

ASI NON-DESIGNATED RESERVES ALLOCATION



PRESENTED BY
ANDREW GAMBOA
&
ANNIE MACIAS

WHAT ARE RESERVES?

Reserve is the profit achieved by an organization where a certain amount of it is put back into the business which can help the business in their rainy days.

WHY DOES ASI, A NON-PROFIT, HAVE THEM?

As a Non-Profit organization our main goal is to use our funds to provide services and programs top our students, but like all organizations we are not invincible and there may be days where we have an unexpected cost to cover and this is why we need to have funds set aside. (ALSO we legally have to have a set of reserves)

WHAT HAPPENS WHEN WE HAVE AN EXCESS AMOUNT OF FUNDS?

Well this is why we are here today. We have about 1.3 million dollars in unallocated reserves. Due to covid-19 programs and services looked different.

Associated Students, Inc. of California State University San Marcos

Notes to Financial Statements (NET ASSETS)

Years Ended June 30, 2021 and 2020

Net assets without donor restrictions for the years ended June 30, 2021 and 2020 are as follows:

	2021	2020
Undesignated	\$ -	\$ -
Board designated		
Reserved for working capital and current operations	602,342	602,342
Reserved for capital equipment replacement and acquisition	74,723	78,354
Reserved for planned future growth	301,388	301,388
Reserved for SB84 cougar pantry remodel	-	330,000
Reserved for student emergency fund	-	350,000
Reserved for cougar pantry remodel construction contingency	-	100,000
Reserved for refrigerated lockers installation	-	10,000
Reserved for technology fund	-	100,000
Reserved for cougar care network support	-	80,000
Reserved for student transportation support	-	6,000
Reserved for wellness and recreation building	1,377,257	-
	pending Board approval -- meeting scheduled for 9/17/21	
	<u>\$ 2,355,710</u>	<u>\$ 1,958,083</u>

WELLNESS AND RECREATION CENTER

Clark Field House/Current Facilities

1. Supports 17,000 (Fall 2018) CSUSM Students including 375 Student Athletes
2. Fitness Center - 4,000 sq. ft.
3. Outside workout area - 4,000 sq. ft.
4. Hunter Gymnasium (Half Court Gym) - 4,900 sq. ft.
5. Court space (Sports Center) - 15,000 sq. ft. (limited access)
6. Outdoor basketball court – 7,500 sq. ft.

Clarke Field House and Sports Center combined gross square footage for recreational space = 35,400 GSF

NIRSA Recommendations

INDOOOR RECREATIONAL SPACE FOR AN INSTITUTION OF ENROLLMENT BETWEEN 10,000 AND 19,999

Total indoor recreational gross square footage = 173,740 GSF

- Locker room space
- Court space
- Fitness Equipment space
- Multi-use space
- Outdoor adventure recreational space (Climbing walls)

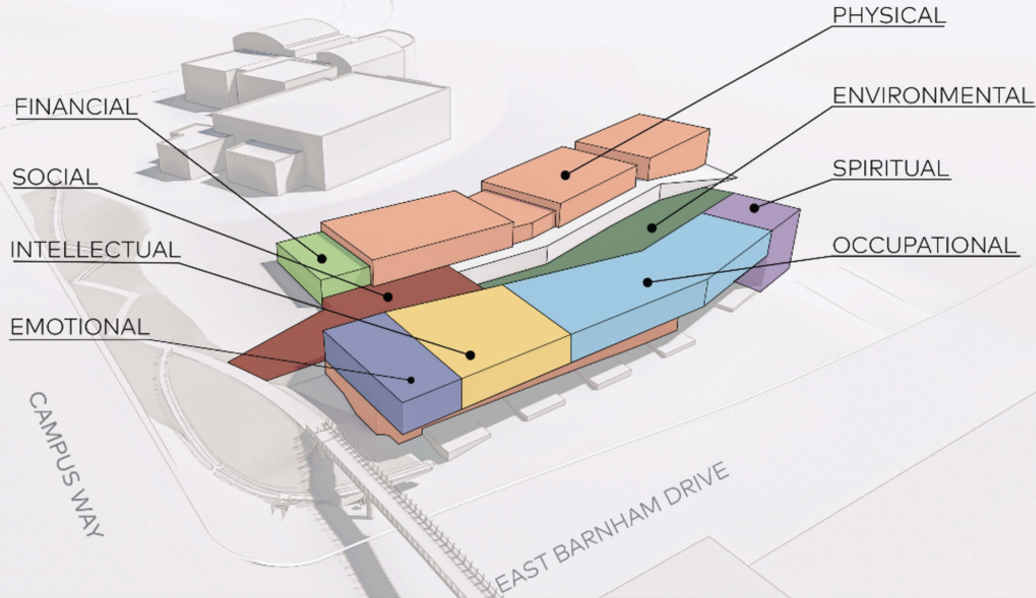
Current CSUSM Recreational space = 35,400 GSF

Project Site

- On campus
- SW Corner of Barham and Campus Way
- High visibility with adjacencies to future development across Barham
- Strong connection opportunities to campus and future NW Area Development Plan



Embody the 8 Dimensions of Wellness



- Financial
- Social
- Intellectual
- Emotional
- Physical
- Environmental
- Spiritual
- Occupational

QUESTIONS?



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POLICY: WHISTLEBLOWER POLICY
EFFECTIVE DATE: APRIL 9, 2010
REVISED DATE: SEPTEMBER 9, 2021
APPROVAL DATE: SEPTEMBER 17, 2021

DEFINITIONS

Members:

All voting members of the Associated Students, Inc. of California State University San Marcos (ASI) Board of Directors members, employees, and volunteers.

Whistleblower:

A person, who could be a employee, former employee of a company, elected official, or a government agency, who discloses information, either internally (to managers, organizational hotlines, etc.) or externally (to lawmakers, regulators, the media, watchdog organizations, etc.), that they reasonably believe evidences:

- a violation of law, rule or regulation;
- gross mismanagement;
- a gross waste of funds;
- abuse of authority; or
- a substantial and specific danger to public health or safety.

This definition captures two key points about whistleblowers. First, whistleblowers typically are current or former members with direct, credible information about wrongdoing that they became aware of while on the job. Second, the concerns are serious and their disclosures reveal changes that must be made according to the law or in protection of the public interest.

PURPOSE

To establish policy defining the responsibility of ASI Board of Directors members, employees, and volunteers to report possible ethics violation(s); procedures for reporting violation(s); and an individual's rights and protection in reporting violation(s).

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POLICY

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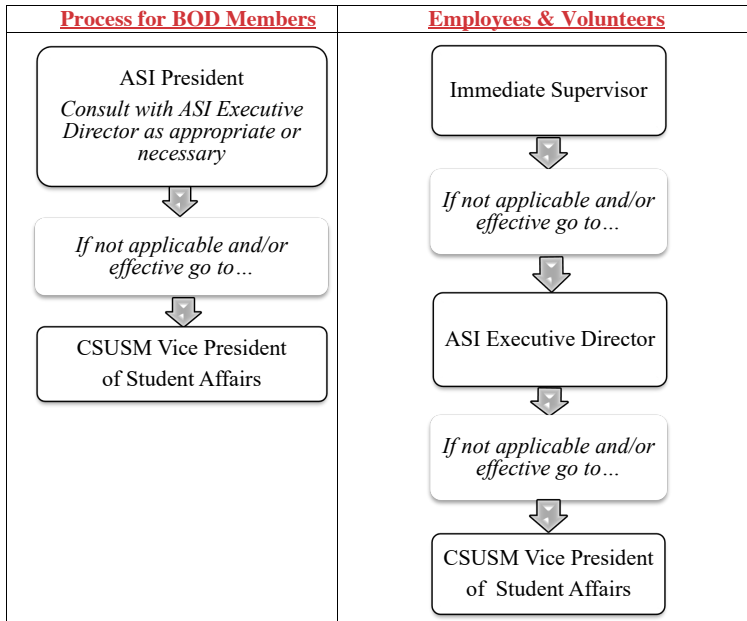
- I. In the performance of their official duties, the ASI Board of Directors members, employees, and volunteers (hereinafter called members) are prohibited from engaging in any violation of ethics, such as waste, fraud, abuse of authority, violation of law, improper activities, or activities that create significant threats to the health and/or safety of ASI or the campus community. It is the

responsibility of all members to report violations or suspected violations as described above in accordance with this Whistleblower Policy.

- II. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates an ethics violation. False allegations may result in disciplinary action.
- III. Suspected violations may be submitted on an anonymous or confidential basis by any member. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- IV. ASI members are encouraged to report ethics violation(s) without fear of retribution or retaliation. No member who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences. Retaliation against someone who has reported a violation is not permissible and may result in disciplinary action.

PROCEDURE

- I. ASI encourages members to share their questions, concerns, suggestions, or complaints with someone who can address the issues properly. A member's supervisor is in the best position to address a concern. However, if the member suspects the supervisor of a violation and/or if the supervisor has not taken action, the member is encouraged to follow the process outlined below.
- II. The reporting process for members of the ASI Board of Directors (BOD) differs from that of employees and/or volunteers.



III. All reports will be investigated. Depending on the nature of the incident, various departments (Human Resources, legal counsel, University Police Department, etc.) may be consulted/involved in obtaining information for the violation and/or investigation. Corrective action will be taken as warranted by the investigation.

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IV. Individuals who prefer to make a confidential report to the California State Auditor may do so by calling the Whistleblower Hotline at 800-952-5665; submitting a complaint online to <http://www.bsa.ca.gov/hotline/filecomp>; or mailing information to the following address:

Investigations, Bureau of State Audits
California State Auditor
555 Capitol Mall, Suite 300
Sacramento, CA 95814

RELATED DOCUMENTS

I. The California State University Whistleblower Policy
<https://www.calstate.edu/csu-system/administration/chancellors-office-human-resource-services/Pages/policies/whistleblower-protection.aspx>

II. California State University San Marcos Corporation Employee Handbook
<https://www.csusm.edu/corp/hr/hr/index.html>



POLICY: RISK MANAGEMENT POLICY

EFFECTIVE DATE: DECEMBER 1, 2021

REVISED DATE: SEPTEMBER 14, 2021

APPROVAL DATE: SEPTEMBER 17, 2021

DEFINITIONS

Members:

All voting members of the Associated Students, Inc. of California State University San Marcos (ASI) Board of Directors members, employees, and volunteers.

Operations:

All ASI events, programs, services, and initiatives.

PURPOSE

The purpose of this policy is to protect the interests of the Associated Students, Inc. of California State University San Marcos (herein called ASI) by providing a safe environment for members of ASI, its employees, guests and other participants in activities and services provided by ASI. An ongoing review of all activities shall be made by those employees involved to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any activity.

POLICY

- I. ASI professional staff may be delegated authority and responsibility by the ASI Executive Director to carry out this policy in routine operations.
- II. The ASI Executive Director/Designee may consult with appropriate risk management authorities before approving any operation which can be defined as new, unusual or suggesting risk to ASI.
- III. Sufficiently trained staff shall be assigned to the operation(s) to ensure that the potential for injury and/or property damage is minimized.
- IV. The policy may be evaluated as necessary to reflect substantial organizational, financial or physical changes or any change required by law or by other governing policy.

PROCEDURE

- I. Insurance and Legal Coverage
 1. The Executive Director/Designee, along with delegated ASI staff, shall identify and assess risk exposure.

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It is the policy of ASI to mitigate risk related to activities in which it is engaged. ASI management personnel shall identify, analyze, and manage activities and programs to ascertain that effective procedures are in place or developed for programs and services of ASI. ¶

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2. To protect the financial security of ASI and its officers and employees, the Executive Director/Designee shall secure for ASI various forms of insurance and in sufficient amounts to protect those areas insured. Limits for all lines of coverage shall be in amounts sufficient to meet all California State University (CSU), University, and any other requirements, if appropriate.
3. ASI shall retain legal counsel for advisement to the Executive Director/Designee. Programs which may have unusual risk exposure shall be presented by the Executive Director/Designee to the California State University San Marcos (CSUSM) Vice President of Student Affairs, CSUSM Risk Manager, and California State University Risk Management Alliance (CSURMA)/Auxiliary Organizations Risk Management Alliance (AORMA).
4. The Executive Director/Designee will ensure that supplemental risk insurance is required for special events in accordance with recommendations from CSURMA/AORMA
5. When coverage is not available through any insurance source, programs may not take place.
6. For those operations and/or programs which are conducted by Contract and Agreement, operations and programs shall at all times be in compliance with insurance and indemnity hold harmless requirements stipulated in those Contract and Agreement documents. Stipulated requirements shall denote insurance that shall be carried by the Contract holder contractor, naming ASI as well as "All operations performed at California State University San Marcos. The State of California, the Trustees of the California State University, California State University San Marcos, the California State University San Marcos Foundation (CSUSMF), California State University San Marcos Corporation (SMCOR), Associated Students, Inc. of California State University San Marcos and their respective officers, agents, employees, and volunteers of each of them are included as additional insureds." which are to be held harmless by the Contractor for all Contractor operations and programs which are conducted in conjunction with ASI.

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II. Identification, Assessment of Risk, and Mitigation of Risk

1. ASI members shall:
 - a. Complete safety and risk management training annually.
 - b. Complete a ASI Risk Assessment Form for each ASI sponsored event. This form will automatically be distributed to the ASI Executive Director/Designee for review.
 - c. Reasonable steps shall be taken to reduce and mitigate risk exposure in ASI operations and programs.
2. ASI Executive Director/Designee shall:
 - a. Review ASI Risk Assessment Forms upon receipt and determine if additional consultation is required.
 - b. Consult with the CSUSM University Police Department, CSUSM Integrated Risk Management, and and Safety, Health, and CSUSM Sustainability as appropriate.

Deleted: All reasonable steps shall be taken by ASI personnel to reduce and mitigate risk exposure in ASI operations and programs.

- c. Analyze and take appropriate reasonable action to determine that each program adheres to this policy. Issues which cannot be resolved may be referred to the [CSUSM Director of Risk Management](#).

RELATED DOCUMENTS

- I. The California State University Risk Management Authority (CSURMA)/Auxiliary Organizations Risk Management Alliance (AORMA)
<https://www.csurma.org/>
- II. CSUSM Risk Management Policy
http://www.csusm.edu/policies/active/documents/risk_management.html
- III. The California State University, Office of the Chancellor, Risk Management and Public Safety Policy
<https://calstate.policystat.com/policy/6590643/latest/>
- IV. California State University San Marcos Corporation Human Resources Illness and Injury Prevention Program (IIPP)
<https://www.csusm.edu/corp/hr/hr/injury.html>
- V. California State University, Office of the Chancellor, Compilation of Policies and Procedures for CSU Auxiliary Organizations
<https://www.calstate.edu/csu-system/auxiliary-organizations/Documents/auxiliary-organization-compliance-guide.pdf>

9/17 Reports

Name *	Stephania Rey
Email *	rey005@cougars.csusm.edu
Position on Board *	CSTEM Representative
Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	Attended first APC meeting on Wednesday 9/8/2021
What ASI Committees are you currently sitting on? *	Internal Operations Student Advocacy Committee
Updates on ASI Committees: *	Meeting /Training with ASI on September 3rd
What University Committees are you currently sitting on? *	Academic Policy Committee (APC) Technology Policy & Advisory Committee (TPAC) University Curriculum Committee (UCC) Disability Access & Compliance Committee (DACC)
Updates on University Committees *	Credit for prior learning in discussion Apply CSMB unit policy
Upcoming Events and New Initiatives/Collaborations *	Meeting with Dr. Ahmadinia to discuss plans for the coming year for TPAC
Areas of concern related to your position and its constituents. *	At the meetings, can we address issues of concern or are we required to only listen attentively?
Name *	Ernest Cisneros

Email * cisne084@cougars.csusm.edu

Position on Board * CHABSS Rep

Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) * Continuing to work on the Student Art Exhibition, applications open on October 4th and are due Nov 15 by 5pm. MCT working on promotional material. Touch base next week with staff. Meeting with CHABSS Dean next week.

What ASI Committees are you currently sitting on? * Student Advocacy Committee
Sustainability Projects Committee

Updates on ASI Committees: * First SAC meeting next week.

What University Committees are you currently sitting on? * Technology Policy & Advisory Committee (TPAC)
Arts & Lectures Committee

Updates on University Committees *

First TPAC meeting this week, was intense. There are a lot of changes coming to IITS next semester, all new leadership and IITS is being split into 2 entities so transition will be long. There are about 9 referrals to TPAC so far including the Cougar Courses topic of possibly switching to Canvas. IITS and TPAC decided at end of last semester to stay with Moodle(CC) and currently the budget for switching to Canvas is gone so the support to move to Canvas has to come overwhelmingly from students, some TPAC members would like another broader survey done of the whole campus population to see if this is something to look further in to. Moodle(CC) has had a lot of problems thus far into the semester so things are slowly getting fixed.

**Other University
committees you're
sitting on, but are not
listed above:**

SHCS

**Upcoming Events and
New
Initiatives/Collaborations**
*

Student Art Exhibition applications open Oct 4th.

**Areas of concern related
to your position and its
constituents.** *

None at this time.

Name *

Cesar Parra-Bustamante

Email *

parra039@cougars.csusm.edu

Position on Board *

CHABSS Representative

**Highlights and successes related to
your position (i.e. meetings, past
events, new campus/community
partners) ***

Had a meeting with Leo Melena & Ernest.

**What ASI Committees are you currently
sitting on? ***

Student Advocacy Committee

Updates on ASI Committees: *

N/A

**What University Committees are you
currently sitting on? ***

General Education Committee (GEC)
Student Affairs Committee (SAC)

	<p>Student Grade Appeal Committee</p> <p>Student Grievance Committee</p>
Updates on University Committees *	<p>SAC:</p> <p>Talked about student perspectives on Professor Evaluations and student perspectives on exam security as CSUSM will be adopting new measures on exam proctoring. Still need more student input.</p> <p>GEC:</p> <p>Talked about creating a sub-committee with professors to put some input into some new General Education courses that are being proposed.</p> <p>Student Grievance Committee:</p> <p>No meeting</p> <p>Student Grade Appeal Committee:</p> <p>No meeting</p>
Other University committees you're sitting on, but are not listed above:	N/A
Upcoming Events and New Initiatives/Collaborations *	Meeting with Dean Elizabeth Matthews next Tuesday at 10:30am
Areas of concern related to your position and its constituents. *	New exam security measures that will be implemented in the future.
Name *	Julia Glorioso
Email *	jglorioso@csusm.edu

Position on Board *	VP of Student & University Affairs
Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	Met with Dean Schreiber about dining options and student feedback on them. Met with Rochelle Smarr and discussed civic engagement collaborations. Did a GEL presentation, had an ASI executive touch base, and conducted interviews for open BOD positions.
What ASI Committees are you currently sitting on? *	Student Advocacy Committee
Updates on ASI Committees: *	SAC: sent out agenda call for next weeks meeting.
What University Committees are you currently sitting on? *	Academic Senate Student Fee Advisory Committee
Updates on University Committees *	Academic Senate: discussed COVID policies and how students are complying who are unvaccinated or have medical or religious exemptions are complying with weekly tests. Still need students to self attest and upload vaccine, have until September 30th to do so. EMS has been outreaching to students who have yet to upload vaccine information. Students who do not get vaccinated and upload information will be removed from in person classes.
Other University committees you're sitting on, but are not listed above:	Search Committee for SHCS Executive Director: conducted semi finalist interviews and are now going into the next stage of finalist interviews. CSSA: deciding whether we will be in person for spring and the new student trustee has been appointed her name is Maria Linares and she will be visiting our campus some point this semester.

Upcoming Events and New Initiatives/Collaborations *	Constitution Day this Friday and National Voter Registration Day on the 28th.
Areas of concern related to your position and its constituents. *	none
Name *	Tam Phan
Email *	phan038@cougars.csusm.edu
Position on Board *	CoBA Representative
Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	I had a meeting with Pat and Ashley to go over ideas on programs that we'd like to implement to spread awareness in CoBA. We'll be reaching out to the Dean to collaborate on needs and opportunities. I did a LEAP training on graduate school that was very informative. Mariano and I had a short meeting to touch base.
What ASI Committees are you currently sitting on? *	Student Advocacy Committee
Updates on ASI Committees: *	None
What University Committees are you currently sitting on? *	Student Affairs Committee (SAC)
Updates on University Committees *	None
Upcoming Events and New Initiatives/Collaborations *	I'll be reaching out to the HR Student Organization to collaborate on needs and opportunities.

Areas of concern related to your position and its constituents. *

I'm still a little unsure of what I should be working on and how to go about that. Basecamp is a bit overwhelming because I'm finding that the notifications aren't populating properly. Things that I've read are still popping up so I end up rereading messages a lot. As a result, I'm just waiting for email notifications to keep up to date.