CSUSM
Corporation

Ms. Jennifer Williams
Designated Member
President's Designee
AVP of Campus Climate and Chief of Staff, Office of President Karen S. Haynes

Dr. Graham Oberem
Designated Member
Vice President for Academic Affairs

Mr. Neal Hoss
Designated Member
Vice President for Finance & Administrative Services

Dr. Charles De Leone
Faculty Member
Professor, Physics

Dr. Cynthia Chavez Metoyer
Faculty Member, Community Engagement-Office of Internships

Mr. Charles C. Ragland, Esq.
Community Member (Alumni)
Department of Justice

Mr. Jason Schreiber
Administrative Member
Dean of Students

Mr. Michael Schroder
Administrative Member
Dean, Extended Learning

Armando Zaragoza
Student Member

Vacant
Student Member

REVISED Regular Meeting of the Board of Directors

November 29, 2018 @ 4:00 p.m. – 5:30 p.m.
Center for Children and Families Classroom

AGENDA

I. **Convening of Regular Board Meeting** *(Oberem)*
   A. Consideration of Minutes September 27, 2018 Annual Meeting **(Attachment A)**
   B. Consideration of Minutes September 27, 2018 Regular Meeting **(Attachment B)**

II. **Special Guest Presentation on Dining** - SODEXO

III. **Committee Reports and University Updates**
   A. Administration Update *(Newberg)*
   B. Executive Committee Report *(Hoss)*
   C. Finance and Operations Committee Report *(Hoss)*
   D. Student Housing Update *(Schreiber)*
   E. University Update (*Williams*)

IV. **Consent Agenda** *(Oberem)*
   Brought forward by the Executive Committee
   A. Board Member Nominations 18/19 **(Attachment C)**
   B. Committee Membership for 18/19 **(Attachment D)**
   Brought forward by the Finance and Operations Committee
   C. Revised CSUSM Corporation Hospitality Policy **(Attachment E)**
   D. Quarterly Financial Report & Summary 9/30/18 **(Attachment F)**
   E. Revised Delegation of Authority Policy **(Attachment G)**
   F. Revised Delegation of Authority Document **(Attachment H)**
   G. Updated Compensation Structure/Updated Pay Grades for 2019 & 2020 **(Attachment I)**
   H. Revised Investment Policy **(Attachment J)**

V. **Information Item** *(Oberem)*
   A. Investment Portfolio Report 9/30/18 – Reporting Only **(Attachment K)**

VI. **Action Items**
   A. Revised Student Housing Advisory Committee Charge *(Newberg)* **(Attachment L)**
   B. Creation of an Innovation Hub Advisory Committee *(Hoss & Newberg)* **(Attachment M)**
   C. Revised Conflict of Interest Policy - Board of Directors *(Newberg)* **(Attachment N)**
   D. New Conflict of Interest Policy – Employees *(Hinojosa)* **(Attachment O)**

VII. **Adjournment of Meeting** *(Oberem)*

Next Meeting: February 21, 2019

ATTACHMENT A

Minutes of the September 27, 2018 Annual Meeting

CSUSM
Corporation

Minutes of the Annual Meeting of the Board of Directors
September 27, 2018
Center for Children and Families Classroom

Attendees:

Members: Graham Oberem (Chair), Neal Hoss, Charles De Leone, Xavier Martinez, Cynthia Chavez Metoyer, Charles Ragland, Jennifer Williams, Jason Schreiber

Members Absent:

Staff: Deborah Davis, Bella Newberg, Michelle Hinojosa, Trina Beckwith, Janine Prior, Janelle Temnick, Karla Frazee, Justin Cox

Guests: Mike Schroder

Convening of the Annual Meeting

A quorum being present, Chair Oberem called the meeting to order at 4:05 p.m. Oberem reported that Xavier Martinez was resigning from his position on the Board of Directors after the Regular Meeting due to his plans to relocate to another state and Conner Whitten, a student member nominee, will not be able to serve on the Board due to a conflicting schedule.

Action Items

Consent Agenda

Oberem explained the purpose of the Consent Agenda and asked if anyone had any questions about the Consent Agenda process. There being none, Oberem then asked if anyone wanted to move any items from the Consent Agenda to the Regular Agenda. There being none, *a motion comes moved and seconded from the Executive Committee to approve the nomination of an Extended Learning Representative to the Board of Directors, Board Member Nominations, with the exception of Conner Whitten (Attachment A) and Committee Membership 18/19, with the exception of Xavier Martinez and Conner Whitten (Attachment B). Motion carried.*

Board Officer Nominations 18/19

Oberem called for a motion to approve the Board Officer Nominations 18/19 as presented in Attachment C. *A motion was made and seconded (De Leone/Martinez) to accept the Board Officer Nominations as presented. Motion carried.*

Adjournment

The Annual Meeting adjourned by acclamation at 4:08 p.m.

_____ _____

Cynthia Chavez Metoyer Date
Secretary

ATTACHMENT B

Minutes of the September 27, 2018 Regular Meeting

CSUSM Corporation

Minutes of the Regular Meeting of the Board of Directors
September 27, 2018
Center for Children and Families Classroom

Attendees:

Members: Graham Oberem (Chair), Neal Hoss, Charles De Leone, Xavier Martinez, Cynthia Chavez Metoyer, Charles Ragland, Jennifer Williams, Jason Schreiber, Mike Schroder

Members Absent: Armando Zaragoza

Staff: Deborah Davis, Bella Newberg, Michelle Hinojosa, Trina Beckwith, Janine Prior, Janelle Temnick, Karla Frazee, Justin Cox

Guests: None

Convening of the Regular Meeting
A quorum being present, Oberem called the meeting to order at 4:08 p.m. Oberem recognized Martinez's service on the Board of Directors as well as the Joint Audit Committee. Due to a relocation, Martinez will no longer be serving on our Board.

Minutes of the May 24, 2018 Regular Meeting
A motion was made and seconded (Chavez Metoyer/De Leone) to approve the May 24, 2018 minutes. Motion carried.

Committee Reports

Sponsored Projects Committee
Beckwith reported on staffing changes and reviewed the Award Report that was sent prior to the meeting. Newberg reported that the Grant Writing Boot Camp will be held in the spring and anticipates Grant activity increasing.

Joint Audit Committee
Martinez reported that the Joint Audit Committee met on September 26, 2018. Representatives from Aldrich attended and reviewed the Audit Committee Reports and the Financial Statement Reports for ASI, Foundation and CSUSM Corporation.

Administration Update
Newberg gave a staffing update and reported on the Pre-Award Audit and the NSF Desk Audit that have taken place. A possible Board retreat was discussed. Newberg reported on the Dining Project stating CSUSM Corporation is collaborating with our dining partner, SODEXO, who is providing financial contribution for the buildout of the dining

hall. The goal is to have SODEXO complete the programming and schematic design phase (Phase 1) to provide an estimated budget for the project. Then a financial analysis would be performed to determine the best model and determine if and how the project could move forward. SODEXO will cover the costs of Phase 1 unless it is decided not to move forward with Phase 2 in which case CSUSM Corporation will be responsible to reimburse SODEXO the cost of Phase 1, not to exceed $110,000. This will be an Action Item later in the meeting. Newberg provided an EL/P3 Project update which included the schedule, budget, road improvements and the pedestrian bridge. An amendment to the Loan Agreement for the EL Project was executed in August to shift from short-term commercial paper to Bond financing. Hinojosa gave a Human Resources update consisting of current employee numbers at approximately 399, employment categories and benefit rate. Fenimore presented an update on Commercial Services.

Student Housing Advisory Committee
Schreiber reported both properties are at 100% occupancy with 70 students on the waitlist. Members of the Committee toured the properties focusing on entrance and exit cameras and recently met with the Chief of Police to discuss Housing security and to strategize on additional steps to improve safety. The Committee has been asked to be involved with the Dining Project and planning.

University Update
Williams reported on the announcement of the retirement of President Haynes and First Gentleman, Jim Mickelson. The President's Office anticipates the new Appointment will be named at the March 2019 Board of Trustees Meeting.

Consent Agenda
Oberem explained that a Consent Agenda was included as Item III in the meeting Agenda. He explained the purpose of the Consent Agenda is to save time. Oberem asked if anyone had any questions about the Consent Agenda process. There being none Oberem then asked if anyone wanted to move the item from the Consent Agenda to the Regular Agenda. There being none, *a motion comes moved and seconded from the Joint Audit Committee to approve the CSUSM Corporation Financial Audit Report & A-133 Compliance Report 6/30/18 (Attachment F). Motion carried.*

Action Items

Quarterly Financial Report & Summary 6/30/18 (Attachment G)
Davis reviewed the Quarterly Financial Report & Summary 6/30/18 that was provided prior to the meeting.
A motion was made and seconded (De Leone/Ragland) to approve the Quarterly Financial Report & Summary 6/30/18 as presented. Motion carried.

Revised Procurement Policy (Attachment H)
Newberg reviewed the revised Procurement Policy highlighting the key revisions. Most of the changes are necessary due to the updates made in the Uniform Guidance. The redline and clean version of the revised policy was provided prior to the meeting.
A motion was made and seconded (Hoss/Schreiber) to approve the revised Procurement Policy as presented. Motion carried.

Campus Dining Project
Newberg requested approval to proceed with the Programming and Schematic Design Phase (Phase 1) of the Dining Project as presented in the Administration Update presented earlier in the meeting.
A motion was made and seconded (Hoss/Ragland) to approve moving forward with the Programming and Schematic Design Phase of the Dining Project as presented. Motion carried.

Revised Resolution-QUAD Affiliation Agreement (Attachment I)
Newberg reviewed the revised Resolution-QUAD Affiliation Agreement emphasizing the main revisions including the term, first right of offer, the addition of a demand study, and authorization to the ED to execute appropriate legal agreements and related instruments for the Project. The redline and clean version of the Resolution was provided prior to the meeting.
A motion was made and seconded (Williams/De Leone) to approve the revised Resolution-QUAD Affiliation Agreement as presented. Motion carried.

Adjournment of Regular Meeting
The Regular Meeting adjourned by acclamation at 5:36 p.m.

_____ _____
Cynthia Chavez Metoyer Date
Secretary

ATTACHMENT C

Board Member Nominations 18/19

California State University
SAN MARCOS

CSUSM
Corporation

PROPOSED BOARD MEMBER NOMINATIONS 2018/2019

Christopher Thibodeau	New Appointment Community Member (3-year term to expire 9/21)
Ann Bersi	New Appointment Community Member (3-year term to expire 9/21)
Savana Doudar	New Appointment Student Member (1-year term to expire 9/19)

ATTACHMENT D

Committee Membership for 18/19

California State University SAN MARCOS | CSUSM Corporation

BOARD COMMITTEES 2018/2019

FINANCE AND OPERATIONS COMMITTEE

Neal Hoss, Chair
Jennifer Williams, Vice Chair
Cynthia Chavez Metoyer
Charles Ragland
Mike Schroder
Bella Newberg

Staff (non-voting):
Cynthia Fenimore
Deborah Davis
Michelle Hinojosa
Trina Beckwith
Janine Prior

JOINT AUDIT COMMITTEE:

CSUSM Corporation, CSUSM Foundation & Associated Students Inc.

CSUSM Corp Board Members (voting):
Proposed *Christopher Thibodeau, CSUSM Corp*
Armando Zaragoza, CSUSM Corp

Non-CSUSM Corp Board Members (voting):
Thomas Kenaya, CSUSM Foundation
Luanne Bas, CSUSM Foundation
Savana Doudar, ASI
Kenneth Tran, ASI

Staff (non-voting):
Bella Newberg
Deborah Davis
Janine Prior

EXECUTIVE COMMITTEE

Neal Hoss, Chair
Graham Oberem
Charles Ragland, Vice Chair
Cynthia Chavez Metoyer

Staff (non-voting):
Bella Newberg

SPONSORED PROJECTS COMMITTEE

CSUSM Corp Board Members (voting):
Neal Hoss, Chair
Graham Oberem
Chuck De Leone
Proposed *Savana Doudar*
Proposed *Ann Bersi*

Non-CSUSM Corp Board Members (voting):
Wesley Schultz, Vice Chair (Dean, Office of Graduate Studies & Research)
Katherine A. Kantardjieff (Dean, College of Math and Science)
Sean Newcomer (Associate Professor, Kinesiology)
Ana Hernandez (Associate Professor, School of Ed)
Keith Trujillo (Director, Office for Training, Research & Education in the Sciences)
Bella Newberg (Executive Director, CSUSM Corporation)

Staff (non-voting):
Michelle Hinojosa
Trina Beckwith

STUDENT HOUSING ADVISORY COMMITTEE

CSUSM Corp Board Members (voting):
Jason Schreiber, Chair
Bella Newberg, Vice Chair
Becky Calica
Armando Zaragoza

Non-CSUSM Corp Board Members (voting):
Malik Ismail

Advisory (non-voting):
Megan Stang
COCM Representative
Janelle Temnick

ATTACHMENT E

Revised CSUSM Corporation Hospitality Policy

California State University SAN MARCOS | CSUSM Corporation

Policy #: 103 Total Pages: 3
Created: 8/29/16
Revision Date: 11/1/18
Name Change Revision: 7/1/17
Approved by: Board of Directors – 9/8/16

HOSPITALITY POLICY

PURPOSE:

This policy governs the manner and extent to which CSUSM Corporation may provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, or entertainment event; or other occasion that promotes the mission of CSUSM and CSUSM Corporation. Hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of CSUSM Corporation.

SCOPE:

This policy governs the appropriate use of CSUSM Corporation funds unless legally otherwise restricted by law, regulations or funding source agreements. Grants and Contracts are to comply with the restrictions imposed by the funding agency. Charitable contributions are to comply with the gift agreement and other source documents.

ALLOWABLE EXPENDITURES AND OCCASIONS:

Hospitality expenses must be directly related to, or associated with, the active conduct of official CSUSM, CSU and CSUSM Corporation business. When an employee acts as an Official Host, the occasion must, in the best judgment of the Approving Authority, serve a clear CSUSM Corporation business purpose, with no personal benefit derived by the Official Host or other employees. In addition, the expenditure of funds for hospitality should be cost effective. Expenditures must be in accordance with IRS guidelines, state regulations, and CSU policies. No employee business meal or entertainment expenditure that is considered taxable income under IRS regulations will be reimbursed or paid. An employer's reimbursement of an employee business meal or entertainment expense may be considered taxable income to an employee if:

- activity is not directly related to the employee's job
- expense is lavish or extravagant under the circumstances
- expense is not substantiated with supporting documentation

I. Employee Meeting and Recognition Events
Meals or light refreshments provided to employees may be permitted if the expenses occur infrequently, are reasonably priced, and appropriate to the business purpose. Meals or light refreshments should be limited to no more than twelve times per year, per group. Meals or light refreshments provided to employees on a frequent or routine basis are considered taxable income by the IRS and are therefore not permitted under this policy.

II. Maximum Per-Person Rates for Meals and Light Refreshments
CSUSM Corporation sets a maximum per person rate for breakfast, lunch and dinner, inclusive of the total cost of food, beverages, labor, sales tax, delivery fees or other service fees.

When a hospitality expense exceeds the per-person maximum provided in the chart below, the hospitality is considered an exception and requires a written justification for the overage and approval by the Executive Director or Designee.

Meals or light refreshments provided in the course of a business meeting must be modest and reasonably priced. When a meeting takes place over an extended period of time and the agenda includes a working meal, there may be justification that the meal is integral to the business function, examples include the following:

- Meeting where there is a scheduled speaker during the meal period
- Meeting where the participants work through the meal period
- Circumstances where it would be too time-consuming or disruptive for participants to take a meal break away from the meeting location

Meals or light refreshments should be limited to no more than twelve times per year, per group.

Maximum Per-Person Rates for Hospitality Meals and Light Refreshments	
Meal type	***Maximum Per-Person**
Breakfast	$ 25.00
Lunch	$ 50.00
Dinner	$ 75.00
Light refreshments	$ 60.00
* The maximum per-person calculation is created by dividing the total amount charged for food, beverage, tax, gratuity and service charge by the total number of actual attendees	

PROHIBITED EXPENDITURES:

I. Personal Benefit
Hospitality expenses that are of a personal nature and not related to the active conduct of official CSU, CSUSM or CSUSM Corporation business will not be paid or reimbursed. Examples include, but are not limited to, employee birthdays, weddings, anniversaries, and baby showers. The following "personal benefit" expenditures are permissible: memorial services, celebrations of retirement, and farewell gatherings for employees separating with at least 5 years of service.

II. Discrimination
Hospitality expenses will not be paid or reimbursed for membership in social organizations, activities or entertainment services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability.

FUNDING SOURCES:

I. Trust and Agency Funds Held for Third Parties
Trust or agency funds held by CSUSM Corporation in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and the written agreements.

II. Grants and Contracts
Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and CSUSM Corporation policy, the stricter of the two policies shall apply. Federal Funds may not be used to purchase alcoholic beverages.

EXEMPTIONS:

I. Officially Recognized Events Hosted by the President or CSUSM Corporation events hosted by the Offices of the President including; but, not limited to galas, convocations, advisory meetings, board meetings, forums, town halls, Presidential addresses, business meals and fund raising meals have a permanent exemption from the maximum per person rates in these procedures.

APPROVAL OF TRANSACTIONS:

Approving Authority – a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy. The Approving Authority cannot approve transactions reimbursing themselves, expenses of a person to whom they report, or of a spouse or family member. The exception is the approval of the Executive Director's reimbursements, which must be approved by their supervisor.

When appropriate and necessary, the Executive Director may make a limited exception to the hospitality policy. The purpose of the exception must be documented and signed by the Executive Director.

REFERENCES:

Hospitality Checklist Required

ICSUAM 1301.00 Hospitality

Designation and use of Public Relations Funds

Hospitality Matrix

California State University SAN MARCOS | CSUSM Corporation

Policy #: 103 Total Pages: 3
Created: 8/29/16
Revision Date: 11/1/18
Name Change Revision: 7/1/17
Approved by: Board of Directors – 9/8/16

HOSPITALITY POLICY

PURPOSE:

This policy governs the manner and extent to which CSUSM Corporation ~~and the CSUSM Foundation (Foundation)~~ may provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, or entertainment event; or other occasion that promotes the mission of CSUSM and CSUSM Corporation~~/Foundation~~. Hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of CSUSM Corporation~~/Foundation~~.

SCOPE:

This policy governs the appropriate use of CSUSM Corporation~~/Foundation~~ funds unless legally otherwise restricted by law, regulations or funding source agreements. Grants and Contracts are to comply with the restrictions imposed by the funding agency. Charitable contributions are to comply with the gift agreement and other source documents.

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II. Discrimination
Hospitality expenses will not be paid or reimbursed for membership in social organizations, activities or entertainment services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability.

FUNDING SOURCES:

I. Trust and Agency Funds Held for Third Parties
Trust or agency funds held by CSUSM Corporation in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and the written agreements.

II. Grants and Contracts
Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and CSUSM Corporation policy, the stricter of the two policies shall apply. Federal Funds may not be used to purchase alcoholic beverages.

~~III. Other Funds~~
~~Funds held by the CSUSM Foundation in a custodial capacity for third parties are subject to applicable laws and the written agreements. In the event of a conflict between agency and the CSUSM Corporation policy, the stricter of the two policies shall apply.~~

EXEMPTIONS:

I. Officially Recognized Events Hosted by the President or ~~University Advancement~~ CSUSM Corporation~~/Foundation~~ events hosted by the Offices of the President ~~or University Advancement~~ including; but, not limited to galas, convocations, advisory meetings, board meetings, forums, town halls, Presidential addresses, business meals and fund raising meals have a permanent exemption from the maximum per person rates in these procedures.

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Approving Authority – a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy. The Approving Authority cannot approve transactions reimbursing themselves, expenses of a person to whom they report, or of a spouse or family member. The exception is the approval of the Executive Director's reimbursements, which must be approved by their supervisor.

When appropriate and necessary, the Executive Director may make a limited exception to the hospitality policy. The purpose of the exception must be documented and signed by the Executive Director.

REFERENCES:

Hospitality Checklist Required

ICSUAM 1301.00 Hospitality

Designation and use of Public Relations Funds

Hospitality Matrix

ATTACHMENT F

Quarterly Financial Report & Summary 9/30/18

California State University San Marcos Corporation
Statement of Financial Position
September 30, 2018

	Balance 9/30/2018	Balance 6/30/2018	Quarter Increase/ (Decrease)
Assets			
Cash and cash equivalents	$ 3,421,164	$ 7,238,220	$ (3,817,056)
Investments	13,140,923	8,383,727	4,757,196
Accounts Receivable-Extended Learning Building	42,426,660	3,244,607	39,182,053
Accounts Receivable-Sponsored Programs	2,676,111	2,634,418	41,693
Other Receivable	1,685,392	637,093	1,048,299
Other Assets	109,493	64,798	44,695
Extended Learning Building	23,958,949	17,696,299	6,262,650
Housing Building & Equipment (Net)	18,834,128	18,874,145	(40,017)
CCF Building & Fixtures (Net)	3,981,882	4,053,131	(71,249)
Property & Equipment (Net)	2,277,777	2,195,577	82,200
Total Assets	**$ 112,512,479**	**$ 65,022,015**	**$ 47,490,464**
Liabilities & Net Assets			
Liabilities:			
Accounts Payable and Accrued Expenses	$ 2,334,122	$ 6,188,600	$ (3,854,478)
Deferred Revenue	12,214,816	9,987,555	2,227,261
Bond Payable - Housing	18,950,023	18,950,023	-
Post-Retiree Health Benefit Accrual	1,536,624	1,531,547	5,077
Note Payable - Extended Learning Building	63,590,904	14,900,000	48,690,904
Note Payable - Starbucks	198,291	198,291	-
Total Liabilities	**$ 98,824,780**	**$ 51,756,016**	**$ 47,068,764**
Net Assets:			
Unrestricted:			
Operating Reserves	$ 2,682,549	$ 2,072,104	$ 610,445
Campus/Designated Programs	2,887,361	2,903,744	(16,383)
Administrative Current Year Net Activity	359,501	516,095	(156,594)
Housing	3,418,353	3,453,712	(35,359)
CCF-Bldg & Fixtures	3,981,883	4,053,131	(71,248)
Property & Equipment	358,052	267,213	90,839
Total Net Assets	**$ 13,687,699**	**$ 13,265,999**	**$ 421,700**
Total Liabilities & Net Assets	**$ 112,512,479**	**$ 65,022,015**	**$ 47,490,464**

California State University San Marcos Corporation
Administrative Operating Summary
7/1/18 to 9/30/18

	Annual Budget FY 18/19	Quarter 1 7/1/18 to 9/30/18			Fiscal Year To Date 7/1/18 to 9/30/18			Comparison of Prior FYTD Actual to Current FYTD Actual		
		Budget	Actual	Variance	Budget	Actual	Variance	Prior FYTD 9/30/17	Current FYTD 9/30/18	% Increase (Decrease)
Revenue										
Net Grant/Contract Admin Fees	$ 906,400	$ 226,600	$ 220,000	$ (6,600)	$ 226,600	$ 220,000	$ (6,600)	$ 224,612	$ 220,000	-2%
Admin Fees - Campus Programs	120,000	30,000	28,480	(1,520)	30,000	28,480	(1,520)	32,112	28,480	-11%
Follett-Bookstore Commission	333,000	149,850	132,256	(17,594)	149,850	132,256	(17,594)	144,938	132,256	-9%
Sodexo Commission	130,000	32,500	5,667	(26,833)	32,500	5,667	(26,833)	-	5,667	-
Other Commercial Services Revenues	152,185	38,046	17,601	(20,445)	38,046	17,601	(20,445)	15,919	17,601	11%
Housing	498,000	124,500	139,500	15,000	124,500	139,500	15,000	124,500	139,500	12%
Summer Conferences	90,000	90,000	91,488	1,488	90,000	91,488	1,488	-	91,488	-
Investment Income	30,000	7,500	38,776	31,276	7,500	38,776	31,276	25,166	38,776	54%
Exchange of Value - CSUSM	280,972	70,243	75,243	5,000	70,243	75,243	5,000	60,688	75,243	24%
Space Rental	-	-	-	-	-	-	-	15,690	-	-100%
Other Revenue	180,500	45,125	97,566	52,441	45,125	97,566	52,441	19,647	97,566	397%
Total Revenue	**$ 2,721,057**	**$ 814,364**	**$ 846,577**	**$ 32,213**	**$ 814,364**	**$ 846,577**	**$ 32,213**	**$ 663,272**	**$ 846,577**	28%
Post-Retirement	$ 81,292	$ 20,323	$ 5,077	$ 15,246	$ 20,323	5,077	$ 15,246	$ 20,323	5,077	-75%
Expenses: Admin Operations	2,626,521	656,630	481,999	174,631	656,630	481,999	174,631	505,950	481,999	-5%
Net Operating Revenues	**$ 13,244**	**$ 137,411**	**$ 359,501**	**$ 222,090**	**$ 137,411**	**$ 359,501**	**$ 222,090**	**$ 136,999**	**$ 359,501**	162%

ATTACHMENT G

Revised Delegation of Authority Policy

California State University SAN MARCOS | CSUSM Corporation

Policy #: 102 Total Pages: 1
Created: 10/18/01
Revision Date: 3/26/09; 7/1/14; 9/4/14; 11/13/14; 2/26/15; 11/14/18
Name Change Revision Date: 7/1/17
Approved by: Board of Directors 9/14/17

DELEGATION OF AUTHORITY POLICY

PURPOSE:

To provide guidance on signature authority for documents and transactions necessary in the course of operations of the California State University San Marcos Corporation (CSUSM Corporation) and for which signature authority may be designated and by whom.

SCOPE:

The CSUSM Corporation is engaged in a variety of transactions that require prudent control over the authorization to execute documents that obligate the Corporation or which otherwise confirm financial or contractual transactions.**POLICY:**

I. The Executive Director is authorized to sign documents required for operations of the CSUSM Corporation, except as have been reserved in other policies by the Board for its approval prior to execution.

II. The Executive Director is authorized to establish written management guidelines consistent with and in implementation of this policy statement, including delegation of authority granted through this policy. Signature Authority will also be limited and will comply with other policies and guidelines as relevant, particularly the policies related to purchasing, investment and other financial transactions.
    a. The guidelines will provide any delegations of signature authority for, at minimum, the categories of transactions attached (Exhibit A) herein, and may also delegate signature authority for other types of transactions, as they become known.
    b. These delegations may also allow for designations of authority by authorized individuals to other persons, with any designations provided in writing and approved by the Executive Director.
    c. The Board of Directors may also delegate signature authority for specific types of transactions as required under other Board policies, or as approved by actions of the Board.
    d. The Chair, Vice Chair or Secretary/Treasurer may sign any document or transaction requiring an officer signature, including resolutions of the Board.

Those with delegated authority may re-delegate in writing to officers, employees or agents of the CSUSM Corporation, with approval of the Executive Director or designee.

The undersigned Secretary hereby certifies that the foregoing is a full, true and correct copy of the policy of the Board of Directors of the CSUSM Corporation duly made at a regular Board meeting on date below.

Cynthia Chavez Metoyer
Secretary

Date

California State University SAN MARCOS | CSUSM Corporation

Policy #: 102 Total Pages: 2
Created: 10/18/01
Revision Date: 3/26/09; 7/1/14; 9/4/14; 11/13/14; 2/26/15; 11/14/18
Name Change Revision Date: 7/1/17
Approved by: Board of Directors 9/14/17

DELEGATION OF AUTHORITY POLICY

PURPOSE ~~AND BACKGROUND~~:

To provide guidance on signature authority for documents and transactions necessary in the course of operations of the ~~The~~ California State University San Marcos Corporation (CSUSM Corporation) and for which signature authority may be designated and by whom.

SCOPE:

The CSUSM Corporation is engaged in a variety of transactions that require prudent control over the authorization to execute documents that obligate the Corporation or which otherwise confirm financial or contractual transactions.

~~This statement lists the document types and corresponding signatories required thereon to authorize the transaction associated with each type of document.~~

POLICY:

I. The Executive Director is authorized to sign documents required for operations of the CSUSM Corporation, except as have been reserved in other policies by the Board for its approval prior to execution.

~~I.~~II. The Executive Director is authorized to establish written management guidelines consistent with and in implementation of this policy statement, including delegation of authority granted through this policy. Signature Authority will also be limited and will comply with other policies and guidelines as relevant, particularly the policies related to purchasing, investment and other financial transactions.

a. The guidelines will provide any delegations of signature authority for, at minimum, the categories of transactions attached (Exhibit A) herein, and may also delegate signature authority for other types of transactions, as they become known.
b. These delegations may also allow for designations of authority by authorized individuals to other persons, with any designations provided in writing and approved by the Executive Director.
c. The Board of Directors may also delegate signature authority for specific types of transactions as required under other Board policies, or as approved by actions of the Board.
d. The Chair, Vice Chair or Secretary/Treasurer may sign any document or transaction requiring an officer signature, including resolutions of the Board.

Those with delegated authority may re-delegate in writing to officers, employees or agents of the CSUSM Corporation, with approval of the Executive Director or designee.

~~Attached is a description of document types and corresponding authorized signatories ("CSUSM CORPORATION DELEGATION OF AUTHORITY, DOCUMENTS TYPES AND AUTHORIZED SIGNATORIES PROCEDURE").~~

Formatted: Right

The undersigned Secretary hereby certifies that the foregoing is a full, true and correct copy of the policy of the Board of Directors of the CSUSM~~California State University San Marcos~~ Corporation duly made at a regular Board meeting on date below~~September 14, 2017~~

Cynthia Chavez Metoyer
Secretary

Date

ATTACHMENT H

Revised Delegation of Authority Document

CSUSM CORPORATION
DELEGATION OF AUTHORITY
DOCUMENT TYPES AND AUTHORIZED SIGNATORIES

Exhibit A
Revised: 11/14/18

Banking and Investment Transactions	
Open or Close Bank Accounts	Executive Director
With E.D. or Designee prior approval	Finance Manager
Dual approval required on all account Open or Close activity	CSUSM University Controller
	CSUSM Manager, Auxiliary Financial Operations
Banking and Investment Transactions	
Transfers Between Bank Accounts	Executive Director
Wire Transfers, Withdraw Requests	Finance Manager
With E.D. or Designee prior approval	CSUSM University Controller
Dual approval required on all Transfers/Withdrawals	CSUSM Manager, Auxiliary Financial Operations
Banking and Investment Transactions	
Deposits	Executive Director
	Finance Manager
Disbursements & Other Negotiable Instruments & Transactions	
Commercial checks, sight drafts, other negotiable instruments	Executive Director
Two signatures required on checks over $50,000	Finance Manager
	CSUSM Manager, Auxiliary Financial Operations
	CSUSM University Controller
	VP, Finance and Administrative Services (electronic)
Procurement & Contractual Documents	
Agreements or contracts, including property conveyances,	Executive Director
service agreements, leases, MOU's with campus, licenses	Director, Commercial Services & Property Development
	Finance Manager
	Director, Sponsored Projects
Real Property Leases	
	Corporate Officers
	Executive Director
Requisitions for Services & Purchases	
	Individuals with Expense Account Authorizaton per Fiscal Authority
Fixed Asset Inventories & Asset Disposal	
	Executive Director
	Director, Commercial Services & Property Development
	Director, Sponsored Projects
Tax Returns	
	Executive Director
	Finance Manager
	VP, Finance and Administrative Services
Human Resource Documents	
	Executive Director
	Director, Human Resources and Payroll Services
Manual Payroll Checks	
Two signatures required on payroll checks over $5,000	Executive Director
	Finance Manager
	Director, Sponsored Projects
	CSUSM Manager, Auxiliary Financial Operations
Campus Programs	
CSUSM Corporation Project Agreements related to Campus Program	Executive Director
activities administered by CSUSM Corporation	Director, Commercial Services & Property Development
	Finance Manager
Sponsored Projects (Grants & Contracts)	
CSUSM Corporation Project Agreements	Executive Director
Contractual Documents	Director, Sponsored Projects
Procurement Documents	Finance Manager
Financial Documents	
Expenditures	

Signature:_____ Date:_____

Bella Newberg, Executive Director

All activity must be in accordance with CSUSM Corporation Policy. Revised and approved by the CSUSM Corporation Board of Directors at the 9/14/17 meeting.
Updated Titles 11/14/18

ATTACHMENT I

Updated Compensation Structure/Updated Pay Grades
for 2019 & 2020

CSUSM Corporation Pay Grades
Effective January 2019

		Rate Ranges* ANNUAL			Rate Ranges* MONTHLY			Rate Ranges* HOURLY		
Grade		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
1		24,960	28,689	32,418	2,080	2,391	2,702	12.00	13.79	15.59
2		25,168	29,684	34,200	2,097	2,474	2,850	12.10	14.27	16.44
3		29,405	36,576	43,747	2,450	3,048	3,646	14.14	17.58	21.03
4		33,691	42,008	50,324	2,808	3,501	4,194	16.20	20.20	24.19
5		39,547	49,476	59,405	3,296	4,123	4,950	19.01	23.79	28.56
6		46,463	58,291	70,119	3,872	4,858	5,843	22.34	28.02	33.71
9		49,920	52,937	55,953	4,160	4,411	4,663			
10		50,918	57,547	64,176	4,243	4,796	5,348			
11		51,937	62,355	72,773	4,328	5,196	6,064			
12		52,976	68,806	84,636	4,415	5,734	7,053			
13		56,523	77,577	98,632	4,710	6,465	8,219			
14		70,134	95,853	121,572	5,845	7,988	10,131			
15		87,898	115,058	142,219	7,325	9,588	11,852			
16		124,035	163,580	203,125	10,336	13,632	16,927			
	Special Job Titles									
17	Special Consultant Range of $192 per day to $1,685 per day *Special Consultants are considered "employees" and are not designated as independent contractors									

NOTES

Pay Grades 1 - 6

1) Increase min wage in each pay range by $1.00 Grades 1 - 2
2) Increase min wage in each pay range by 2% Grades 3 - 6
3) Increase max wage by 2% and adjust mid accordingly

Pay Grades 9-16

1) Increase min pay rate to required minimum salary for exempt level for Pay Grade 9
2) Increase min pay rate for Pay Grades 10-12 to 2% more than Pay Grade below
3) Pay Grades 13-16 min pay rate same
4) Increase max pay rate by 2% and adjust mid accordingly Pay Grades 9-16

Pay Grade 17

1) Increase min daily pay rate to required min wage
2) Increase max daily pay rate by 2%

Scale Change History

* Add Pay Grade 6 for higher level non-exempt, hourly positions (18% above Pay Grade 5) and Adjustment to Pay Grades 9 - 16 maximum pay rates but no change to the minimum pay rates due to FLSA change halt 12-01-16

* Adjustments to Pay Grades 1 to 6 (5% Pay Grade 1, 3.5% Pay Grades 2 - 6) and min Pay Rates to Pay Grades 9 to 17 due to CA Minimum Wage 01-01-17

* Adjustments to min Pay Grades 1 to 6 and to Pay Grades 9 to 12 due to CA Minimum Wage 01-01-18 and increase all Pay Grades max by 2% and adjust mid accordingly 05-01-18

* Adjustments to min Pay Grades 1 to 6 and to Pay Grades 9 to 12 due to CA Minimum Wage and increase all Pay Grades max by 2% and adjust mid accordingly 01-01-19

Approved on: _____ by: _____

CSUSM Corporation Pay Grades
Effective January 2020

Grade		Rate Ranges* ANNUAL Min	Mid	Max	Rate Ranges* MONTHLY Min	Mid	Max	Rate Ranges* HOURLY Min	Mid	Max
1		27,040	30,058	33,076	2,253	2,505	2,756	13.00	14.45	15.90
2		27,248	31,064	34,879	2,271	2,589	2,907	13.10	14.93	16.77
3		29,999	37,308	44,617	2,500	3,109	3,718	14.42	17.94	21.45
4		34,370	42,846	51,322	2,864	3,570	4,277	16.52	20.60	24.67
5		40,332	50,462	60,593	3,361	4,205	5,049	19.39	24.26	29.13
6		47,397	59,458	71,519	3,950	4,955	5,960	22.79	28.59	34.38
9		54,080	55,576	57,072	4,507	4,631	4,756			
10		55,162	60,311	65,460	4,597	5,026	5,455			
11		56,265	65,247	74,228	4,689	5,437	6,186			
12		57,390	71,859	86,329	4,783	5,988	7,194			
13		58,538	79,571	100,605	4,878	6,631	8,384			
14		70,134	97,069	124,003	5,845	8,089	10,334			
15		87,898	116,481	145,063	7,325	9,707	12,089			
16		124,035	165,611	207,188	10,336	13,801	17,266			
	Special Job Titles									
17	Special Consultant Range of $208 per day to $1,719 per day									
	*Special Consultants are considered "employees" and are not designated as independent contractors									

NOTES

Pay Grades 1 - 6

1) Increase min wage in each pay range by $1.00 Grades 1 - 2
2) Increase min wage in each pay range by 2% Grades 3 - 6
3) Increase max wage by 2% and adjust mid accordingly

Pay Grades 9-16

1) Increase min pay rate to required minimum salary for exempt level for Pay Grade 9
2) Increase min pay rate for Pay Grades 10-13 to 2% more than Pay Grade below
3) Pay Grades 14-16 min pay rate same
4) Increase max pay rate by 2% and adjust mid accordingly Pay Grades 9-16

Pay Grade 17

1) Increase min daily pay rate to required min wage
2) Increase max daily pay rate by 2%

Scale Change History

* Add Pay Grade 6 for higher level non-exempt, hourly positions (18% above Pay Grade 5) and Adjustment to Pay Grades 9 - 16 maximum pay rates but no change to the minimum pay rates due to FLSA change halt 12-01-16

* Adjustments to Pay Grades 1 to 6 (5% Pay Grade 1, 3.5% Pay Grades 2 - 6) and min Pay Rates to Pay Grades 9 to 17 due to CA Minimum Wage 01-01-17

* Adjustments to min Pay Grades 1 to 6 and to Pay Grades 9 to 12 due to CA Minimum Wage 01-01-18 and increase all Pay Grades max by 2% and adjust mid accordingly 05-01-18

* Adjustments to min Pay Grades 1 to 6 and to Pay Grades 9 to 12 due to CA Minimum Wage and increase all Pay Grades max by 2% and adjust mid accordingly 01-01-19

* Adjustments to min Pay Grades 1 to 6 and to Pay Grades 9 to 13 due to CA Minimum Wage and increase all Pay Grades max by 2% and adjust mid accordingly 01-01-20

ATTACHMENT J

Revised Investment Policy

California State University SAN MARCOS | CSUSM Corporation

Department: Business Operations
Created: 03/27/08
Revision Date: 10/28/10; 11/19/15
Name Change Revision Date: 2009; 7/1/17
Total Pages: 3
Approved by: Board of Directors

GENERAL INVESTMENT POLICY

PURPOSE:

To provide general guidance relative to the delegation of authority and responsibility, the policies needed, and the review requirements related to investment management.

BACKGROUND:

The Board has a fiduciary duty as trustee of invested funds and other liquid assets held by the California State University San Marcos Corporation (CSUSM Corporation). CSUSM Corporation engages Investment Advisors to advise on the management of investments, trusts and other financial matters of CSUSM Corporation. The extent of the investment management responsibilities of the Corporation, however, is such that it is prudent that whenever possible, CSUSM Corporation must secure and operate with continuous professional supervision of investments.

CSUSM Corporation maintains reserve accounts intended to be used for future planned activities (i.e. capital purchases, replacements, contingencies, etc.) and operating accounts for managing other general administrative activities. It also maintains various program accounts which help support campus activities. Since the balances in these accounts may be drawn on at any time, the investment objective is to preserve principal, provide liquidity, and provide a secure and stable investment return.

This policy provides the baseline authority and requirements for administration of all of CSUSM Corporation's investment assets. Each investment pool is to be operated in compliance with this policy.

POLICY:

I. General. It is the policy of the Board of Directors that CSUSM Corporation's investment program will be managed in conformity with established investment management principles and the laws of the State of California governing commercial, donor, agency and fiduciary relationships. The Board delegates to the Executive Director or their Designee, the implementation of the management of investments per this policy and related policies of the Board, and in accordance with California and federal law.
   a. It is expected that the Executive Director or Designee will seek and rely upon specialized expertise and guidance from the Finance and Operations Committee and other investment professionals as is reasonable and prudent. The Board retains ultimate responsibility to make investment program policy decisions.

II. Executive Director or Designee Duties and Reporting to the Board. The Executive Director or Designee will have primary responsibility for implementation of investment-related duties in accordance with policy. The Executive Director or Designee will:

a. Provide accounting and reports related to investments to the Board periodically;
b. Ensure that quarterly reports are produced that detail the earnings and activity in all investment accounts, and distribute the reports to the Board.
c. Establish procedures regarding implementation of policy; and
d. From time to time provide recommendations to the Finance and Operations Committee for revisions to policy to be proposed to the Board; and
e. Consult with the Finance and Operations Committee regarding the hiring, monitoring, and termination of Investment Advisor(s).

III. Investment Advisor(s) role. The Executive Director or Designee may allow Investment Advisor(s) to:
   a. Implement Board approved investment-related policies through written procedures as provided by the Executive Director or Designee; and
   b. Recommend policy and procedure revisions to the Executive Director or Designee for the review by the Finance and Operations Committee and Board approval..

IV. Investment Standard. All investments must be in compliance with the California Uniform Management of Institutional Funds Act ("UMIFA").

V. Allowable Investments
   a. Money market funds, LAIF, certificates of deposits with maturities not to exceed 3 years, or short-term fixed income funds with average portfolio durations of 2 years or less.

VI. Investment Earning
   a. Investment earnings will be recorded in the general operating fund of CSUSM Corporation unless specific agreements have been established between the CSUSM Corporation Executive Director and a campus program account for the credit and/or use of investment income.

PROCEDURES:

Procedures. The Executive Director or Designee will establish written procedures for practical operations related to investment funds to implement this policy.

COMPLIANCE:

All personnel involved in investment of any CSUSM Corporation-held funds must comply with this policy.

AMENDMENT TO POLICY:

This policy may be amended in whole or in part upon review and recommendation from the Finance and Operations Committee to be passed on to the Board of Directors for approval.

REFERENCE:

California Uniform Management of Institutional Funds Act ("UMIFA") (Cal. Probate Code 18506 et seq.).

California State University SAN MARCOS | CSUSM Corporation

Department: Business Operations
Created: 03/27/08
Revision Date: 10/28/10; 11/19/15
Name Change Revision Date: 2009; 7/1/17
Total Pages: 3
Approved by: Board of Directors

GENERAL INVESTMENT POLICY

PURPOSE:

To provide general guidance relative to the delegation of authority and responsibility, the policies needed, and the review requirements related to investment management.

BACKGROUND:

The Board has a fiduciary duty as trustee of invested funds and other liquid assets held by the California State University San Marcos Corporation (CSUSM Corporation). CSUSM Corporation engages ~~employs~~ Investment Advisors ~~Consultants and Investment Managers~~ to advise on the management of ~~manage~~ investments, trusts and other financial matters of CSUSM Corporation. The extent of the investment management responsibilities of the Corporation, however, is such that it is prudent that whenever possible, CSUSM Corporation must secure and operate with continuous professional supervision of investments.

CSUSM Corporation maintains reserve accounts intended to be used for future planned activities (i.e. capital purchases, replacements, contingencies, etc.) and operating accounts for managing ~~bookstore, food service, and a number of~~ other general administrative activities. It also maintains various program accounts which help support campus activities. Since the balances in these accounts may be drawn on at any time, the investment objective is to preserve principal, provide liquidity, and provide a secure and stable investment return.

This policy provides the baseline authority and requirements for administration of all of CSUSM Corporation's investment assets. Each investment pool is to be operated in compliance with this policy.

POLICY:

I. General. It is the policy of the Board of Directors that CSUSM Corporation's investment program will be managed in conformity with established investment management principles and the laws of the State of California governing commercial, donor, agency and fiduciary relationships. The Board delegates to the Executive Director or their Designee~~Director of Business Operations and Finance, under the oversight of the Executive Director~~, the implementation of the management of investments per this policy and related policies of the Board, and in accordance with California and federal law.

   a. It is expected that the Executive Director or Designee~~Director of Business Operations and Finance~~ will seek and rely upon specialized expertise and guidance from the Finance and Operations Committee and other investment professionals as is reasonable and prudent. The Board retains ultimate responsibility to make investment program policy decisions.

II. Executive Director or Designee ~~Director of Business Operations and Finance~~ Duties and Reporting to the Board. The Executive Director or Designee ~~Director of Business Operations and Finance~~ will have primary responsibility for implementation of investment-related duties in accordance with policy. The Executive Director or Designee ~~Director of Business Operations and Finance~~ will:

a. Provide accounting and reports related to investments to the Board periodically;
b. Ensure that quarterly reports are produced that detail the earnings and activity in all investment accounts, and distribute the reports to the Board.
c. Establish procedures regarding implementation of policy; and
d. From time to time provide recommendations to the Finance and Operations Committee for revisions to policy to be proposed to the Board; and
~~e.~~ Consult with the Finance and Operations Committee regarding the hiring, monitoring, and termination of Investment Advisor(s)~~Consultant(s) and Investment Manager(s)~~.

~~f.~~e.

~~III. Legal Assistance. Legal counsel should be consulted, as prudent, by the Finance and Operations Committee and the Director of Business Operations and Finance.~~

~~IV.~~III. Investment Advisor(s)~~Consultant(s)~~ role. The Executive Director or Designee ~~Director of Business Operations and Finance~~ may allow Investment Advisor(s)~~Consultants(s)~~ to:

a. Implement Board approved investment-related policies through written procedures as provided by the Executive Director or Designee~~Director of Business Operations and Finance~~; and
~~b.~~ Recommend policy and procedure revisions to the Executive Director or Designee ~~Director of Business Operations and Finance~~ for the review by the Finance and Operations Committee and Board approval.~~; and~~
~~c.~~b. ~~Report to the Director of Business Operations and Finance and the Finance and Operations Committee with respect to performance reviews of Investment Managers~~.

~~V.~~IV. Investment Standard. All investments must be in compliance with the California Uniform Management of Institutional Funds Act ("UMIFA").

~~VI.~~V. Allowable Investments

a. Money market funds, LAIF, certificates of deposits with maturities not to exceed 3 years, or short-term fixed income funds with average portfolio durations of 2 years or less.

~~VII.~~VI. Investment Earning

a. Investment earnings will be recorded in the general operating fund of CSUSM Corporation unless specific agreements have been established between the CSUSM Corporation Executive Director and a campus program account for the credit and/or use of investment income.

PROCEDURES:

Procedures. The Executive Director or Designee~~Director of Business Operations and Finance~~ will establish written procedures for practical operations related to investment funds to implement this policy.

COMPLIANCE:

All personnel involved in investment of any CSUSM Corporation-held funds must comply with this policy.

AMENDMENT TO POLICY:

This policy may be amended in whole or in part upon review and recommendation from the Finance and Operations Committee to be passed on to the Board of Directors for approval.

REFERENCE:

California Uniform Management of Institutional Funds Act ("UMIFA") (Cal. Probate Code 18506 et seq.).

ATTACHMENT K

Investment Portfolio Report 9/30/18

California State University San Marcos Corporation
Investment Activity for the Quarter Ended September 30, 2018

CORPORATION ADMIN

TYPE	Beginning Investment Value 6/30/18	Income	Purchases	Maturities and Sales	Cash Withdrawal and Deposits	Change in Market Value	Ending Investment Value 9/30/18	%
CD's	$ 2,632,203	$ 12,847	$ 2,695,000	$ (245,000)	$ -	$ 3,314	$ 5,085,517	51%
Mutual Funds	2,571,301	24,063	2,254,000	-	-	(3,300)	4,846,064	49%
Cash	3,805	612	-	-	8,847	-	13,263	0%
TOTAL	**$ 5,207,308**	**$ 37,521**	**$ 4,949,000**	**$ (245,000)**	**$ 8,847**	**$ 15**	**$ 9,944,845**	**100%**

INCOME DETAIL

TYPE (see notes below)	*Jul-18*	*Aug-18*	*Sep-18*	*TOTAL*
CD's [1]	$ 2,729	$ 3,773	$ 6,345	$ 12,847
MF - PIMCO DYNAMIC BOND-PUBAX [2]	2,535	3,517	4,226	10,278
MF - PIMCO LOW DURATION-PTLAX [2]	1,306	2,014	2,433	5,753
MF - PIMCO SHRT TERM-PSHAX [2]	1,538	2,233	3,035	6,806
MF - Federated Ultrashort Bond - FULAX [3]	-	502	724	1,226
Cash	565	42	5	612
	$ 8,672	$ 12,080	$ 16,769	$ 37,521

INVESTMENT EARNINGS SUMMARY

	QUARTER 1
Income	$ 37,521
Change in Market Value	15
CD's Accrued Interest	10,465
Total Investment Earnings	$ 48,001

Income Credited to:	
Corporation Admin	$ 38,776
EL/P3 Project	9,224
Total	$ 48,001

NOTES:

(1) CD's have varying maturities from October 2018 - March 2021 and coupons from 1.15% - 2.7%

(2) Mutual Funds - PIMCO have one year hold from date of purchase; current earnings ranging from 1.8% - 5%

(3) Mutual Funds - Federated Ultrashort - no hold period; currently earning around 1.6%

HOUSING

TYPE	Beginning Investment Value 6/30/18	Income	Purchases	Maturities and Sales	Cash Withdrawal and Deposits	Change in Market Value	Ending Investment Value 9/30/18	%
CD's	$ 1,466,056	$ 9,117	$ -	$ -	$ -	$ 463	$ 1,466,519	46%
Mutual Funds	$ 1,708,599	$ 10,041	$ -	$ -	$ -	$ -	$ 1,718,640	54%
Cash	$ 1,764	$ 39	$ -	$ -	$ 9,117	$ -	$ 10,920	0%
TOTAL	**$ 3,176,418**	**$ 19,198**	**$ -**	**$ -**	**$ 9,117**	**$ 463**	**$ 3,196,079**	**100%**

INCOME DETAIL

TYPE (see notes below)	*Jul-18*	*Aug-18*	*Sep-18*	*TOTAL*
CD's [1]	$ 413	$ 7,716	$ 988	$ 9,117
MF - Federated Ultrashort Bond - FULAX [2]	$ 2,753	$ 4,560	$ 2,729	$ 10,041
Cash	$ 1	$ 33	$ 5	$ 39
	$ 3,166	$ 12,309	$ 3,722	$ 19,198

INVESTMENT EARNINGS SUMMARY

	QUARTER 1
Income	$ 19,198
Change in Market Value	$ 463
CD's Accrued Interest	$ (544)
Total Investment Earnings	$ 19,117

NOTES:

(1) CD's have varying maturities from November 2018 - August 2020 and coupons from 1.75% - 2.7%

(2) Mutual Funds - Federated Ultrashort - no hold period; currently earning around 1.6%

TOTAL CORPORATION INVESTMENT ACTIVITY

	Beginning Investment Value 6/30/18	Income	Purchases	Maturities and Sales	Cash Withdrawal and Deposits	Change in Market Value	Ending Investment Value 9/30/18	
Corporation Admin	$ 5,207,308	$ 37,521	$ 4,949,000	$ (245,000)	$ 8,847	$ 15	$ 9,944,845	76%
Housing	3,176,418	19,198	-	-	9,117	463	3,196,079	24%
TOTAL	**$ 8,383,727**	**$ 56,719**	**$ 4,949,000**	**$ (245,000)**	**$ 17,964**	**$ 478**	**$ 13,140,923**	**100%**

California State University San Marcos Corporation
Investment Activity for the Quarter Ended September 30, 2018

CORPORATION ADMIN

TYPE	Beginning Investment Value 6/30/18	Income	Purchases	Maturities and Sales	Cash Withdrawal and Deposits	Change in Market Value	Ending Investment Value 9/30/18	%
CD's	$ 2,632,203	$ 12,847	$ 2,695,000	$ (245,000)	$ -	$ 3,314	$ 5,085,517	51.1%
Mutual Funds	2,571,301	24,063	2,254,000	-	-	(3,300)	4,846,064	48.7%
Cash	3,805	612	-	-	8,847	-	13,263	0.1%
TOTAL	**$ 5,207,308**	**$ 37,521**	**$ 4,949,000**	**$ (245,000)**	**$ 8,847**	**$ 15**	**$ 9,944,845**	**100.0%**

INCOME DETAIL

TYPE (see notes below)	Jul-18	Aug-18	Sep-18	TOTAL
CD's [1]	$ 2,729	$ 3,773	$ 6,345	$ 12,847
MF - PIMCO DYNAMIC BOND-PUBAX [2]	2,535	3,517	4,226	10,278
MF - PIMCO LOW DURATION-PTLAX [2]	1,306	2,014	2,433	5,753
MF - PIMCO SHRT TERM-PSHAX [2]	1,538	2,233	3,035	6,806
MF - Federated Ultrashort Bond - FULAX [3]	-	502	724	1,226
Cash	565	42	5	612
	$ 8,672	$ 12,080	$ 16,769	$ 37,521

INVESTMENT EARNINGS SUMMARY

	QUARTER 1
Income	$ 37,521
Change in Market Value	15
CD's Accrued Interest	10,465
Total Investment Earnings	$ 48,001
Income Credited to:	
Corporation Admin	$ 38,776
EL/P3 Project	9,224
Total	$ 48,001

NOTES:
(1) CD's have varying maturities from October 2018 - March 2021 and coupons from 1.15% - 2.7%
(2) Mutual Funds - PIMCO have one year hold from date of purchase; current earnings ranging from 1.8% - 5%
(3) Mutual Funds - Federated Ultrashort - no hold period; currently earning around 1.6%

HOUSING

TYPE	Beginning Investment Value 6/30/18	Income	Purchases	Maturities and Sales	Cash Withdrawal and Deposits	Change in Market Value	Ending Investment Value 9/30/18	%
CD's	$ 1,466,056	$ 9,117	$ -	$ -	$ -	$ 463	$ 1,466,519	45.9%
Mutual Funds	$ 1,708,599	$ 10,041	$ -	$ -	$ -	$ -	$ 1,718,640	53.8%
Cash	$ 1,764	$ 39	$ -	$ -	$ 9,117	$ -	$ 10,920	0.3%
TOTAL	**$ 3,176,418**	**$ 19,198**	**$ -**	**$ -**	**$ 9,117**	**$ 463**	**$ 3,196,079**	**100.0%**

INCOME DETAIL

TYPE (see notes below)	Jul-18	Aug-18	Sep-18	TOTAL
CD's [1]	$ 413	$ 7,716	$ 988	$ 9,117
MF - Federated Ultrashort Bond - FULAX [2]	$ 2,753	$ 4,560	$ 2,729	$ 10,041
Cash	$ 1	$ 33	$ 5	$ 39
	$ 3,166	$ 12,309	$ 3,722	$ 19,198

INVESTMENT EARNINGS SUMMARY

	QUARTER 1
Income	$ 19,198
Change in Market Value	$ 463
CD's Accrued Interest	$ (544)
Total Investment Earnings	$ 19,117

NOTES:
(1) CD's have varying maturities from November 2018 - August 2020 and coupons from 1.75% - 2.7%
(2) Mutual Funds - Federated Ultrashort - no hold period; currently earning around 1.6%

TOTAL CORPORATION INVESTMENT ACTIVITY

	Beginning Investment Value 6/30/18	Income	Purchases	Maturities and Sales	Cash Withdrawal and Deposits	Change in Market Value	Ending Investment Value 9/30/18	
Corporation Admin	$ 5,207,308	$ 37,521	$ 4,949,000	$ (245,000)	$ 8,847	$ 15	$ 9,944,845	75.7%
Housing	3,176,418	19,198	-	-	9,117	463	3,196,079	24.3%
TOTAL	**$ 8,383,727**	**$ 56,719**	**$ 4,949,000**	**$ (245,000)**	**$ 17,964**	**$ 478**	**$ 13,140,923**	**100.0%**

ATTACHMENT L

Revised Student Housing Advisory Committee Charge

California State University SAN MARCOS | CSUSM Corporation

Student Housing Advisory Committee Charge

Background and Charge

The auxiliary support functions of the University Auxiliary and Research Services Corporation (UARSC) are expanding to include student housing facilities, contract management of affiliated housing and Summer Conferencing

The Board of Directors has determined that a standing committee will provide needed advice relating to this important University support function.

The Student Housing Advisory Committee is charged with the review of on and off campus student housing facilities and support programs; to develop and recommend Board steps to improve management and operations, particularly as it relates to budgets, food services, marketing, and fee rates; and to play an active role in objectives and plans for future student housing needs.

Authority and Responsibility

The Student Housing Advisory Committee is established under UARSC Bylaws Article V, Section 1.Non-board advisory committee membership is authorized by California Corporations Code Section 5212(b). Committee regular meetings shall generally be held quarterly with special meetings called by the Committee Chair as needed. The Committee is responsible for compliance with applicable meeting procedures established by the Board, and making timely reports and recommendations to the Board through the Committee Chair.

Committee Composition, Chair & Meetings

The Board's Student Housing Advisory Committee shall be composed of the following:

1. One (1) Member of the Board of Directors appointed by the Board;
2. One (1) Student member;
3. UARSC Executive Director;
4. University Director of Residential Education; and
5. A designated Property Management Representative

The Chair and Vice Chair ~~of the UARSC Board is an ex officio voting member~~ of the Committee will be appointed by the Board., ~~and will serve as the Committee Chair.~~ A meeting quorum for purposes of conducting business is a majority of the Committee membership~~, excluding the UARSC Board Chair~~.

This Charge Statement was approved by Board resolution adopted February 23, 2017.

ATTACHMENT M

Proposed Innovation Hub Advisory Committee
Committee Charge & Members

California State University SAN MARCOS | CSUSM Corporation

Innovation Hub Advisory Committee Charge

Background and Charge

The auxiliary support functions of the CSUSM Corporation are expanding to include activities that assist faculty, students, staff and industry partners with a variety of innovative functions including research, business development, student start-ups, and commercialization of technology.

The Board of Directors has determined that a standing committee will provide needed advice relating to this important University support function.

The Innovation Hub Advisory Committee is charged to recommend to the Board space location(s), layout and function to support innovative activities; recommend steps to develop program, management and operations that support the implementation of innovative and creative practices.

Authority and Responsibility

The Innovation Hub Advisory Committee is established under CSUSM Corporation Bylaws Article V, Section 6. Advisory Committees. Regular meetings shall generally be held quarterly with special meetings called by the Committee Chair as needed. The Committee is responsible for compliance with applicable meeting procedures established by the Board, and making timely reports and recommendations to the Board through the Committee Chair.

Committee Composition, Chair & Meetings

The Board's Innovation Advisory Committee shall be composed of the following:

1. Four (4) Members of the Board of Directors appointed by the Board;
2. Corporation Executive Director;
3. Dean Graduate Studies and Research;
4. Two (2) Non-Board Members internal to the University

The Chair and Vice Chair of the Committee will be appointed by the Board. A meeting quorum for purposes of conducting business is a majority of the Committee membership.

California State University SAN MARCOS | CSUSM Corporation

BOARD COMMITTEES 2018/2019

FINANCE AND OPERATIONS COMMITTEE

Neal Hoss, Chair
Jennifer Williams, Vice Chair
Cynthia Chavez Metoyer
Charles Ragland
Mike Schroder
Bella Newberg

Staff (non-voting):
Cynthia Fenimore
Deborah Davis
Michelle Hinojosa
Trina Beckwith
Janine Prior

JOINT AUDIT COMMITTEE:

CSUSM Corporation, CSUSM Foundation & Associated Students Inc.

CSUSM Corp Board Members (voting):
Christopher Thibodeau, CSUSM Corp
Armando Zaragoza, CSUSM Corp

Non-CSUSM Corp Board Members (voting):
Thomas Kenaya, CSUSM Foundation
Luanne Bas, CSUSM Foundation
Savana Doudar, ASI
Kenneth Tran, ASI

Staff (non-voting):
Bella Newberg
Deborah Davis
Janine Prior

EXECUTIVE COMMITTEE

Neal Hoss, Chair
Graham Oberem
Charles Ragland, Vice Chair
Cynthia Chavez Metoyer

Staff (non-voting):
Bella Newberg

SPONSORED PROJECTS COMMITTEE

CSUSM Corp Board Members (voting):
Neal Hoss, Chair
Graham Oberem
Chuck De Leone
Savana Doudar
Ann Bersi

Non-CSUSM Corp Board Members (voting):
Wesley Schultz, Vice Chair (Dean, Office of Graduate Studies & Research)
Katherine A. Kantardjieff (Dean, College of Math and Science)
Sean Newcomer (Associate Professor, Kinesiology)
Ana Hernandez (Associate Professor, School of Ed)
Keith Trujillo (Director, Office for Training, Research & Education in the Sciences)
Bella Newberg (Executive Director, CSUSM Corporation)

Staff (non-voting):
Michelle Hinojosa
Trina Beckwith

STUDENT HOUSING ADVISORY COMMITTEE

CSUSM Corp Board Members (voting):
Jason Schreiber, Chair
Bella Newberg, Vice Chair
Becky Calica
Armando Zaragoza

Non-CSUSM Corp Board Members (voting):
Malik Ismail

Advisory (non-voting):
Megan Stang
COCM Representative
Janelle Temnick

BOARD COMMITTEES 2018/2019

Proposed Committee, Members & Officers **INNOVATION HUB ADVISORY COMMITTEE** ***CSUSM Corp Board Members (voting):*** *Chuck De Leone, Chair* *Wesley Schultz, Vice Chair* *Graham Oberem* *Mike Schroder* *Neal Hoss* ***Non-CSUSM Corp Board Members (voting):*** *Sam Clarke* *Jill Litschewski* *Bella Newberg*	

ATTACHMENT N

Revised Conflict of Interest Policy – Board of Directors

California State University SAN MARCOS | CSUSM Corporation

Policy #: 202 Total Pages: 3
Created: 03/24/2005
Revision Date: 3/1/13; 8/26/13; 7/24/14; 5/17/17
Name Change Revision Date: 2009; 7/1/17
Approval Date: Board of Director's – 5/25/17

CONFLICT OF INTEREST POLICY
CSUSM CORPORATION BOARD OF DIRECTORS

PURPOSE:

California State University San Marcos Corporation (CSUSM Corporation) work on campus and in the community depends upon the continued trust and confidence in the integrity of the CSUSM Corporation. That integrity is grounded in fair and responsible decision making by its Board of Directors ('Board of Directors'). All Board Directors are expected to conduct their personal and business matters so as to avoid actual, potential or apparent conflict between self-interests and the interests of the CSUSM Corporation and/or California State University San Marcos (CSUSM).

SCOPE:

It is the policy of the CSUSM Corporation that all members of the CSUSM Corporation Board of Directors, shall strictly adhere to the provisions of the California Education Code, Sections 89906, 89907, 89908 and 89909 and to the provisions of the California Corporations Code, Section 5233 (Reference Exhibit A).

POLICY:

I. BOARD OF DIRECTORS:

No Board Director shall be financially interested in any contract or other transaction entered into by the Board that is not in accordance with the conflict of interest provisions set forth in California Education Code Sections 89906-89909. The following contractual relationships are specifically not allowed:

A. Any contract, other than an employment contract, directly between the corporation and a Board Director.
B. Any contract between the corporation and a partnership or unincorporated association in which a Board Director is a partner, or an owner, or a holder, directly or indirectly, of a proprietorship interest.
C. Any contract between the corporation and a for-profit corporation in which a Board Director is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding stock.

Any Board Director who has a conflict and cannot divest himself/herself of such interest within a reasonable period of time shall be asked to resign his/her Board position.

A Board Director must disclose any financial interest, which could be impacted by the action of the Board. Under these circumstances the Board Director must recuse himself or herself from the action to approve such a transaction on the part of the Board. Failure to disclose may result in avoidance (voiding) of the contract.

It is the CSUSM Corporation policy that a Board Director employed at a company or organization otherwise eligible to bid on CSUSM Corporation services, such as accounting, finance, legal, etc., would not be eligible to bid while he/she serves as a Board Director.

II. PROCEDURES FOR BOARD OF DIRECTORS:

A. At the beginning of each fiscal year, all members of the CSUSM Corporation Board of Directors shall be required to sign a Conflict of Interest Statement Acknowledgement.
B. The Executive Director shall administer the Conflict of Interest Policy for the CSUSM Corporation Board of Directors. The administrator's responsibilities include:
    a. Ensuring that the conflict of interest statements are distributed to the Board of Directors at the first meeting of a new fiscal year;
    b. Ensuring that all statements are collected in a timely manner, retained in files, and treated as confidential information;
    c. Referring any reported conflict or potential conflict to the Finance and Operations Committee.

III. REVIEW AND ADMINISTRATION OF REPORTED CONFLICT:

Any unresolved conflicts will be reviewed by the Finance and Operations Committee and the Committee will determine if the conflict or potential conflict can be resolved. In the absence of resolution, the Finance and Operations Committee will refer the matter to the Board of Directors. The Board of Directors will review and take final action on the matter.

IV. BREACH OF POLICY AND REMEDIES:

In the event there is a breach of this policy or allegation of a breach, the matter shall be reviewed and considered by the Finance and Operations Committee. In its review of the matter, the Finance and Operations Committee shall decide what remedy, if any, is appropriate and which shall be imposed by the Corporation. Any party to the matter may appeal the decision of the Finance and Operations Committee to the Board of Directors for review, consideration, and final decision, in a process to be determined by the Board. The decision by the Board shall be final.

EXHIBIT A

CALIFORNIA EDUCATION CODE 89906-89909

89906, FINANCIAL INTEREST PROHIBITION. 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. OTHER PROHIBITED FINANCIAL INTERESTS. 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 five (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 NON-PUBLIC 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.

CSUSM Corporation

CSUSM Corporation Board of Directors

Conflict of Interest Annual Acknowledgement Form

FILING YEAR: Fiscal Year 2018-2019

_____

Print Name

The California Education Code requires the monitoring of potential conflicts of interest between CSUSM Corporation and its Board of Directors. As a result, CSUSM Corporation requires that each Director sign an annual acknowledgement form.

In accordance with the CSUSM Corporation conflict of interest policy and provisions set forth in Education Code §89906-89908, the only relationships that are specifically deemed **not** permissible are as follows:

(a) Any contract, other than an employment contract, directly between CSUSM Corporation Board of Directors and a Board Member.

(b) Any contract between CSUSM Corporation Board of Directors and a partnership or unincorporated association in which a CSUSM Corporation Board Member is a partner, or an owner, or a holder, directly or indirectly, of a proprietorship interest.

(c) Any contract between CSUSM Corporation Board of Directors and a for-profit corporation in which a CSUSM Corporation Board Member is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Additionally, Education Code §89909 prohibits any CSUSM Corporation Board Member from using CSUSM Corporation information, not a matter of public record, for personal pecuniary gain.

I acknowledge that I have read, understand, and agree to comply with the CSUSM Corporation Conflict of Interest Policy (No. 202) and that over the past calendar year I have not entered into any impermissible transactions as a member of the CSUSM Corporation the Board of Directors. Further, I have not utilized non-public CSUSM Corporation information for personal pecuniary gain.

_____ _____

Signature Date

CC: Bella Newberg
Executive Director, California State University San Marcos Corporation

California State University SAN MARCOS | CSUSM Corporation

Policy #: 202 Total Pages: 3
Created: 03/24/2005
Revision Date: 3/1/13; 8/26/13; 7/24/14; 5/17/17
Name Change Revision Date: 2009; 7/1/17
Approval Date: Board of Director's – 5/25/17

CONFLICT OF INTEREST POLICY

CSUSM CORPORATION BOARD OF DIRECTORS ~~AND EMPLOYEES~~

PURPOSE:
California State University San Marcos Corporation (CSUSM Corporation) work on campus and in the community depends upon the continued trust and confidence in the integrity of the CSUSM Corporation. That integrity is grounded in fair and responsible decision making by its Board of Ddirectors ('Board of Directors'), ~~officers and employees~~. All Board dDirectors, ~~officers, and employees~~ are expected to conduct their personal and business matters so as to avoid actual, potential or apparent conflict between self-interests and the interests of the CSUSM Corporation and/or California State University San Marcos (CSUSM).

SCOPE:
It is the policy of the CSUSM Corporation that all members of the CSUSM Corporation Board of Directors, ~~officers, and employees of the Corporation~~ shall strictly adhere to the provisions of the California Education Code, Sections 89906, 89907, 89908 and 89909 and to the provisions of the California Corporations Code, Section 5233 (Reference Exhibit A).

POLICY:

I. BOARD OF DIRECTORS:
No Board Director shall be financially interested in any contract or other transaction entered into by the Board that is not in accordance with the conflict of interest provisions set forth in California Education Code Sections 89906-89909. The following contractual relationships are specifically not allowed:

A. Any contract, other than an employment contract, directly between the corporation and a Board Director.
B. Any contract between the corporation and a partnership or unincorporated association in which a Board Director is a partner, or an owner, or a holder, directly or indirectly, of a proprietorship interest.
C. Any contract between the corporation and a for-profit corporation in which a Board Director is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding stock.

Any Board Director who has a conflict and cannot divest himself/herself of such interest within a reasonable period of time shall be asked to resign his/her Board position.

A Board Director must disclose any financial interest, which could be impacted by the action of the Board. Under these circumstances the Board Director must recuse himself or herself from the action to approve such a transaction on the part of the Board. Failure to disclose may result in avoidance (voiding) of the contract.

It is the CSUSM Corporation policy that a Board Director employed at a company or organization otherwise eligible to bid on CSUSM Corporation services, such as accounting, finance, legal, etc., would not be eligible to bid while he/she serves as a Board Director.

II. PROCEDURES FOR BOARD OF DIRECTORS:

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A. At the beginning of each fiscal year, all members of the CSUSM Corporation Board of Directors shall be required to sign a Conflict of Interest Statement Acknowledgement.
B. The Executive Director shall administer the Conflict of Interest Policy for the CSUSM Corporation Board of Directors. The administrator's responsibilities include:
    a. Ensuring that the conflict of interest statements are distributed to the Board of Directors at the first meeting of a new fiscal year;
    b. Ensuring that all statements are collected in a timely manner, retained in files, and treated as confidential information;
    c. Referring any reported conflict or potential conflict to the Finance and Operations Committee.

~~**II. EMPLOYEES:**~~

~~This policy shall apply to all Director-level positions within the Corporation Office, including the Executive Director, and to any other Corporation positions (Central Office or project) which in the opinion of the Executive Director (with input from Directors of Sponsored Projects, Human Resources, and/or Finance and Business Services) have significant exposure and/or decision-making authority to warrant regular monitoring of Conflict of Interest activities. Designated employees of the Corporation are required to disclose the following:~~

~~A. Interests in real property, which within the last two years have been the subject of a lease or license with the Corporation for valuable consideration, or have been otherwise made the subject of a contract with Corporation for valuable consideration, or which in the future foreseeably may be so leased, licensed or otherwise made the subject of a contract with the Corporation.~~
~~B. Interests in real property, investments and business positions in business entities, and income from sources located in whole or in part within two (2) miles of Cal State San Marcos or within two (2) miles of any property owned or leased by the Corporation.~~
~~C. Investments and business positions in any business entity, or income from any sources, which within the last two years has contracted or in the future may foreseeably contract with the Corporation to provide supplies, materials (including books and periodicals), machinery, equipment, services or work of the type utilized by the Corporation.~~
~~D. Investments and business positions in any business entity or income from any sources, which within the last two years has contracted or in the future foreseeably may contract with the Corporation to perform construction work or to perform services in connection with such construction work or which, within the last two years, has contracted or in the future foreseeably may contract as a subcontractor or supplier for such construction work or which, within the last two years, has contracted or in the future foreseeably may~~

~~contract with a service contractor to perform services in connection with such construction work pursuant to a separate contract with the service contractor.~~

~~E. Changes occurring prior to their next complete declaration, if such changes either give rise to an actual or potential conflict of interest or eliminate a conflict previously disclosed.~~

~~**PROCEDURES FOR EMPLOYEES:**~~

~~A. At the beginning of each fiscal year, employees of the Corporation holding the following designated positions are required to file annual statements of economic interest.~~
~~Director, Business and Finance~~
~~Director, Sponsored Projects~~
~~Executive Director~~
~~Director, Human Resources and Payroll Services~~

~~B. The Human Resources Director shall administer the Conflict of Interest Policy for the Corporation employees. The administrator's responsibilities include:~~
~~a. Ensuring that the conflict of interest statements are distributed to designated employees during the first full work week of July of each year;~~
~~b. Ensuring that all statements are collected in a timely manner, retained in files, and treated as confidential information;~~
~~c. Ensuring all new managers hired into designated positions complete the conflict of interest at the time of hire;~~
~~d. Referring or reporting any existing, potential, or resolved conflict to the Finance and Operations Committee.~~

III. REVIEW AND ADMINISTRATION OF REPORTED CONFLICT:
Any unresolved conflicts will be reviewed by the Finance and Operations Committee and the Committee will determine if the conflict or potential conflict can be resolved. In the absence of resolution, the Finance and Operations Committee will refer the matter to the Board of Directors. The Board of Directors will review and take final action on the matter.

IV. BREACH OF POLICY AND REMEDIES:
In the event there is a breach of this policy or allegation of a breach, the matter shall be reviewed and considered by the Finance and Operations Committee. In its review of the matter, the Finance and Operations Committee shall decide what remedy, if any, is appropriate and which shall be imposed by the Corporation. Any party to the matter may appeal the decision of the Finance and Operations Committee to the Board of Directors for review, consideration, and final decision, in a process to be determined by the Board. The decision by the Board shall be final.

EXHIBIT A

CALIFORNIA EDUCATION CODE 89906-89909

89906, FINANCIAL INTEREST PROHIBITION. 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. OTHER PROHIBITED FINANCIAL INTERESTS. 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 five (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 NON-PUBLIC 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.

ATTACHMENT O

New Conflict of Interest Policy - Employees

California State University SAN MARCOS | CSUSM Corporation

Policy #: 204	Total Pages: 2
Created: 11/4/18	
Revision Date:	
Approval Date:	

CONFLICT OF INTEREST POLICY
CSUSM CORPORATION EMPLOYEES & OTHER INTERESTED PARTIES

PURPOSE:
The purpose of this policy is to protect the integrity of CSUSM Corporation including, but not limited to, its information and services. This policy establishes guidelines to prevent persons having a financial interest in the business activities of CSUSM Corporation while employed by or conducting business on behalf of CSUSM Corporation.

SCOPE:
This policy applies to directors, managers, supervisors and employees who have significant exposure and/or decision-making authority. This policy also applies to any individual who has significant exposure and/or decision-making authority related to CSUSM Corporation's business activities. Such individuals may include, but are not limited to, employees of California State University San Marcos, and any other Corporation positions (Central Office or project) which have significant exposure and/or decision making authority to warrant regular monitoring of Conflict of Interest activities (herein referred to as "employees").

DEFINITIONS:
A Conflict of Interest is any situation in which an employee has an outside personal economic interest which has the potential of being in conflict with the best interest of CSUSM Corporation. This includes utilizing any information (not a matter of public record) for personal gain not contemplated by the terms of employment, whether the person is or is not employed by CSUSM Corporation at the time the gain is realized.

POLICY:

I. STANDARDS

A. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision, which may result in a personal gain for that employee or a relative as a result of Corporation or University business activities.
B. All employees are expected to conduct their personal and business matters so as to avoid actual, potential or apparent conflict between self-interests and the interests of the CSUSM Corporation and/or California State University San Marcos.
C. The California Education Code has specific requirements for the employees of an auxiliary organization regarding conflict of interest. This policy addresses those requirements. §89006 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, the trustees, the California State University, or 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.

II. DISCLOSURE

When any employee with significant exposure and/or decision-making authority, or any member of his or her immediate family, has a conflict of interest, that employee shall promptly report the conflict to the Executive Director. All persons to whom this policy applies are required to annually review this policy, including the applicable portion of the California Education Code, and to confirm that they do not have any conflicting financial interests by filling out the Conflict of Interest Declaration form. Employees of the Corporation are required to disclose the following:

A. Interests in real property, which within the last two (2) years have been the subject of a lease or license with CSUSM Corporation for valuable consideration or have been otherwise made the subject of a contract with CSUSM Corporation for valuable consideration, or which in the future foreseeably may be so leased, licensed or otherwise made the subject of a contract with CSUSM Corporation.
B. Interests in real property, investments and business positions in business entities, and income from sources located in whole or in part within two (2) miles of California State University San Marcos or within two (2) miles of any property owned or leased by CSUSM Corporation.
C. Investments and business positions in any business entity, or income from any sources, which within the last two (2) years has contracted or in the future may foreseeably contract with CSUSM Corporation to provide supplies, materials (including books and periodicals), machinery, equipment, services or work of the type utilized by CSUSM Corporation.
D. Investments and business positions in any business entity or income from any sources, which within the last two (2) years has contracted or in the future foreseeably may contract with CSUSM Corporation to perform construction work or to perform services in connection with such construction work or which, within the last two (2) years, has contracted or in the future foreseeably may contract as a subcontractor or supplier for such construction work or which, within the last two (2) years, has contracted or in the future foreseeably may contract with a service contractor to perform services in connection with such construction work pursuant to a separate contract with the service contractor.
E. Changes occurring prior to their next complete declaration, if such changes either give rise to an actual or potential conflict of interest or eliminate a conflict previously disclosed.

III. PROCEDURE

A. Any questions regarding a possible conflict of interest or outside work should be discussed with the immediate supervisor; department director; Director of Human Resources; or Executive Director.
B. Failure to abide by these expectations or failure to disclose or discuss information related to potential conflict situations as outlined above may lead to disciplinary action up to and including dismissal.

IV. RESPONSIBILITIES

A. Human Resources will provide Conflict of Interest forms to be completed by all regular employees during new employee orientation. Conflict of Interest forms are available on the CSUSM Corporation website or can be requested from the CSUSM Corporation Human Resources office.
B. Supervisors shall annually distribute Conflict of Interest Statements to all employees who have purchasing signature authority or who influence the selection or purchase of goods and services used by CSUSM Corporation.
C. Supervisors are responsible for seeing that the statements are completed and returned to Human Resources in a timely manner.

V. CONFLICT RESOLUTION

The Executive Director will review all reported conflicts of interest and will issue a decision that defines what activities are permissible, not permissible, and any special conditions that must be met. The Executive Director will inform the Director of Human Resources of all reviews and decisions relative to conflict of interests.

In the event the conflict or potential conflict cannot be resolved by that person and the Executive Director, the disputed matter will be reviewed by the Executive Committee. In the absence of resolution, the Executive Committee will refer the matter to the Board of Directors, and the Board of Directors will review and take final action on the matter.

If the Executive Director has a conflict of interest with CSUSM Corporation business activities, he/she will disclose the circumstances to the Chair of the CSUSM Corporation Board of Directors.

Fiscal Year 2018-19

California State University San Marcos Corporation (CSUSM Corporation)

Conflict of Interest Declaration – Form A

Employee Identification

Name_____ Date ___/___/___

Title_____ Phone # (___)_____-_____

Department_____

Before you begin:

I have completed a Conflict of Interest Statement within the preceding twelve (12) months and the information I reported at that time has not changed: ___ yes ___ no. If you answered "yes," you may skip Section A and proceed to Section B. If you answered "no," you must complete Sections A, B and any other sections which may apply.

Section A – Conflict of Interest Assessment

1. Ownership: Ownership interest in any corporation, partnership, trust, joint venture, or any other business interest, including land use for income which either you or a relative own or have owned within the preceding twelve (12) months, or anticipate owning within the next twelve (12) months, which represents a legal or equitable interest exceeding $10,000 or five (5) percent, whichever is less. Ownership of intellectual property, e.g. patents, royalties, and copyrights, is also included. Ownership of funds and holdings acquired through CSUSM's retirement program are not included.

   Are there any ownership interests you have or a relative has which meet these criteria, and could an independent observer conclude that they appear to influence or potentially conflict with any of your CSUSM Corporation employment activities?

   No ___ Yes ___(If yes, complete Sections A, B, and G on Form B)

2. Compensation: Receipt of salary, anything of value, or economic benefit conferred within the past twelve (12) months in return for services rendered or to be rendered in excess of $10,000, including consulting fees in excess of $10,000 from any one entity.

   Have you or a relative received or do you expect to receive compensation as defined above and could an independent observer conclude that said compensation influences or potentially conflicts with any of your CSUSM Corporation employment activities?

   No ___ Yes ___(If yes, complete Sections A, C, and G on Form B)

3. Office: A position or office of director, officer, associate, partner, proprietor, project director/manager or similar position with any outside entity in which greater than 5% ownership is held or for which more than $10,000 compensation is received.

Do you, or does a relative hold or anticipate holding an office as defined above, which an independent observer could conclude significantly affects or is affected by any of your CSUSM Corporation employment activities?

No ___ Yes ___(If yes, complete Sections A, D, and G on Form B)

4. Gratuities, Gifts and Special Favors: Anything of value, for which you have not provided equal or greater consideration to the giver. Gratuities, gifts, and special favors may include, but are not limited to: cash, products, services, travel, entertainment, loans, contract and subcontract awards.

   Have you or a relative received, or expect to receive any Gratuity, Gift or Special Favor as defined above, and with an aggregate value of $100 or more from any single source, from any individual, business, or organization with which CSUSM Corporation does business?

   No ___ Yes ___(If yes, complete Sections A, E, and G on Form B)

5. Other Potential Conflict(s): Sections 1 through 4 are not intended to be an all-inclusive list of potential conflicts. Employees are expected to declare any other potential conflicts not explicitly or implicitly described in the aforementioned sections.

   Have either you or a relative been involved in any activity not contained in any other section of this declaration during the past twelve (12) months, or anticipate being involved in within the next twelve (12) months, that an independent observer could conclude may influence or potentially conflict with any of your CSUSM Corporation employment activities?

   No ___ Yes ___(If yes, complete Sections A, F, and G on Form B)

Please Note:
If you have answered "Yes" to any of the above questions, indicating that to an independent observer a specific financial interest has the potential of affecting or influencing your CSUSM Corporation employment activities, you are required to file a Disclosure Statement – Form B identifying the specific interests and the affected CSUSM Corporation employment activities.

Section B – Declaration

I, _____, declare that this report has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement. I understand that I must provide CSUSM Corporation with a complete declaration no less than once each year. I further understand that it is my responsibility to immediately disclose any material changes occurring prior to my next complete declaration if such changes either give rise to an actual or potential conflict of interest or eliminate a conflict previously disclosed. I have read the CSUSM Corporation policy on Conflict of Interest and understand that failure to file or update this statement as required or intentionally filing a false or misleading statement may result in disciplinary action up to and including dismissal.

_____ _____/_____/_____

Signature Date

Fiscal Year 2018-19

California State University San Marcos Corporation (CSUSM Corporation) Conflict of Interest Declaration – Form B

A. Employee Identification

Name _____ Date ___/___/___

Social Security # ___ ___ ___ - ___ ___ - ___ ___ ___ ___ Phone # (___) _____ - _____

Title _____

Department _____

Conflict of Interest

In compliance with CSUSM Corporation's Conflict of Interest Policy, all covered employees and other interested parties ("employees") must disclose actual or potential instances of a conflict of interest. This disclosure of interest includes those of the CSUSM Corporation employee and/or any relative of the employee. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

B. Ownership Interests

List any corporation, partnership, proprietorship, trust, joint venture, and any other business interest, including land use for income in which either you or a relative have owned within the preceding twelve (12) months, or anticipate owning within the next (12) months, a legal or equitable interest exceeding $10,000 or five (5) percent, whichever is less, which influences or potentially conflicts with any of your CSUSM Corporation and/or CSUSM employment activities. If either you or a relative own more than five (5) percent of a business, you must disclose the percentage held. Please insert additional pages if necessary to explain this section.

Business Name and Address	Type of Business	Description of Interest Held	Held by Whom	Percent of Ownership Interests
			___ You ___ Spouse ___ Relative	___ You ___ Spouse ___ Relative
			___ You ___ Spouse ___ Relative	___ You ___ Spouse ___ Relative

C. Receipt of Compensation

List all places of employment and other business from which you or any relative expect to receive $10,000 or more in compensation which an independent observer could conclude may influence or potentially conflict with any of your CSUSM Corporation employment activities. Please insert additional pages if necessary to explain this section.

Business Name and Address	Type of Business	Person Receiving Compensation
		___ You ___ Spouse ___ Relative
		___ You ___ Spouse ___ Relative

D. Officer or Director of an Organization or Business

List any organization or business in which you or a relative hold a position of officer, director, associate, partner, proprietor, project director/manager or similar position for which more than an aggregate of $10,000 compensation is received per year or more than five (5) percent is owned which significantly affects or will be affected by any of your CSUSM Corporation employment activities. Please insert additional pages if necessary to explain this section.

Name and Address of Business	Position Held	Held by Whom
		___ You ___ Spouse ___ Relative
		___ You ___ Spouse ___ Relative

E. Gratuities, Gifts and Special Favors

List any Gratuity, Gift, and/or Special Favor with an aggregate value of $100 or more from any one source you or a relative received within the past twelve (12) months from an individual, business or organization with which CSUSM Corporation does business. Please insert additional pages if necessary to explain this section.

Name and Address of Individual, Business, or Organization	Describe the Gratuity, Gift and/or Special Favor. Include approximate value.	Received by Whom
		___ You ___ Spouse ___ Relative
		___ You ___ Spouse ___ Relative

F. Other Potential Conflict(s)

Please describe any other activity not disclosed above, with which either you or a relative have been involved during the past twelve (12) months, that an independent observer could conclude may influence or potentially conflict with any of your CSUSM Corporation employment activities. Please insert additional pages if necessary to explain this section.

_____

_____

_____

_____

G. Declaration

I, _____, declare that this disclosure statement has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement. I understand that I must provide CSUSM Corporation with a complete declaration no less than once each year. I further understand that it is my responsibility to immediately disclose any material changes occurring prior to my next complete declaration if such changes either give rise to an actual or potential conflict of interest or eliminate a conflict previously disclosed. I have read the CSUSM Corporation policy on Conflict of Interest and understand that failure to file or update this statement as required, or intentionally filing a false or misleading statement may result in disciplinary action up to and including discharge.

_____ _____/_____/_____

Signature Date

11/2018