and Occupational Safety Committee. APPROVED

MOTION: ARCE PEREZ/CARRILLO move to appoint Ava Biscoe to the Environmental Health and Occupational Safety Committee. APPROVED

#### **Administrative Vice President (Kassandra Rice)**

No appointments.

#### **Legislative Vice President (Paola Valdovinos)**

No appointments.

#### **Student Affairs Vice President (Dana Carrillo)**

No appointments.

### **Old Business**

- 1) Resolution 2017-18-4: An Act in Support to Combine the President's Advisory Committee on Sustainability with the H.S.U. Sustainability Committee. – **Action Item**  
The Board will discuss and take action on a resolution that will combine to two committees into one committee.

Gutierrez presented on the resolution. Gutierrez said the combination of the two committees will make the meetings more time efficient.

MOTION: ARCE PEREZ/RODRIGUEZ move to approve resolution 2017-18-4: An Act in Support to Combine the President's Advisory Committee on Sustainability with the H.S.U. Sustainability Committee. APPROVED

- 2) Resolution 2017-18-5: An Act to Change the Duties and Responsibilities of the Environmental Sustainability Officer. – **Action Item**  
The Board will discuss and take action on a resolution that would change the duties and responsibilities of the Environmental Sustainability Officer.

Gutierrez presented to clarify the Environmental Sustainability Officer job duties such as being asked to be a part of a committee.

MOTION: STOIMENOVA/FREIRE move to approve resolution 2017-18-5: An Act to Change the Duties and Responsibilities of the Environmental Sustainability Officer. APPROVED

### **New Business**

- 1) Resolution 2017-18-6: An Act to Establish a Legal Center at Humboldt State – 1<sup>st</sup> Reading  
The Board will discuss the creation of a legal resource center on campus.

Holdren presented on the resolution. The purpose of the Legal Center will be to provide resources for students affected by DACA, cut federal programs, housing, public demonstrations, and health care access. There is support from HumRIGHTS and professors with connections in the local legal system. Holdren explained that they propose to make this an A.S. funded center and gain recognition from H.S.U. administration.

Mularky asked what program should be cut to provide funding for the legal center. Holdren has not considered cutting another program to get funding.

Rodriguez asked if there was a website. Holdren answered that there used to be a Legal Center on campus that was organized by a faculty member whom retired.

Mularky asked if the program is a substitute for Scholars Without Borders. Holdren answered that it is not a substitute because this center would provide resources for all students, but not legal advice:

### **Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)**

To review written reports, please go to the following link:

<https://associatedstudents.humboldt.edu/node/1902>

### **Mularky – President**

Mularky reported that he and Lechman will be attending the C.S.S.A during the next weekend. Mularky also reported that the I.R.A. committee had received a proposition to fund portions of the budget, and U.R.P.C. is attempting to reduce \$2.8 million from the budget.

### **Executive Committee Report – November 6, 2017**

- a. Request A.S. Spring Retreat – Discussion Item  
The committee will discuss spring retreat ideas and activities.

Mularky said the committee discussed a variety of ideas. He would like the Board to provide additional ideas.

b. Request A.S. Program Director's Start Date – Discussion Item

The committee will discuss changing the start date of program directors of Category II A.S. programs.

Mularky talked about changing the start date for program director. Mularky reported on implementing a new model, that was started by CCAT, into other A.S. programs so that a new director has an already established director to learn from.

c. 2016-17 Student Fees – Discussion Item

The committee will discuss student fees and a possible referendum in Spring 2018.

Mularky said the Health Center proposed an increase of student fees to the Student Fees Committee. Both the Health Facilities fees and the Health fees would total under \$300. The request has been tabled.

d. A.S. Committee Memberships – Discussion Item

The committee will discuss committee recruitment ideas/strategies.

Mularky said there has been a drop in committee applications as the semester has progressed. Mularky also reported on creating more competition and initiating prizes as an incentive to apply for committees.

**Rice - Administrative Vice President**

No report.

**Carrillo - Student Affairs Vice President**

Carrillo has attended multiple meetings including the Liaison Group meeting for Undocumented Students. Carrillo reported that at least two board members should be present at the A.S. Study Lounge at all times. Donations intended for the Napa and Sonoma Fire Relief will be given to local community shelters. Carrillo said the Napa and Sonoma Fire Relief are only accepting monetary donations. Carrillo reported on the University Senate Board of Directors meeting who are planning to implement a student fee increase of \$30 a semester for potential maintenance issues.

**Valdovinos - Legislative Vice President**

Valdovinos attended the Executive Committee meeting. Valdovinos and Freire are going to begin attending Student Health Advisor Committee meetings. Valdovinos asked the Board members to complete their office hours and Board reports.

**Stoimenova - Social Justice and Equity Officer**

Stoimenova reported that the Student Disability Committee has not convened this semester and is looking for more information.

**Gutierrez - Environmental Sustainability Officer**

Gutierrez reported on the first Earth Week Planning Committee meeting. They are planning to meet more regularly.

**Pena Centes - A.S. Presents**

Absent.

**Arce Perez – College of Arts, Humanities and Social Sciences**

Arce Perez reported on finding funds for the Student Diversity Committee. Arce Perez reported on Student Safety Forum in Goodwin Forum on Tuesday, November 14, 2017 at 6 p.m.

**Rodriguez – College of Arts, Humanities and Social Sciences**

No report.

**Black-Lanouette – College of Professional Studies**

Black-Lanouette reported she and Freire are developing the Professional Studies College Mixer. She also said Game Night attendance is increasing and would like to see more Board members attend.

**Freire – College of Professional Studies**

Freire reported that the Professional Studies College Mixer will take place the week after Fall break. Freire also reported on tabling for the Mental Health taskforce.

**Holdren– College of Natural Resources and Sciences**

Holdren reported meeting with the Earth Week Planning Committee. Holdren reported on working on the resolution to initiate the Legal Center. Holdren plans on working with the football team and athletics department on the budget for their programs to create a connection between student athletes and A.S.

**McGrew – College of Natural Resources and Sciences**

Absent.

**Lemus – At Large**

Lemus reported on attending the Earth Week Planning Committee and searching for themes this year. Lemus would also like to make more connections with the football team, graduate students, and staff.

**Engel – At Large**

Engel reported on applying to be a part of committees. Engel is interested in the Legal Center and creating alliances with the football team.

**Vacant – Graduate Representative**

Vacant

**Lechman – External Affairs**

Absent.

**Lund – A.S. Executive Director**

Lund reported on the H.S.U. deficit. Lund noticed that cutting programs has not been considered as an option, and that people are more focused on creative ways to reduce costs. Student fees should reflect student needs. Lund would like to open discussions on the Student Fee taskforce and dated referendums.

**Dr. Brumfield – Interim Vice President of Student Affairs**

Brumfield reported on attending the upcoming Safety Forum, “What’s Going On Forum”, and a walk around campus with Delta Phi Epsilon to identify dark areas on campus that could use more lighting.

**General Discussion**

Stoimenova asked who will be coming from the Budget Office. Lund said Amber Blakeslee will be coming in. Freire commented that insight from Blakeslee would be valuable.

Gutierrez asked to discuss the Meliorist Comfort Bench. Esh provided the history of the Meliorist Comfort Bench. Lund said Facilities Management is beginning to develop a plan for the project and it would be in the Board’s best interest to decide if they want to continue to support the project or not.

Arce Perez commented on the decision on the Athletics Department Budgetary issues. Arce Perez said sports is a valuable method for students to find community, collaborate, and would like to make sure sports are available for students.

Black-Lanouette asked if bench would be for all H.S.U. students. Esh said yes and suggested the discussion be placed as an agenda item on the next agenda. Valdovinos agreed and said they would like the item to be placed on the agenda. Freire said he liked the project, and asked what the issues the project had. Esh responded that the two main issues were budgetary and liability issues. The project didn’t have a budget and possible risk to the persons who use the bench and to the campus community.

Stoimenova said she has some concerns regarding the athletics discussion. Stoimenova commented on the social justice and diversity aspect of the athletics discussion. Stoimenova noted the lack of minority voices even as the student-athletics speakers said the teams were diverse. Stoimenova also said the Athletic Department’s budget shouldn’t be dictated by the group’s level of diversity, but it should be discussed and practiced.

Carrillo concurred with Stoimenova and included the budgetary issues are campus wide. Carrillo added that many programs and departments are affected by the budget and the allocation of funds should be distributed to as many effected programs as possible. Carrillo also noted the respectful behavior of some of the student athletes who attended the meeting.

Rodriguez asked how the athletics budget decision will be made. President Rossbacher said she is working with other campus members to get all the information so she can make the most informed decision possible.

Arce Perez said she also recognized the lack of diverse voices from the public speakers, including non-football student-athletes. Holdren concurred and will be reaching out the student athletes to all of them can more agency within the budget issue.

President Rossbacher said there was a miscommunication regarding her purpose and goal of attending the Board meeting. Community members believed she was going to make an announcement of future of the football team. President Rossbacher said her goal to was to inform the Board and listen to the Boards perceptions and opinions.

Dr. Brumfield concurred with the lack of diverse voices from the public during the meeting.

Gutierrez said the students who came may not have had other spaces or means to voice their opinions. Gutierrez suggested there should be space for them to speak. Brumfield responded that the student athletes do have coaches who can provide accurate information so the students can be more informed. Lund noted the coaches are also affected by the budget. Valdovinos added the student athletes who came were visibly upset because they may be losing something they are passionate about. Valdovinos acknowledged some of the persons were disrespectful, but understood the reasons for their behavior. Black said she also acknowledged the students behavior, but also would like more discussions and more students involved in committees.

**General Work Session**

No discussion.

**Announcements**

Carrillo announced a DACA training on Tuesday, November 28<sup>th</sup> at 3 p.m. in the Library Fishbowl.

**Adjournment**

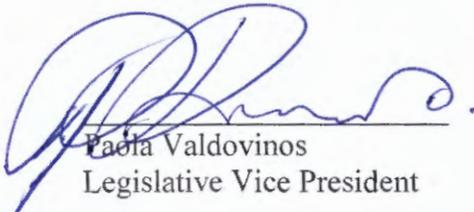
Valdovinos adjourned the meeting without objection at 5:24 p.m.

Recorded by:

Patric Esh

A.S. Board Coordinator

Approved by:



Paola Valdovinos  
Legislative Vice President

# Appointments to the Board of Directors and Committees List

## President

1. **Name:** Grecia Alfaro

**Committee:** Diversity & Inclusion Campus Advisory Committee

**Explanation of why they are interested in the position:**

I am interested in learning more about the conversations that are happening on campus regarding diversity and equity. I have seen enough staff and faculty of color leave HSU to know the impact it has on students and the overall campus community. I wish to be a part of these conversations to learn more and give input when necessary.

**Description of any past experience, campus activities, and/or skills that may qualify them for this position:**

I have worked with the Retention through Academic Mentoring Program (RAMP) for two years. During my time with RAMP I have worked closely with staff members in addressing student's needs. I am also currently working at the Latinx Center for Academic Excellence (LCAE) and I have seen the importance of employing staff of color as well as developing more positions oriented around serving marginalized communities. In my time at HSU I have gained great organization, communication, and autonomous skills that I believe would be great for this committee.

**College:** College of Arts, Humanities, and Social Sciences

**Major:** Sociology

**Class Standing:** Senior

## **Legislative V.P.**

**2. Name:** Ava Biscoe

**Committee:** Environmental Health and Occupational Safety Committee

**Explanation of why they are interested in the position:**

I am interested in applying for the Environmental Health and Occupational Safety Committee because, as an Environmental Biology major, I am interested in gaining experience and helping the community improve environmental conditions on campus, to benefit the health and integrity of Humboldt State University.

**Description of any past experience, campus activities, and/or skills that may qualify them for this position:**

I believe I would be a great member of the Environmental Health and Occupational Safety Committee because I am very experienced and passionate about organizing around environmental issues. I would like to join this committee to apply my organizing skills to my love of biology and health. I have been president of an Associated Student Club, Climate Crisis HSU for the last year. I am also currently president of the club this school year. I am interested in improving health and environmental hazards in the community in relation to climate change and other important ecological issues. Climate Crisis HSU has organized various Earth Day Climate Marches, panel discussions, and environmental writings for several years on campus. In Spring 2016, our club received a cultural grant and partnered with the HSU Greens to host a speaking engagement with Jill Stein. The Jill Stein event filled the Kate Buchanan Room, and was a successful event, demonstrating my skills in environmental organizing and event planning. I am also a senior in Environmental biology, and I consider myself a biologist in training, an environmental activist, and a naturalist. I believe I can bring this combination of my knowledge in biology, and my passion for conserving the natural world and campus health to this committee.

**College:** College of Natural Resources and Sciences

**Major:** Environmental Biology

**Class:** Senior

3. **Name:** Mary Elise Conzelmann

**Committee:** University Senate Academic Policies Committee

**Explanation of why they are interested in the position:**

I would like to serve on the Board of Finance because I would like to be a part of the student government on campus and I believe the Board of Finance would be great experience that I can learn and grow from.

**Description of any past experience, campus activities, and/or skills that may qualify them for this position:**

I am the President of the Recreation Administration Club on campus and have volunteered at multiple A.S., student housing, and campus events. I also am a member of the intercollegiate women's rowing team and assist managing the concessions stand at basketball games. I have been a Program Director at the McKinleyville Community Services District for the past 2 years and have been responsible for budgeting camp funds for programming.

**College:** College of Professional Studies

**Major:** Recreation Administration

**Class Standing:** Sophomore

4. **Name:** Jake Engel

**Committee:** Board of Finance

**Explanation of why they are interested in the position:**

As an AS member, I want to help navigate decisions as important as finance.

**Description of any past experience, campus activities, and/or skills that may qualify them for this position:**

I'm an articulate and reflective thinker who has worked with prominent lobbyists in the state Capitol to help manifest ideas into strategic actions

**College:** College of Arts, Humanities, and Social Sciences

**Major:** Political Science and Communication

**Class Standing:** Junior

## **Student Affairs V.P.**

5. **Name:** Marisol Angeles

**Committee:** Student Affairs Advisory Committee

**Explanation of why they are interested in the position:**

I want to ensure that every student here at HSU has a voice and that we can make all students here at Humboldt State University successful during their 4+ years here. I want to help and assist Ms. Dana Carrillo who is the VP and head of this committee by providing her insightful feedback whether it is about matters of campus policy, programming, and services that are directly related to the student body of HSU. As well as incorporate my ideas.

**Description of any past experience, campus activities, and/or skills that may qualify them for this position:**

During the summer I was an EOP Summer Bridge Mentor and temporary HOP Ambassador for Freshmen Orientation for the incoming freshmen. I was able to give them advice about campus policy and services available to them on campus.

**College:** College of Professional Studies

**Major:** Liberal Studies Elementary Education

**Class Standing:** Sophomore

# Board Members

## A.S. Board Appointment List

1. **Name:** Vincent Thomas

**Class Standing:** Junior

**College:** College of Natural Resources and Sciences

**Major:** Environmental Resource Engineering

**Board Application:** Elections Commissioner

# Resume

## Work Experience:

### **Morongo Unified School District**

5715 Utah Trail

Twentynine Palms, CA 92277 United States

08/2015 - 06/2016

AVID Tutor

Duties, Accomplishments and Related Skills: Tutoring Junior High through High School grades 7-12 on subjects such as: algebra, geometry, precalculus, calculus, U.S. history, economics, U.S. government, and English

### **Frank's Pontiac Parts and Auto Dismantling**

75992 Baseline rd.

Twentynine Palms, CA 92277 United States

06/2013 - 09/2013

Parts Washer

Duties, Accomplishments and Related Skills: Duties I performed were cleaning cars and car parts by sand blasting, operating a solvent machine, and washing with water. I also transported and picked up vehicles for dismantling by truck and trailer.

### **Frank's Pontiac Parts and Auto Dismantling**

75992 Baseline rd.

Twentynine Palms, CA 92277 United States

06/2012 - 09/2012

Yard Worker

Duties, Accomplishments and Related Skills: Duties I performed were painting, watering plants, sanding, and other yard maintenance.

## **Education:**

### **Copper Mountain College**

Joshua Tree, CA United States

Graduated: 05/2017 with an associates degree in Liberal Arts Math/Science

GPA: 3.77 of a maximum 4.00

Credits Earned: 48 Semester hours

Major: Liberal Arts Math/Science

### **Twentynine Palms High School**

Twentynine Palms, CA United States

Graduated: 06/2015

GPA: 3.48 of a maximum 4.00

## **Job Related Training:**

Regional Occupational Program: Radio Broadcasting Occupations

Completed 6/12/12

Regional Occupational Program: Foundations of Information Technology

Completed 1/25/13

## **Affiliations:**

California Boy's State - Delegate and Participant

Boy Scouts of America - Eagle Scout

Associated Students of Copper Mountain College – Senator and Editor of the student newsletter

Hello Associated Students,

My name is Vincent Thomas and I am looking to become affiliated with the student government here on campus. A poster outside your offices stated that you are in need of some positions to be filled. One of those positions is that of the elections commissioner. I have experience in being an elections commissioner for my previous college in Joshua Tree, CA. At the time nobody wanted to be the elections officer, but as it got closer to election day, I was nominated to the position based on 2 factors: I was not running for a position because I was leaving the following semester and because I headed the student newsletter which gave me a better reach to the students. At first it was rough because the previous election was thrown together haphazardly to the point that there was next to no voter participation, and the materials left behind were few. But it was a much more exciting endeavor than I first thought.

First, I got to make all the election materials from scratch, which may seem annoying, but I was able to form it in a way that combined all the previous election packets together so that all anyone needed to do the next year was to change the dates, and that made me feel accomplished. Second was that our college was getting a sports team for the first time and I suggested that we should also vote for a brand-new mascot for the college during the election of our student government officers. Something separate and fun to vote on to bring in more voter participation to vote for student government. It was also a great way to promote the brand-new sports team.

I spread out the word that our student government was having elections by email, newsletter, and flyers. But because that college is very small, and there is no on campus living, people were constantly coming and going, always in a rush to get home go to work or get to class. So, we set up the election booth in a heavily trafficked area, and for the first time had the booth up all week long. This way students were able to vote on the day they went to class instead of going out of their way to vote. Because my classes were in the morning I manned the booth all week long from 11am to 5pm. According to the faculty, who counted the votes, it was the highest voter turnout they had ever seen on campus. Our mascot/team name is the Fighting Cacti.

Of course, your election process may be different than from the community college I went to, but I feel that I could help this student government raise the voter turnout and officer nominations for an effective election. I would love to be a part of student government again, it really helped me focus and fill up my schedule in a way where I would not have the time to think about 'how not to do my homework'. Student government is also a great way to meet new people and get an 'in' about what goes on around campus from the inside. Meeting and forming relationships with staff and faculty is a great way to communicate and to learn from their experiences. I like being in the know about what goes on in and around campus and I think student government is the best way to receive and spread out that information. I'm looking forward to communicating with the associated students more, and being able to serve with in some sort of capacity.

Best Regards,

Vincent Thomas



**RESOLUTION No.** 2015-16-9  
**AUTHORED BY:** Natasha Sanders  
**REFERRED TO:** AS COUNCIL  
**ACTION SCHEDULED:** April 11, 2016

**SUBJECT:** The Meliorist Comfort Bench

**WHEREAS**, the Associated Students (A.S.) Council of Humboldt State University (HSU) is the single recognized voice for over 8,600 students; and,

**WHEREAS**, the Mission of the Associated Students of Humboldt State University serves to "assist in the protection of rights and interests of the individual student and the student body," and to "stimulate the educational, social, physical, and cultural well-being of the University community"; and,

**WHEREAS**, Counseling and Psychological Services is not adequately funded to meet the emotional and mental needs of the student body; and,

**WHEREAS**, Counseling and Psychological Services offered on campus currently has to implement a wait list, while as the Meliorist Comfort Bench can provide supplemental and easily accessible support; and,

**WHEREAS**, the Meliorist Comfort Bench could improve general morale and sense of community on campus; and,

**WHEREAS**, the Meliorist Comfort Bench could improve the retention and graduation rate at Humboldt State University; and,

**WHEREAS**, the Meliorist Comfort Bench would be a good supplement to the pre-existing services offered on campus; and,

**WHEREAS**, the Meliorist Comfort Bench would help facilitate a cultural shift, by providing a space where people can receive support and to likewise facilitate exercises of compassion therefore, be it

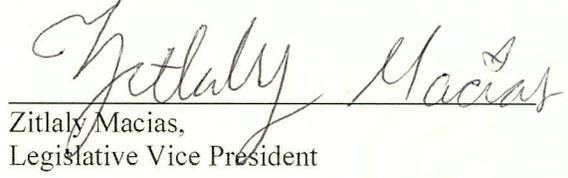
**RESOLVED**, the Associated Students of HSU support the installation of The Meliorist Comfort Bench on campus.

**RESOLVED**, that copies of this resolution will be sent to University Center Board of Directors, Chancellor of the California State University Timothy White, Associate Vice President of Facilities Management Traci Ferdolage, CAPS, President of HSU Lisa Rossbacher, HSU Provost Alexander Enyedi, HSU Administrative Vice President Joyce Lopes, Student Affairs Vice President Peg Blake, HSU's Dean of Students Randi Darnall Burke, CSSA Social Justice and Equity Council Speaker Deanna Jarquin, The Associated Students of each other CSU's 23 campuses, Campus and Local Media.



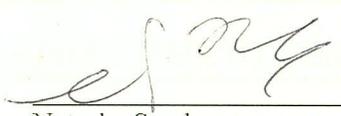
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Juan Cervantes,  
AS President



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Zitlaly Macias,  
Legislative Vice President



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Natasha Sanders,  
AS Presents Representative

## Description of The Meliorist Comfort Bench

The bench will be 6 foot long with a foot wide spacer block on the seat. On both sides of the separation block written on the back support of the bench, will be "one person here." Accompanied with a downward arrow underneath the text. One arm of the bench is removed to allow accessibility space for those in a wheelchair to participate. Above the bench is a sign displaying the name, and instructions which will read as follows:

### "The Meliorist Bench

If you are in need of comfort please take a seat! If you see someone sitting on the bench, that means they are in need of comfort!

To comfort a person:

- Ask if it would be okay to sit with them.
- Keep yourself 1 foot apart at all times, please sit on the other side of the spacer.
- Ask if it would be okay to rub their back
- No one is obligated to say "yes" to anything, this is about comfort.
- If consented, rub either direction from the nape of the neck, to each shoulder blade, to the middle of the back and no further in any direction with one hand only.
- There is no unwanted touch allowed.
- There is no romantic intent allowed.
- There is no offering to comfort people who are not sitting on the bench
- No one has to justify needing comfort to receive comfort.
- Silence is required, communication is optional
- Reciprocation is not implied, intended or necessary
- Both the person being comforted and the one comforting can leave at any point with or without notice.

If anyone was made to feel uncomfortable

Or while passing by, and you see someone break a rule

Please call campus police at 707-826-555

If a medical or psychiatric emergency, please call 911

To make an appointment for non-urgent Counseling and Psychological services, please call 707-826-3236"

There will be an additional diagram to assist understanding of where the physical locations of nape of neck, shoulder blades and middle of the back are to avoid any potential confusion.

Associated Students Council  
Humboldt State University  
Monday, April 11, 2016  
University Center Banquet Room  
Minutes #21

**Call to Order**

Macias, Legislative Vice President, called the meeting to order at 3:00 p.m. in the University Center Banquet Room.

**Roll Call**

Representatives Present: Kathryn Guzman, Michael Ramirez, Alexia Siebuhr, Jason Jones, Jesse Benefiel, Sean Sesanto, Aisha Cissna, Eamon Daly

Representatives Absent: Candace Young (Unexcused)

Officers Present: Juan Cervantes, Tiana Cannon, Zitlaly Macias

Officers Absent: Jonah Platt (Unexcused)

Advisors Present: Natasha Sanders, Joan Tyson, Dr. Peg Blake

Advisors Absent: Aaron Cobas (Unexcused), Madison Whaley (Unexcused)

**Approval of Agenda**

MOTION: CANNON/SIEBUHR move to approve Agenda #21 dated April 11, 2016

APPROVED

**Chair's Report**

Macias reported to respect each other's opinion and asked Council members to raise their placard if they want to speak.

**Public Comments (As per the Gloria Romero Open Meeting Act authorized by Section 89306.)**

*There was no Public Comment.*

**Appointments to Committees and Council**

**A.S. President (Juan Cervantes)**

No appointments.

**A.S. Administrative Vice President (Jonah Platt)**

No appointments.

**A.S. Legislative Vice President (Zitlaly Macias)**

MOTION: DALY/GUZMAN move to suspend AS Government Code 7.03 to appoint Abigail Peterson to the University Senate Appointment and Election Committee.

APPROVED

MOTION: DALY/RAMIREZ move to appoint Abigail Peterson to the University Senate Appointment and Election Committee.

TABLED INDEFINITELY

MOTION: DALY/BENEFIEL move to table the appointment of Abigail Peterson to the University Senate Appointment and Election Committee indefinitely.

APPROVED

**A.S. Student Affairs Vice President (Tiana Cannon)**

No appointments.

**Old Business**

- A. Resolution 2015-16-8: Resolution in Support of No Student Mandated Reporters Except Those Explicitly Stated in Title IX - **Tabled First Reading**  
This resolution states the Associated Students of HSU will recognize and support the current Title IX campaign on Humboldt State University.

Siebuhr presented on the resolution. Siebuhr has had discussions and worked on the resolution with Kim Berry, Co-Director HSU's Sexual Assault Prevention Committee, Maxwell Schunerer, Co-Director HSU's Sexual Assault Prevention Committee, Paula Arrowsmith Jones, NorthCoast Rape Crisis Team, Randi Darnall Burke, HSU Dean of Students. Siebuhr discussed the mandated reporting policy is complex and complicated. Siebuhr noted the federal policy attempts to narrow the definition of the mandated reporting policy while the State of California has attempted to broaden the policy to require as many employees as possible to be mandated reporters. Siebuhr noted that the campus has many student employees who are also mandated reporters. Siebuhr explained that there are some students who don't know if they are mandated reporters or not. Additionally, the student employee's friends don't know if they are mandated reporters either. Siebuhr explained this issue can be challenging for the students because they might have to report a situation to campus officials that was supposed to be a private conversation between friends. Siebuhr notes there is a shift in communication on campus that limits conversations between students because students don't want to violate policy nor do they want to act on a situation that was supposed to be a private conversation between friends. Siebuhr presented a letter discussing the resolution and how the mandated reporting policy silences survivors of sexual violence. The letter will be sent to the CSU Chancellor's Office.

Guzman noted she is a Retention through Academic Mentoring Program (RAMP) mentor and a mandated reporter. Guzman stated her position leaves a lot of gray area of when she can talk to friends about private situations. Sanders believes the resolution might protect rapists and sexual molesters because the situation is not being reported. Cervantes responded mandated reporting does not protect sexual assailants, but requires students to report situations that should have been private conversations between peers or friends. Cervantes suggested to Siebuhr to remove the HSU Provost and the HSU Vice President of Administration from the resolution, but include Loren J. Blanchard, CSU Vice Chancellor, and Dwight Burke, CSU Title IX Coordinator. Sesanto believes the resolution

helps to provide a separation between mentors and peers. Sesanto further explained that enabling peers to discuss personal topics without having the topic be reported. Cissna suggested including the Housing Director, Stephen St. Onge, in the last resolve. Cervantes asked Blake if there were other persons to include. Blake noted the resolution should be sent the Chancellor's Office. Daly said he received notifications from the State of California and suggests the California Senate and Assembly Representative should be included in the last resolve. Ramirez asked if the resolution is attempting to eliminate students from being a mandated reporter or clarify when student employees are mandated reporters. Siebuhr explained she would like to see both. Siebuhr would like to reduce the amount of student employees who are required to be mandated reports, but also require more training for students who have to be mandated reporters. Cervantes suggests including a resolve that states who would be a mandated reporter. Cervantes noted the resolution was well written. Blake supports the resolution.

B. Resolution of 2015-16-9: The Meliorist Comfort Bench - First Reading

This resolution states the Associated Students would support the installation of the Meliorist Comfort Bench.

Sanders presented on the resolution. Sanders noted she has had to support students who need physiological support. Counseling & Psychological Services (CAPS) is underfunded and needs more support. Sanders believes the bench is a method to improve relationships on campus as well as the retention and graduation rates. Cervantes supports the resolution, but suggested striking out the HSU Administration from the third whereas. Cissna suggested adding the location in the resolution. Sanders noted that she was suggested not to do that because the location might be changed after the resolution is approved. Blake noted CAPS is funded by student fee dollars, suggested Sanders fix the typos, and asked where the funding would come from. Sanders stated CAPS is in support of the resolution. Sanders also said she would seek funding from AS, and the bench would cost approximately \$200. Blake asked how the bench would be made. Sanders noted the bench can be made of most materials and it would include instructions on how to approach someone on the bench. Sanders explained there are already benches like the Meliorist Comfort Bench already in use in elementary schools, called a "buddy bench." Siebuhr suggested there be more resources for students to contact than just the campus police. Siebuhr suggests including North Coast Rape Crisis Team Victim Advocates and changing certain terms in the resolution. Ramirez supports the resolution, but wonders if the bench would be a good idea because there are students who might not have the training to help other students who would need help. Ramirez asked if someone would be there with professional training or would it only be students. Sanders noted the bench is for students who need additional support and wouldn't replace CAPS. Sanders also noted the rules and the instructions of the bench. Guzman suggested including the Crisis Help line phone number on the bench. Sanders responded the buddy bench has received a lot of positive feedback. Blake noted all the buddy benches are in elementary schools which is different than a university campus. Blake suggests Sanders reach out to CAPS. Sanders noted the CAPS Director, Jennifer Sanford, supports the bench. Ramirez suggests the bench not be public. Sanders explained the bench would be in front of the library because it is an open and visible space to protect people. Cervantes stated the bench is not to replace CAPS but a supportive tool for students. Daly advised to get a more accurate quote of the cost of the bench. Sanders stated she would build the bench herself and fund it herself if needed. Benefiel asked what the process of communication would be on the bench. Sanders noted either person can talk if there is consent. Benefiel suggests adding in the instructions that the person who is sitting down and being approached by another person approve of initiating the communication.

**Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)**

**President (Juan Cervantes)**

AS Executive Committee Report – April 8, 2016

1. Review and approval of amendments to the Associated Students Policy Statement – Administrative, Section 100, Document No. 101, Conflict of Interest Policy – **Action Item**

The amendments will update the AS Conflict of Interest Policy that makes Council members and Executives aware of their responsibilities regarding conflict of interest.

Tyson explained the item is related to the operating agreement. Tyson also explained the current conflict of interest policy needed some additional information and this policy includes more details.

MOTION: CERVANTES/SIEBUHR move to approve the Review and approval of amendments to the Associated Students Policy Statement APPROVED

Guzman noted the use of the term “he” in the policy. Guzman asked if the form could be changed to include gender neutral language. Cervantes stated the form is a state government form and suggested she talk to Whaley and the AS Lobby Corps about the issue.

2. Operating Agreement between California State University (CSU) and Associated Students of Humboldt State University – **Action Item**  
Approval of the Renewal of the Operating Agreement between the Associated Students of Humboldt State University and the California State University for a term of July 1, 2016 through June 30, 2021.

Cervantes gave the floor to Tyson. The purpose of the Operating Agreement is to set forth the terms and conditions under which an Auxiliary may operate as an auxiliary organization pursuant to California Education Code 89900 and California Code of Regulations Title 5, 42400. It defines the primary function of the auxiliary that are authorized. Tyson noted the major changes in document, including changes in the operational review and operational compliance. Tyson explained that after the AS Council approves of the agreement, the HSU President will review the agreement. If the HSU President approves the agreement it will be forwarded to the CSU Chancellor’s Office for their approval.

MOTION: SESANTO/GUZMAN move to approve the Operating Agreement between California State University (CSU) and Associated Students of Humboldt State University. APPROVED

Cissna noted in Item 12, Use of Campus Facilities, the language includes the Humboldt State University Advancement Foundation. Tyson noted the item and will make the correction.

- 2a. Facility Lease Between California State University and Associated Students of Humboldt State University – **Action Item**

Tyson presented on the item stating the document is a lease for the use of the facilities in the University Center for the Associated Students.

MOTION: RAMIREZ/CANNON move to approve the Facility Lease Between California State University and Associated Students of Humboldt State University APPROVED

3. Review and approval of Associated Students of Humboldt State University Interim Executive Director Agreement – Information Item (Juan Cervantes)  
Council will review the Associated Students of Humboldt State University Interim Executive Director Agreement which was approved by the Executive Committee.

Cervantes noted the item was not approved because the Executive Committee requested more information before they make a decision. Tyson noted there needed to be additional consultation with the AS lawyer and the AS's insurance carrier. Daly asked why the compensation was set at \$60 for the interim Executive Director. Cervantes noted the compensation was set at that amount because of the experience and training needed for the position, and AS will not be paying for benefits or their social security.

**Administrative Vice President (Jonah Platt)**

Absent.

**Student Affairs Vice President (Tiana Cannon)**

Cannon attended the UC Board meeting. Cannon is also working on the AS Finals Study Lounge and reached out to the Learning Center for tutors during the study lounge.

**Legislative Vice President (Zitlaly Macias)**

Macias attended the Academic Policy Committee. Macias noted the Academic Policy Committee sent the U.Direct resolution to the University Senate. The University Senate approved the resolution with some changes. Macias also explained the credit and no credit process for new and transfer students.

**Guzman – College of Arts, Humanities and Social Sciences**

Guzman reported Lobby Corps will be tabling this week and next week to register students to vote.

**Ramirez – College of Arts, Humanities and Social Sciences**

Ramirez reported the Elections Commission will be designing a library display on Tuesday, April 12, 2016. Ramirez reminded the Council voting will be on April 19, 20, and 21.

**Siebuhr – College of Arts, Humanities and Social Sciences**

Siebuhr reported she has been working on the resolution. Siebuhr also worked at the Take Back the Night Event, on Friday, April 8.

**Jones – College of Professional Studies**

Jones attended the IRA committee and is working on the CPS mixer.

**Benefiel – College of Professional Studies**

Benefiel reported he is working on the CPS mixer. Benefiel will be meeting with Clint Rebik, HSU Registrar, regarding the Pronoun Project.

**Young – College of Professional Studies**

Absent.

**Sesanto – College of Natural Resources and Sciences**

Sesanto attended the Klamath Restoration Project meeting. Sesanto also attended the CNRS Search Committee and the Committee has been conducting phone interviews with applicants.

**Cissna – College of Natural Resources and Sciences**

Cissna attended the Parking and Transportation Committee.

**Daly – Graduate Representative**

Daly reported the Humboldt International Film Festival will be on April 20 - 23, 2016. Daly attended multiple Learning Management Working Group meetings last week.

**External Affairs (Madison Whaley)**

Absent.

**AS Presents (Natasha Sanders)**

Sanders attended the AS Presents meeting and they are reviewing a lot of lectures and artists for the Fall semester schedule.

**Elections Commissioner (Aaron Cobas)**

Absent.

**Vice President of Enrollment Management and Student Affairs (Peg Blake)**

Blake reported there will be a survey created by students regarding MyHumboldt. Blake announced the Outstanding Student Awards will be on Thursday, April 14, 2016. Blake noted a Check IT student will be recognized at the White House for their work. A public announcement regarding the name of the student to follow.

**General Manager (Joan Tyson)**

No report.

**General Council Discussion**

Cervantes asked for more details on the Pronoun Project. Benefiel is working to remove pronouns on rosters and other campus documentation and will have a meeting with the Clint Rebik, HSU Registrar. Daly asked Macias about credit no credit policy discussed at the Academic Policy Committee. Blake responded there is a current policy conflict. Currently students can earn a C - or better to receive credit but in their major they need a C to receive credit. Cissna asked Ramirez about voting booths on the UC Quad. Ramirez responded the Elections Commission will possibly have voting booth in the UC South Lounge, Behavioral and Social Sciences Building, and the Library.

**General Council Work Session**

**Announcements**

Benefiel announced Friday is a “Day of Silence.” Ramirez announced Friday, April 15, in the Karshner lounge is a Swap Meet and a dance titled, “Oldies but Goodies.” The proceeds will be going to the clubs involved. Cissna announced Earth Week is next week. Blake asked Benefiel about the planning for the “Day of Silence” Event on Friday, April 15. Benefiel responded there are tabling to notify people of the day, but there are not any specific plans on the day.

Adjournment

Macias adjourned the meeting without objection at 4:26 p.m.

Recorded by:  
Patric Esh  
AS Council Assistant

Approved by:

  
\_\_\_\_\_  
Zitaly Macias  
Legislative Vice President

Associated Students Council  
Humboldt State University  
Monday, May 2, 2016  
University Center Banquet Room  
Minutes #23

**Call to Order**

Macias, Legislative Vice President, called the meeting to order at 3:00 p.m. in the University Center Banquet Room.

**Roll Call**

Representatives Present: Kathryn Guzman, Michael Ramirez, Jason Jones, Jesse Benefiel, Candace Young, Sean Sesanto, Aisha Cissna, Eamon Daly

Representatives Absent: Alexia Siebuhr (Excused)

Officers Present: Juan Cervantes, Jonah Platt, Tiana Cannon, Zitlaly Macias

Advisors Present: Aaron Cobas, Natasha Sanders, Madison Whaley (Late), Dr. Peg Blake

**Approval of Agenda**

MOTION: JONES/CANNON move to approve Agenda #23 dated May 2, 2016 APPROVED

**Approval of Minutes**

MOTION: GUZMAN/PLATT move to approve Minutes #21 dated April 11, 2016 APPROVED

MOTION: DALY/CANNON move to approve Minutes #22 dated April 18, 2016  
AS AMENDED  
APPROVED

MOTION: DALY/CERVANTES move to amend roll call. APPROVED

**Chair's Report**

Macias requested the Council keep their comments brief as there is many items to discuss.

**Public Comments (As per the Gloria Romero Open Meeting Act authorized by Section 89306.)**

Joy Solls, HSU staff member, provided the following statement:

I, Joy Soll, was quoted as saying that Matt Nicodemus had done "inappropriate acts" to a female student. I am sad if I used the word inappropriate because there is a sexual connotation to this word. If I used this word, I should not have. To be clear there were no complaints by students or allegations that were sexual in nature. There were student discussions about Matt Nicodemus's over

guiding the program and asking too much of them. At the time, I discussed the situation with my supervisor and she advised me to be more active in my facilitation between Matt Nicodemus and students so students would have guidance in saying no to possible work related requests and that the Graduation Pledge would continue to be student led. Once again, there is and was no accusation of anything sexual and I am very sad and sorry if something I said was unclear or misleading. Please note this for the record.”

### Appointments to Committees and Council

#### **A.S. President (Juan Cervantes)**

No appointments.

#### **A.S. Administrative Vice President (Jonah Platt)**

No appointments.

#### **A.S. Legislative Vice President (Zitlaly Macias)**

No appointments.

#### **A.S. Student Affairs Vice President (Tiana Cannon)**

No appointments.

### Old Business

- A. Resolution 2015-16-9: The Meliorist Comfort Bench – **Tabled Second Reading**  
This resolution states the Associated Students would support the installation of the Meliorist Comfort Bench.

MOTION: PLATT/CANNON move to approve the Meliorist Comfort Bench. APPROVED

Sanders discussed the changes that were made. Sanders noted the bench would cost approximately \$600. Daly said he spoke to Kim Coughlin-Lamphear, staff member at the Student Disability Resource Center, about the bench. Other students noted military veterans with PTSD. Daly also noted there are spare benches in the library. Cervantes noted an issue with the description. Sanders discussed the person has the option to talk, but no one has too. Ramirez asked if she is asking for support from the AS Council and if she is also asking for AS funding. Sanders noted she would like to ask money from the Board of Finance. Ramirez also asked if Facilities Management approved the bench. Sanders noted the bench was approved by Facilities before the resolution was authored. Blake noted she talked to Traci Ferdolage, Associate Vice President of HSU Facilities Management, and she did not approve it. Sanders noted she did receive approval from Facilities. Blake is also concerned with persons with mental problems and getting counseling from non-professional persons. Sanders noted the bench is not replacing CAPs, but enabling students to facilitate to support each other within the rules of the bench.

Daly noted paragraph four states “supplemental.” Cervantes noted the implementation of the bench will be up to the next Council. Sanders noted she would be comfortable with the next Council to

implement the bench. Benefiel supports Blake's comments about the bench attempting to help a person with mental issues that a professional should be doing. Sanders noted the bench is not replacing CAPS. Sanders noted the bench is not intended for continuous help. Ramirez noted the bench has been implemented in elementary and middle school. Ramirez asked if there has been studies focused on college students. Cissna asked if the supplemental document will be on the sign. Cissna suggests adding "after communication is optional." Blake noted CAPS does see urgent appointments. Blake wants students to know they can see a counselor if needed.

MOTION: RAMIREZ/PLATT move to include the supplemental description added to the resolution.

Ramirez removed the motion.

Benefiel would like to see the supplemental to be modified before he would vote to approve. Cervantes asked if he had issue on the resolution. Benefiel said no. Cervantes noted the supplemental could change anyway with or without approval from the Council.

- B. Resolution 2015-6-10: Formation of an Associated Students Funded Programs Committee (ASFPC) - Second Reading  
This resolution states the Associated Students create the ASFPC for the specific purpose of increasing the AS Funded Program relationship with AS beyond a financial partnership, to elevate programs, and increase collaboration between programs.

MOTION: DALY/RAMIREZ move to table Resolution 2015-6-10: Formation of an Associated Students Funded Programs Committee (ASFPC) after Item F in Old Business.

APPROVED

- C. Resolution 2015-6-11: Formation of an Associated Students Earth Week Planning Committee - **Second Reading**  
This resolution states that the Associated Students create an Earth Week Planning for the specific purpose of organizing, planning, and implementing future Earth Weeks on our campus.

Cissna provided a presentation on changes from the prior AS meeting, including suggestions from the Council.

MOTION: DALY/RAMIREZ move to approve the Formation of an Associated Students Earth Week Planning Committee.

AS AMENDED  
APPROVED

MOTION: CISSNA/DALY move to amend and include "or designee" after Club Coordinator in the Membership section.

APPROVED

Blake asked if Cissna would like to have a student committee and with three staff members. Cissna noted one of the staff members is a student. Cissna noted a representative from the Office of Sustainability could be included. Cervantes suggested having consistency in voting.

MOTION: CISSNA/RAMIREZ move to including voting for the Multicultural Center

Representative, Women's Resource Representative, Housing Resident Sustainability Advisor, and non-voting for the HSU Office of Sustainability staff members.

APPROVED

D. Approval of the April 19-21, 2016 Associated Students Election Results – **Action Item**

The Elections Commission recommended approval of the Election Results to the AS Council at the Monday, April 25, 2016 Elections Commission meeting. The unofficial results have been attached.

MOTION: RAMIREZ/CANNON move to approve the Approval of the April 19-21, 2016 Associated Students Election Results. APPROVED

Cobas reviewed the 2015-16 AS Elections Results.

Daly noted the 8.4% voter turnout. Ramirez noted the lack of resolutions and the uncontested positions effected the election turnout, but there was a good turnout for the CAHSS representatives.

E. University Senate Resolution 19-15/16-CBC: Resolution to Amend the Constitution of the University Senate of Humboldt State University to Define Interim Membership on the University Senate – **Action Item**

The University Senate requested the AS Council to approve this resolution which is that the University Senate of Humboldt State University recommends the attached amendments to the Senate Constitution be forwarded for ratification in Spring 2016 in accordance with Senate Constitution Section 9.0. Requesting a waiver vote.

MOTION: BENEFIEL/JONES University Senate Resolution 19-15/16-CBC: Resolution to Amend the Constitution of the University Senate of Humboldt State University to Define Interim Membership on the University Senate. APPROVED

Guzman explained the resolution to the AS Council. Cissna asked for clarification on the vacancy of the senator position. Guzman clarified the situation. Sanders asked if the senator only gets one vote. Guzman stated yes.

F. University Senate Resolution 20-15/16-CBC: Resolution to Amend the Constitution of the University Senate of Humboldt State University to Reflect Amendments to the Voting Membership of the General Faculty – **Action Item**

The University Senate requested the AS Council to approve this resolution which is that the University Senate of Humboldt State University recommends the attached amendments to the Senate Constitution be forwarded for ratification in Spring 2016 in accordance with Section 9.0 of the Senate Constitution. Requesting a waiver vote.

MOTION: RAMIREZ/BENEFIEL move to approve University Senate Resolution 20-15/16-CBC: Resolution to Amend the Constitution of the University Senate of Humboldt State University to Reflect Amendments to the Voting Membership of the General Faculty APPROVED

Guzman explained why the comments were lined out. Guzman explained the comments were already established in the Senate by-laws and it would be redundant. Cervantes noted there was talk

of separation of the two items. Guzman there was a discussion, but no action.

MOTION: CERVANTES/CANNON move to take Resolution 2015-6-10: Formation of an Associated Students Funded Programs Committee (ASFPC) off the table.

APPROVED

Alexis Hernandez, resolution author and Student At-Large, and Platt discussed the intentions of the resolution. Hernandez requested the Council to strikeout all persons except for the AS Programs. Hernandez like the Co-chair from the Council representatives to be included. Platt noted there was ideas being the Co-Chair being the AS Student Affairs Vice President. Platt wanted to make the role of the Admin Vice President aligned with the committee.

MOTION: RAMIREZ/CERVANTES move to strikeout "University Center Board of Directors, Chancellor of the California State University Timothy White, President of HSU Lisa Rossbacher, HSU Provost Alexander Enyedi, HSU Administrative Vice President Joyce Lopes, Student Affairs Vice President Peg Blake, HSU's Dean of Students Randi Darnall Burke,"

APPROVED

Daly asked why the resolution should not be sent to HSU President Rossbacher and Vice President Joyce Lopes. Hernandez noted he didn't care if the resolution was sent them doesn't mind. Cervantes noted Lopes would find out anyway.

MOTION: Ramirez moves to amend the amendment and strikeout "University Center Board of Directors, Chancellor of the California State University Timothy White" but include President of HSU Lisa Rossbacher, HSU Provost Alexander Enyedi, HSU Administrative Vice President Joyce Lopes, Student Affairs Vice President Peg Blake." APPROVED

Sanders asked for clarification of the charge of the committee is beyond the financial aspect. Hernandez said yes. Cervantes also noted when AS Council members are involved in an AS Program the program usually does better with budgets because of the stronger relationship. Ramirez noted it could serve as a better liaison than the current liaison responsibilities. Ramirez asked if the committee would have to provide updates to the Council. Hernandez said yes. Cervantes supports the resolution.

### **Official Reports (10 minutes limit each speaker, additional time at discretion of Chair)**

Daly asked for a point of order for public comment regarding prior action items.

Elizabeth Morgan, Student At-Large, asked if the current liaison role would stay in place. Cervantes said yes. Mildred Correa, Student At-Large, supports the Meliorist bench resolution.

### **President (Juan Cervantes)**

Cervantes reported Tyson last day was Friday. Cervantes noted the Interim-Executive Director candidate declined the offer. Cervantes, Platt, and Blake will be meeting to figure out what needs to be done to hire an AS Executive Director. Cervantes said he and Platt met with Joyce Lopes, Scott Casper, Employee Relationship and Compliance Officer, Michael Burkhardt, Director of Contracts and Procurement, about the job posting for the AS Executive Director position. The University Center is meeting on Thursday where the AS/UC agreement will be discussed.

**Administrative Vice President (Jonah Platt)**

Platt appreciates the work by Cervantes. Platt requests feedback for the website update.

Board of Finance Report – April 22, 2016

1. Request from Clubs Office Earmarked Unallocated Funds – **Action Item**  
Clubs and Activities is requesting an amount not to exceed \$550 from Unallocated Funds for the “KRFH Takeover” event.

MOTION: PLATT/DALY move to approve the Request from Clubs Office Earmarked Unallocated Funds APPROVED

Platt said the request for funds was for the “KRFH Takeover” event.

2. Resolution 2015-16-12: 2016-17 Employer Retirement Contribution - **Action Item**  
The Board of Finance will recommend to the AS Council to continue to research the options to provide retirement benefits and contribute to a Retirement Plan. Requesting a waiver vote.

MOTION: PLATT/GUZMAN move to suspend Associated Students Government Code 13.02. APPROVED

MOTION: CERVANTES/RAMIREZ move to approve Resolution 2015-16-12: 2016-17 Employer Retirement Contribution. APPROVED

**Student Affairs Vice President (Tiana Cannon)**

Cannon reported she was happy to work with everyone.

**Legislative Vice President (Zitlaly Macias)**

Macias was unable to attend the Academic Policies Committee.

**Guzman – College of Arts, Humanities and Social Sciences**

Guzman thanked the Council for a good year. Guzman attended the University Senate and the Constitution and Bylaws Committee. Guzman was unable to attend the AS Lobby Corps meeting.

**Ramirez – College of Arts, Humanities and Social Sciences**

Ramirez thanked the Council for their hard work. Ramirez noted he is the first Native-American on the Council. Ramirez thanked the Oh Snap! Ramirez noted the “Vote Awoke.”

**Siebuhr – College of Arts, Humanities and Social Sciences**

Absent.

**Jones – College of Professional Studies**

Jones reported the College of Professional Studies mixer went well.

**Benefiel – College of Professional Studies**

Benefiel noted the College of Professional Studies mixer was good.

**Young – College of Professional Studies**

Young reported that she is expecting a good turnout for the Study Lounge.

**Sesanto – College of Natural Resources and Sciences**

Sesanto attended the CNRS Search Committee and reviewed possible candidates.

**Cissna – College of Natural Resources and Sciences**

Cissna attended Environmental Analysis Search Committee and the Parking and Transportation Committee.

**Daly – Graduate Representative**

Daly attended the Humboldt Film Festival. Daly noted the owner of the Minor Theater will have more screens for films next year

**External Affairs (Madison Whaley)**

Absent.

**AS Presents (Natasha Sanders)**

Sanders attended the Art Department celebration. Sanders was absent last meeting because she attended a convention. The AS Presents committee is finalizing the schedule for the Fall Semester. Sanders announced the Fall 2016 schedule.

**Elections Commissioner (Aaron Cobas)**

Cobas thanked the Council for all of their hard work. Cobas thanked the members AS Elections Commission for their hard work.

**Vice President of Enrollment Management and Student Affairs (Peg Blake)**

Blake reported this Thursday, May 5, 2016 John Powell will be presenting on his research.

*Whaley arrived at 4:27 p.m.*

Blake noted the year has been fun and interesting. Blake congratulated the AS Council members who are graduating.

**General Council Discussion**

Daly thanked Blake for her service. Daly also noted the stoles have not arrived, but Dols will notify the Council when they do.

**General Council Work Session**

A. Spring 2016 Study Lounge – Information Item (Tiana Cannon)

Cannon said the AS Study Lounge will be Sunday, May 8 to Wednesday, May 11. Cannon asked the Council to sign up to host the event for at least 4 hours.

**Announcements**

Ramirez announced Roxanne Dunbar will be speaking on Thursday, May 5 in the Goodwin Forum. Guzman announced WRAPP Donation Dash and Green Grads from 9 am to 10 pm in all Resident Halls on Tuesday, May 11 to Saturday, May 14. Sanders announced free massages from 10 to 12 in the HSU's Student Health & Wellness Center during Finals Week.

Cervantes handed out certificates to each of the AS Council members for their commitment to AS.

**Adjournment**

Macias adjourned the meeting without objection at 4:37 p.m.

Recorded by:  
Patric Esh  
AS Council Assistant

Approved by:



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Zitlaly Macias  
Legislative Vice President

**OPERATING AGREEMENT  
BETWEEN CALIFORNIA STATE UNIVERSITY  
AND ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY**

This agreement is made and entered into by and between the Trustees of the California State University by their duly qualified Chancellor (CSU) and Associated Students of Humboldt State University (Auxiliary) serving Humboldt State University (Campus). The term of this agreement shall be January 1, 2018 through December 31, 2028. *The ten (10) Year Term will remain in effect unless sooner terminated as herein provided. This 10 year period may only be extended for financing or leasing purposes, and with the written approval of the CSU.*

**1. PURPOSE**

The purpose of this agreement is to set forth the terms and conditions under which Auxiliary may operate as an auxiliary organization pursuant to California Education Code §89900 et seq. and California Code of Regulations (CCR) Title 5, § 42400 et seq. In entering this agreement, CSU finds that certain functions important to its mission are more effectively accomplished by the use of an auxiliary organization rather than by the Campus under the usual state procedures.

**2. PRIMARY FUNCTION(S) OF THE AUXILIARY**

In consideration of receiving recognition as an official CSU auxiliary organization, Auxiliary agrees, for the period covered by this agreement, that the primary function(s), which the Auxiliary is to manage, operate or administer is/are:

Student Body Organization

In carrying out the above, the Auxiliary engages in the following functions authorized by, CCR tit.5, §42500, which are activities essential and integral to the educational mission of the University:

1. Student Body Organization Programs
2. Instructionally related Programs and activities, including Radio, Newspapers, Films, and other Instructionally Related Programs and Activities

Auxiliary agrees to receive and apply exclusively the funds and properties coming into its possession toward furthering these purposes for the benefit of CSU and the Campus. Auxiliary further agrees that it shall not perform any of the functions listed in CCR tit.5, §42500 unless the function has been specifically assigned in this operating agreement with the Campus. Prior to initiating any additional functions, Auxiliary understands and

agrees that CSU and Auxiliary must amend this agreement in accordance with Section 21, *Amendment*.

### **3. CAMPUS OVERSIGHT AND OPERATIONAL REVIEW**

The responsibility and authority of the Campus president regarding auxiliary organizations is set forth in CCR tit.5, §42402, which requires that auxiliary organizations operate in conformity with CSU and Campus policies. The Campus President has been delegated authority by the CSU Board of Trustees (Standing Orders §VI) to carry out all necessary functions for the operation of the Campus. The operations and activities of Auxiliary under this agreement shall be integrated with Campus operations and policies and shall be overseen by the campus Chief Financial Officer (CFO) or designee so as to assure compliance with objectives stated in CCR tit.5, §42401.

The Campus shall review Auxiliary to ensure that the written operating agreement is current and that the activities of Auxiliary are in compliance with this agreement at least every five (5) years from the date the operating agreement is executed and at least every five years thereafter. Confirmation that this review has been conducted will consist of either an updated operating agreement, or a letter from the Campus CFO or designee to the Campus President with a copy to the Chancellor's Office, certifying that the review has been conducted. As part of these periodic reviews, the Campus President should examine the need for each auxiliary and look at the efficiency of the auxiliary operation and administration.

Auxiliary agrees to assist the Campus CFO or designee in carrying out the compliance and operational reviews required by applicable CSU Executive Orders and related policies and guidelines:

- A. Exhibit A:** CSU Auxiliary Organizations Compliance Guide
- B. Exhibit B:** CSU Auxiliary Organizations Sound Business Practices Guidelines

In addition, the auxiliary will provide the following:

- a. **Exhibit C:** Letter of Attestation, attesting to their compliance with the above mentioned Exhibits A and B; annually, on or before July 1<sup>st</sup>.
- b. Review of both internal controls and proper segregation of duties to be reported to the Campus President or designee and the Auxiliary's Board of Directors; annually, on or before July 1<sup>st</sup>.
- c. Quarterly financial statements with supporting transactional data to the Campus chief financial officer or designee.

### **4. OPERATIONAL COMPLIANCE**

Auxiliary agrees to maintain and operate its organization in accordance with all applicable laws, regulations and CSU and Campus rules, regulations and policies. Failure of Auxiliary to comply with any term of this agreement may result in the removal,

suspension or probation of Auxiliary as an auxiliary organization in good standing. Such action by CSU may result in the limitation or removal of Auxiliary's right to utilize the CSU or campus name, resources and facilities (CCR tit.5, §42406).

## **5. CONFLICT OF INTEREST**

No officer or employee of the CSU shall be appointed or employed by Auxiliary if such appointment or employment would be incompatible, inconsistent or in conflict with his or her duties as a CSU officer or employee.

Auxiliary has established and will maintain a conflict of interest policy. The Auxiliary's Conflict of Interest Policy is attached as **Attachment 1**.

## **6. EXPENDITURES AUGMENTING CSU APPROPRIATIONS**

With respect to expenditures for public relations or other purposes which would serve to augment appropriations for CSU operations, Auxiliary may expend funds in such amount and for such purposes as are approved by Auxiliary's governing body. Auxiliary shall file, as **Attachment 2** to this agreement, a statement of Auxiliary's policy on accumulation and use of public relations funds. The statement shall include the policy and procedures for solicitation of funds, the purposes for which the funds may be used, the allowable expenditures and procedures of control.

## **7. FISCAL AUDITS**

Auxiliary agrees to comply with CSU policy and the provisions of CCR tit.5, §42408, regarding fiscal audits. All fiscal audits shall be conducted by auditors meeting the guidelines established in the Integrated CSU Administrative Manual (ICSUAM).

The Campus CFO shall annually review, and submit a written evaluation to the Chancellor's Office in accordance with Section 20, Notices, of the external audit firm selected by the Auxiliary. This review by the Campus CFO must be conducted prior to the Auxiliary engaging an external audit firm and annually thereafter. If the Auxiliary has not changed audit firms, and the audit firm was previously reviewed and received a satisfactory evaluation, a more limited review may be conducted and submitted.

## **8. USE OF NAME**

Campus agrees that Auxiliary may, in connection with its designated functions as a CSU auxiliary organization in good standing and this agreement, use the name of the Campus, the Campus logo, seal or other symbols and marks of the Campus, provided that Auxiliary clearly communicates that it is conducting business in its own name for the benefit of Campus. All correspondence, advertisements, and other communications by Auxiliary must clearly indicate that the communication is by and from Auxiliary and not by or from CSU or Campus.

Auxiliary shall use the name of Campus, logo, seal or other symbols or marks of Campus only in connection with services rendered for the benefit of Campus and in accordance with Campus guidance and direction furnished to Auxiliary by Campus and only if the nature and quality of the services with which the Campus name, logo, seal or other symbol or mark are used are satisfactory to the Campus or as specified by Campus.

Campus shall exercise control over and shall be the sole judge of whether Auxiliary has met or is meeting the standards of quality of the Campus for use of its name, logo, seal or other symbol or mark.

Auxiliary shall not delegate the authority to use the Campus name, logo, seal or other symbol or mark to any person or entity without the prior written approval of the Campus President or designee. Auxiliary shall cease using the Campus name, logo, seal or other symbol or mark upon expiration or termination of this agreement, or if Auxiliary ceases to be a CSU auxiliary organization in good standing, dissolves or disappears in a merger.

## **9. CHANGE OR MODIFICATION OF CORPORATE STATUS**

Auxiliary shall provide notice to the CSU upon any change in Auxiliary's legal, operational or tax status including but not limited to changes in its Articles of Incorporation, bylaws, tax status, bankruptcy, dissolution, merger, or change in name.

## **10. FAIR EMPLOYMENT PRACTICES**

In the performance of this agreement, and in accordance with California Government Code §12900 et. seq., Auxiliary shall not deny employment opportunities to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status. Auxiliary shall adopt employment procedures consistent with the policy statement on nondiscrimination and affirmative action in employment adopted by the CSU.

## **11. BACKGROUND CHECK POLICY COMPLIANCE**

In compliance with governing laws and CSU policy, Auxiliary shall confirm that background checks are completed for all new hires and for those independent contractors, consultants, outside entities, volunteers and existing employees in positions requiring background checks as set forth in CSU systemwide policy. Auxiliary will provide confirmation of completed and cleared background checks to the University President/Chancellor upon request, or as established by campus policy. (See HR 2016-08).

## **12. DISPOSITION OF ASSETS**

Attached hereto as **Attachment 3** is a copy of Auxiliary's Constitution or Articles of Incorporation (as applicable) which, in accordance with CCR tit.5, §42600, establishes

that upon dissolution of Auxiliary, the net assets other than trust funds shall be distributed *to the CSU or to another affiliated entity subject to financial accounting and reporting standards issued by the Government Accounting Standards Board*. Auxiliary agrees to maintain this provision as part of its Constitution or Articles of Incorporation. In the event Auxiliary should change this provision to make other dispositions possible, this agreement shall terminate as of the date immediately preceding the date such change becomes effective.

### **13. USE OF CAMPUS FACILITIES**

Auxiliary may use those facilities identified for its use in a lease agreement executed between Campus and Auxiliary. If this Operating Agreement terminates or expires and is not renewed within 30 days of the expiration, the lease automatically terminates, unless extended in writing by the parties.

Auxiliary and Campus may agree that Auxiliary may use specified Campus facilities and resources for research projects and for institutes, workshops, and conferences only when such use does not interfere with the instructional program of Campus and upon the written approval from appropriate Campus administrators with such specific delegated authority. Auxiliary shall reimburse Campus for costs of any such use.

### **14. CONTRACTS FOR CAMPUS SERVICES**

Auxiliary may contract with Campus for services to be performed by state employees for the benefit of Auxiliary. Any agreement must be documented in a written memorandum of understanding between Auxiliary and Campus. The memorandum of understanding shall among other things, specify the following: (a) full reimbursement to Campus for services performed by a state employee in accord with CCR tit.5, §42502(f); (b) Auxiliary must clearly identify the specific services to be provided by state employee, (c) Auxiliary must specify any performance measures used by Auxiliary to measure or evaluate the level of service; (d) Auxiliary must explicitly acknowledge that Auxiliary does not retain the right to hire, supervise or otherwise determine how to fulfill the obligations of the Campus to provide the specified services to Auxiliary.

### **15. DISPOSITION OF NET EARNINGS**

Auxiliary agrees to comply with CSU and Campus policy on expenditure of funds including, but not limited to, CSU guidelines for the disposition of revenues in excess of expenses and CSU policies on maintaining appropriate reserves. Cal. Educ. Code §89904; Executive Order 1059.

### **16. FINANCIAL CONTROLS**

Recovery of allowable and allocable indirect costs and maintenance and payment of operating expenses must comply with ICSUAM §13680. CCR tit. 5, §42502(g) and (h).

## **17. ACCEPTANCE, ADMINISTRATION, AND USE OF GIFTS**

Auxiliary agrees, if authorized to do so in Section 2 above, that it will accept and administer gifts, grants, contracts, scholarships, loan funds, fellowships, bequests, and devises in accordance with policies of CSU and Campus.

### **A. Authority to Accept Gifts**

If authorized, Auxiliary may evaluate and accept gifts, bequests and personal property on behalf of CSU. In acting pursuant to this delegation, due diligence shall be performed to ensure that all gifts accepted will aid in carrying out the CSU mission as specified in Education Code §§89720 and 66010.4(b).

Auxiliary agrees, before accepting gifts of real estate or gifts with any restrictive terms or conditions that impose an obligation on CSU or the State of California to expend resources in addition to the gift, to obtain written approval from the appropriate campus authority. Auxiliary agrees that it will not accept a gift that has any restriction that is unlawful.

### **B. Reporting Standards**

Gifts shall be recorded in compliance with the Council for Advancement and Support of Education and California State University reporting standards and shall be reported to the Chancellor's Office on an annual basis in accordance with Education Code §89720.

## **18. INDEMNIFICATION**

Auxiliary agrees to indemnify, defend and save harmless the CSU, its officers, agents, employees and constituent campuses and the State of California, collectively "CSU indemnified parties" from any and all loss, damage, or liability that may be suffered or incurred by CSU indemnified parties, caused by, arising out of, or in any way connected with the operation of Auxiliary as an auxiliary organization.

## **19. INSURANCE**

Auxiliary shall maintain insurance protecting the CSU and Campus as provided in this section. CSU's Systemwide Office of Risk Management shall establish minimum insurance requirements for auxiliaries, based on the insurance requirements in [Technical Letter RM 2012-01](#) or its successor then in effect. Auxiliary agrees to maintain at least these minimum insurance requirements.

Auxiliary's participation in a coverage program of the California State University Risk Management Authority (CSURMA) shall fully comply with the insurance requirement for each type of required coverage (which may include but not be limited to, general liability, auto liability, directors and officers liability, fiduciary liability, professional

liability, employer's liability, pollution liability, workers' compensation, fidelity, property and any other coverage necessary based on Auxiliary's operations). Auxiliary shall ensure that CSU and Campus are named as additional insured or loss payee as its interests may appear.

## **20. NOTICES**

All notices required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed to all parties as provided below.

Notice to Auxiliary shall be addressed as follows:

Associated Students of Humboldt State University  
1 Harpst Street  
Arcata, California 95521

Notice to the CSU shall be addressed to:

Trustees of the California State University  
401 Golden Shore  
Long Beach, California 90802  
Attention: Director, Contract Services & Procurement

Notice to the Campus shall be addressed as follows:

Office of the President  
Humboldt State University  
1 Harpst Street  
Arcata, California 95521

## **21. AMENDMENT**

This agreement may be amended only in writing signed by an authorized representative of all parties.

## **22. RECORDS**

Auxiliary shall maintain adequate records and shall submit periodic reports as required by CSU showing the operation and financial status of Auxiliary. The records and reports shall cover all activities of Auxiliary whether pursuant to this agreement or otherwise.

## **23. TERMINATION**

CSU may terminate this agreement upon Auxiliary's breach of or failure to comply with any term of this agreement by providing Auxiliary with a minimum of ninety (90) days

advance written notice. Auxiliary may use the ninety-day advance notice period to cure the breach. If, in the judgment of CSU, the breach has been cured, the termination notice will be cancelled.

**24. REMEDIES UPON TERMINATION**

Termination by CSU of this agreement pursuant to Section 23, *Termination*, may result in Auxiliary’s removal, suspension or probation as a CSU auxiliary in good standing, and loss of any right for Auxiliary to use the name, resources or facilities of CSU or any of its campuses.

Upon expiration of the term of this agreement, the parties shall have 30 days to enter into a new operating agreement which period may be extended by written mutual agreement.

**25. SEVERABILITY**

If any section or provision of this Agreement is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision shall be deemed severed and the validity of the remainder of this Agreement shall not be affected thereby.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

Approved: \_\_\_\_\_, 2017

Humboldt State University

By \_\_\_\_\_  
President

Executed on \_\_\_\_\_, 2017

Associated Students of Humboldt State University

By \_\_\_\_\_  
Executive Director

Executed on \_\_\_\_\_, 2017

California State University  
Office of the Chancellor  
Contract Services and Procurement

By \_\_\_\_\_

<b>Associated Students Of Humboldt State University</b> <b>Policy Manual</b>	<b>Section No. <u>100</u></b> <b>Document No. <u>101</u></b>
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Section: **Policy Statement - Administrative**

Subject: **Conflict of Interest Policy**

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**Purpose:** Members of the governing board have a duty of care to act in good faith toward the best interests of the organization and a duty of loyalty to protect the organization from harm. Council members must therefore refrain from action that use the board member's position and influence for personal gain at the expense of the organization.

**New/Revised:** April 4, 2014, April 11, 2016

**Council Adoption Date:** February 5, 2001

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## **I. Background**

In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all Executive Officers and Representatives shall submit a certification of "Conflict of Interest" statement and return it to the Associated Students Executive Director.

## **II. Policy**

Board members shall abide by Conflict of Interest regulations as outlined in the California Education Code, applicable Section of which are set forth below.

89906. FINANCIAL INTEREST PROHIBITED. No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.

89907. EXCEPTION. No contract or other transaction entered into by the governing board of an auxiliary organization is void under the provisions of Section 89906, nor shall any member of such board be disqualified or deemed guilty of misconduct in office under said provisions, if the circumstances specified in the following subdivisions exist:

(a) The fact of such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members, and

(b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

89908. CERTAIN PROVISIONS NOT APPLICABLE. The provisions of Section 89907 shall not be applicable if the circumstances specified in any of the following subdivisions exist:

(a) The contract or transaction is between an auxiliary organization and a member of the governing board of that auxiliary organization.

(b) The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he is the owner or holder, directly or indirectly, of a proprietorship interest.

(c) The contract or transaction is between an auxiliary organization and a corporation in which any member of the governing board of that auxiliary organization is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock.

(d) A member of the governing board of an auxiliary organization is interested in a contract or transaction within the meaning of Section 89906, and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

89909. UNLAWFUL TO UTILIZE NONPUBLIC INFORMATION FOR PERSONAL PECUNIARY GAIN. It is unlawful for any person to utilize any information, not a matter of public record, which is received by him by reason of his membership on the governing board of an auxiliary organization, for personal pecuniary gain, regardless of whether he is or is not a member of the governing board at the time such gain is realized.

### **III. Acknowledgement**

Board members shall sign an acknowledgement on an annual basis attesting that they are not involved in any transaction or relationship that involves a prohibited financial interest as describes in, and not exempted from, Education Code 89906.

### **IV. Potential Conflict**

Board members shall consult with general counsel regarding any existing or proposed transaction that may constitute a conflict that would violate 89906 and, in the case of a proposed transaction, whether to present the proposed transition to the governing board for possible approval in accordance with 89907, if available, or whether the proposed transaction should be pursued.

### **V. Disclosure Procedure**

If a Conflict of Interest is deemed to exist, it shall be reported to the Board of Finance. The Board of Finance shall recommend to the governing board a proposed course of action. The governing board shall discuss the matter in open session at a regular meeting, allowing any director with a Conflict of Interest to provide an

explanation. The Board shall then by majority vote (not including the vote of any director with a Conflict of Interest) take action regarding the matter. Such action may include, but is not limited to, validation of the transaction pursuant to 89907, if available, validation of the transaction with condition, censure or removal of the director, rescission of the transaction, or any other action deemed appropriate by the governing board.

**VI. Officers and Key Employees**

Officers and key employees shall be held to the same Conflict of Interest Standards as board members and shall sign an acknowledgement on an annual basis attesting that they are not involved in any transaction or relationship described in California Education Code Sections 89906-89909.

**VII. Family and Business Relationships.**

Any family and business relationships between officers, directors, and key employees, and certain businesses they own or control shall be reported as necessary on the IRS 990 annual filing.

**IX. Procedure to Submit Statement**

Each member shall sign a statement at the time he/she assumes their official duties and annually thereafter annually sign a statement, which affirms that such member:

1. Has received a copy of the Policy
2. Has read and understands the Policy
3. Has agreed to comply with the Policy

Statements shall be retained in the Associated Students Administrative Office.

**X. Conflict of Interest Statement**

I hereby certify that I have received a copy of the Conflict of Interest Policy for Executive Officers and Representatives. I have read, understand and agree to comply with the Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Section: **Policy Statement - Fiscal**

Subject: **Public Relations Expenditure Policy**

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**Purpose:** Title 5, 42502(i), requires that governing bodies of auxiliary organizations approve expenditures for public relations or other purposes that serve to augment State subsidies for campus operations. The HSU President shall file with the Chancellor a statement of such policy on accumulation and use of public funds for all auxiliary organizations. The statement will include the policy and procedure on solicitation of funds, the source of funds, the purpose for which the funds will be used, and allowable expenditures and procedures of control.

**New/Revised:** March 8, 2002

**Council Adoption Date:** March 8, 2002

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## **I. Policy**

Expenditures can be made from Associated Students funds for public relations purposes when the activities have a direct benefit upon the interest of the Associated Students. The primary rationale for expenditures must reflect the overall benefit to the Associated Students.

## **II. Definition of Public Relations Expenditures**

Public Relations expenditures are defined as expenses related to the support of University development and fundraising activities. These expenses are typically for goods or services that may not be readily seen as within the immediate mission of the Associated Students.

## **III. Solicitation**

Funds may be solicited from any entity provided that any funds received will be deposited fully with the Associated Students. In accepting contributions, potential costs incurred by the Associated Students in future maintenance on the donations must be addressed prior to acceptance.

## **IV. Allowable Expenditures**

Expenditures may be incurred for materials, supplies, meals, overnight lodging and travel according to Associated Students guidelines.

**V. Accounting Control**

All public relations expenditures should be documented with receipts, invoices, and other materials as evidence of the expense. The names of individuals participating in the public relations activity and receiving or benefiting from these expenditures shall be listed as a part of the documentation for reimbursement/payment purposes.

**VI. Required Signature Authority**

All public relations expenditures require approval of the General Manager and the Administrative Vice President.

A0735060

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

NOV 14 2012

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY  
CERTIFICATE OF AMENDMENT  
ARTICLES OF INCORPORATION  
CORPORATION NO. C1682405**

The undersigned certify that:

1. They are the President and Secretary/Treasurer, respectively, of Associated **Students of Humboldt State University**, a California corporation.
2. Article VII<sup>B</sup> of the Articles of Incorporation of the corporation is amended to read as follows:

**B. Upon the dissolution of this corporation, net assets, other than trust funds, shall be distributed to one or more nonprofit corporations organized and operated for the benefit of Humboldt State University, and approved by the President of the University and the Chancellor of the California State University. Such corporation or corporations must be qualified for federal income tax exemption under Section 501(c) (3) of the United States Internal Revenue Code of 1986 and be organized and operated exclusively for educational purposes. In the alternative, upon dissolution of the corporation, net assets, other than trust funds, shall be distributed to Humboldt State University.**

3. The foregoing amendment of Articles of Incorporation has been duly approved by the Board of Directors.
4. The foregoing amendment has been approved by the required vote of the members.

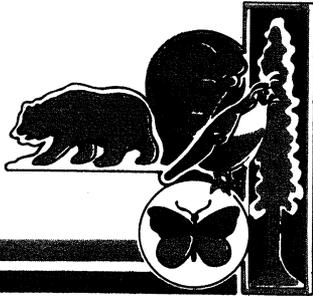
We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: 11/12/12

  
\_\_\_\_\_  
Elyn Henderson, President

  
\_\_\_\_\_  
Paul Laguirre, Secretary/Treasurer

1682405



State of California  
OFFICE OF THE SECRETARY OF STATE

CORPORATION DIVISION

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the corporate record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

*IN WITNESS WHEREOF*, I execute this certificate and affix the Great Seal of the State of California this

MAR -6 1991



*March Fong Eu*

Secretary of State

1682405

ENDORSED  
FILED  
In the office of the Secretary of State  
of the State of California

ARTICLES OF INCORPORATION  
OF  
ASSOCIATED STUDENTS OF  
HUMBOLDT STATE UNIVERSITY

MAR 1 1991

MARCH FONG EU, Secretary of State

ARTICLE I

The name of this Corporation is:

ASSOCIATED STUDENTS OF  
HUMBOLDT STATE UNIVERSITY

ARTICLE II

Purposes and Powers

- A. This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purpose of this Corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed, foster awareness of this opinion both on and off campus, assist in the protection of the rights and interests of the individual student and the student body, provide services and programs as deemed necessary by the Corporation to meet the needs of the student and campus community, and stimulate the

educational, social, physical, and cultural well-being of the University community.

C. This Corporation shall have all benefits, privileges, rights and powers created, given, extended or conferred upon nonprofit corporations by the provisions of the California Nonprofit Public Benefit Corporation Law, all other applicable laws and any additions or amendments thereto.

**ARTICLE III**  
Conformity with Regulations

This Corporation shall conduct its operations in conformity with regulations established by the Board of Trustees of the California State University as required by the Education Code, Section 89900(c) and it shall be operated as an integral part of the University as required by the California Code of Regulations Title 5, Section 42401.

**ARTICLE IV**  
Exempt Status and Limitations on Activities

A. This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. Notwithstanding any other provision of these Articles,

the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986.

C. No substantial part of the activities of this Corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

**ARTICLE V**  
Officers and Directors

A. The manner in which Officers and Directors shall be chosen and removed from office, their qualifications, number, powers, duties, compensation, the manner of filling vacancies on the Board, and the manner of calling and holding meetings of Directors, shall be stated as in the Constitution and/or Code.

B. Officers and Directors of this Corporation are not liable

for the debts, liabilities, or obligations of this Corporation.

**ARTICLE VI**  
Members

Membership of this Corporation is granted to all Humboldt State University students upon payment of the Associated Students membership fee.

Members of this Corporation are not liable for the debts, liabilities, or obligations of this Corporation.

**ARTICLE VII**  
Dedication and Dissolution

A. This Corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and does not contemplate the distribution of gains, profits or dividends to its members or to any private shareholder or individual. The property, assets, profits, and net income of this Corporation are irrevocably dedicated to the charitable purposes set forth in Article II, and no part of the profits or net income or assets of this Corporation shall ever inure to the benefit of any private shareholder or individual.

B. Upon the dissolution of this Corporation, net assets, other than trust funds, shall be distributed to one or more nonprofit corporations organized and operated for the benefit of Humboldt State University, and approved by the President of the University and the Board of Trustees of the California State University. Such corporation or corporations must be qualified for Federal income tax exemption under Section 501 (c) (3) of the United States Internal Revenue Code of 1986 and be organized and operated exclusively for educational purposes. In the alternative, upon dissolution of the corporation, net assets other than trust funds shall be distributed to Humboldt State University.

**ARTICLE VIII**

Initial Agent for Services of Process

The name and address in the State of California of this Corporation's initial agent for service of process is:

John W. Francis  
1901 East Lambert Road, Ste 100  
La Habra, CA 90631

**ARTICLE IX**  
Amendments

A. There shall be two methods of proposing an amendment to

these Articles of Incorporation:

1. An affirmative vote of at least two-thirds (2/3) of a quorum of Council.

2. A petition bearing the signatures of at least ten (10) percent of the total regular membership of the Associated Students.

B. Amendments must then be approved by two-thirds (2/3) of the total votes cast on this issue at any special or regular election held during the Fall or Spring semesters.

**ARTICLE X**

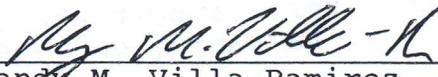
Name of Unincorporated Association

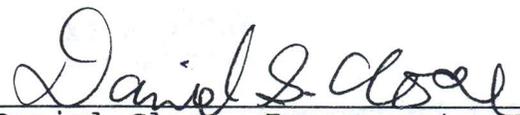
The name of the existing unincorporated association, now being incorporated by the filing of these Articles of

Incorporation, is:

**THE ASSOCIATED STUDENTS OF  
HUMBOLDT STATE UNIVERSITY**

Dated 12-14-90

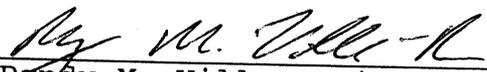
  
Randy M. Villa-Ramirez, Incorporator

  
Daniel Close, Incorporator

**DECLARATION**

Randy M. Villa-Ramirez and Daniel Close declare under penalty of perjury under the laws of the State of California that they are the President and Secretary, respectively, of THE ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY, the unincorporated association referred to in the Articles of Incorporation to which this declaration is attached, and that said association has duly authorized its incorporation by means of said Articles of Incorporation.

Dated 12-14-90

  
Randy M. Villa-Ramirez, President

  
Daniel Close, Secretary

# **CSU AUXILIARY ORGANIZATIONS**

## **COMPLIANCE GUIDE**

**Rev 1.0**

**February 2014**

# CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

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# CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

## Purpose and Objective of Guide

The intent of the Compliance Guide for CSU Auxiliary Organizations is to summarize/cite legal and regulatory requirements and applicable policy in CSU Executive Orders (EO) or within the Integrated CSU Administrative Manual (ICSUAM.) It is advisory and only includes an overview of statutes, regulation, and systemwide policy. Brief descriptions of the many laws and policies applicable to CSU Auxiliary Organizations are included. The Guide does not establish CSU Policy and does not substitute a full consideration of underlying law or policy.

## Legal and Regulatory Hierarchy

State and Federal Level

- Statutes
- Regulations

University Level

- Board of Trustees Code of Regulations (Title 5, Division 5)
- Executive Orders (Chancellor's Policies)
- Integrated California State University Administrative Manual (ICSUAM)
- Compliance Guides

## Application of State Law and CSU Policy to Auxiliary Organizations

State Law and CSU Policy generally are not applicable to CSU Auxiliary Organizations unless such is specifically cited or otherwise referenced within associated law or policy.

## Guide Contact Information

**Office of the Chancellor**

**California State University**

Michael P. Redmond

Acting AVC HQ Budget, Security, and Strategic Initiatives

mredmond@calstate.edu

Office 562-951-4345

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

### 1. REQUIREMENTS TO BE A CSU AUXILIARY ORGANIZATION

**1.1 STATUTORY REQUIREMENTS.** All CSU auxiliary organizations are governed by Cal. Ed. Code § 89900 et seq. Student body auxiliary organizations are also governed by Cal. Ed. Code § 89300 et seq.

In addition to the above, CSU auxiliary organizations incorporated in California must abide by other applicable laws and regulations, including but not limited to, Cal. Corp. Code § 5000 et seq., Cal. Gov. Code § 12580 et. seq. and California and federal tax law and regulations.

**1.2 STATUTORY CRITERIA TO BE A CSU AUXILIARY ORGANIZATION.** Cal. Ed. Code § 89901 lists the following characteristics in order to be qualified to be a CSU auxiliary organization:

- (a) An entity in which a CSU official participates as a director as part of his/her official position;
- (b) An entity formed or operating pursuant to Cal. Ed. Code § 89300 et seq. (student body organization);
- (c) An entity that operates a commercial service on a CSU campus or other CSU property for the benefit of a campus;
- (d) An entity (campus auxiliary) whose governing instrument provides in substance both of the following:
  - (1) That its purpose is to promote or assist a CSU campus, or to receive gifts, property and funds to be used for the benefit of such campus or person or organization having an official relationship therewith; and
  - (2) That any of its directors are appointed or nominated by, or subject to the approval of the CSU Board of Trustees (trustees) or CSU official, or selected, ex officio, from the membership of the trustees or CSU administrative staff.
- (e) An entity (CSU system auxiliary organization) whose governing instrument provides in substance both of the following:
  - (1) That its purpose is to promote or assist the trustees, or to receive gifts, property, and funds to be used for the benefit of the trustees or any person or organization having an official relationship therewith; and
  - (2) That any of its directors are appointed or nominated by, or subject to the approval of the trustees or CSU official, or selected, ex officio, from the membership of the trustees or CSU administrative staff.
- (f) An entity which, exclusive of the foregoing subdivisions, is designated as an auxiliary organization by the trustees.

**1.3 EXCLUDED ENTITIES.** The following campus organizations are excluded from becoming CSU auxiliary organizations by Cal. Ed. Code § 89902:

- (a) Alumni associations (See policy governing alumni associations at Title 5 California Code of Regulations (CCR) §§ 42397 et seq.);
- (b) Student clubs;
- (c) Societies;
- (d) Sororities and fraternities;
- (e) Social clubs;

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

(f) Similar student groups not operating commercial facilities.

**1.4 CSU AUTHORITY OVER NON-AUXILIARY AFFILIATED ENTITIES.** CSU may establish rules and regulations governing non-auxiliary affiliated organizations that maintain an official relationship with a CSU campus or use the name or facilities of the campus. Cal. Ed. Code § 89902

Alumni Associations recognized by the university (Title 5 Cal. Code of Regulations (CCR) §§ 42397 et seq) may represent an official relationship to a CSU campus and use the campus facilities provided they adhere to CSU and campus policy.

Student clubs, societies, sororities, fraternities and similar affiliated student groups not operating any commercial activity may represent an official relationship to a CSU campus and use the campus facilities provided they adhere to CSU and campus policy. 5 CCR § 42400

**1.5 REGULATORY COMPLIANCE REQUIRED.** Most auxiliary organizations are chartered as nonprofit public benefit corporations, and are under the oversight of the Attorney General. Cal. Corp. Code § 5110 et seq., and Cal. Gov. Code § 12580 et seq. In addition to the requirement that an auxiliary organization have one or more of the characteristics (See 1.2 above) listed in Cal. Ed. Code § 89901 and not be excluded by Cal. Ed. Code § 89902, Cal. Ed. Code § 89900(c) requires that auxiliary organization operations be conducted in conformity with regulations established by the trustees. 5 CCR §§ 42400-42667 Executive Order (E.O.) 1059

**1.6 TITLE 5 REGULATIONS.** The trustees have adopted regulations governing auxiliary organizations in 5 CCR §§ 42400 et seq. The trustees through the chancellor have also issued policy applicable to auxiliary organizations through executive orders and the ICSUAM.

**1.7 DEFINITION OF AUXILIARY ORGANIZATION.** An auxiliary organization is defined as a non-profit entity, which is included on the chancellor's list of auxiliary organizations in good standing; organized and operated in accordance with Cal. Ed. Code § 89900 et seq.; and operated in conformity with CSU and campus policy. 5 CCR §§ 42400; 42402; E.O. 698

**1.8 GOOD STANDING LIST.** The chancellor prepares and keeps current a list of auxiliary organizations in good standing. In order to be on the list, auxiliary organizations must operate in compliance with CSU rules, regulations and policy. 5 CCR § 42406; E.O. 698; See also section 5 of this Compliance guide.

**1.9 USE OF NAME.** Only an auxiliary organization that operates in accordance with CSU rules, regulations and policy and maintains its place on the chancellor's list of auxiliary organization in good standing may use the name of the CSU or campus in its title. Use of CSU and campus names must also comply with Cal. Ed. Code § 89005.5. E.O. 698

**1.10 SYSTEM AUXILIARY ORGANIZATIONS.** CSU system auxiliary organizations may exist if

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

they:

- (a) Are established pursuant to statutory requirements;
- (b) Are included on the chancellor's list of auxiliary organizations in good standing;
- (c) Are engaged in activities essential and integral to the CSU mission and purpose;
- (d) Are responsible to the chancellor; and
- (e) Operate in conformity with CSU and chancellor policy.

5 CCR § 42665

A CSU system auxiliary organization is required to follow regulations and policies applicable to campus auxiliary organizations. In applying the regulations, where the term "president" or "campus" is used, "Chancellor" and "California State University system" shall be substituted. 5 CCR § 42666(a)

Regulations applying to student body organizations do not apply to CSU system auxiliary organizations nor does the governing board composition requirement. 5 CCR § 42666(b)-(c)

## 2. PURPOSE AND OBJECTIVES OF AUXILIARY ORGANIZATIONS

**2.1 ESSENTIAL ACTIVITY.** Auxiliary organization activities are essential to the education program of a campus and are an integral part of a campus program and shall be so operated. 5 CCR §§ 42401 and 42665

**2.2 BENEFIT CSU OR CAMPUS.** Auxiliary organizations are organized and operated solely for the benefit of the CSU or one of its campuses and shall not operate outside the regulation and oversight of the CSU and the campus. E.O. 1059

**2.3 SEPARATE STATUS.** The separate legal status of auxiliary organizations (26 USC § 501(c)(3)) enables strategies that are important to the educational mission and provides capabilities essential to a comprehensive university. E.O. 1059

Auxiliary organizations exist because the state recognized the need for certain activities at CSU campuses, but determined that these activities would be best performed by one or more legally separate entities. Auxiliary organizations exist, in part, "[t]o provide effective operation and to eliminate the undue difficulty which would otherwise arise under the usual governmental budgetary, purchasing, and other fiscal controls." 5 CCR § 42401(c) Examples of these activities include: (a) investing in equities; (b) buying, selling and holding real property without legislative action; and (c) engaging in state wide education bond campaigns.

**2.4 OBJECTIVES.** The objectives of CSU auxiliary organizations are to provide:

- (a) Student self-government (student body auxiliary organizations);
- (b) The fiscal means and the management procedures that allow the campus to carry on activities providing those related instructional and service aids not normally furnished by the state budget;
- (c) Effective operation and to eliminate the undue difficulty which would otherwise arise

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

under the usual governmental budgetary, purchasing, and other fiscal controls; and  
(d) Fiscal procedures and management systems that allow effective coordination of auxiliary activities with the campus in accordance with sound business practices.

5 CCR § 42401

### 3. CSU AUTHORITY AND RESPONSIBILITY

**3.1 CSU AUTHORITY.** The California Education Code provides the trustees with overall responsibility to administer the activities of the CSU. The trustees through Title 5 California Code of Regulations, trustee standing orders and resolutions have delegated certain authority to the chancellor and specific authority to campus presidents. The trustees have vested authority in the chancellor to establish and implement auxiliary organization policies and procedures consistent with and pursuant to the policies of the trustees. The chancellor, through executive orders, has delegated specific authority to campus presidents.

**3.2 CAMPUS PRESIDENT RESPONSIBILITY.** Campus presidents are responsible for:

- (a) The propriety of expenditures and the integrity of financial reporting made by campus auxiliary organizations;
- (b) Exercising prudent judgment in the utilization of campus auxiliary organizations;
- (c) Ensuring the fiscal viability of campus auxiliary organizations;
- (d) Ascertaining that campus auxiliary organizations' operations and expenditures comply with CSU and campus policy;
- (e) Requiring campus auxiliary organizations to submit programs and budgets for review at a time and in a manner determined by the campus president;
- (f) Reviewing campus auxiliary organizations' programs and budgets;
- (g) Requiring discontinuance of activities not in conformity with CSU and campus policy; and;
- (h) Ensuring that costs incurred by CSU for services, products, and facilities provided to auxiliary organizations are properly and consistently recovered.

Cal. Ed. Code §§ 89756 and 89900(b); 5 CCR § 42402; trustee standing orders; EOs 698, 1000 and 1059

**3.3 CAMPUS CHIEF FINANCIAL OFFICER RESPONSIBILITY.** Campus chief financial officers are the primary responsible campus official to assure administrative compliance by and fiscal oversight of campus auxiliary organizations. The campus chief financial officer or designee shall annually approve and implement a cost allocation plan.

EOs 1000 and 1059; See also ICSUAM § 11000 et seq

### 4. FUNCTIONS OF AUXILIARY ORGANIZATIONS

For an auxiliary organization to engage in a specific function, the function must be an integral part of the educational mission of the campus and the CSU and be conducted in conformity with CSU and campus policy. 5 CCR § 42500

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

Based on the primary functions they perform, auxiliary organizations may be classified in one or more of the following general categories:

- (a) student body organizations;
- (b) campus support service organizations;
- (c) foundations for sponsored projects, workshops and institutes; and
- (d) instructionally related activity organizations.

E.O. 698

**4.1 LIST OF FUNCTIONS.** The trustees have determined that the following functions are appropriate for auxiliary organizations to perform:

- (a) Student body organization programs;
  - (b) Bookstore, food services, and campus services;
  - (c) Housing;
  - (d) Student union programs;
  - (e) Supplementary health services;
  - (f) Loans, scholarships, grants-in-aids, stipends, and related financial assistance;
  - (g) externally funded projects including research, workshops, conferences and institutes;
  - (h) Instructionally-related programs, and activities, including agriculture, athletics, radio and television stations, newspapers, films, transportation, printing, and other instructionally related programs and activities;
  - (i) Alumni programs;
  - (j) Gifts, bequests, devices, endowments, trusts and similar funds;
  - (k) Public relations, fundraising, fund management, and similar development programs;
- and
- (l) Acquisition, development, sale, and transfer of real and personal property including financing transactions related to these activities.

**4.2 PROHIBITED ACTIONS.** Auxiliary organizations may not do the following:

- (a) Hold state general funds, except in limited and approved circumstances that are appropriated to the CSU through the annual legislative process. E.O. 1059; ICSUAM § 13680
  - (b) Hold tuition fee revenue. E.O. 1059; ICSUAM § 13680
  - (c) Hold permitted mandatory student fees required for registration. E.O. 1059; ICSUAM § 13680
  - (d) Own or sponsor an instructional program awarding credit or continuing education units. E.O. 794
- See also 5 CCR §§ 42403 and 42659 restrictions on use of student body organization funds, discussed in section **15.8** of this Compliance guide.

**4.3 RESPONSIBILITY FOR ASSIGNED FUNCTION.** When the auxiliary organization accepts responsibility for a function, it also assumes the associated legal obligations and liabilities, fiscal liabilities and fiduciary responsibilities. E.O. 1059

**4.4 STUDENT BODY ORGANIZATION FUNCTIONS.** The trustees have determined that student body organizations may expend funds received from mandatory student fees to

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

engage only in certain functions. Cal. Ed. Code § 89300 et seq.; see section **15.8** of this Compliance guide

**4.5 WRITTEN AGREEMENT.** Auxiliary organizations shall not perform any of the functions listed unless the function has been specifically assigned in the written operating agreement. A written agreement between the CSU and each auxiliary organization is required to perform any of the above functions, except for student body organization activities. However, if the student body organization is involved in other authorized functions, a written agreement is required. The agreement may cover more than one function or the parties may enter into separate agreements for each function. Authority for agreements between the auxiliary organization and a student for projects involving agricultural, vocational or other instructional activities (if any) is to be incorporated in the written agreement.  
5 CCR § 42501; E.O. 1059

**4.5.1 Contents of Operating Agreement.** The written agreement shall, among other things, specify the following:

- (a) The function(s) which the organization is to manage, operate or administer;
- (b) The necessity for administration of the functions by the auxiliary organization instead of by the campus under usual state procedures;
- (c) Service by any state officer or employee shall not be incompatible, inconsistent, or in conflict with his or her duties as a state officer or employee;
- (d) The facilities to be made available to permit the auxiliary organization to perform the functions specified in the written agreement;
- (e) The charge or rental to be paid for the facilities used in connection with the performance of its function. The charge or rental specified does not require involved methods of computation, and should be identified in sufficient time before its incurrence so that the organization may determine to what extent it shall be liable therefore;
- (f) Full reimbursement to the CSU for services performed by state employees under the direction of the organization. Methods of proration where services are performed by state employees for the organization can be simple and shall be equitable;
- (g) An equitable method of determining in advance to what extent the organization shall be liable for indirect costs;
- (h) The responsibility for maintenance and payment of operating expenses;
- (i) Proposed expenditures for public relations or other purposes which would serve to augment state appropriations for operation of the campus. The statement will include the policy and procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control;
- (j) The disposition to be made of net earnings derived from the operation of facilities owned or leased by the auxiliary organization and provisions for reserves;
- (k) The disposition to be made of net assets on dissolution of the auxiliary organization or cessation of the operations under the agreement;

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(l) The covenant of the auxiliary organization to maintain its organization and to operate in accordance with the regulations contained in 5 CCR § 42400 et seq. and trustee resolutions;

(m) The operations of auxiliary organizations shall be integrated with campus operations and so supervised as to comply with objectives stated in 5 CCR § 42401. 5 CCR § 42402

**4.5.2 Term of Agreement.** Each written agreement will be valid for a specified length of time, and each auxiliary organization must take measures to ensure that new agreements will become effective no later than the expiration of the one it replaces.

**4.5.3 Insurance and Indemnity Requirements.** The chancellor has issued policies that require auxiliary organizations to have certain levels of insurance and to have a hold harmless provision in their written agreement with the university. E.O. 1069 and Risk Management Tech Letter 2012-02, which may be accessed at [http://www.calstate.edu/risk\\_management/rm/documents/RM2012-02.pdf](http://www.calstate.edu/risk_management/rm/documents/RM2012-02.pdf)

**4.5.4 Section Not Used**

**4.5.5 Regular Review.** At least every five years, the campus shall review auxiliary organizations to ensure that written operating agreements are current and that auxiliary organizations activities are in compliance with those agreements. Confirmation that this review has been conducted will consist of either an updated operating agreement, or a letter from the campus president to the CSU executive vice chancellor/chief financial officer certifying that the review has been conducted. As part of these periodic reviews, the campus president should examine the need for each auxiliary and look at the efficiency of the auxiliary operations and administration. E.O. 1059

## 5. ORGANIZATIONAL REQUIREMENTS

**5.1 BASIC STRUCTURE.** Auxiliary organizations must be established for purposes that benefit the university. They may be incorporated organizations having articles of incorporation and bylaws, or they may be entities having adopted a constitution. They must be 26 USC § 501(c)(3) nonprofit entities, although they may conduct activities that generate unrelated business income as long as they maintain their nonprofit status. 5 CCR §§ 42401, 42500, 42600; E.O. 1059

**5.2 CRITERIA TO ESTABLISH A CSU AUXILIARY ORGANIZATION.**

**5.2.1 Request.** No new campus auxiliary organization shall be established unless the campus president submits a written request and recommendation accompanied by a justification and such request is approved by the chancellor. The request must include:

(a) Organization documents, such as draft articles of incorporation and bylaws for incorporated organizations or a draft constitution and bylaws for

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unincorporated organizations;

(b) Materials that reflect the nature of the organization and relationship with the campus; and

(c) Justification of the need for an additional entity to accomplish the objectives.  
5 CCR § 42407

**5.2.2 Approval.** The chancellor's office will evaluate the request. Approval results in placement of the auxiliary organization on the chancellor's list of CSU auxiliary organizations that have good standing status. The current list may be accessed at [http://auxiliary.calstate.edu/wp-content/uploads/Auxiliary\\_List.pdf](http://auxiliary.calstate.edu/wp-content/uploads/Auxiliary_List.pdf)

**5.3 TRANSFER OF EXISTING AUXILIARY ASSETS.** Subject to the provisions of Cal. Corp. Code § 5142 (actions for breach of charitable trust), an incorporated auxiliary organization may sell, lease, convey, exchange, transfer or otherwise dispose of all or substantially all of its assets when the principal terms are:

(a) Approved by the auxiliary organization governing board; and

(b) Unless the transaction is in the usual and regular course of its activities, approved by the members, if any, and by any other person whose approval is required by the articles of incorporation, either before or after approval by the board and before or after the transaction.

(c) Subject to the provisions of Cal. Corp. Code § 5142, such sale, lease, conveyance, exchange, transfer or other disposition may be made upon such terms and conditions and for such consideration as the board may deem in the best interests of the corporation. Cal. Corp. Code § 5911 (a)

(d) Except for a transaction subject to Cal. Corp. Code § 5914 or 5920, an incorporated auxiliary organization must give written notice to the California Attorney General twenty days before it sells, leases, conveys, exchanges, transfers or otherwise disposes of all or substantially all of its assets unless the transaction is in the usual and regular course of its activities or unless the Attorney General has given the corporation a written waiver of Cal. Corp. § 5913 as to the proposed transaction. Cal. Corp. Code § 5913

(e) The entity to which a CSU auxiliary organization transfers all or substantially all of its assets upon dissolution must be an entity approved by the president of the campus and by the chancellor. 5 CCR § 42600

**5.7 PROBATION, SUSPENSION OR REMOVAL PROCEDURES.** The chancellor has established the following procedures that must be followed prior to placing an auxiliary organization on probation, suspending or removing an auxiliary organization from the good standing list. E.O. 698; 5 CCR § 42406

**5.7.1 Probation, Suspension and Removal of Good Standing Status.** An auxiliary organization that does not meet one or more of the basic criteria may be placed on probation, suspended or removed from the good standing list. The chancellor may make such provisions consistent with law in accord with procedures she/he establishes with respect to further cooperation and agreements between any campus and an auxiliary organization not in good standing. 5 CCR § 42406

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**5.7.2 Fact Finding Conference.** The chancellor or designee, after consultation with the campus president, shall conduct a fact-finding conference to determine if there are grounds for probation, suspension, or removal from the good standing list. 5 CCR § 42406

**5.7.3 Notice.** The chancellor or designee will give the campus president and the auxiliary organization's governing board reasonable notice of the conference, and the president and governing board (or their representatives) are entitled to be present and be heard. 5 CCR § 42406

### 6. DISSOLUTION REQUIREMENTS

Each auxiliary organization is required to have a dissolution clause in either its articles of incorporation or constitution. The clause must specify that upon dissolution of the organization, net assets, other than trust funds, shall be distributed to a successor approved by the president of the campus and by the chancellor. The chancellor will establish procedures for the dissolution of an auxiliary organization. 5 CCR §42600(b)

### 7. GOVERNING BOARDS

**7.1 COMPOSITION.** All proposed or existing auxiliary organizations, other than student body organizations, desiring to establish or to make a substantial change in the governing board's composition shall ensure that the resulting membership consists of the following:

- (a) Administration and staff (one representative from either area);
- (b) Faculty;
- (c) Non campus personnel;
- (d) Students.

Cal. Ed. Code § 89903; 5 CCR § 42602; Cal Corp. Code § 5047

CSU policy provides that a campus's officially recognized student body organization be responsible for nominating potential student members of auxiliary organization governing boards to the campus president. AA 2011-05

Composition of the governing board of directors prescribed above does not apply to system-wide auxiliary organizations. 5 CCR § 42666

#### 7.2 SECTION NOT USED

**7.3 STUDENT BODY ORGANIZATION GOVERNING BOARDS.** Student body organization governing boards have special membership requirements. Cal. Ed Code § 89903; 5 CCR §42602; see section **15.3** of this Compliance Guide

#### 7.4 CONDUCT OF GOVERNING BOARDS.

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**7.4.1 Conflict of Interest.** The legislature has established restrictions on certain contracts and transactions involving auxiliary organization governing board members that could result in, or be perceived as, a conflict of interest.

**7.4.2 Financial Interest Prohibited.** “No member of the governing board of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he is a member, and any contract or transaction entered into in violation of this section is void.” Cal. Ed Code § 89906

**7.4.3 Exceptions and Prohibited Financial Interests.** Under the circumstances listed in Cal. Ed. Code §89907, an auxiliary organization governing board may approve or ratify a contract or transaction otherwise prohibited by Cal. Ed. Code § 89906. However, the board may not approve or ratify such prohibited contracts or transactions if:

- (a) The contract or transaction is between an auxiliary organization and a member of the governing board;
  - (b) The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which a board member is a partner or owner or holder, directly or indirectly, of a proprietorship interest;
  - (c) The contract or transaction is between an auxiliary organization and a corporation in which any member of the board is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock;
  - (d) A member of the board is interested in a contract or transaction within the meaning of Cal. Ed. Code § 89906, and without first disclosing such interest to the board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.
- Cal. Ed. Code §§ 89907-89908

**7.4.4 Use of Nonpublic Information by Board Members.** “It is unlawful for any person to utilize any information, not a matter of public record, which is received by him by reason of his membership on the governing board of an auxiliary organization, for personal pecuniary gain, regardless of whether he is or is not a member of the governing board at the time such gain is realized.” Cal. Ed Code § 89909

**7.4.5 Use of Nonpublic Information for Personal Gain by Employees or Contractors.**

“It is unlawful for any person to utilize any information, not a matter of public record, that is received by that person by reason of his or her employment by, or contractual relationship with ... an auxiliary organization of the California State University, for personal pecuniary gain, not contemplated by the terms of the employment or contract, regardless of whether the person is or is not so employed or under contract at the time the gain is realized.” Cal. Ed. Code § 89006

**7.4.6 Self-dealing; Loans and Guarantees.** An auxiliary organization incorporated as a California nonprofit public benefit corporation must also comply with the

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California Corporations Code prohibitions on self-dealing transactions in which a member of its governing board has a material financial interest (Cal. Corp. Code § 5233) and prohibitions on loans of money or property to, and guarantees of obligations of, its board members or officers (Cal. Corp. Code § 5236).

**7.5 BOARD MEETING REQUIREMENT.** Auxiliary organization governing boards and any subboards shall conduct business in public meetings. Cal. Ed. Code § 89920

Student body auxiliary organizations shall comply with the Gloria Romero Open Meetings Act of 2000. Cal. Ed. Code §§ 89305 et seq.

**7.5.1 Meetings Practices.** Each governing board shall, during each fiscal year, hold at least one business meeting in accordance with Cal. Ed. Code § 89920 et seq. These requirements include provisions for public access to meetings, notice for regular meetings and special meetings, posting action items, and access to information on issues and candidates for auxiliary organization office. Each governing board and subboard shall, at least one week prior to the date set for the meeting, give written notice to any individual or medium that has filed a written request for notice. Any request for notice filed pursuant to this section shall be valid for one year from the date on which it is filed unless a renewal request is filed. Cal. Ed Code §§ 89903(b); 89920-89928

**7.5.2 AGENDA ITEMS.** Each auxiliary organization shall develop agenda items that are necessary for the proper conduct and oversight of the operation of the organization. The chief executive or the chief financial officer shall identify specific topics and have them placed on the agenda. Such agenda items should be drafted so as to satisfy the legal requirements for public notice (Cal. Ed. Code §§ 89920-28).

**7.6 LEGAL AND FINANCIAL COUNSEL.** Each auxiliary organization is required to have the advice and counsel of an attorney admitted to practice law in the State of California and a licensed certified public accountant. These individuals are to be formally appointed by the auxiliary organization's governing board and are to be available on an on-call basis to respond to concerns of the management or governing board. Neither the attorney at law nor the certified public accountant need be members of the board. Cal. Ed Code §§ 89900(a); 89903(b)

**7.6.1 Regular Legal Counsel Briefings.** It is desirable to have regular briefings of the governing board by an attorney with knowledge of the law applicable to auxiliary organizations, including without limitation Cal. Ed. Code §§ 89300 et seq. and 89900 et seq., 5 CCR §§42400 et seq., and Cal. Corp. Code §§ 5000 et seq., governing nonprofit corporations, to clarify and update legal responsibilities and provide legal advice in operating the auxiliary organization as a separate yet integral part of the campus community. Such briefings are especially helpful as governing board members change. Each year the auxiliary organization's governing board should consider the need for a briefing from its legal counsel.

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### 8. PUBLIC ACCESS TO AUXILIARY RECORDS

The McKee Transparency Act, Cal. Ed. Code § 89913 et seq., provides that records maintained by a CSU auxiliary organization shall be available to the public to inspect or copy except as provided by the Act. Cal. Ed. Code § 89914(a).

**8.1 RECORDS SUBJECT TO THE ACT.** The records subject to disclosure include “any identifiable writing containing information relating to the conduct of the auxiliary organization that is prepared, owned, used, or retained by an auxiliary organization.” Cal. Ed. Code § 89914(a)

**8.2 DEFINITION OF IDENTIFIABLE WRITING.** “Identifiable writing” means “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” Cal. Ed. Code § 89913.5(b)

**8.3 RECORDS EXEMPT FROM DISCLOSURE BY MCKEE ACT.** There are exemptions from disclosure in the McKee Act at Cal. Ed. Code § 89916 (a), which are subject to the exceptions set forth in Cal. Ed. Code § 89916(b). Those exemptions include:

**8.3.1 Donor Identity.** Information that would disclose the identity of a donor, prospective donor or volunteer. Cal. Ed. Code § 89916(a)(1)

**8.3.2 Donor Information.** Personal financial information, estate planning information and gift planning information of a donor, prospective donor or volunteer. Cal. Ed. Code § 89916(a)(2)

**8.3.3 Trust and Annuity Information.** Personal information related to a donor’s private trusts or a donor’s private annuities administered by an auxiliary organization. Cal. Ed. Code § 89916(a)(3)

**8.3.4 Fundraising Information.** Information related to fundraising plans, fundraising research, and solicitation strategies. Cal. Ed. Code § 89916(a)(4)

**8.3.5 Identity of Students and Alumni.** The identity of students and alumni to the extent that this information is already protected under state and federal statutes applicable to CSU. This exemption does not apply to auxiliary organization employees or to a student who participates in a legislative body of a student body organization. Cal. Ed. Code § 89916(a)(5)

**8.4 EXCEPTIONS TO ABOVE MCKEE ACT EXEMPTIONS.** The above exemptions in Cal. Ed. Code § 89916(a)(1)-(5), do **not** exempt from disclosure records that contain information regarding the following:

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**8.4.1 Donation Amount and Date.** Cal. Ed. Code § 89916(b)(1)

**8.4.2 Donor Designated Use of or Purpose of Donation.** Cal. Ed. Code § 89916(b)(2)

**8.4.3 Donor Imposed Restrictions on use of Donation.** Cal. Ed. Code § 89916(b)(3)

**8.4.4 Quid Pro Quo Arrangement.** The identity of a donor who, in any fiscal year makes a gift in a quid pro quo arrangement (i.e. getting something of value in return for giving something of value), where either the value of the benefit received is in excess of \$2500 (adjusted to reflect changes in the consumer price index) or the benefit is illegal. Cal. Ed. Code § 89916(b)(4)

**8.4.5 Self-dealing Transaction.** Records pertaining to self-dealing transactions that would otherwise be exempt from disclosure under Cal. Ed. Code § 89916(a) must be disclosed. Self-dealing transactions include loans of money or property or material financial interests of or between auxiliary organization officers or directors and an auxiliary organization, as set forth in Cal. Corp. Code §§ 5233 and 5236. Cal. Ed. Code § 89916(b)(5)

**8.4.6 Non-Competitively Bid Contract.** Records pertaining to the identity of such donor or volunteer that would otherwise be exempt from disclosure under Cal. Ed. Code § 89916(a)(1) shall be disclosed where the volunteer or donor is awarded, within five years of the date of the service or gift, a non-competitive bid contract from the CSU/campus or the auxiliary organization. Cal. Ed. Code § 89916(b)(6)

**8.5 TRADE SECRETS.** Trade secrets, as defined in Cal. Civ. Code § 3426.1, are exempt from disclosure. Trade secrets means “information, including a formula, pattern, compilation, program, device, method, technique, or process, that does both of the following:

(a) Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use.

(b) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.” Cal. Ed. Code § 89916.5

**8.6 OTHER EXEMPTIONS.** The McKee Act incorporates exemptions from disclosure that are in the California Public Records Act (Cal. Govt. Code §§ 6254-6255). Cal. Ed. Code § 89915.5

Some of those exemptions are set forth below:

**8.6.1 Drafts and Notes.** Preliminary drafts, notes, or memoranda not retained in the ordinary course of business, when the public interest in withholding clearly outweighs the public interest in disclosure. Cal. Govt. Code § 6254(a)

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**8.6.2 Pending Litigation.** Records pertaining to pending litigation to which the auxiliary organization is a party until the litigation has been finally adjudicated or otherwise dismissed. Cal. Govt. Code § 6254(b)

**8.6.3 Personnel, Medical, or Similar records.** Personnel, medical, or similar records, the disclosure of which would constitute an unwarranted invasion of personal privacy. Cal. Govt. Code § 6254(c)

**8.6.4 Real Estate Appraisals.** Real estate appraisals or engineering or feasibility estimates and evaluations made for or by the auxiliary organization relative to the acquisition of property, or to prospective supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. Cal. Govt. Code § 6254(h)

**8.6.5 Records Exempted by Other Laws.** Records exempted or prohibited from disclosure by federal or state law, including the law of privilege. Cal. Govt. Code § 6254(k)

**8.6.6 Security Records.** Records that assess vulnerability to terrorist attack or other criminal acts intended to disrupt operations. Cal. Govt. Code § 6254(aa)

**8.6.7 Balancing Test; Deliberative Process.** Any record where the public interest served by not disclosing clearly outweighs the public interest served by disclosure. Cal. Govt. Code § 6255 and Cal. Ed. Code § 89914.5(c)

**8.7 RESPONSE TO A MCKEE ACT REQUEST.** An auxiliary organization must respond to a McKee Act request within ten calendar days after receipt. The response may, but does not have to, include the actual records. Cal. Ed. Code § 89914.5(a)

**8.8 PROVIDING THE RECORDS; COPY COST.** Public records are generally open to inspection at all times during the auxiliary organization's normal business hours. There is no charge for inspecting records. A charge may be imposed for the "direct" cost of copying the records. This includes the expense of the duplicating equipment, supplies, and the cost of the staff operating the equipment. It does **not** include the cost of locating, retrieving, or inspecting records. Records are not required to be copied or provided until appropriate costs have been paid by the requester. Cal. Ed. Code § 89914

**8.11 ELECTRONIC RECORDS.** If an auxiliary organization holds identifiable, non-exempt responsive records in an electronic format, the organization shall make such records available in the electronic format in which it holds the information. If a request seeks records in a specific format, e.g., hard or electronic format, they must be produced in that format, so long as they were created in that format originally. Cal. Ed. Code § 89915(a)

**8.12 REMEDY FOR VIOLATIONS OF THE MCKEE ACT.** A person who has been denied access to a public record under the McKee Act may file a lawsuit to enforce his/her right to inspect or

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receive a copy of the record. If the court finds that refusal to disclose the record was unjustified, the court may enter an order requiring its disclosure. The court may also order the auxiliary organization to pay reasonable attorneys' fees and court costs. If the court finds the refusal to disclose was justified, the auxiliary organization may recover its attorneys' fees only where it can demonstrate that the request was clearly frivolous. Cal. Ed. Code §§ 89917; 89917.5

**8.13 CONFIDENTIALITY.** Any provision in a contract entered into after January 1, 2012 (the effective date of the McKee Act) between an auxiliary organization and another party that would prevent the disclosure of information required to be disclosed under the McKee Act is void and unenforceable, and such a provision shall not justify a failure to comply with the Act. Ed. Code § 89918.5

### 9. CAMPUS FACILITIES, CONSTRUCTION AND VEHICLES

#### 9.1 CSU PROPERTY AND FACILITIES LEASES.

**9.1.1 Lease Required.** If an auxiliary organization uses CSU land, buildings or facilities for the ongoing performance of authorized functions or services, the arrangement must be established through a lease or other form of written agreement between the auxiliary organization and CSU. The provisions for the lease of campus facilities may be combined with the written operating agreement to perform functions or may be in a separate lease agreement. The chancellor's office maintains model agreements and leases containing only basic required sections which, if used, should be augmented by specific conditions of the particular situation. Cal. Ed. Code § 89046; 5 CCR §§ 42502(d)(e) and 42601; E.O. 669

The following leases of CSU property require review and approval by the office of the chancellor prior to execution:

- (a) Leases where the trustees' commitment or the property leased is to be used to support the issuance of bonds, certificates of participation or notes, or where there is a transfer of interest by installment sale or other form of security;
- (b) Leases with a term or dollar value subject to E.O. 669;
- (c) Leases that permit the development of real property of the CSU pursuant to trustee policy on public/private or public/public development. E.O. 669

**9.1.2 Student Body Organization Lease.** Student body organizations, including those that perform student government functions, are required to have a lease to use campus facilities. The lease for student government organizations shall be subject to policies established by the campus. Lease amounts for student body organizations may be set at the discretion of the campus. Cal. Ed. Code § 89046

**9.1.3 Sponsored Projects.** Use of CSU and campus facilities for sponsored projects work shall be reflected in a written lease or licensing agreement; however, specific project needs shall be arranged on a special basis as a matter of resources and needs between the campus and the auxiliary organization. Use of space for sponsored projects may require reimbursement to CSU. E.O. 1000

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**9.2 LICENSE FOR SPECIAL USE OF CAMPUS FACILITIES.** The one time or special use of CSU and campus facilities such as auditoriums, stadiums, amphitheaters, gymnasium facilities, classrooms, conference rooms, labs, etc. are subject to policies and regulations requiring that CSU or the campus be reimbursed for incremental costs incurred as a result of the activity. Such uses shall also be subject to policies established at each campus. Cal. Ed. Code § 89046; 5 CCR §§ 42502; 42601

### **9.3 CONSTRUCTION ON CSU PROPERTY.**

**9.3.1 Sole and Direct Control of Trustees.** Any construction “project” (defined in Cal. Pub. Cont. Code § 10701) located on CSU property, which is performed pursuant to a contract entered into or awarded by an auxiliary organization, and funded in whole or in part by public funds, is deemed to be under the sole and direct control of the trustees. Cal. Pub. Cont. Code § 10704; Cal. Ed. Code § 89911

Projects deemed to be under the direct control of the trustees are subject to all the requirements of the CSU contract law (Cal. Pub. Cont. Code §§ 10700 et seq.) and CSU and campus policy. All projects funded or administered by auxiliary organizations shall be coordinated with the campus executive facility officer. Cal. Ed. Code § 89911

**9.3.2 Master Plan.** All construction on a campus is subject to campus physical master plan requirements and, if classified as a non-state funded capital outlay project, must be approved in the trustees’ non state capital program. Contact your campus executive facility officer to coordinate project requirements with the office of capital planning, design and construction at the chancellor’s office. (ICSUAM § 9000 et seq.)

**9.3.3 Major Capital Projects.** Major capital outlay construction projects that involve the use of CSU land or facilities must have prior approval by the campus president and be approved in the trustees’ non state capital program. (ICSUAM § 9000 et seq.)

**9.3.4 Minor Capital Projects.** Minor capital outlay projects, which include refurbishing and remodeling projects on CSU land or facilities shall be coordinated with, and approved by, the campus president or designee. (ICSUAM § 9000 et seq.)

**9.3.5 Student Fee Funded Projects.** For construction projects funded from the university’s student union fee, funding may be provided through revenues coming through the trustee’s system-wide revenue bond program administered through the office of financing and treasury at the chancellor’s office. At the auxiliary organization’s discretion, smaller cash funded projects may be paid for by the auxiliary organization holding the student union operating agreement. Regardless of source, the campus and auxiliary organization must coordinate all such bond funded projects with financing and

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treasury, which handles budget, programmatic and capital outlay implications of the trustees' bond programs. 5 CCR § 42500(c)

**9.3.6 Auxiliary Construction Contract General Terms and Conditions.** CSU contract general conditions for use by auxiliary organizations shall be used when entering into contracts for auxiliary organization construction projects located on CSU property and funded in whole or in part by public funds. The most recent standard general conditions, maintained by the capital planning design and construction unit of the chancellor's office, may be accessed at <http://www.calstate.edu/CPDC/CM/CGC.shtml>.

See ICSUAM § 9701.09

**9.3.7 Agreement for CSU Services.** If CSU staff is to inspect, superintend, or administer an auxiliary organization construction project, the auxiliary organization shall enter into a written agreement with CSU detailing the services to be performed by CSU and the amount to be paid by the auxiliary organization for such services prior to commencement of the project. See ICSUAM § 9701.09

**9.3.8 Ground Lease with CSU.** A ground lease of CSU property from CSU to an auxiliary organization shall include CSU's right to review, audit and authorize other governmental agencies to review and audit all books and records of the partnering auxiliary organization and tenants/subtenants with respect to any and all rents and any financial obligations received by the auxiliary organization associated with the ground lease. CSU ground leases with an auxiliary organization and construction contracts for development on CSU property shall also include the same insurance, surety bond requirements and indemnification provisions that are in CSU construction contract general conditions for use by auxiliary organizations.

### 9.4 CONSTRUCTION ON AUXILIARY PROPERTY.

**9.4.1 Development Projects.** All auxiliary organization development projects on auxiliary organization property shall comply with requirements in E.O. 747 and ICSUAM § 9015.

**9.4.2 Mandatory Provisions.** Construction contracts for development on auxiliary organization property shall include the same insurance, surety bond requirements and indemnification provisions that are in CSU construction contract general conditions for use by auxiliary organizations.

### 9.5 SUSTAINABILITY.

**9.5.1 Sustainable Practices.** In recognition of auxiliary organizations' contribution to CSU's overall environmental footprint, auxiliary organizations shall pursue sustainable practices in the planning, design, construction and operation of facilities. Each auxiliary will support campus goals to reduce energy consumption and energy use intensity, water use, and waste generation.

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**9.5.2 Energy Efficiency.** CSU has established a policy to construct facilities which exceed the minimum requirements set forth in the California Building Code, Title 24, Part 6 Energy Standards. Auxiliary construction projects shall meet the CSU standards for energy efficiency as delineated in the latest technical memos and bulletins issued by the capital planning, design and construction unit in the chancellor's office.

**9.6 MAINTENANCE/CAPITAL RENEWAL.** Auxiliary organizations shall assess and address the maintenance and capital renewal needs of auxiliary organization facilities and may coordinate with campus facilities departments to participate in campus facilities renewal models and benchmarking.

**9.7 USE OF STATE VEHICLES.** Cal. Ed. Code § 89008 authorizes the promulgation of rules governing CSU leased or owned vehicles. Current CSU Use of University and Private Vehicle Guidelines issued by the office of risk management in the chancellor's office, provides that auxiliary personnel may not use state vehicles, either directly or by loan or lease. See [http://www.calstate.edu/risk\\_management/documents/VehicleGuideBook\\_July2012.pdf](http://www.calstate.edu/risk_management/documents/VehicleGuideBook_July2012.pdf)

## 10. FISCAL POLICY

**10.1 FISCAL POLICY.** The Education Code requires the trustees to implement certain fiscally-related policies applicable to all auxiliary organizations requiring:

**10.1.1 Financial Standards.** Financial standards to assure the fiscal viability of auxiliary organizations, including professional management, adequate working capital, reserves for capital replacement, and provision for new business requirements;

**10.1.2 Indirect Costs.** Policies for the appropriation of funds derived from indirect cost payments.  
Cal. Ed. Code § 89904; 5 CCR § 42401; E.O. 1059

**10.2 BASIS FOR FINANCIAL STANDARDS AND FISCAL VIABILITY POLICY.** The trustees have developed financial standards governing auxiliary organizations required by Cal. Ed. Code § 89904-89905 (not including § 89905.5). 5 CCR § 42401(d); E.O. 1059  
All CSU auxiliary organizations are required to conform to trustee and campus policies.  
Cal. Ed. Code § 89900(c)

The following trustee policy shall be implemented by the campus president and the auxiliary organization governing board:

**10.2.1 Financial Standards; Annual Review.** Annually each auxiliary organization governing board shall conduct a review of the fiscal viability of the auxiliary organization, including:

- (a) A review of management functions to ensure adequate professional management. Cal. Ed. Code § 89904(a)-(b)

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- (b) An evaluation of the need for reserves in the following areas:
- (1) Working capital;
  - (2) Current operations;
  - (3) Capital replacement;
  - (4) Planned future operations (including future new business requirements which have been recognized by the campus and the auxiliary organization as appropriate and within the educational mission of the campus) Cal. Ed. Code § 89904(b); 5 CCR § 42401(d); E.O. 1059
- (c) The auxiliary organization shall establish or revise reserves and their funding level in accordance with the above evaluations.
- (d) The auxiliary organization shall submit an annual report, including a plan to build and maintain appropriate reserves, to the campus president for review. The campus president's review should be documented. Such report may be a part of the annual budget submission. Cal. Ed. Code § 89904(a)

**10.2.2 Indirect Costs.** Indirect costs are costs that are not readily identifiable as a direct expense of a particular externally sponsored research, training, or educational project. Indirect cost rates are established in accordance with United States office of management and budget (OMB) Circular A-21; however, indirect cost reimbursements are recovered through the application of the allowable indirect cost rate per project agreement. (5CCR § 42500)

**10.2.3 Use of Indirect Costs.** Indirect cost reimbursements received by auxiliary organizations responsible for administering sponsored programs shall be used for the following purposes:

- (a) Expenses incurred in support of the organization's externally funded projects 5CCR § 42500(a)(7). They include, but are not limited to, expenditures for general management and administration, facilities management and administration, project cost sharing and support, and may be used and pledged as a source of repayment for bond debt service.
- (b) Specific reserves established for the support of externally funded projects, including, but not limited to, reserves of the categories above (see section **10.2.1(b)-(c)** of this Compliance guide) which relate specifically to externally funded projects, as well as others unique to externally funded project operations, such as reserves for disallowances or project development.

**10.2.4 Use of Indirect Costs; Division of Indirect Cost Reimbursements.** Indirect cost reimbursements (pooled on an annual basis) that are not used to fund the annual activities and reserve requirements (referenced in section **10.2.3** above) shall be allocated between the auxiliary organization and the campus.

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 (referenced in section **11.3** below). The campus chief financial officer, or designee, shall annually approve and

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implement the cost allocation plan. E.O. 1000

Such division shall not occur if the governing board of the auxiliary organization determines that the division would adversely affect the fiscal viability of the organization. In such an instance, the annual report (referenced in section **10.2.1(d)** above) shall include a plan to provide for a division of unused indirect cost revenue between the auxiliary organization and the campus in future years.

Funds retained by the auxiliary organization may be expended in support of all authorized auxiliary organization functions (5 CCR § 42500) in accordance with the financial standards referenced in section **10.2.1** above.  
Cal. Ed. Code § 89904(d)

See detailed CSU policy in ICSUAM § 3552.01 Cost Allocation/Reimbursement Plans for the CSU Operating Fund Policy

**10.3 PUBLIC RELATIONS POLICY.** Each auxiliary organization shall maintain a policy on the accumulation and expenditure of funds for public relations if such funds are obtained and used by the auxiliary organization to augment state appropriation for operation of the campus. The campus president is required to keep a current statement of these policies on file in the office of the chancellor. Certain aspects of the required policy are to be integrated with expenditure documentation requirements. Campuses should send updates to these policies to the CSU office of contract services and procurement where the files will be maintained.

Campus auxiliary organizations that do not have expenditures for public relations, should file a statement indicating this fact with the CSU office of contract services and procurement. See section **4.5.1** of this Compliance guide. 5 CCR § 42502(i)

### **10.4 AUXILIARY ORGANIZATION INVESTMENT POLICY.**

**10.4.1 Auxiliary Investment Policy.** Auxiliary organizations should develop an investment policy that is comprehensive and explicit. The characteristics of an investment policy should define and include objectives, applicable risks, allocation guidelines and rationales, rebalancing provisions, benchmarks and indexes. An investment policy should be logically consistent in that the individual components of the policy must work together and not contradict each other. See suggested contents of a strong investment policy for CSU auxiliary organizations at [http://www.calstate.edu/investment\\_policy/](http://www.calstate.edu/investment_policy/). See also the California Uniform Prudent Management of Institutional Funds Act Cal. Prob. Code §§ 18501 et seq., and Cal. Corp. § 5240.

The policy may maintain and conduct investment programs involving a wide range of investment types. These include such forms as certificates of deposit, debt instruments, equity securities, real estate or other forms of investment which benefit the investment programs of the organization and the educational mission of the university.

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Auxiliary organization funds may be invested through a campus in CSU programs for investing state funds, provided there is proper documentation and accounting of the funds in compliance with CSU policy. EOs 1000 and 1059

**10.4.2 Student Body Organization Funds and Funds Held in Trust by University.** For student body organization funds held by the university pursuant to the “custodianship” requirements, or for other auxiliary organization funds held in trust by the university, the CSU Investment Policy applies

(<http://www.calstate.edu/FT/PgmPol/AuxBOTRes/RFIN019703.shtml>)

5 CCR § 42403; Cal. Ed. Code §§ 89301 and 89724; E.O. 1059

There are specific limitations on investment of student body organization funds. See section **15.7** of this Compliance Guide; Cal. Ed. Code § 89301; Cal. Govt. Code § 16430

### 10.5 RESTRICTED FUNDS.

**10.5.1 Accounts.** It is acceptable for restricted and unrestricted funds to be held in the same bank account, as long as clear and distinct accounting for the funds is performed. Funds restricted by trust agreements should not be drawn upon for purposes inconsistent with the restrictions on those funds. 5 CCR § 42403

**10.5.2 Trust Accounts Subject to Probate Code.** Certain trusts are subject to provisions of the California Probate Code. Auxiliary organizations that have funds subject to this code should be familiar with its provisions and establish procedures that will assure compliance with its provisions. See also 5 CCR § 42403; Probate Code

### 10.6 CAMPUS PROGRAM ACCOUNTS.

**10.6.1 Campus Activities and Programs.** Campus activities and programs consist of functions, proceedings, projects, services, and tasks important to the academic and campus life experience offered to students and staff. The campus, with the approval of the chancellor or designee, may assign certain functions to campus auxiliary organizations. A written agreement is required. Cal. Ed. Code § 89900; 5 CCR § 42042; ICSUAM §13680; E.O. 1059; see also section **4.5** of this Compliance guide

**10.6.2 Determination of Responsibility for a Campus Activity or Program.**

Responsibility for a campus activity or program should be clearly established, and related funds appropriately placed and controlled. The following should be considered and documented when determining the appropriate placement of a campus activity or program and associated funds:

- (a) The campus president or designee shall assess whether the campus or one of its auxiliary organizations should be responsible for an activity or program and the acceptance of the associated risks and rewards;

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- (b) The campus president or designee shall determine and identify and document the entity to be responsible for the activity or program (i.e. campus or auxiliary);
- (c) The campus chief financial officer or designee shall identify and document the legal obligations, fiscal liabilities, and fiduciary responsibilities associated with a campus activity or program and assess options for managing the associated risks;
- (d) The campus president or designee shall approve any assignment of responsibility for a campus activity or program to an auxiliary organization. Delegation of this authority must be documented and implemented consistent with campus policy.

**10.6.3 Auxiliary Organization Acceptance of Responsibility.** When an auxiliary organization accepts responsibility for an activity or program, it also assumes all associated legal obligations and liabilities, fiscal liabilities, and fiduciary responsibilities, including:

- (a) Authority and discretion to contract for services or materials required by the activity;
  - (b) Responsibility for business losses;
  - (c) Legal liability as an owner or principal entity;
  - (d) Fiduciary obligations associated with the activity;
  - (e) Responsibility for establishment of operating and administrative policies;
  - (f) Primary control or discretion over the expenditure of funds.
- ICSUAM §13680; E.O. 1059

### 10.7 SECTION NOT USED

### 10.8 INSURANCE.

**10.8.1 Indemnity Bonds.** An auxiliary organizations is required by 5 CCR § 42403(d) to have an indemnity bond for all officers and employees handling funds of the auxiliary organizations. The intent of the requirement is to provide a bond to cover potential losses for possible types of employee dishonesty for those employees handling funds. Therefore, various types of employee dishonesty bonds or fidelity bonds, including commercial blanket and blanket position bonds meet the intent of the Title 5 requirement.

**10.8.2 Insurance Coverage.** An auxiliary organization shall:

- (a) Establish an amount of coverage that will cover the potential for loss and the expenses relating to specific determination of the loss amount (audit fees can be a significant expense in connection with such a loss) and is consistent with the CSU insurance requirements):  
See [www.calstate.edu/risk\\_management/rm/documents/RM2012-01.pdf](http://www.calstate.edu/risk_management/rm/documents/RM2012-01.pdf) and section 4.5.3 of this Compliance Guide
- (b) Determine which employees should be covered.
- (c) Have a policy for periodic review of the coverage by the governing board.

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**10.9 RECORDS.** Auxiliary organizations are required to maintain adequate records and prepare periodic reports as required by the trustees showing its operations, and financial status. 5 CCR § 42404(a)

Each auxiliary organization shall adopt a records retention policy. Since auxiliary organizations have a special relationship with the CSU, their records retention policy should generally parallel policies applicable to the CSU, which may be accessed at <http://www.calstate.edu/recordsretention/>. E.O. 1031

All records of an auxiliary organization are to be open and available to the trustees and the California department of finance for audits. 5 CCR § 42404(b)

**10.10 INFORMATION SECURITY.** An auxiliary organization is responsible for protecting the confidentiality, integrity and availability of information assets. Unauthorized modification, deletion, or disclosure of information assets can compromise the mission of the auxiliary organization, the CSU, violate individual privacy rights, and possibly constitute a criminal act. An auxiliary organization that uses campus information assets must operate those assets in conformity with the CSU information security policy. ICSUAM § 8000

**10.11 SOUND BUSINESS PRACTICE GUIDELINES** 5 CCR § 42401(d) requires that an auxiliary organization provide fiscal procedures and management systems that allow effective coordination of auxiliary organization activities with the campus in accordance with sound business practices.

## 11. EXPENDITURE OF AUXILIARY ORGANIZATION FUNDS

### 11.1 GENERAL USE AND LIMITATIONS

**11.1.1 Approval of Expenditures.** All expenditures and fund appropriations shall be approved by the governing board of the auxiliary organization. Cal. Ed. Code § 89904. This is generally done through a budget approval process with a delegation to operating officer(s) to implement the approved budget plan.

(a) Expenditures outside of Normal Business. Expenditures outside of the normal business operations of the auxiliary organization shall be approved in accordance with trustee policy and regulations by an officer of the trustees.  
Cal. Ed. Code § 89904

(b) Delegation. Campus officials with documented delegation of fiscal authority, who may or may not be officers of the auxiliary organization, may request or approve the receipt or disbursement of funds held by a campus auxiliary organization, except revenues listed in E.O. 1059, III. D. The chief operating officer of the auxiliary organization, or designee, shall establish documented corporate delegations of fiscal authority and ensure that receipts and disbursements comply with the auxiliary organization fiscal policies and internal controls, and with the written agreement with CSU. The auxiliary organization shall retain any legal obligations and liabilities, fiscal liabilities, and fiduciary responsibilities associated

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with transactions initiated or approved by such campus employees with delegated authority. E.O. 1059

**11.1.2 Expenditures Consistent with CSU Mission and Policy.** Auxiliary organizations exist primarily to serve the educational mission of the CSU. Each auxiliary organization may expend funds consistent with those functions that the organization has been authorized to perform in its agreement with the CSU. Expenditures must also be consistent with campus policy. 5 CCR § 42501; see section **4** of this Compliance Guide

Approved uses of student body organization funds are listed in 5 CCR § 42659. See also Cal. Ed. Code § 89300, last paragraph, and section **15.8** of this Compliance Guide

**11.2 POLICY ON EXPENDITURES OF FUNDS.** Cal. Ed. Code § 89904 requires the trustees to implement policies concerning expenditure of auxiliary organization funds. The CSU policy on expenditures of funds for CSU auxiliary organizations follows:

**11.2.1 Basis for Expenditures.** An auxiliary organization has as a primary objective the goal of aiding and supplementing the instructional and service activities of the CSU. An auxiliary organization may assist the CSU and its campuses by expanding on the range of activities or by increasing the funding for ongoing CSU programs. It may expend its funds in this assistance role subject to the following conditions:

- (a) Expenditures must further the CSU educational mission and comply with trustee and campus policy;
- (b) Expenditures must comply with applicable law and CSU and campus policies. Cal. Ed. Code § 89900(b)-(c); 5 CCR § 42400. Accordingly, an auxiliary organization shall not expend funds for goods or services on behalf of a campus, and arrange to be reimbursed by the campus, if circumvention of law or CSU policy or procedure (e.g. competitive bidding requirements) would occur.

**11.2.2 Documentation of Expenditures.**

- (a) Routine Documentation. Each auxiliary organization shall maintain documentation for expenditures consistent with sound business practice, and in keeping with applicable documentation standards required by federal, state and local governments. Documentation procedures should be adequate to allow an efficient annual fiscal audit by a certified public accountant.
- (b) Special Documentation. Each auxiliary organization shall also provide special documentation to assure expenditures are made consistent with the constraints attached to certain sources of funds.

**11.3 COST ALLOCATION; REIMBURSEMENT TO CSU.** CSU policy requires each campus president to ensure that costs incurred by the CSU operating fund for services, products, and facilities provided to an auxiliary organization are properly and consistently recovered with cash or documented exchange of value. Allowable direct costs incurred by the CSU operating fund shall be recovered based on actual costs incurred. Allowable and allocable indirect costs shall be recovered according to a cost allocation/reimbursement plan that utilizes a documented

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methodology for identification of indirect costs and a basis for allocation.

Allocation/reimbursement of joint use costs to the CSU operating fund from an auxiliary organization is independent of those indirect costs (i.e. facilities and administrative costs) that may be recovered from external grants and contracts. The chief financial officer, or designee, shall annually approve and ensure implementation of a documented cost allocation/reimbursement plan.

See detailed CSU policy in ICSUAM § 3552.01

### 11.4 POLITICAL ACTIVITY.

**11.4.1 Title 5 Restrictions.** 5 CCR § 42403(c)(1) and Federal tax exempt status under 26 USC § 501(c)(3), prohibits auxiliary organizations from expending funds:

- (a) To support or oppose any candidate for public office, whether partisan or not;
- (b) To support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local governmental entity of any kind except as may be permitted by Cal. Ed. Code § 89300 (authorizing student fees to be used to support governmental affairs representative);
- (c) The above prohibitions do not apply to expressions published in the student press; or support of a position taken by the trustees on an issue, which the trustees determine will significantly affect the CSU or any campus. Cal. Rev & Tax Code §§ 23701d; 23704.5

**11.4.2 Tax Exemption Limitations.** Federal tax law limits the amount of lobbying activity and prohibits political activity by organizations in order to be exempt from federal taxation under 26 USC § 501(c)(3). That provision provides for the exemption from federal tax for entities organized and operated exclusively for charitable or educational purposes when:

- (a) “no substantial part of the activities of which [organization] is carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h)), and
- (b) Which [organization] does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”

Note that additional criteria apply for qualification for exempt status under 26 USC § 501(c)(3).

See also Cal. Rev. & Tax Code §§ 23701d; 23704.5

### 11.5 FINANCIAL AID AND LOANS.

**11.5.1 Current Students.** Expenditures for student loans, scholarships, stipends, awards and grants-in-aid are to be made only to “...currently admitted students. A record of such financial assistance shall be forwarded on a timely basis to the campus financial aid office and shall be documented on student financial aid recipient records kept in that office.” Disbursement of any such financial aid funds must have the

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approval of the campus financial aid office and must be in accordance with campus financial aid program requirements. 5 CCR § 42500(d)

**11.5.2 Personal Loans for Non-Educational Purpose.** Auxiliary organizations may not expend trust funds to "...make personal loans for non-educationally related purposes, except that such loans may be made when specifically authorized by a trust instrument under which the funds were received." 5 CCR § 42403(c)(2); See also Cal. Probate Code

**11.5.3 Loans to Directors or Officers.** Auxiliary organizations incorporated under the California Nonprofit Public Benefit Corporation Law are prohibited by law from making any loan of money or property to or guarantee the obligation of any director or officer except as otherwise provided in Cal. Corp. Code § 5236. See section 7.4 of this Compliance Guide.

### 11.6 TRAVEL and HOSPITALITY.

**11.6.1 Travel Reimbursement.** Auxiliary organizations which provide reimbursement for travel expenses must adopt and maintain a written policy for such reimbursements. Since auxiliary organizations have a special relationship with CSU, their travel reimbursement policies should be comparable to policies applicable to CSU. ICSUAM § 3601.01

**11.6.2 External Requirements.** Auxiliary organizations' travel policies must comply with the requirements of the United States internal revenue service and in the case of auxiliaries administering sponsored grants and contracts, must comply with the requirements of program sponsors.

**11.6.3 Student Travel.** Student body organizations are required to comply with Cal. Ed. Code § 89310 and CSU policy on student travel and hospitality. See E.O. 1041 and ICSUAM § 3601.00 Hospitality, Payment or Reimbursement of Expenses

**11.6.4 Hospitality Reimbursement.** Auxiliary organizations which provide reimbursement for hospitality expenses must adopt and maintain a written policy for such reimbursements.  
ICSUAM § 1301.00

**11.7 BUDGET DEVELOPMENT.** Each auxiliary organization governing board must approve the amounts and purpose for expending auxiliary organization funds. This includes amounts for auxiliary operations as well as amounts and purpose of expenditures to augment state appropriations such as expenditures for public relations activities. Governing boards can accomplish this requirement by reviewing and approving an annual budget before the start of each fiscal year. Necessary changes to the budget may be made by the governing board as the fiscal year progresses. Cal. Ed. Code § 89904; 5 CCR § 42502(i).

**11.7.1 President's Budget Review and Authority.** For the campus president to exercise his or her responsibility over the entire campus program, each auxiliary

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organization is required to submit its annual budgets and programs for review and approval at a time and in a manner specified by the president. In reviewing the budget, the president may instruct the auxiliary not to implement a specific program or expenditure if it is determined not to be consistent with CSU or campus policy. 5 CCR § 42402

**11.7.2 Discontinuance of Program or Expenditure.** If in the course of a budget year, should a program or appropriation which had earlier received approval be determined by the president to not comply with CSU or campus policy, then the program or appropriation must be discontinued by the president's direction until further review is accomplished and appropriate adjustment made. 5 CCR § 42402

**11.7.3 Change.** If an auxiliary organization desires to make a significant change (as defined by the campus president) to a budget during the year, the change must be submitted to the campus president for review and approval.

**11.7.4 Delegation.** The budget review function for auxiliary organization budgets may be delegated to a CSU employee by the campus president.

**11.7.5 Student Body Organizations.** There are special procedures for the budget approval of student body organizations. E.O. 369; See section **15.9** of this Compliance Guide

**11.8 LABOR ABUSE BY LICENSEES.** The chancellor has issued a policy opposing any acts or omissions by a licensee that would constitute labor abuse in the manufacturing process including assembly and packaging of a CSU licensed product. The policy applies to the CSU and its auxiliary organizations and requires the use of best efforts to ensure that licensees adhere to non-abusive labor practices including the provision for safe and healthful working conditions. E.O. 718

## 12. FINANCING ACTIVITIES

**12.1 CSU SYSTEM-WIDE REVENUE BOND PROGRAM.** 5 CCR § 42500(c) permits auxiliary organizations to engage in financing activities as needed to fulfill their mission consistent with the educational mission of the campus and pursuant to procedures issued by the trustees.

The trustees have established the CSU Policy for Financing Activities that include policy for auxiliary organizations. RFIN 03-02-02. This policy establishes that capital outlay projects of auxiliary organizations shall be financed through the CSU system-wide revenue bond program. E.O. 994

**12.2 REAL PROPERTY DEVELOPMENT PROJECTS.** Long term contractual relationships that use or develop CSU and auxiliary organization real property and involve third-party development, shall comply with the requirements of E.O. 747 and ICSUAM § 9015.

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### 13. AUDIT

#### 13.1 EXTERNAL FINANCIAL AUDITS.

**13.1.1 Selection of Audit Firm.** Each auxiliary organization shall have an annual financial audit performed by a certified public accountant selected by the governing board. When completed, the audit shall be furnished to the CSU accounting office in the office of the chancellor. In hiring external audit firms, the auxiliary organization shall enlist firms that possess industry-specific proficiencies in order to ensure that audits are performed professionally and by qualified accounting firms. See ICSUAM § 13175.00 Auxiliary Organization External Auditor Firms Qualifications; See also Cal. Ed. Code § 89900(a) and 5 CCR § 42408

**13.1.2 CSU Audit Procedures.** The annual financial audits shall be performed in accordance with standard system-wide procedures prescribed by the office of the chancellor in consultation with the California department of finance. The chancellor will distribute the standard system-wide procedures on a timely basis. Cal. Ed. Code § 89900(a); 5 CCR § 42408

Currently the procedures are distributed under the authority of the CSU executive vice chancellor and chief financial officer in the CSU GAAP Reporting Manual, Chapter 8 - Auxiliary Organizations, Attachment A Inclusion of Auxiliary Organizations and Other Entities in the CSU Financial Statements, and attached Coded Memorandum FS 03-03 Financial Reporting Requirements for Auxiliary Organizations. See <http://www.calstate.edu/sfsr/GAAP/Manual2012/index.shtml>; See also ICSUAM §13175

**13.2 EVIDENCE OF UNAUTHORIZED ACTS.** The engaged auditing firm should be instructed to immediately report any evidence of material fraud, misuse of funds, or other unauthorized acts found during the audit process. Any of these instances should be reported to the chief executive officer and the governing board of the auxiliary organization, and the campus president as soon as practicable. See section **13.5.1** of this Compliance Guide.

**13.3 DISTRIBUTION OF FINANCIAL STATEMENTS.** Each auxiliary organization, in order to disseminate as widely as feasible the audited financial statements, shall publish the audited financial statements and should indicate the on-campus location where copies of the audited financial statements may be obtained or reviewed. 5 CCR § 42408(c)

**13.4 INTERNAL AUDITS.** CSU policy requires an internal compliance/internal control review of auxiliary organizations be performed by the CSU university auditor.  
E.O. 698

#### 13.5 REPORTING SUSPECTED UNAUTHORIZED ACTS.

**13.5.1 Notice to Auxiliary Board and Campus President.** If any university or auxiliary

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organization employee has reason to suspect actual or suspected fraud, defalcation, theft, or other irregularities involving auxiliary organization assets, the information should be reported to the auxiliary organization's chief executive officer and governing board, and the campus president. A campus administrator designated by the president should assess the seriousness or sensitivity of the suspected infraction and determine if the office of the chancellor should be advised. Campuses may contact the CSU office of financing and treasury to discuss such issues.

**13.5.2 Notice to State Auditor.** Notice shall be given to the California office of state audits and evaluations (in the department of finance) and the California bureau of state audits of all cases of actual or suspected fraud, defalcation, theft, or other irregularities involving state assets. Even though auxiliary organization assets are not state assets, it is CSU procedure to make an assessment of such problems and file a report as appropriate. See <http://www.calstate.edu/Audit/FraudReporting.shtml>.

### 14. PERSONNEL ADMINISTRATION

#### 14.1 POLICY RESPONSIBILITY.

**14.1.1 Governing Board.** The governing board of each auxiliary organization has primary responsibility for developing and implementing personnel policies and practices relating to employee relations. This responsibility occurs within a framework of laws and CSU policy. 5 CCR § 42405

**14.1.2 Campus President.** Under the law and CSU policy, a campus president has responsibility to assure that each auxiliary organization's governing board has established personnel policies which are in compliance with state law (specific to the CSU) and CSU policy. Cal. Ed. Code § 89900

**14.1.3 Requirements.** Each governing board is required to:

- (a) Develop specific job descriptions and standards for all full-time employees by function, not by title;
- (b) Define "similarity" as it pertains to employees performing duties comparable to those in campus positions;
- (c) Specify what positions fall under the category of executive and managerial personnel;
- (d) As part of maintaining a legal status separate from the state, the governing board has the authority to set and maintain proper employer-employee relations. At the same time, the campus administration as part of its supervision over student body organizations under Cal. Ed. Code §89300 and its responsibility to ensure compliance with CSU policy by all auxiliary organizations, must seek to effect curative actions by the auxiliary when there is a breach of law, CSU or campus policy. Cal. Ed. Code §§ 89300; 89900; 5 CCR § 42405

#### 14.2 SALARIES, WORKING CONDITIONS, AND BENEFITS.

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**14.2.1 Comparability.** The Education Code and CSU policy requires that auxiliary organizations provide full-time employees with salaries, working conditions and benefits comparable to those provided to CSU employees performing similar services. These regulations also provide exceptions for executive employees, nonpermanent (temporary) employees, and student body organization employees. The parameters of each employee's employment status must be examined to determine what comparability provisions apply. Cal. Ed. Code §§ 89900; 89300; 5 CCR § 42405

Although individual benefits provided by an auxiliary organization need not be identical to those provided by CSU, if the total package of employee benefits, exclusive of retirement and permanent status benefits is substantially similar to CSU employment in the same class, the requirement of “comparability” would be satisfied. A contract for participation in the California Public Employees Retirement System in accordance with the terms and conditions of the public employees' retirement law shall be deemed to satisfy the requirements for comparability with respect to retirement benefits. Cal. Gov't Code § 20000 et seq

**14.2.2 Employment of Like Nature.** For those full-time employees who perform services that are not substantially similar to the services performed by campus employees, the salaries established shall be at least equal to the salaries prevailing in other educational institutions in the area or commercial operations of like nature. 5 CCR § 42405

**14.2.3 Exemption from Retirement Benefit Requirement.** Title 5 permits the office of the chancellor to exempt the governing board of a newly created auxiliary organization from the requirement of providing retirement benefits for a period not to exceed three years from the date the chancellor approves the establishment of the auxiliary organization. 5 CCR § 42405

**14.3 LABOR RELATIONS.** The California Higher Education Employer-Employee Relations Act does not apply to auxiliary organization employees. Thus, auxiliary organization employees are not included in the bargaining units for CSU. Cal. Govt. Code § 3560 et seq.

### **14.4 NONDISCRIMINATION AND AFFIRMATIVE ACTION.**

**14.4.1 CSU Nondiscrimination Policy and Guidelines.** CSU policy on discrimination and guidelines for nondiscrimination and affirmative action in employment is set forth in E.O. 1088 AND 1089.

**14.4.2 Auxiliary Organization Policy and Procedures.** Each auxiliary organization must adopt its own nondiscrimination policy and guidelines for nondiscrimination and affirmative action in employment. Each auxiliary organization governing board has the flexibility to tailor the detail and complexity of its procedures in accordance with its needs. However, these procedures must be consistent with CSU policy and guidelines set forth in E.O. 883.

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### 15. STUDENT BODY ORGANIZATIONS

**15.1 STATUTES AND POLICY.** Student body organizations are subject to CSU policy and law relating to all CSU auxiliary organizations. However, student body organizations differ in a significant way as their activities are funded in large part by mandatory student fees that, although collected, maintained and distributed by the campus, are dedicated for expenditure by the student body organization for those student body organization purposes approved by the legislature and trustees. Cal. Ed. Code § 89302

Due to this funding arrangement and other concerns, the Education Code contains provisions that apply solely to student body auxiliary organizations. Cal. Ed. Code §§ 89300 et seq.

**15.2 MEETINGS.** Student Body Organizations are subject to the Gloria Romero Open Meetings Act of 2000 (Cal. Ed. Code §§ 89305-89307.4). Cal. Ed. Code Title 3, Division 8, Article 2 (§§ 89920 et seq.) regarding meetings does not apply to student body organizations formed under Cal. Ed. Code § 89300 or to the governing board of a statewide student organization that represents students of CSU. See Cal. Ed. Code § 89928

**15.3 OPERATIONS.** A student body organization may be established for the purpose of providing essential activities closely related to, but not normally included as part of the regular instructional program of a campus of the CSU. A primary objective of a student body organization is to provide for campus student self-government; however, the student body organization may operate other auxiliary organization functions such as bookstores, food services, and other campus services. A student body organization "...may be established at any state university under the supervision of the university officials...." Cal. Ed. Code § 89300; 5 CCR § 42401(a)

**15.4 ORGANIZATION.** Student body organization governing boards "...shall consist primarily of students...." However, each student body organization shall have "...a representative of the campus president to advise on policy and to provide liaison between student governing board and the president of the campus." 5 CCR § 42602(a)

#### 15.5 STUDENT BODY ORGANIZATION FEES.

**15.5.1 Establishment.** Student body organization fees are established in accordance with Cal. Ed. Code §§ 89300-89301; 5 CCR § 41401 et seq. and CSU policy (See E.O. 1054). After two thirds of the students vote to establish a student body organization, the initial fee is set by the chancellor. Once established, the campus president under current delegation may adjust the fee level only after the approval of the adjustment in a referendum by a majority vote of the students.

Cal. Ed. Code §89711(SB 960) provides that a CSU campus-based mandatory fee established by vote of the majority of the student body voting on a fee (not specifically authorized by statute) shall not be reallocated without an affirmative vote of a majority

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

of the members of either the student body, or a campus fee advisory committee established under CSU policy, voting on the fee reallocation. Such fee may be reallocated without such a vote if the vote that established the fee authorized an alternative or automatic reallocation mechanism for that fee.

**15.5.2 Consultation.** The campus president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any campus-based fee and before requesting that the chancellor establish a new category II or category III fee as provided in E.O. 1054.

**15.5.3 Referendum.** The student body organization fee is subject to referendum at any time upon the submission to the campus president of a petition containing the signatures of ten percent of the enrolled students. If the referendum passes by a two thirds vote, it shall take effect at the beginning of the academic year following that in which the election was held. Cal. Ed. Code § 89300; 5 CCR § 41410; E.O. 1054

**15.5.4 Collection.** All student body organization membership fees are to be collected at the time of registration by campus officials unless the student chooses to work off the amount of the fee. There may be exceptions to this requirement when a student loan or grant from a recognized training program or student aid program has been delayed and there is reasonable proof that the funds will be forthcoming; or, when changes are made during the campus change-of-program period which result in a higher fee category than paid at the time of registration. Cal. Ed. Code §§ 89300-89301; 5 CCR §§ 41409-41409.5

**15.5.5 Deposit and Investment.** Fees so collected shall be deposited with the campus's chief fiscal officer or designee. Once received for deposit and investment, mandatory student body organization fees may be invested only as provided in Cal. Ed. Code §89301. 5 CCR §§ 41409; 42403

**15.6 ADMINISTRATION OF STUDENT BODY ORGANIZATION FUNDS.** The chief fiscal officer of a campus is required to be the custodian of revenues derived from mandatory fees, and to provide accounting records and controls on a reimbursed basis. Cal. Ed. Code §89301; 5 CCR § 42403

**15.7 SECTION NOT USED**

**15.8 INVESTMENT OF STUDENT BODY ORGANIZATION FUNDS.**

**15.8.1** Student body organization funds may be deposited or invested only in certain institutions or investment mediums. They may be deposited or invested in:

- (a) Qualified banks;
- (b) Qualified savings and loan associations;
- (c) The centralized state treasury system;
- (d) Other means and methods specified in Cal Ed Code § 89301

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

**15.8.2** Since revenues derived from mandatory student fees possess the characteristics of state funds, they may be deposited in the state pooled money investment program. See Cal. Govt. Code § 16430 and Cal. Ed. Code § 89301

**15.9 USE OF FUNDS.** “The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students who wish to participate. Student body organization funds, obtained from mandatory fees may be expended for the following programs:

- (a) Programs of cultural and education enrichment and community service;
- (b) Recreational and social activities;
- (c) Support of student unions;
- (d) Scholarships, stipends, and grants-in-aid for only currently admitted students in accordance with provisions of 5 CCR § 42500 (d);
- (e) Tutorial programs;
- (f) Athletic programs, both intramural and intercollegiate;
- (g) Student publications;
- (h) Assistance to recognized student organizations;
- (i) Student travel insurance;
- (j) Administration of student fee program;
- (k) Student government-scholarship stipends, grants-in-aid, and reimbursements to student officers for service to student government. Before such scholarship stipends, grants-in aid, and reimbursements are established by a student body association, the principle of establishing such payments shall be approved by a student referendum;
- (l) Student employment to provide payment for services in connection with the general administration of student fee;
- (m) Augmentation of counseling services, including draft information, to be performed by the campus. Such counseling may also include counseling on legal matters to the extent of helping the student to determine whether he should retain legal counsel, and of referring him to legal counsel through a bar association, legal aid foundation or similar body;
- (n) Transportation services;
- (o) Child care centers for children of students and employees of the campus;
- (p) Augmentation of campus health services.”

Cal. Ed. Code §§ 89300 and 89302; 5 CCR § 42659

**15.9.1 Additional Purposes.** In addition to the above listed purposes, Cal. Ed Code § 89300 provides: “...in addition to expenditures for other lawful purposes involved in the operations of the student body organization, [these revenues may] be expended to provide for the support of governmental affairs representatives who may be attending upon the State Legislature or upon offices and agencies in the executive branch of the state government.”

**15.9.2 Current Students.** The programs authorized by the trustees include

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

expenditures for scholarships, stipends, grants-in-aid for only currently admitted students. If student body organization funds are used for these purposes, there are special requirements to facilitate coordination with the campus financial aid office. See section **11.6** of this Compliance Guide. 5 CCR § 42500(d)

**15.9.3 General Regulations.** In addition to the above specific expenditure regulations relating to student body organizations, there are general expenditure regulations, which pertain to all auxiliary organizations (see section **11** of this Compliance Guide.)

**15.10 BUDGET PROCEDURES.** Student body organization budgets are subject to the requirement that all auxiliary organizations have their budgets and programs reviewed and approved by the campus president. However, special procedures for preparation, review, appeal, and approval have been implemented for student body organizations in E.O. 369. 5 CCR § 42402

### 16. SPONSORED PROGRAMS

CSU policy governing solicitation, acceptance and administration of awards from external sponsors for the conduct of research and scholarly activity and other sponsored activities is located in Executive Orders and ICSUAM §§ 11000 et seq.

### 17. BANKING SERVICES

**17.1 DEFINITION.** Service operations are on-going commercial type operations which are revenue producing, but are not themselves educational in nature. Examples include bookstores (student stores); bike shops; food services; duplicating services; and leasing facilities to a bank to provide banking service.

**17.2 SELF-SUPPORTING.** Service or commercial operations are required to be self-supporting. Traditionally, this has been interpreted to mean that surplus funds from one commercial operation are not to be used to fund the operations of another commercial operation.  
Cal. Ed. Code § 89905

**17.3 BANKING SERVICES.** The trustees have authorized campuses to arrange with a bank to provide banking services on campuses under certain conditions. RFIN 9-73-19 and RFIN 9-73-20

**17.3.1 Assess Need.** The campus president may request permission of the chancellor after assessing the adequacy of banking facilities available in the general area of the university if the president determines that there is a need for such services.

**17.3.2 Facilities.** Adequate non-state funded facilities should be available to house the banking services. State funded and constructed facilities should not be utilized for banks, even if they have been declared temporarily in excess of the needs of the

## CSU AUXILIARY ORGANIZATIONS COMPLIANCE GUIDE

university. This should not preclude, however, temporarily leasing available facilities for banking purposes while non-state funded facilities are constructed.

**17.3.3 Access.** Banking services provided on campus should be available for all students, staff and organizations of the university community.

**17.3.4 Approval.** The interested bank must apply for and receive the necessary approval of the appropriate bank regulatory authority.

**17.3.5 Agreement with Campus.** The campus desiring banking services on campus must be agreeable to accept the specific bank receiving approval of the appropriate regulatory authority if that bank will agree to operating terms established by the campus.

**CSU AUXILIARY ORGANIZATIONS  
SOUND BUSINESS PRACTICES GUIDELINES**

**Rev 1.0**

**February 2014**

**CSU AUXILIARY ORGANIZATIONS  
SOUND BUSINESS PRACTICES GUIDELINES**

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# CSU AUXILIARY ORGANIZATIONS SOUND BUSINESS PRACTICES GUIDELINES

## Purpose and Objective

Title 5 §42401 and §42402 requires that CSU auxiliary organizations operate in conformity with the policies of the CSU Board of Trustees and the campus. One of the objectives of an auxiliary organization is to provide fiscal procedures and management systems designed to protect its assets and interests in accordance with sound business practices along with those of the campus. These guidelines are designed to assist CSU auxiliary organizations in achieving this end.

## Sound Business Practices

Sound business practices<sup>1</sup> are a set of protocol, standards, instructions, regimen, of practices that in the judgment of management contribute to achieving a targeted level of control or quality. They are not mandates as to specificity of implementation, but animate underlying control objectives and principles.

## Guidelines Contact Information

**Office of the Chancellor**  
**California State University**  
Michael P. Redmond  
Acting AVC HQ Budget, Security, and Strategic Initiatives  
mredmond@calstate.edu  
Office 562-951-4345

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<sup>1</sup> California Code of Regulations § 42401 states that auxiliary organization activities are essential to the educational program of a campus, including service functions, and are an integral part of the campus program and are to provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the campus in accordance with sound business practices. Authority cited: Sections 66600, 66606, 89030 and 89900, Education Code. Reference: Sections 89300 and 89900, Education Code.

# CSU AUXILIARY ORGANIZATIONS

## SOUND BUSINESS PRACTICES GUIDELINES

### 1.0 CASH AND CASH EQUIVALENTS

#### Internal Control Objectives:

Safeguard and properly account for the receipt, holding and disbursement of cash.

#### Examples of Sound Business Practices:

- (a) Signature Authority. Adopt and annually review governing board policy that identifies signature authority and provides for the receipt and disbursement of cash.
- (b) Segregation of Duties. Establish a written internal controls system that ensures cash receipt and disbursements are conducted with appropriate segregation of duties.
- (c) Control over the Receipt of Cash. Receive cash in a consistent manner utilizing systems that ensure integrity of existing internal controls, with annual management review.
- (d) Control over the Disbursement of Cash. Disburse cash in a consistent manner utilizing systems that ensure integrity of existing internal controls, with annual management review.
- (e) Control over Petty Cash and Change Funds. Establish a written system that ensures the proper use and documentation of petty cash and change funds, specifies dollar limits, and includes periodic, independent cash counts.
- (f) Revenue Reconciliation and Review. Reconcile revenue received and/or recorded in secondary systems to revenue recorded in the general ledger.
- (g) Bank Reconciliation and Reviews. Reconcile bank accounts on a timely basis with independent management review.

### 2.0 INVESTMENTS

#### Internal Control Objectives:

Protect and properly account for investments and investment income in accordance with source restrictions and other requirements.

#### Examples of Sound Business Practices:

- (a) Investment Policy. Adopt a written governing board approved investment policy that describes the investment objectives and limitations, and provides for practices to be used to meet the organization's business and fiduciary responsibilities.
- (b) Segregation of Duties. Establish a written internal controls system that ensures investment and income decisions and record keeping are conducted and reviewed by more than one person.
- (c) Recording Investment Income. Establish a written record-keeping system that ensures all investment income has been received and recorded in compliance with any source restrictions and other external or internal requirements.
- (d) Safekeeping Physical Assets. Provide a secure location for securities held by bonded or bonded-authorized persons or institutions.
- (e) Reconciliation and Reviews. Reconcile investment positions and investment income on a frequent basis with independent management reviews.

# CSU AUXILIARY ORGANIZATIONS

## SOUND BUSINESS PRACTICES GUIDELINES

### 3.0 DONATIONS, PROGRAM SERVICE FEES, OTHER INCOME

#### Internal Control Objectives:

Properly record and account for donations, program service fees and other income in accordance with external and internal requirements.

#### Examples of Sound Business Practices:

- (a) Governing Board Policies. Adopt written governing board policy that describes allowable income-generation activities, including the solicitation and acceptance of gifts, and setting of program service fees or for other services.
- (b) Budgeting Sources of Income. Establish a written budgeting system that includes reasonable income estimates, the comparison of results, and analyzes significant differences.
- (c) Recording Donations. Establish a written record-keeping system that enables gifts to be properly received, recorded, and acknowledged in accordance with donor restrictions and other requirements.  
*See ICSUAM § 15401.00 Fundraising–Matching Gifts*
- (d) Invoicing Sponsors. Establish a written system to properly record, invoice, and collect for costs to be reimbursed by third parties.
- (e) Allocating Reimbursable Costs. Establish written cost allocation processes that ensure reimbursable costs are properly allocated and billed.  
*See ICSUAM § 15701.00 Fundraising Events*

### 4.0 RECEIVABLES AND PLEDGES

#### Internal Control Objectives:

Properly record and promptly collect receivables.

#### Examples of Sound Business Practices:

- (a) Segregation of Duties. Establish a written controls system that ensures billing, cash collection, customer inquiries, and subsidiary ledger reconciliations are conducted separately and with due regard for the receivable duties.
- (b) Recording Pledges. Record unconditional promises, such as donor pledges, at fair value and have verifiable documentation. FSAB Codification 958-31/GASB 33
- (c) Accounting for Receivables. Establish a written system to record receivables in a timely manner with proper documentation as to terms and conditions.
- (d) Collecting on Receivables. Establish a written system to invoice customers promptly, in a consistent manner, while exercising due diligence in the follow-up and collection of past due accounts.
- (e) Receivable Aging Reports and Write-offs. Establish a written system that provides for receivable aging reports with review by management and ensures proper approval and documentation of accounts receivable write-offs.
- (f) Reconciliation and Review. Reconcile subsidiary receivables ledgers to the general ledger on a timely basis and conduct an independent review by management.

**CSU AUXILIARY ORGANIZATIONS  
SOUND BUSINESS PRACTICES GUIDELINES**

**5.0 PROCUREMENT AND ACCOUNTS PAYABLE**

**Internal Control Objectives:**

Perform procurement activities in a consistent manner in accordance with external and internal requirements.

**Examples of Sound Business Practices:**

- (a) Segregation of Duties. Establish a written control system that requires purchase orders and service contracts to be prepared separately from receiving and shipping, payables and disbursements, and that identifies prohibited transactions, such as with governing board members.
- (b) Purchase and Service Contracts. Establish a written system that provides for purchases and service contracts to be made within governing board policies, source restrictions, funds availability, and other applicable requirements.
- (c) Procurement Cards. Establish a written system that provides for card issuance approval, spending limits, usage controls, and a monthly review, reconciliation and approval process.
- (d) Purchasing in an Accurate and Consistent Manner. Establish a written system that ensures purchases and service contracts coding, classification, recording, and competitive bidding requirements are applied in a consistent manner.
- (e) Receiving Materials in an Accurate and Consistent Manner. Establish a written system that ensures materials are received in a consistent manner, and that they are properly inspected, recorded, and reported to the purchasing agent or equivalent.
- (f) Paying Vendors in an Accurate and Consistent Manner. Establish a written system that ensures accurate and timely payment of vendors after the determination of the receipt of goods or services or under the terms of the transaction.

**6.0 PERSONNEL/PAYROLL**

**Internal Control Objectives:**

Conduct personnel/payroll operations accurately and in compliance with external and internal requirements of an employer.

**Examples of Sound Business Practices:**

- (a) Segregation of Duties. Establish a written controls system that ensures payroll preparation is segregated from the general ledger function and other personnel/payroll functions such as hiring authorization, timekeeping, and distribution of checks.
- (b) Maintaining Accurate Personnel/Payroll Records. Establish a written system that ensures proper authorization, approval, documentation, and processing of new hires, terminations, changes in employment, salary and wage rates, and payroll deductions.
- (c) Payroll Preparation and Record-Keeping. Establish a written system that ensures accurate and timely collection of payroll information such as timecards, effort reporting, attendance records, and funding sources.
- (d) Distribution of Pay. Establish a written controls system that ensures proper payment of employees through direct deposit or by check, based upon submitted documentation.
- (e) Safekeeping Personnel/Payroll Records. Restrict access to personnel/payroll records in accordance with federal and state requirements.
- (f) Meeting Regulatory Requirements and Other Employer Responsibilities. Establish a written

# CSU AUXILIARY ORGANIZATIONS

## SOUND BUSINESS PRACTICES GUIDELINES

system that enables proper collection and timely remittance of payroll taxes and other withholdings for retirement and insurance programs, as well as all federal and state reporting requirements.

### 7.0 PROPERTY AND EQUIPMENT

#### Internal Control Objectives:

Properly account for and protect physical assets.

#### Examples of Sound Business Practices:

- (a) Segregation of Duties. Establish a written controls system that ensures employees maintaining fixed asset records are independent of those who maintain physical control inventory of property and equipment.
- (b) Compliance with Sponsor Requirements. Establish a written system that ensures compliance of terms and conditions sponsors may have specified regarding the use of property and equipment.
- (c) Recording Property and Equipment Acquisitions. Establish a written system that ensures proper recording of property and equipment when received and for labeling of equipment.
- (d) Property and Equipment Disposals. Establish a written system that ensures the proper approval, documentation, and recording of property and equipment disposals.
- (e) Conducting Physical Inventories. Establish a written system that ensures physical inspection of property and equipment on a service life schedule.
- (f) Reconciliation and Review. Reconcile physical inventories to the general ledger on a timely basis with review by management.

### 8.0 COMMERCIAL INVENTORY MANAGEMENT

#### Internal Control Objectives:

Properly account for and protect retail merchandise and commodity inventories.

#### Examples of Sound Business Practices:

- (a) Segregation of Duties. Establish a written controls system that ensures inventory acquisition, payment, sales, and accounting functions are conducted with appropriate segregation of duties.
- (b) Commodity Goods. Establish a written system that provides for proper accountability of food costs with monitoring and control of inventory waste, spoilage, and shortages.
- (c) Retail Goods. Establish a written system that provides for proper accountability of cost of goods sold with monitoring and control of damaged and defective goods and inventory shrinkage.
- (d) Inventory Control. Establish a written system that ensures materials are received, recorded, transferred, and stored in a controlled and secure manner.
- (e) Physical Inventories. Establish a written system that ensures an annual physical count of retail goods.

### 9.0 DEBT AND OTHER LIABILITIES

**Internal Control Objectives:** Properly record debt and other liabilities in compliance with restrictive covenants and other requirements.

# CSU AUXILIARY ORGANIZATIONS SOUND BUSINESS PRACTICES GUIDELINES

## Examples of Sound Business Practices:

- (a) Governing Board Policy. Adopt a written governing board policy consistent with the CSU's debt issuance policies describing when debt may be incurred. The policy should be adjusted as needed as the CSU debt policies change.
- (b) Segregation of Duties. Establish a written controls system that ensures detailed accounting records, physical custodianship of debt instruments, and general ledger records are appropriately segregated.
- (c) Recording and Maintaining Accurate Records. Establish a written system that properly records all liabilities and their terms and conditions.
- (d) Complying with Restrictive Covenants. Establish a written compliance verification system that periodically reviews and analyzes restrictive covenants.
- (e) Trust Funds. Establish a written system that ensures agency or trust funds are controlled and administrated in accordance with related agreements and CSU AUXILIARY ORGANIZATIONS COMPLIANCE MANUAL where appropriate. ICSUAM § 13680
- (f) Reconciliation and Review. Reconcile detailed liability records to the general ledger on a timely basis with review by management.

## 10.0 RESERVES AND NET ASSETS

**Internal Control Objectives:** Maintain reserves and net assets that will assure the financial viability of the organization, as well as comply with the legal obligations of donors and other third parties.

### Examples of Sound Business Practices:

- (a) Governing Board Policies. Adopt written governing board policies that describe appropriate reserve requirements and provide for compliance with donor and other third party legal obligations.
- (b) Record-Keeping and Reporting. Establish a written system of record keeping and reporting that properly segregates and accounts, and complies with the legal obligations related to other third parties.
- (c) Maintain Financial Viability. Implement financial standards, which will assure fiscal viability, including proper provision for professional management, adequate working capital, adequate reserve funds for current operations and capital replacements, and adequate provisions for new business requirements.

## 11.0 INFORMATION TECHNOLOGY

### Internal Control Objectives:

Manage and protect the confidentiality, integrity and availability of information assets.

### Examples of Sound Business Practices:

- (a) Information Security Program. Establish and implement an information security program (in coordination with the campus) that contains administrative, technical and physical safeguards designed to protect information assets.
- (b) Information Security Risk Management. Establish and implement a risk management process that identifies, assesses, and monitors risks to information assets containing level 1

## CSU AUXILIARY ORGANIZATIONS SOUND BUSINESS PRACTICES GUIDELINES

- and level 2 data as defined in the CSU Data Classification Standard (See ICSUAM § 8065). Identified risks to these information assets must be actively managed by data owners and/or appropriate administrators in order to prioritize resources and remediation efforts.
- (c) Information Technology Security. Establish written policies and practices to protect the confidentiality, integrity, and availability of information technology assets and protected data from threats.
  - (d) Change Controls. Establish written policies and practices to manage changes to information technology assets.
  - (e) Access Controls. Establish written policies and practices for granting access to information assets; separating duties of individuals who have access to information assets; conducting reviews of access rights to information assets; and modifying user access rights to information assets.
  - (f) Data Entry Controls. Establish written policies and practices that define processing controls, specifically: transaction edit checks, integrity of data files, reconciliation requirements, and error logs.
  - (g) Output Controls. Establish written policies and practices that define output controls, specifically: verification of accuracy, authorized access to data, and proper description of report information and its sources.
  - (h) Physical Security. Establish written policies and practices that identify physical areas that must be protected from unauthorized physical access. Such areas would include data centers and other locations where information assets are stored.
  - (i) Business Continuity and Disaster Recovery. Establish written policies and practices that define maintenance and potential restoration of operations through and after both minor and catastrophic disruptions. Campuses and auxiliaries must ensure that their information assets can, in the case of a catastrophic event, continue to operate and be appropriately accessible to users.

**ASSOCIATED STUDENT OF HUMBOLDT STATE**

**Fiscal Year 2017-18**

**Letter of Attestation**

**I, the undersigned, declare that I am the authorized representative of the auxiliary organization SPF and by submitting this Letter of Attestation, to the best of my knowledge, SPF is in compliance with the following exhibits which are a part of Operating Agreement between the Trustees of the California State University (CSU) and Associated Students of Humboldt State (Auxiliary) serving Humboldt State University (Campus) and have been examined by me and that the matters set forth are true, correct and complete.**

**Exhibit A: CSU Auxiliary Organizations Compliance Guide**

**Exhibit B: CSU Auxiliary Organizations Sound Business Practices Guidelines**

Associated Students of Humboldt State

By \_\_\_\_\_

Executive Director

Date \_\_\_\_\_

Associated Students of Humboldt State  
Board of Directors

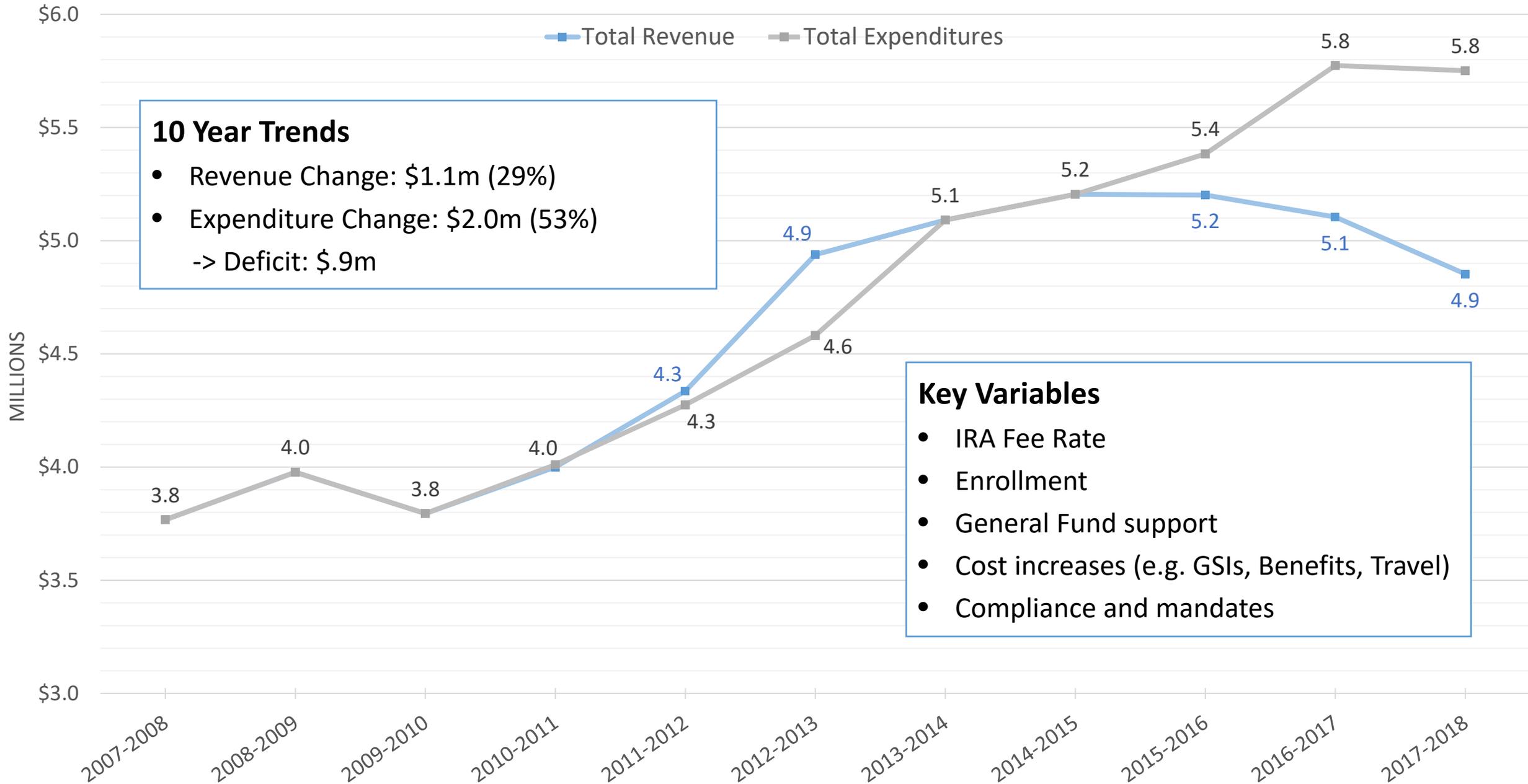
By \_\_\_\_\_

President

Date \_\_\_\_\_

*In the event Auxiliary is not in compliance, please note those items and describe the action that will be taken to resolve those items.*

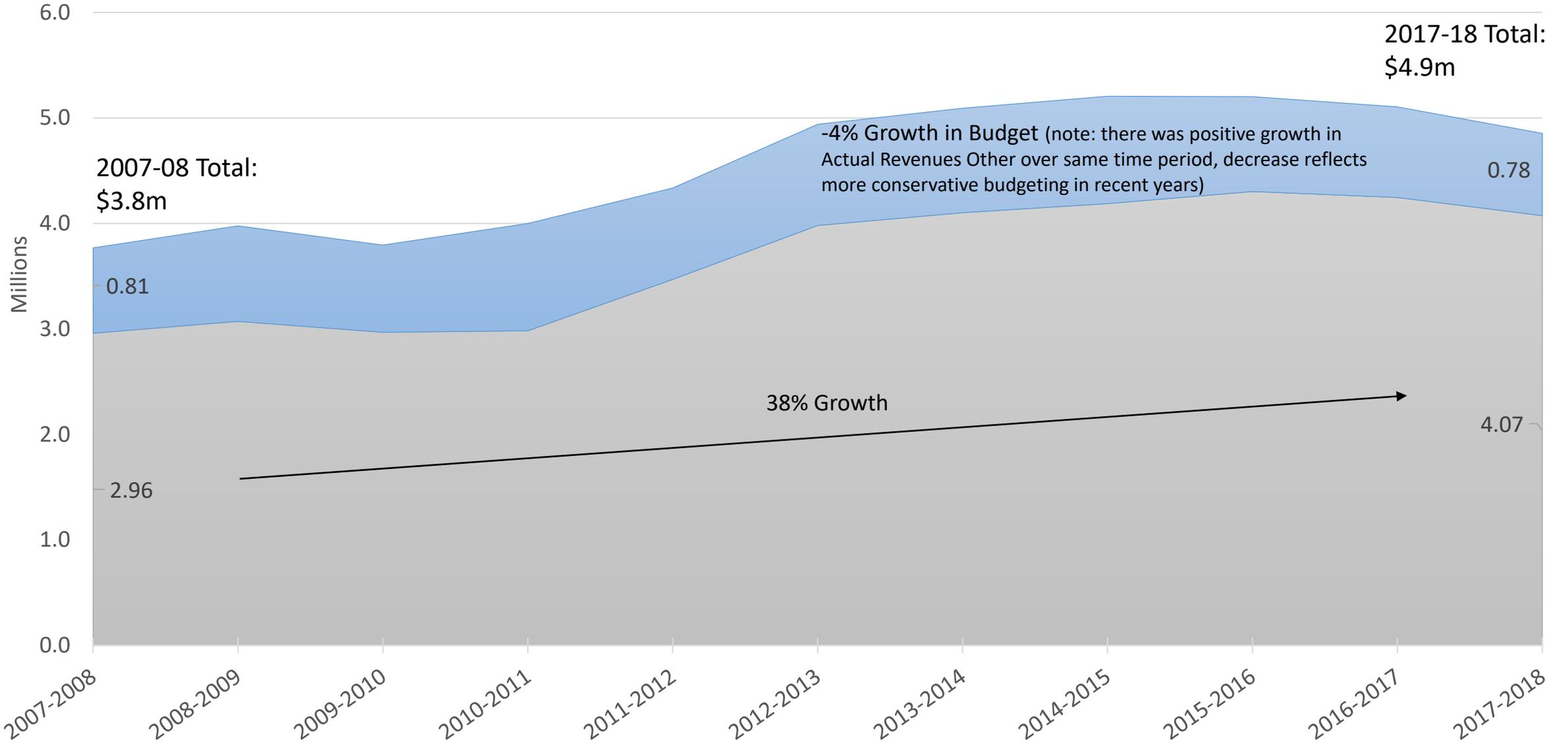
# Athletics Budget History - All Funds Revenues and Expenditures (excluding scholarships)



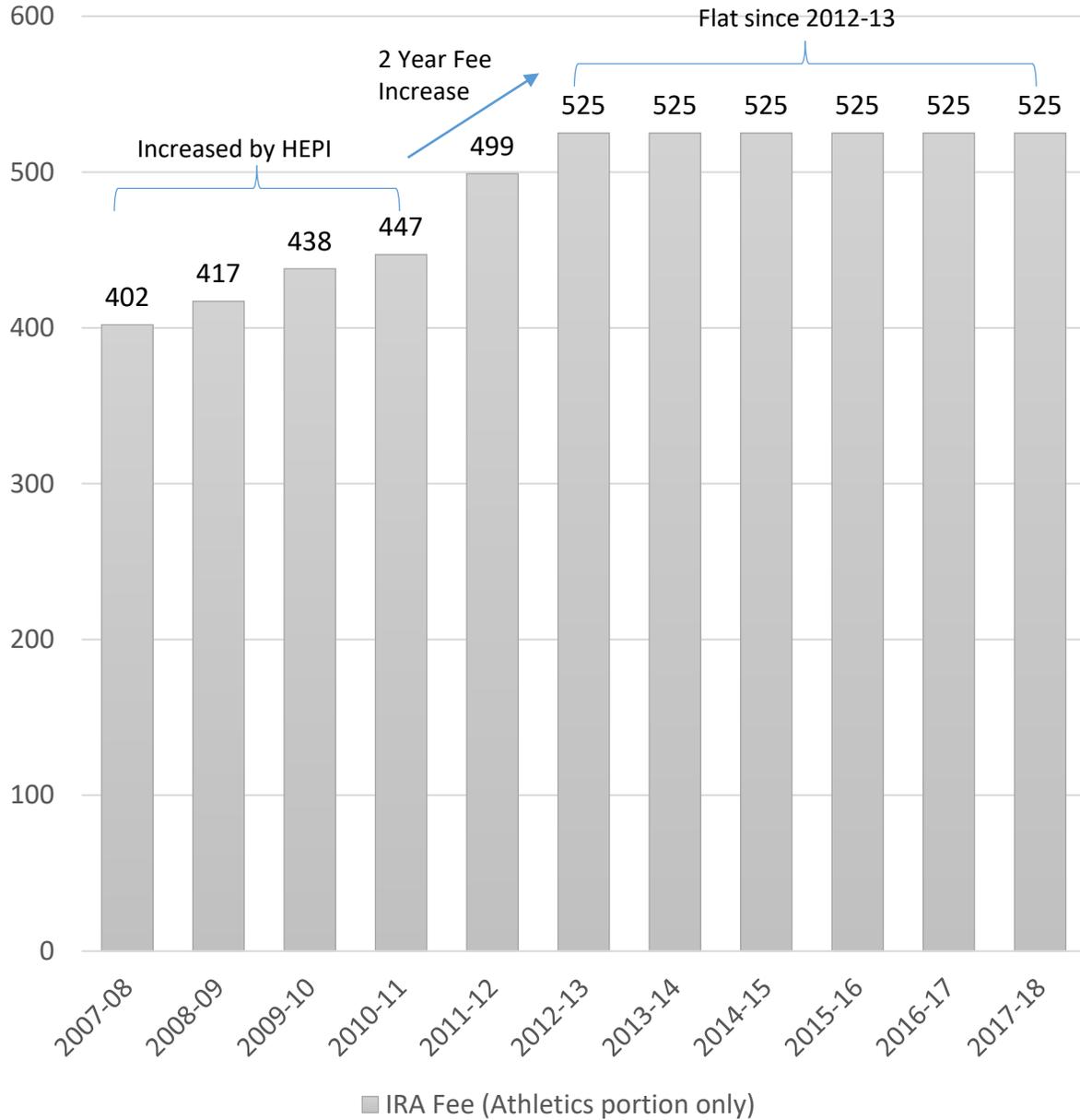
# Athletics Revenue Budget History by Source

Revenues Other reflects Athletics generated revenue including charitable contributions, fundraising, corporate partnerships, ticket sales, concessions, camps, etc.)

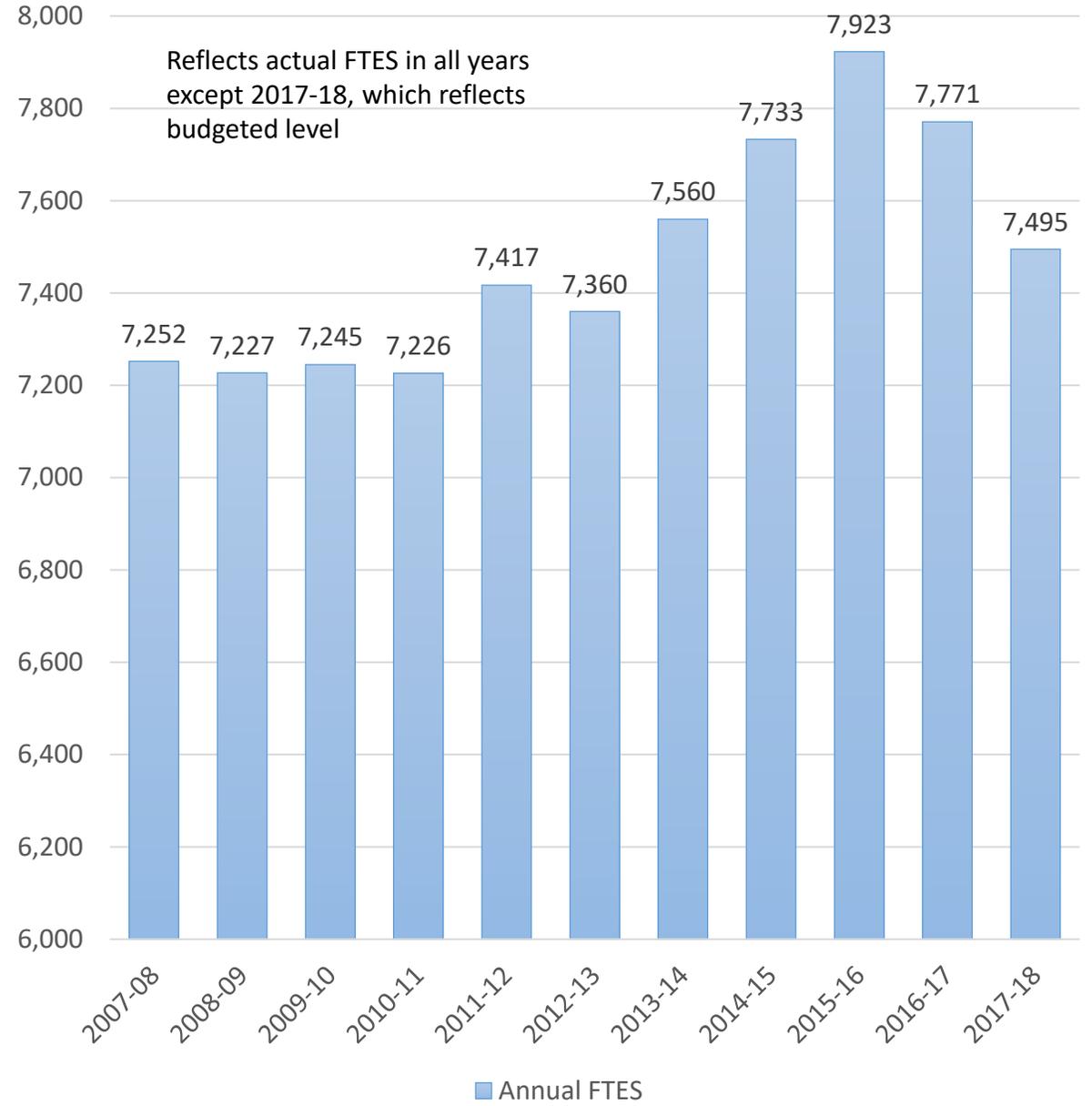
■ Revenues IRA Fee   ■ Revenues Other



### Annual IRA Fee Rate (estimated Athletics portion)

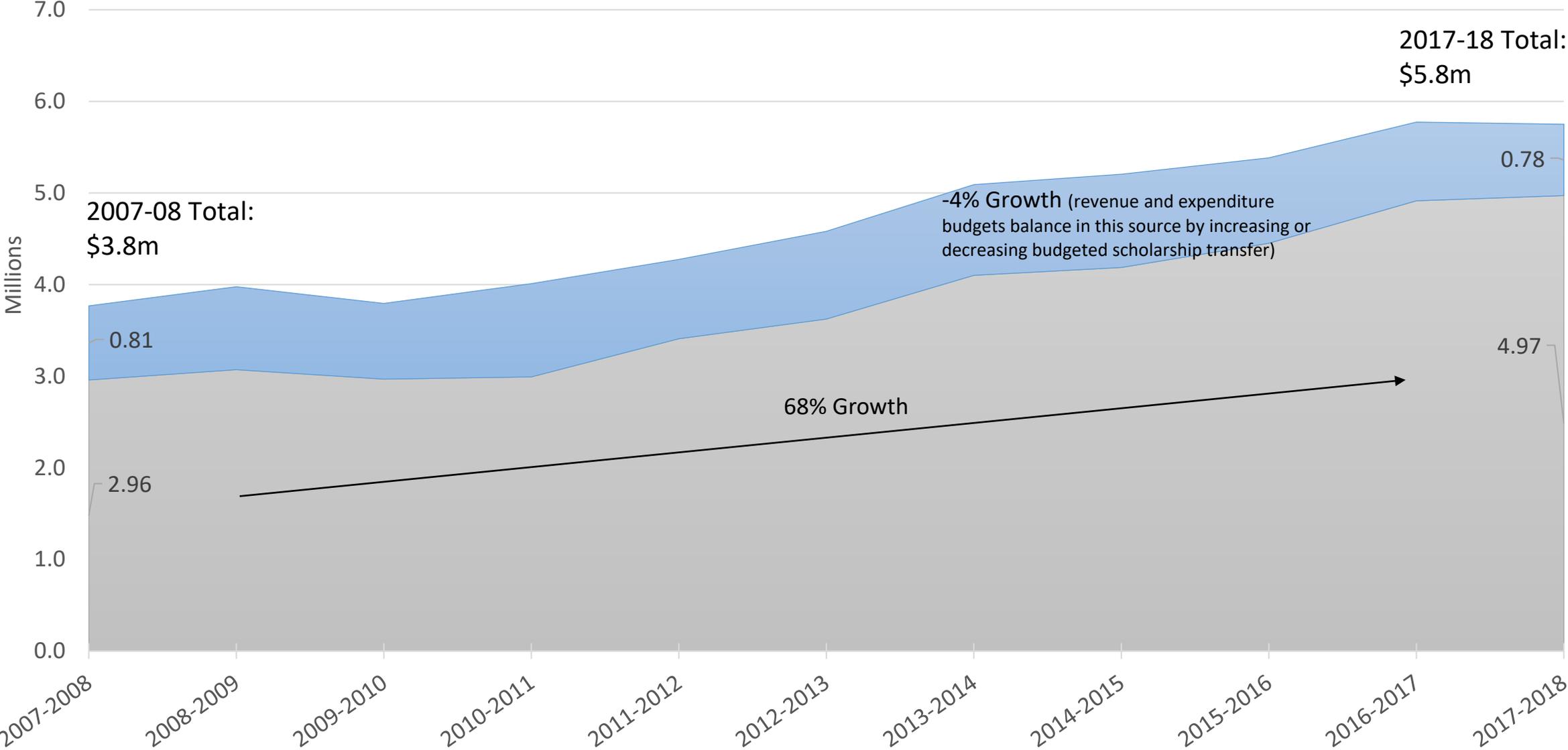


### Annual FTES



# Athletics Expenditure Budget History by Source

■ Expenditures IRA Fee   ■ Expenditures Other



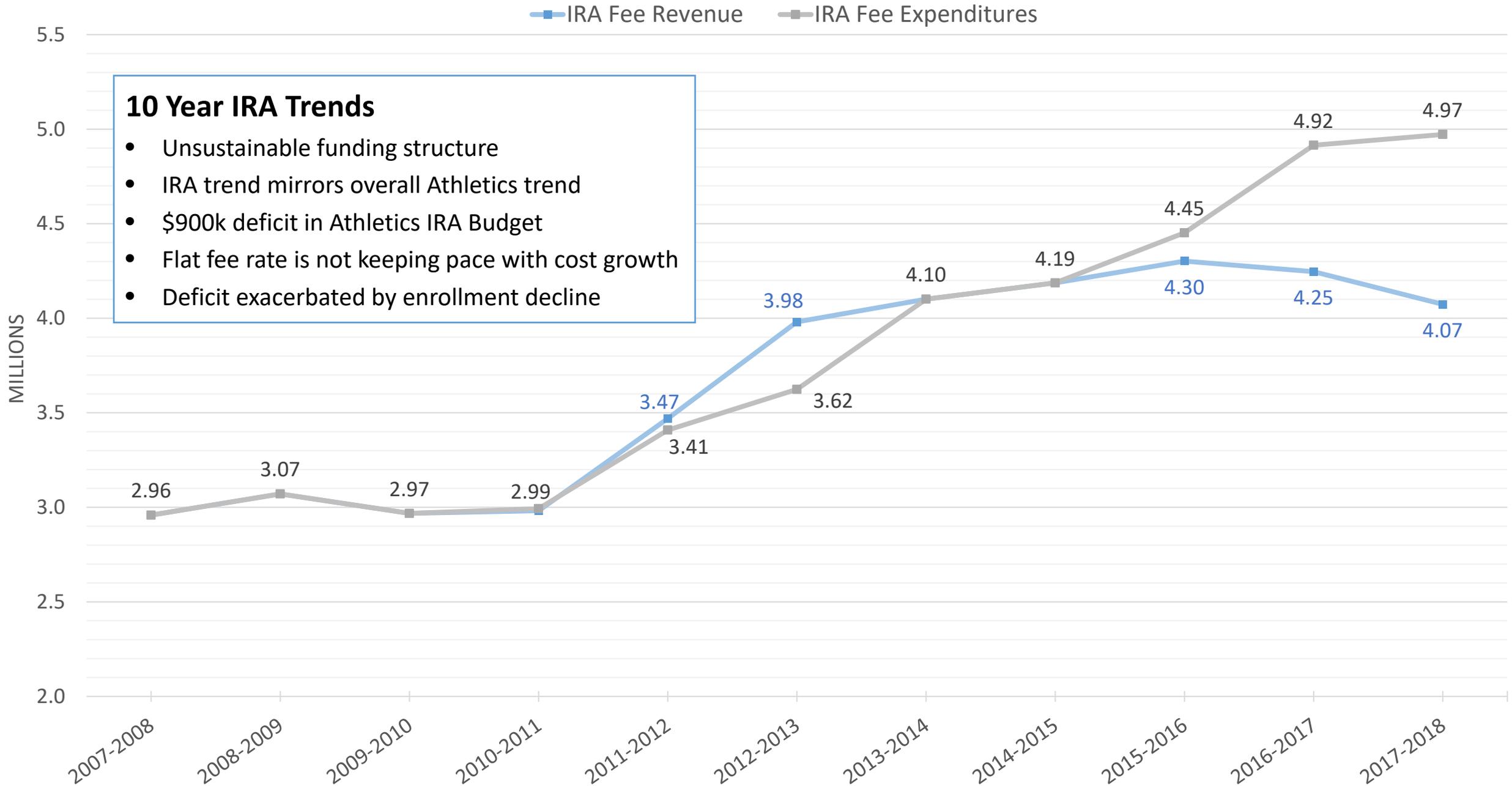
2007-08 Total:  
\$3.8m

2017-18 Total:  
\$5.8m

-4% Growth (revenue and expenditure budgets balance in this source by increasing or decreasing budgeted scholarship transfer)

68% Growth

# Athletics IRA Budget History - Revenues and Expenditures



**10 Year IRA Trends**

- Unsustainable funding structure
- IRA trend mirrors overall Athletics trend
- \$900k deficit in Athletics IRA Budget
- Flat fee rate is not keeping pace with cost growth
- Deficit exacerbated by enrollment decline

# Athletics IRA Fee and General Fund (Operating Fund) Expenditure Trends

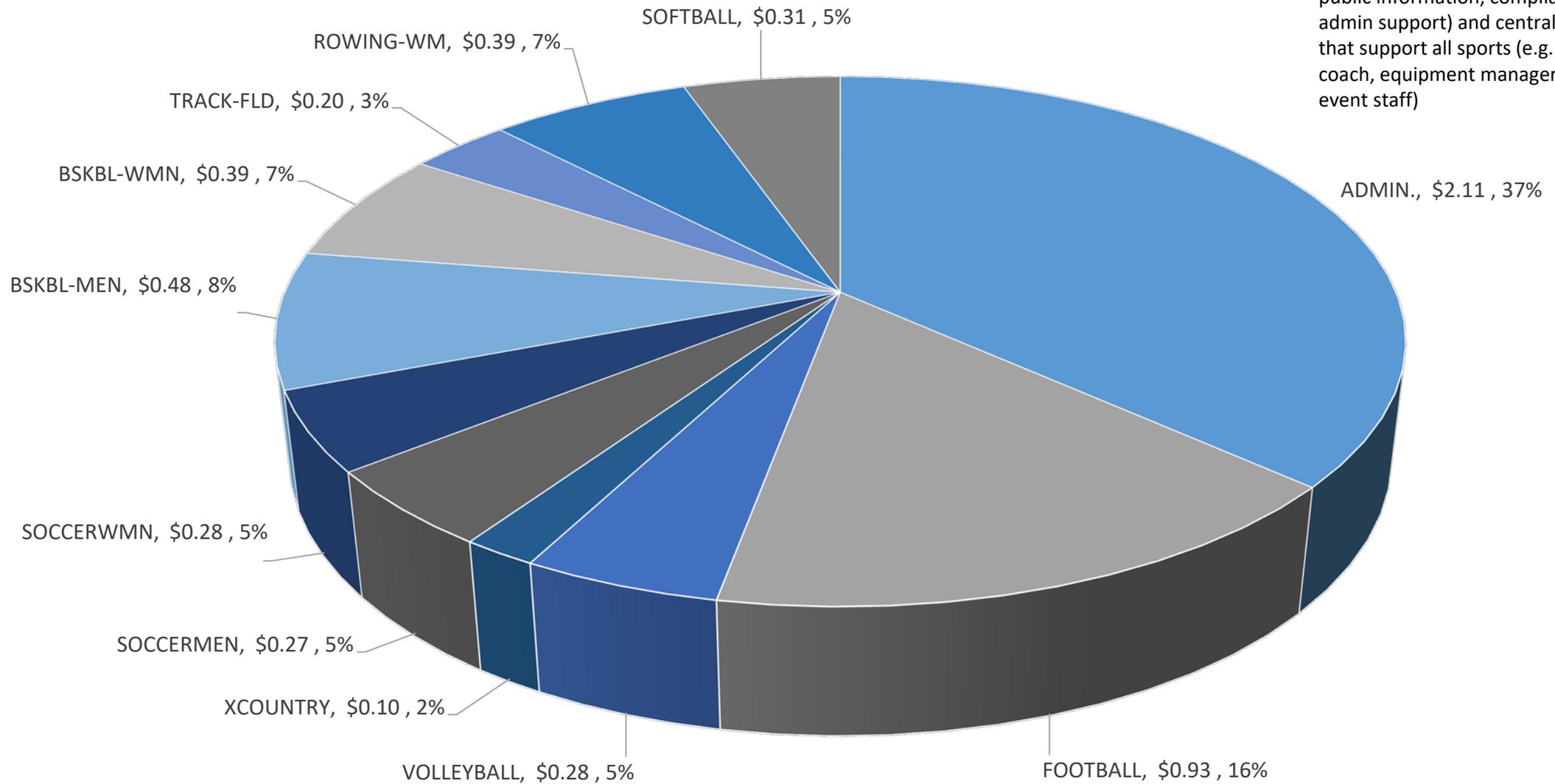
- Athletics IRA Fee expenditures increased at a rate close to double the Operating Fund over the past 10 years
- Athletics' budgeted salaries and benefits increased by \$1.26m over 10 years
  - **Estimated growth that would have been "state funded" if Athletics was funded by the General Fund: \$760k** (*note: HSU did not receive this state funding either since Athletics costs were not paid out of this source*)
  - Estimated unfunded growth: \$500k
- Athletics IRA Fee operating expenses (non-personnel) increased by \$740k
  - None of this growth would have been "state funded"
  - Increases in team travel, equipment, additional coverage of operating costs to free up other sources that could be used for scholarships

IRA Fee Expenditure Budget	2007-08	2017-18	10 YR \$ CHG	10 YR % CHG
Salaries & Wages	1,530,936	2,281,808	750,872	49%
Work Study	0	8,500	8,500	
Benefits	633,718	1,147,020	513,302	81%
Financial Aid	0	0	0	
Operating Expenses	794,186	1,534,752	740,566	93%
<b>Total IRA Exp.</b>	<b>2,958,840</b>	<b>4,972,080</b>	<b>2,013,240</b>	<b>68%</b>

Operating Fund Expenditure Budget	2007-08	2017-18	10 YR \$ CHG	10 YR % CHG
Salaries & Wages	55,177,230	66,963,392	11,786,162	21%
Work Study	65,842	39,458	-26,384	-40%
Benefits	20,803,505	36,037,262	15,233,757	73%
Financial Aid	7,909,797	14,755,530	6,845,733	87%
Operating Expenses	15,233,053	16,396,402	1,163,349	8%
<b>Total Op. Fund Exp.</b>	<b>99,189,427</b>	<b>134,192,044</b>	<b>35,002,617</b>	<b>35%</b>

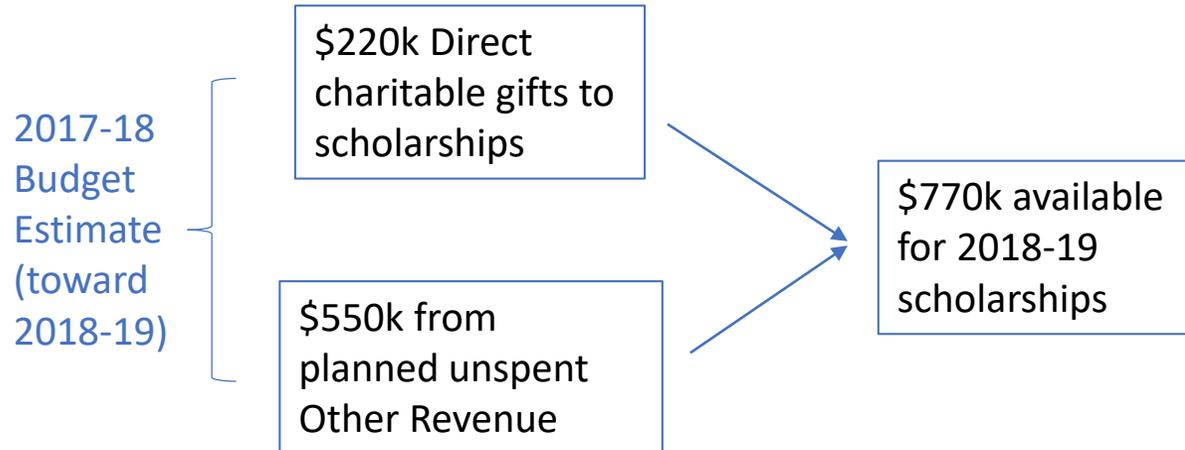
# 2017-2018 Expenditure Budget by Department (excluding scholarships) (in millions)

Note: The Admin department consists of Athletics administrative costs (e.g. director, public information, compliance, marketing, admin support) and centrally managed costs that support all sports (e.g. trainers, strength coach, equipment manager, conference fees, event staff)

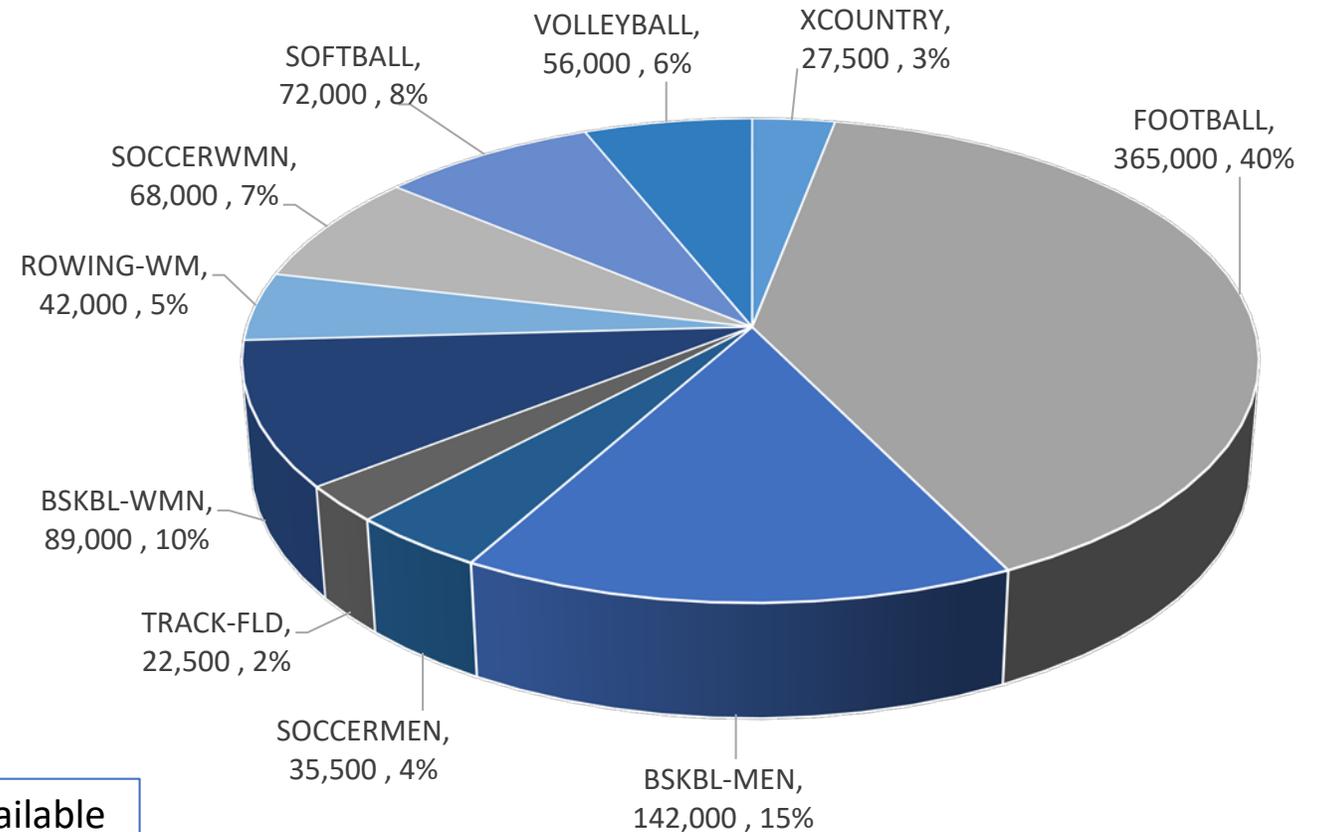


# Athletics Scholarships

- Funded from direct charitable contributions and Other Revenue savings
- IRA Fee cannot be spent on scholarships
- Generate funding a year ahead - money collected last year funds this year's scholarships. Due to recruitment schedule, some award commitments are made prior to receipt of funding.
- Annual scholarship allocations around \$800k-\$900k
- \$250k is the minimum scholarship level to be in DII



2017-18 Scholarships Estimate by Sport



**ASSOCIATED STUDENTS (A.S.) OF HUMBOLDT STATE UNIVERSITY**  
**2017-2018 BUDGET PROCESS TIME LINE**

Wednesday, January 3	A.S. Budget Request forms distributed to A.S. Programs
Wednesday, January 17	A.S. Administrative Vice President & A.S. Executive Director meet with A.S. Program Budget Administrators to review materials and answer questions
Wednesday, February 7 (Due by NOON)	A.S. Budget Requests <b>due by noon</b> into the A.S. Executive Director's Office and distributed to A.S. Board of Finance for review
Monday, February 12	A.S. Board of Finance will discuss A.S. Budget Requests and determine which A.S. Programs to invite to the budget hearing  A.S. Programs will be asked to participate in a hearing if the A.S. Board of Finance has specific questions and/or are recommending to not allocate the A.S. Program's full request. A.S. Programs will not be called in if the A.S. Board of Finance does not have any questions and plans to recommend full funding.
Week of February 12	Budget hearing schedule sent out to selected A.S. Programs
Thursday, February 22 & Friday, February 23	A.S. Board of Finance conducts budget hearings – <b>These are not program presentations.</b> The hearings are designed to give the A.S. Board of Finance an opportunity to critically analyze the budget requests and ask specific questions of the A.S. Program.
Monday, February 26	A.S. Board of Finance will approve their 2018-2019 A.S. Budget recommendations to the A.S. Board of Directors – all A.S. Programs will receive the recommended budget
Monday, March 5	A.S. Board of Directors will discuss the 2018-2019 A.S. Recommended Budget
Monday, March 19	A.S. Board of Directors continue reviewing the A.S. 2018-2019 Recommended Budget and determine if there are any A.S. Programs that will be asked to appear at the next A.S. Board of Directors meeting  A.S. Programs will not be called in if the A.S. Board of Directors does not have any questions.
Friday, March 23 <b>NOON</b>	Deadline to contact the Executive Director's Office if A.S. Program(s) choose to appeal the A.S. Recommended Budget
Monday, April 2	A.S. Board of Directors approves A.S. 2018-2019 Budget or selects A.S. Programs (if any) to appear at the next A.S. Board of Directors meeting to answer questions  Any A.S. Program appealing their recommended budget allocation is required to appear before the A.S. Board of Directors to answer questions. Depending on available time, the A.S. 2018-2019 Budget may be approved at this meeting or at the next A.S. Board of Directors meeting on Monday, April 9.
Monday, April 9	If not approved at the April 2 <sup>nd</sup> A.S. Board of Directors meeting, the A.S. Board of Directors will approve the A.S. Budget on this date.
Prior to May 7	University President receives and reviews the Associated Students Budget according to Executive Order 369

## A.S. Program Name

### Revenue

Source of Revenue	2017-18 Budget	2018-19 Proposed Budget
A.S. Subsidy		
<b>Potential Funding Sources</b>	<b>2017-18 Budget</b>	<b>2018-19 Proposed Budget</b>
<b>Potential Funding Sources Total:</b>		

### Expenditures

Item Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget
<b>Expenditures Total:</b>			

Name of A.S. Program: \_\_\_\_\_

## GENERAL NARRATIVE

- I. A.S. PROGRAM INFORMATION** - Per the A.S. Code, A.S. Board of Directors shall allocate A.S. fees in accordance with their Mission Statement (see [link](#)). To enable them to perform this task as effectively as possible, please provide the following information:

**A. Brief history of your program:**

**B. Provide your program's mission statement here:**

**C. How does your program's mission match the A.S. mission?**



Name of A.S. Program: \_\_\_\_\_

C. Fall 2017 Participation<sup>2</sup> – List program activities to reach goals to date.

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
Example: Fall Study Lounge	December	1,000

Total Number of Students Served 1,000

D. Current Year Goals - What are your goals for 2017-18? How is the program achieving those goals?

Goal 1. \_\_\_\_\_

Goal 2. \_\_\_\_\_

Goal 3. \_\_\_\_\_

<sup>2</sup> See footnote 1 on prior page.

Name of A.S. Program: \_\_\_\_\_

**E. Significant program changes** - Highlight significant changes in this year's program activities from last year's program.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Name of A.S. Program:** \_\_\_\_\_

**F. Proposed Goals** – What are your goals for 2018-19 and how do you plan to reach them in terms of program activities?

**Goal 1.** \_\_\_\_\_

**Goal 2.** \_\_\_\_\_

**Goal 3.** \_\_\_\_\_

**Name of A.S. Program:** \_\_\_\_\_

**IV. PRIORITIES:**

**A.** What area(s) of your budget is the greatest priority for funding? Why?

**B.** What area(s) of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested?

**C.** Describe the impact on the program should it not receive A.S. funds, or if the amount granted is less than requested?

**D.** A.S. recommends all A.S. programs to make environmentally responsible purchases; how is your program being environmentally responsible?

**E.** A.S. recommends all A.S. programs to make environmentally responsible purchases; how is your program being socially responsible?



Name of A.S. Program: \_\_\_\_\_

## STUDENT STAFF POSITION FORM

Please provide a brief description for each Director, Co-Director, Assistant Director, and/or student staff position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Director positions are intended for students serving in leadership roles within AS Programs. Pay close attention to director budget language regarding these positions in the memo and in the following instructions. Also included shall be the projected number of hours of work per week and pay rate for the Fall and Spring.

**IMPORTANT: THE STATE OF CALIFORNIA MINIMUM WAGE WILL INCREASE TO \$12 ON JANUARY 1, 2019. DON'T FORGET TO CALCULATE THE INCREASE FOR HOURLY POSITIONS.**

**DIRECTORS** — paid hourly: For director positions, annual amounts are as follow. These are per year amounts, payable half each semester. The same person cannot receive payment for more than one director position within each program without prior approval of the A.S. Board of Finance. Please use the following information to fill out the requested information on the next page.

Program Director      \$3,312 for the academic year

A Program Director is generally the student who has overall administrative responsibility for a program. A Program Director usually works 8-9 hours a week during the academic year.

Co-Director              \$2,576 for the academic year

Co-Directors generally share the oversight of a program based on a description of duties. A Co-Director generally works 6-7 hours a week during the academic year.

Assistant Director      \$1,840 for the academic year

Assistant Directors support the Director and/or the Co-Director with the program's administration. An Assistant Director generally works 4-5 hours a week during the academic year.

These are annual amounts, payable half each semester unless otherwise approved by the A.S. Executive Director.

Associated Students would also like all programs to consider reviewing their director position's succession plan. Having at least one director position start in the spring semester and finish at the end of the fall semester may improve institution memory and they can help new fall semester staff members learn their duties. If you would like to know more about this recommendation, please contact Jenessa Lund, A.S. Executive Director, at [Jenessa.lund@humboldt.edu](mailto:Jenessa.lund@humboldt.edu).

Name of A.S. Program: \_\_\_\_\_

Position 1. \_\_\_\_\_

<b>Projected Number of Hours and Pay Rate:</b>	<b>Fall Hours</b>	<b>+</b>	<b>Spring Hours</b>	<b>=</b>	<b>Total Hours</b>	<b>Fall Pay Rate</b>	<b>+</b>	<b>Spring Pay Rate</b>	<b>=</b>	<b>Position Total</b>

Position Description:

Position 2. \_\_\_\_\_

<b>Projected Number of Hours and Pay Rate:</b>	<b>Fall Hours</b>	<b>+</b>	<b>Spring Hours</b>	<b>=</b>	<b>Total Hours</b>	<b>Fall Pay Rate</b>	<b>+</b>	<b>Spring Pay Rate</b>	<b>=</b>	<b>Position Total</b>

Position Description:

Position 3. \_\_\_\_\_

<b>Projected Number of Hours and Pay Rate:</b>	<b>Fall Hours</b>	<b>+</b>	<b>Spring Hours</b>	<b>=</b>	<b>Total Hours</b>	<b>Fall Pay Rate</b>	<b>+</b>	<b>Spring Pay Rate</b>	<b>=</b>	<b>Position Total</b>

Position Description:

Name of A.S. Program: \_\_\_\_\_

Position 4. \_\_\_\_\_

<b>Projected Number of Hours and Pay Rate:</b>	<b>Fall Hours</b>	+	<b>Spring Hours</b>	=	<b>Total Hours</b>	<b>Fall Pay Rate</b>	+	<b>Spring Pay Rate</b>	=	<b>Position Total</b>

Position Description:

Position 5. \_\_\_\_\_

<b>Projected Number of Hours and Pay Rate:</b>	<b>Fall Hours</b>	+	<b>Spring Hours</b>	=	<b>Total Hours</b>	<b>Fall Pay Rate</b>	+	<b>Spring Pay Rate</b>	=	<b>Position Total</b>

Position Description:

Position 6. \_\_\_\_\_

<b>Projected Number of Hours and Pay Rate:</b>	<b>Fall Hours</b>	+	<b>Spring Hours</b>	=	<b>Total Hours</b>	<b>Fall Pay Rate</b>	+	<b>Spring Pay Rate</b>	=	<b>Position Total</b>

Position Description:

Name of A.S. Program: \_\_\_\_\_

Position 7. \_\_\_\_\_

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 8. \_\_\_\_\_

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 9. \_\_\_\_\_

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: \_\_\_\_\_

Position 10. \_\_\_\_\_

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 11. \_\_\_\_\_

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Position 12. \_\_\_\_\_

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	+	Spring Pay Rate	=	Position Total

Position Description:

Name of A.S. Program: \_\_\_\_\_

### Budget Justification

**Instructions:** Please fill out all required sections. This includes a proposed budget and summary for each item. The summary should include the reason for the expenditure(s) and specific quotes, if applicable. The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item--not just how you intend to spend it. If the proposed budget is higher, please provide a justification for the increase.

**Student Wage Reimbursement Note:** If your program has a Director, Co-Directors, Assistant Director(s), and/or other student staff positions, please complete the Student Staff Position Form.

Department Code	Department Description	Program Code	Program Description
D20064	KINESIOLOGY - RECREATION ADMIN	R0022	DROP-IN RECREATION

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget
601893	STUDENT WAGES REIMBURSEMENT					

**Summary:**

**If proposed budget is higher than last year, please explain:**

2017-18 Budget Total	2017-18 Actuals	2018-19 Proposed Budget Total

**Department Program Report**

AS100 ASB GENERAL OPERATING FUND

							Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent					
MBU (Current)	Dept_ID (Current)	Dept_Descr (Current)	Program_ID	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018					
ACADEMIC PROGRAMS	D40060	LEARNING CENTER	-	-	Expenditures	601 - Regular Salaries and Wages	23,315.00	23,315.00	0.00	0.00	23,315.00	0.00					
					<b>Expenditures Total</b>		<b>23,315.00</b>	<b>23,315.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,315.00</b>	<b>0.00</b>					
					<b>- Total</b>		<b>23,315.00</b>	<b>23,315.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,315.00</b>	<b>0.00</b>					
					<b>D40060 Total</b>		<b>23,315.00</b>	<b>23,315.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,315.00</b>	<b>0.00</b>					
<b>ACADEMIC PROGRAMS Total</b>							<b>23,315.00</b>	<b>23,315.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,315.00</b>	<b>0.00</b>					
ASSOCIATED STUDENTS	D40004	ASSOCIATED STUDENTS HSU	-	-	Revenues	508 - Revenue from Investments	(4,000.00)	(4,000.00)	(1,121.55)	0.00	(2,878.45)	28.04					
						580 - Other Financial Sources	(33,000.00)	(33,000.00)	0.00	0.00	(33,000.00)	0.00					
						<b>Revenues Total</b>	<b>(37,000.00)</b>	<b>(37,000.00)</b>	<b>(1,121.55)</b>	<b>0.00</b>	<b>(35,878.45)</b>	<b>3.03</b>					
					Expenditures	601 - Regular Salaries and Wages	118,177.00	118,177.00	38,956.16	0.00	79,220.84	32.96					
						603 - Benefits Group	53,060.00	53,060.00	15,710.11	0.00	37,349.89	29.61					
						604 - Communications	1,000.00	1,000.00	501.79	0.00	498.21	50.18					
						606 - Travel	5,000.00	5,000.00	582.78	0.00	4,417.22	11.66					
						613 - Contractual Services Group	123,220.00	123,220.00	60,745.00	0.00	62,475.00	49.30					
						616 - Information Technology Costs	0.00	1,200.00	78.48	0.00	1,121.52	6.54					
						619 - Equipment Group	0.00	0.00	1,109.06	0.00	(1,109.06)						
						660 - Misc. Operating Expenses	20,600.00	19,400.00	14,012.65	47.50	5,339.85	72.48					
					<b>Expenditures Total</b>		<b>321,057.00</b>	<b>321,057.00</b>	<b>131,696.03</b>	<b>47.50</b>	<b>189,313.47</b>	<b>41.03</b>					
					<b>- Total</b>		<b>284,057.00</b>	<b>284,057.00</b>	<b>130,574.48</b>	<b>47.50</b>	<b>153,435.02</b>	<b>45.98</b>					
					P5102	AS GOVERNMENT				Revenues	503 - Gifts Grants and Contracts	0.00	0.00	(2.85)	0.00	2.85	
											<b>Revenues Total</b>	<b>0.00</b>	<b>0.00</b>	<b>(2.85)</b>	<b>0.00</b>	<b>2.85</b>	
Expenditures	601 - Regular Salaries and Wages	12,000.00	12,000.00	0.00						0.00	12,000.00	0.00					
	603 - Benefits Group	744.00	744.00	0.00						0.00	744.00	0.00					
	604 - Communications	1,750.00	1,750.00	1,098.11						0.00	651.89	62.75					
	606 - Travel	6,200.00	6,200.00	3,187.74						0.00	3,012.26	51.42					
	613 - Contractual Services Group	0.00	0.00	1,700.00						0.00	(1,700.00)						
	660 - Misc. Operating Expenses	61,425.00	61,425.00	19,582.20						150.00	41,692.80	32.12					
<b>Expenditures Total</b>		<b>82,119.00</b>	<b>82,119.00</b>	<b>25,568.05</b>	<b>150.00</b>	<b>56,400.95</b>	<b>31.32</b>										
<b>P5102 Total</b>		<b>82,119.00</b>	<b>82,119.00</b>	<b>25,565.20</b>	<b>150.00</b>	<b>56,403.80</b>	<b>31.31</b>										

							Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent			
MBU (Current)	Dept_ID (Current)	Dept_Descr (Current)	Program_ID	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018			
ASSOCIATED STUDENTS	D40004	ASSOCIATED STUDENTS HSU	P5104	AS EXTERNAL AFFAIRS	Expenditures	604 - Communications	282.00	282.00	0.00	0.00	282.00	0.00			
						606 - Travel	17,000.00	17,000.00	822.90	0.00	16,177.10	4.84			
						660 - Misc. Operating Expenses	2,548.00	2,548.00	1,124.00	0.00	1,424.00	44.11			
						<b>Expenditures Total</b>	<b>19,830.00</b>	<b>19,830.00</b>	<b>1,946.90</b>	<b>0.00</b>	<b>17,883.10</b>	<b>9.82</b>			
			<b>P5104 Total</b>							<b>19,830.00</b>	<b>19,830.00</b>	<b>1,946.90</b>	<b>0.00</b>	<b>17,883.10</b>	<b>9.82</b>
			P5105	WRRAP	Expenditures	601 - Regular Salaries and Wages	36,300.00	36,300.00	7,434.20	0.00	28,865.80	20.48			
						603 - Benefits Group	2,225.00	2,225.00	4.24	0.00	2,220.76	0.19			
						604 - Communications	325.00	325.00	114.84	0.00	210.16	35.34			
						660 - Misc. Operating Expenses	4,035.00	4,035.00	187.79	0.00	3,847.21	4.65			
						<b>Expenditures Total</b>	<b>42,885.00</b>	<b>42,885.00</b>	<b>7,741.07</b>	<b>0.00</b>	<b>35,143.93</b>	<b>18.05</b>			
			<b>P5105 Total</b>							<b>42,885.00</b>	<b>42,885.00</b>	<b>7,741.07</b>	<b>0.00</b>	<b>35,143.93</b>	<b>18.05</b>
			P5106	CCAT	Expenditures	601 - Regular Salaries and Wages	65,100.00	65,100.00	12,381.75	0.00	52,718.25	19.02			
						603 - Benefits Group	3,781.00	3,781.00	24.86	0.00	3,756.14	0.66			
						604 - Communications	660.00	660.00	209.71	0.00	450.29	31.77			
						605 - Utilities Group	500.00	500.00	104.79	0.00	395.21	20.96			
						616 - Information Technology Costs	500.00	500.00	0.00	0.00	500.00	0.00			
						660 - Misc. Operating Expenses	9,100.00	17,288.00	2,727.74	0.00	14,560.26	15.78			
			<b>Expenditures Total</b>							<b>79,641.00</b>	<b>87,829.00</b>	<b>15,448.85</b>	<b>0.00</b>	<b>72,380.15</b>	<b>17.59</b>
			<b>P5106 Total</b>							<b>79,641.00</b>	<b>87,829.00</b>	<b>15,448.85</b>	<b>0.00</b>	<b>72,380.15</b>	<b>17.59</b>
			P5112	HUMBOLDT FILM FESTIVAL	Expenditures	601 - Regular Salaries and Wages	6,435.00	6,435.00	729.75	0.00	5,705.25	11.34			
						<b>Expenditures Total</b>	<b>6,435.00</b>	<b>6,435.00</b>	<b>729.75</b>	<b>0.00</b>	<b>5,705.25</b>	<b>11.34</b>			
			<b>P5112 Total</b>							<b>6,435.00</b>	<b>6,435.00</b>	<b>729.75</b>	<b>0.00</b>	<b>5,705.25</b>	<b>11.34</b>
			P5116	MARCHING LUMBERJACKS	Expenditures	619 - Equipment Group	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00			
						660 - Misc. Operating Expenses	2,900.00	2,900.00	2,083.34	0.00	816.66	71.84			
						<b>Expenditures Total</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>2,083.34</b>	<b>0.00</b>	<b>1,916.66</b>	<b>52.08</b>			
			<b>P5116 Total</b>							<b>4,000.00</b>	<b>4,000.00</b>	<b>2,083.34</b>	<b>0.00</b>	<b>1,916.66</b>	<b>52.08</b>
			P5118	STUDENT ACCESS GALLERY	Expenditures	601 - Regular Salaries and Wages	9,200.00	9,200.00	582.75	0.00	8,617.25	6.33			
603 - Benefits Group	460.00	460.00				0.00	0.00	460.00	0.00						
604 -	0.00	0.00				65.97	0.00	(65.97)							

							Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent			
MBU (Current)	Dept_ID (Current)	Dept_Descr (Current)	Program_ID	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018			
ASSOCIATED STUDENTS	D40004	ASSOCIATED STUDENTS HSU	P5118	STUDENT ACCESS GALLERY	Expenditures	Communications									
						660 - Misc. Operating Expenses	2,150.00	2,150.00	0.00	0.00	2,150.00	0.00			
					<b>Expenditures Total</b>	<b>11,810.00</b>	<b>11,810.00</b>	<b>648.72</b>	<b>0.00</b>	<b>11,161.28</b>	<b>5.49</b>				
			<b>P5118 Total</b>							<b>11,810.00</b>	<b>11,810.00</b>	<b>648.72</b>	<b>0.00</b>	<b>11,161.28</b>	<b>5.49</b>
			P5120	WOMEN'S RESOURCE CENTER	Expenditures	601 - Regular Salaries and Wages	14,080.00	14,080.00	1,230.60	0.00	12,849.40	8.74			
						603 - Benefits Group	704.00	704.00	0.00	0.00	704.00	0.00			
						604 - Communications	0.00	0.00	161.43	0.00	(161.43)				
						660 - Misc. Operating Expenses	15,200.00	15,200.00	2,553.39	0.00	12,646.61	16.80			
					<b>Expenditures Total</b>	<b>29,984.00</b>	<b>29,984.00</b>	<b>3,945.42</b>	<b>0.00</b>	<b>26,038.58</b>	<b>13.16</b>				
			<b>P5120 Total</b>							<b>29,984.00</b>	<b>29,984.00</b>	<b>3,945.42</b>	<b>0.00</b>	<b>26,038.58</b>	<b>13.16</b>
			P5134	AS PRESENTS	Expenditures	601 - Regular Salaries and Wages	41,520.00	41,520.00	5,650.47	0.00	35,869.53	13.61			
						613 - Contractual Services Group	20,000.00	20,000.00	10,000.00	0.00	10,000.00	50.00			
						660 - Misc. Operating Expenses	69,905.00	69,905.00	51,487.64	0.00	18,417.36	73.65			
					<b>Expenditures Total</b>	<b>131,425.00</b>	<b>131,425.00</b>	<b>67,138.11</b>	<b>0.00</b>	<b>64,286.89</b>	<b>51.08</b>				
			<b>P5134 Total</b>							<b>131,425.00</b>	<b>131,425.00</b>	<b>67,138.11</b>	<b>0.00</b>	<b>64,286.89</b>	<b>51.08</b>
			P5136	ERIC ROFES QUEER RESOURCE	Expenditures	601 - Regular Salaries and Wages	11,800.00	11,800.00	2,325.75	0.00	9,474.25	19.71			
						603 - Benefits Group	600.00	600.00	0.00	0.00	600.00	0.00			
						604 - Communications	0.00	0.00	87.96	0.00	(87.96)				
						660 - Misc. Operating Expenses	4,750.00	4,750.00	0.00	0.00	4,750.00	0.00			
					<b>Expenditures Total</b>	<b>17,150.00</b>	<b>17,150.00</b>	<b>2,413.71</b>	<b>0.00</b>	<b>14,736.29</b>	<b>14.07</b>				
<b>P5136 Total</b>							<b>17,150.00</b>	<b>17,150.00</b>	<b>2,413.71</b>	<b>0.00</b>	<b>14,736.29</b>	<b>14.07</b>			
<b>D40004 Total</b>							<b>709,336.00</b>	<b>717,524.00</b>	<b>258,235.55</b>	<b>197.50</b>	<b>459,090.95</b>	<b>36.02</b>			
<b>ASSOCIATED STUDENTS Total</b>							<b>709,336.00</b>	<b>717,524.00</b>	<b>258,235.55</b>	<b>197.50</b>	<b>459,090.95</b>	<b>36.02</b>			
CHILDREN'S CENTER	D40030	CHILDREN'S CENTER - CAMPUS	-	-	Expenditures	601 - Regular Salaries and Wages	60,000.00	60,000.00	11,875.77	0.00	48,124.23	19.79			
						<b>Expenditures Total</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>11,875.77</b>	<b>0.00</b>	<b>48,124.23</b>	<b>19.79</b>			
					<b>- Total</b>							<b>60,000.00</b>	<b>60,000.00</b>	<b>11,875.77</b>	<b>0.00</b>
<b>D40030 Total</b>							<b>60,000.00</b>	<b>60,000.00</b>	<b>11,875.77</b>	<b>0.00</b>	<b>48,124.23</b>	<b>19.79</b>			
<b>CHILDREN'S CENTER Total</b>							<b>60,000.00</b>	<b>60,000.00</b>	<b>11,875.77</b>	<b>0.00</b>	<b>48,124.23</b>	<b>19.79</b>			
CLTURAL CNTRS OF ACADEMIC EXCE	D40032	MULTICULTURAL CENTER	-	-	Expenditures	601 - Regular Salaries and Wages	29,545.00	29,545.00	1,412.25	0.00	28,132.75	4.78			
						606 - Travel	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00			
						660 - Misc. Operating	34,400.00	34,400.00	2,585.36	0.00	31,814.64	7.52			

							Original Budget	Revised Budget	Actuals	Encumbrances	Balance Remaining	% of Budget Spent					
MBU (Current)	Dept_ID (Current)	Dept_Descr (Current)	Program_ID	Program_Descr	GAAP Account Type Descr	Object Group	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018					
CLTURAL CNTRS OF ACADEMIC EXCE	D40032	MULTICULTURAL CENTER	-	-	Expenditures	Expenses											
					<b>Expenditures Total</b>		<b>65,245.00</b>	<b>65,245.00</b>	<b>3,997.61</b>	<b>0.00</b>	<b>61,247.39</b>	<b>6.13</b>					
			<b>- Total</b>							<b>65,245.00</b>	<b>65,245.00</b>	<b>3,997.61</b>	<b>0.00</b>	<b>61,247.39</b>	<b>6.13</b>		
			P5122	AS PROGRAMS GRANTS	Expenditures	660 - Misc. Operating Expenses	33,000.00	33,000.00	1,000.00	0.00	32,000.00	3.03					
					<b>Expenditures Total</b>		<b>33,000.00</b>	<b>33,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>3.03</b>					
			<b>P5122 Total</b>							<b>33,000.00</b>	<b>33,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>3.03</b>		
			P5134	AS PRESENTS	Expenditures	660 - Misc. Operating Expenses	0.00	0.00	181.92	0.00	(181.92)						
<b>Expenditures Total</b>		<b>0.00</b>			<b>0.00</b>	<b>181.92</b>	<b>0.00</b>	<b>(181.92)</b>									
<b>P5134 Total</b>							<b>0.00</b>	<b>0.00</b>	<b>181.92</b>	<b>0.00</b>	<b>(181.92)</b>						
<b>D40032 Total</b>							<b>98,245.00</b>	<b>98,245.00</b>	<b>5,179.53</b>	<b>0.00</b>	<b>93,065.47</b>	<b>5.27</b>					
<b>CLTURAL CNTRS OF ACADEMIC EXCE Total</b>							<b>98,245.00</b>	<b>98,245.00</b>	<b>5,179.53</b>	<b>0.00</b>	<b>93,065.47</b>	<b>5.27</b>					
COLLEGE OF PROF STUDIES	D20064	KINESIOLOGY - RECREATION ADMIN	R0022	DROP-IN RECREATION	Expenditures	601 - Regular Salaries and Wages	28,435.00	28,435.00	4,546.39	0.00	23,888.61	15.99					
					<b>Expenditures Total</b>		<b>28,435.00</b>	<b>28,435.00</b>	<b>4,546.39</b>	<b>0.00</b>	<b>23,888.61</b>	<b>15.99</b>					
					<b>R0022 Total</b>							<b>28,435.00</b>	<b>28,435.00</b>	<b>4,546.39</b>	<b>0.00</b>	<b>23,888.61</b>	<b>15.99</b>
<b>D20064 Total</b>							<b>28,435.00</b>	<b>28,435.00</b>	<b>4,546.39</b>	<b>0.00</b>	<b>23,888.61</b>	<b>15.99</b>					
<b>COLLEGE OF PROF STUDIES Total</b>							<b>28,435.00</b>	<b>28,435.00</b>	<b>4,546.39</b>	<b>0.00</b>	<b>23,888.61</b>	<b>15.99</b>					
STUDENT ENGAGEMENT - LEADERSHP	D40020	STUDENT CLUBS - ACTIVITIES	-	-	Expenditures	601 - Regular Salaries and Wages	12,960.00	12,960.00	1,974.75	0.00	10,985.25	15.24					
						603 - Benefits Group	0.00	0.00	11.96	0.00	(11.96)						
						606 - Travel	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00					
						613 - Contractual Services Group	2,000.00	2,100.00	0.00	0.00	2,100.00	0.00					
						660 - Misc. Operating Expenses	8,400.00	8,300.00	4,234.73	0.00	4,065.27	51.02					
					<b>Expenditures Total</b>							<b>48,360.00</b>	<b>48,360.00</b>	<b>6,221.44</b>	<b>0.00</b>	<b>42,138.56</b>	<b>12.86</b>
					<b>- Total</b>							<b>48,360.00</b>	<b>48,360.00</b>	<b>6,221.44</b>	<b>0.00</b>	<b>42,138.56</b>	<b>12.86</b>
					P5122	AS PROGRAMS GRANTS	Expenditures	660 - Misc. Operating Expenses	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00			
							<b>Expenditures Total</b>		<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>			
					<b>P5122 Total</b>							<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>
<b>D40020 Total</b>							<b>78,360.00</b>	<b>78,360.00</b>	<b>6,221.44</b>	<b>0.00</b>	<b>72,138.56</b>	<b>7.94</b>					
D40022	YOUTH EDUCATIONAL SERVICES	-	-	Expenditures	601 - Regular Salaries and Wages	59,566.00	59,566.00	6,489.75	0.00	53,076.25	10.90						
					606 - Travel	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00						
					616 - Information Technology Costs	0.00	0.00	39.99	0.00	(39.99)							
					660 - Misc. Operating Expenses	3,110.00	3,110.00	986.96	0.00	2,123.04	31.74						
					<b>Expenditures Total</b>							<b>64,476.00</b>	<b>64,476.00</b>	<b>7,516.70</b>	<b>0.00</b>	<b>56,959.30</b>	<b>11.66</b>
<b>- Total</b>							<b>64,476.00</b>	<b>64,476.00</b>	<b>7,516.70</b>	<b>0.00</b>	<b>56,959.30</b>	<b>11.66</b>					