



Annual and Regular Meeting of the Board of Directors
September 8, 2016 - 4:00 p.m. – 5:30 p.m.
Center for Children and Families Classroom

Dr. Sharon Whitehurst-Payne, Chair
Community Member

Dr. Matthew J. Ceppi
President's Designee
Cal State San Marcos

Mr. David Chang
Community Member
Hampton Inn San Diego/
San Marcos

Dr. Chuck De Leone
Faculty Member
Cal State San Marcos

Dr. Regina Eisenbach
Board Member
Cal State San Marcos

Dr. Linda L. Hawk, Vice-Chair
Designated Member
Cal State San Marcos

Mr. Brandon Losey
Alumni Member
Dabelgott Agency
Insurance & Financial Services

Mr. Dimitris Magemeneas
Community Member
Edward Jones

Ms. DawnMarie Myers
Student Member
Cal State San Marcos

Dr. Graham Oberem
Designated Member
Cal State San Marcos

Mr. Jason Schreiber
Board Member
Cal State San Marcos

AGENDA

- I. **Convening of Annual Meeting** (*Whitehurst-Payne*)
- II. **Nominating and Governance Committee Update** (*Whitehurst-Payne*)
- III. **Consent Agenda**
 - A. Board Member Nominations 16/17 (**Attachment A**)
 - B. Board Officer Nominations 16/17 (**Attachment B**)
 - C. Committee Membership for 16/17 (**Attachment C**)
- IV. **Adjournment of Annual Meeting**
- V. **Convening of Regular Board Meeting** (*Linda Hawk*)
 - A. Consideration of Minutes May 31, 2016 Annual Meeting (**Attachment D**)
- VI. **Special Guest Presentation** – Dr. Suzanne Moineau
- VII. **University Update and Report**
 - A. Administration
 - i. UARSC Audit Update (*Roberts*)
 - ii. Administration Update (*Newberg*)
 - B. Joint Audit Committee (*Chang*)
 - C. Finance & Operations Committee (*Whitehurst-Payne*)
 - D. Sponsored Projects Committee (*Oberem*)
 - E. Investment Portfolio Report (*Fenimore*) (**Attachment E**)
 - F. University Update (*Ceppi*)
- VIII. **Consent Agenda**
 - A. Quarterly Financial Report 06/30/16 (**Attachment F**)
 - B. Revised FY 16/17 Operating Budget (**Attachment G**)
 - C. New Hospitality Policy (**Attachment H**)
 - D. Revised Property Control Policy (**Attachment I**)
 - E. Revised COI Policy (**Attachment J**)
 - F. Revised Leave Policy (**Attachment K**)
 - G. Revised Compensation Administration Guidelines FY 16/17 (**Attachment L**)
- IX. **Action Item**
 - A. Issue Request for Proposal (RFP) for the Public, Private, Partnership (P3) project (*Newberg*)
- X. **Adjournment of Regular Meeting**

Next Meeting: November 10, 2016 4:00 p.m., Center for Children & Families Classroom

An Auxiliary of California State University San Marcos

ATTACHMENT A

Board Member Nominations

Board Member Nominations 16/17

Bio for New Appointment Nomination will be provided separately



Proposed BOARD MEMBER NOMINATIONS 2016/2017

| | |
|--------------------------------|---|
| Charles De Leone | Reappointment Faculty Member (2 year term – 9/18) |
| Collin Bogie | New Appointment Student Member (1 year term – 9/17) |
| Dawn-Marie Myers | Reappointment Student Member (1 year term – 9/17) |
| Sharon Whitehurst-Payne | Reappointment Community Member (3 year term – 9/19) |

ATTACHMENT B

Proposed Board Officer Nominations 16/17



Proposed BOARD OFFICERS 2016/2017

| | |
|-------------------|-------------------------|
| Chair | Linda Hawk |
| Vice Chair | Sharon Whitehurst-Payne |
| Secretary | Graham Oberem |
| Treasurer | Linda Hawk |

ATTACHMENT C

Proposed Committee Membership for 16/17



UNIVERSITY
AUXILIARY AND RESEARCH SERVICES
CORPORATION
 at California State University San Marcos

BOARD COMMITTEES 2016/2017

NOMINATING AND GOVERNANCE COMMITTEE

Linda Hawk, Chair
Sharon D. Whitehurst-Payne, Vice-Chair
Graham Oberem

Staff (non-voting):

Bella Newberg

SPONSORED PROJECTS COMMITTEE

UARSC Board Members (voting):

Linda Hawk, Chair
Graham Oberem
Matt Ceppi
Chuck De Leone

Non-UARSC Board Members (voting):

P. Wesley Schultz, Vice Chair (Dean, Office of Graduate Studies & Research)
Katherine A. Kantardjieff (Dean, College of Math and Science)
Deborah Kristan (Associate Professor, Biology)

Staff (non-voting):

Bella Newberg (Executive Director, UARSC)
Cynthia Fenimore
Michelle Meeks
Michelle Hinojosa

FINANCE AND OPERATIONS COMMITTEE

Linda Hawk, Chair
Sharon D. Whitehurst-Payne, Vice Chair
Jason Schreiber
Regina Eisenbach
Collin Bogie

Staff (non-voting):

Bella Newberg
Cynthia Fenimore
Clint Roberts
Michelle Hinojosa
Michelle Meeks

JOINT AUDIT COMMITTEE:

UARSC, CSUSM Foundation & Associated Students Inc.

UARSC Board Members (voting):

David Chang, UARSC (Chair)
DawnMarie Myers, UARSC (Vice Chair)
Brandon Losey, UARSC
Collin Bogie, ASI

Non-UARSC Board Members (voting):

Helen Adams, CSUSM Foundation
Aaron Herrscher, ASI

Staff (non-voting):

Bella Newberg
Cynthia Fenimore
Clint Roberts

UNIVERSITY
AUXILIARY AND RESEARCH SERVICES
CORPORATION
at California State University San Marcos

BOARD OF DIRECTORS

Dr. Matthew J. Ceppi

Designated Member

President's Designee

AVP for Institutional Planning & Analysis and

Chief of Staff, Office of

President Karen S. Haynes

David Chang

Community Member

Hampton Inn San Diego, San Marcos

Dr. Chuck De Leone

Professor, Physics

Dr. Regina Eisenbach

Dean, Academic Programs

Dr. Linda L. Hawk

Designated Member

Vice President for Finance

& Administrative Services

Brandon Losey

Alumni Member

Dabelgott Agency

Insurance & Financial Services

Collin Bogie

Student Member

President, Associated Students, Inc

DawnMarie Myers

Student Member

Dr. Graham Oberem

Designated Member

Provost

Jason Schreiber

Director, Student Life & Leadership

Dr. Sharon D. Whitehurst-Payne

Community Member

ATTACHMENT D

Minutes of May 31, 2016 Regular Meeting



Minutes of the Regular Meeting of the Board of Directors May 31, 2016

Center for Children and Families Classroom

Attendees:

Members: Sharon Whitehurst-Payne (Chair), Linda Hawk (Vice Chair), Charles De Leone, Dimitris Magemeneas, DawnMarie Myers, David Chang, Graham Oberem, Regina Eisenbach, Brandon Losey, Jason Schreiber

Absent: Matthew J. Ceppi, Michelle Meeks

Staff: Bella Newberg, Cynthia Fenimore, Michelle Hinojosa, Clint Roberts, Karla Frazee, Roman Lazcano

Convening of the Regular Meeting

A quorum being present, Chair Whitehurst-Payne called the meeting to order at 4:01 p.m.

Minutes of the February 26, 2016 Regular Meeting

A motion was made and seconded (Oberem/Losey) to approve the February 26, 2016 regular meeting minutes. Motion carried.

Committee Reports

Finance and Operations Committee

Hawk reported that the Finance & Operations Committee met on May 16, 2016 in which a full quorum was present. The three action items presented to the Committee were the Quarterly 3/31/16 Financial Report, the proposed FY 16/17 Operating Budget, and the Compensation Administration Guidelines. These 3 items will be presented to the Board as action items later in the Agenda.

Sponsored Projects Committee

Oberem reported the Office of Graduate Studies & Research (OGSR) is running their summer grant-writing boot camp wherein five faculty members are participating. Three proposals will be submitted to the National Institute of Health (NIH) and two proposals submitted to the National Science Foundation (NSF). The boot camp has proven to be very popular and will result in more external funding for the campus. To date, 76 proposals have been submitted totaling \$36M. Expected number of proposals submitted by end of June will exceed 80, a record year for grant submissions. OGSR is working to roll out limited post-award operations support. The support will include assistance with requisitions related to travel and purchases as well as project budget management. Services will be paid primarily by using direct-line costs in funded grant proposals. Grant-Related Instructional Faculty (GRIF) policy was recently approved by the Chancellor's Office. The policy allows faculty who meet certain campus-specified qualifications to receive additional compensation from grants. The policy is mainly intended to be a tool for retaining faculty superstars. At any time, only 100 GRIF faculty are allowed system wide. Grant Proposal Seed Money (GPSM) continues to be a popular mechanism for supporting grant proposal development.

Investment Portfolio Report

Fenimore reviewed the Investment Portfolio Report ended 3/31/16 provided in the packet. Currently, CD return is outperforming UARSC's other investments.

Financial Audit Update

Roberts reported that we are in audit season. This is our second year to have AKT LLP as our external auditor for ASI, Foundation & UARSC Auxiliaries. The audit timeline and key dates were reviewed.

University Update

Hawk reported CSUSM conferred nearly 3,200 degrees and credentials at its 25th commencement ceremony making the Class of 2016 the largest graduating class in the University history. President Haynes appointed Dr. Cynthia Chavez-Metoyer as the interim Chief Diversity Officer and AVP for Diversity, Educational Equity and Inclusion. Dr. Chavez-Metoyer will assume the role June 1, 2016. The national search will re-launch in the fall. Governor Brown's CSU budget allocation was much lower than anticipated resulting in a very tight budget for FY 2016-17. The Sports Center is now complete and complies with NCAA Division II standards. The Grand Opening will be September 1, 2016.

Administration Update

Newberg reported on staffing changes. The Office Coordinator was replaced as well as a Sponsored Projects Analyst who retired. A new HR Generalist position has been budgeted. The need is driven by the various changes in HR/Payroll regulations and reporting, an increase in number of UARSC employees and personnel issues including Title IX. Newberg reviewed the progress made over the past two years towards meeting the goals of the Five Year Action Plan (Attachment C in the packet). The five year plan covers the time span, July 1, 2014 to June 2019. Implementation of CFS has been challenging but positive. CFS provides us the opportunity to identify potential gaps, share information across the campus and all auxiliaries and standardize some business processes. UARSC has had a balanced budget the past two years generating enough revenue to cover our operating costs. The final report was received regarding the Chancellors' Office Audit. UARSC received seven recommendations which will be completed by September, 2016.

Action Items

Quarterly Financial Report & Summary 03/31/16

Roberts reviewed the quarterly financial report ended 03/31/16 with details outlined in the summary provided in the packet.

A motion comes moved and seconded from the Finance & Operations Committee to approve the Quarterly Financial Report ended 03/31/16 as presented. Motion carried.

FY 16/17 Operating Budget & Resolution

Fenimore reviewed the FY 16/17 Operating Budget & Resolution provided in the packet.

A motion comes moved and seconded from the Finance & Operations Committee to approve the FY 16/17 Operating Budget & Resolution as presented. Motion carried.

FY 16/17 Compensation Administration Guidelines

Hinojosa reviewed the FY 16/17 Compensation Administration Guidelines provided in the packet.

A motion comes moved and seconded from the Finance & Operations Committee to approve the FY 16/17 Compensation Administration Guidelines as presented. Motion carried.

Request for Statement of Qualifications (RFQ)

Newberg presented a request for approval from the Board to move forward with a Request for Statement of Qualifications (RFQ) for the development of classroom, administration and parking facilities via a Public, Private, Partnership (P3) project. The goal of the P3 project is to leverage the dollars we have in hand to gain more square footage. UARSC will issue an RFQ to solicit a financial partner and team to engage in the Public Private Partnership. UARSC has contracted with James Lang LaSalle to assist in this process and connect us with viable financial partners. The concept would include a ground lease between the campus and UARSC where UARSC would be the entity entering into the contract; through a sub-lease to the developer/investor and some type of long term master lease with ownership back to UARSC and eventually the campus at some point in the future. UARSC continues to work very closely with the campus to define the project and needs.

A motion was made and seconded (Oberem/Myers) to issue the Request for Statement of Qualifications for the Public, Private, Partnership (P3) project. Motion carried.

Adjournment

The next Annual and Regular Board meeting is scheduled for September 8, 2016 at 4:00 p.m., Center for Children and Families.

The meeting adjourned by acclamation at 5:24 p.m.

Bella Newberg
Secretary

Date

ATTACHMENT E

Investment Portfolio Report

Investment Portfolio Report
As of June 30, 2016

| Investment Type | Market Value | | | |
|---|---------------------|---------------------|--------------------|--------------------|
| | 9/30/2015 | 12/31/2015 | 3/31/2016 | 6/30/2016 |
| Mutual Funds | | | | |
| PIMCO Bond Fund A | \$ 891,564 | \$ 97,598 | \$ 588,456 | \$ 598,586 |
| PIMCO Low Duration | \$ 949,577 | \$ 704,089 | \$ 606,598 | \$ 610,216 |
| PIMCO Short Term | \$ 1,005,935 | \$ 611,959 | \$ 609,759 | \$ 614,668 |
| | \$ 2,847,076 | \$ 2,213,646 | \$1,804,813 | \$1,823,471 |
| Certificates of Deposit | | | | |
| Goldman Sachs BK USA (Maturity date 9/26/16) | \$ 245,821 | \$ 245,368 | \$ 245,588 | \$ 245,225 |
| FirstBank PR (Maturity dated 2/1/17) | \$ 245,096 | \$ 244,683 | \$ 245,323 | \$ 245,221 |
| JP Morgan Chase (Maturity 3/31/17) | \$ 244,811 | \$ 244,405 | \$ 245,233 | \$ 245,225 |
| Barclays Bank (Maturity 7/31/17) | \$ 245,429 | \$ 245,007 | \$ 245,799 | \$ 245,635 |
| American Express (Maturity 12/31/18) | \$ - | \$ 245,000 | \$ 247,291 | \$ 244,630 |
| ALLY BK (Maturity 3/12/18) | \$ - | \$ - | \$ 244,363 | \$ 247,455 |
| Bank Hapoalim (Maturity date 3/4/16) | \$ 249,975 | \$ 249,885 | \$ - | \$ - |
| ESSA Bank & Trust (Maturity date 11/30/15) | \$ 244,904 | \$ - | \$ - | \$ - |
| | \$ 1,476,036 | \$ 1,474,348 | \$1,473,597 | \$1,473,391 |
| Sweep Account | | | | |
| Where funds are directed when CD expires or cash is on hand | \$ 2,661 | \$ 3,371 | \$ 13,352 | \$ 16,058 |
| | Market Value | | | |
| Total Portfolio | \$ 4,325,772 | \$ 3,691,365 | \$3,291,761 | \$3,312,919 |

ATTACHMENT F

Quarterly Financial Report and Summary 06/30/16

University Auxiliary and Research Services Corporation
Statement of Financial Position
June 30, 2016

| | Balance 06/30/16 | Balance 03/31/16 | Quarter Increase/ (Decrease) |
|---|----------------------|----------------------|------------------------------------|
| Assets | | | |
| Cash and Short-Term Investments | \$ 3,607,209 | \$ 4,261,524 | \$ (654,315) |
| Accounts Receivable-Sponsored Programs | 1,157,932 | 1,080,991 | 76,941 |
| Other Receivable | 807,422 | 902,905 | (95,483) |
| Other Assets | 81,093 | 134,710 | (53,617) |
| CCF-Bldg & Fixtures (Net) | 4,623,124 | 4,694,372 | (71,248) |
| Property & Equipment (Net) | 2,308,488 | 2,379,435 | (70,947) |
| Total Assets | \$ 12,585,268 | \$ 13,453,937 | \$ (868,669) |
| Liabilities & Net Assets | | | |
| Liabilities: | | | |
| Accounts Payable and Accrued Expenses | \$ 1,529,002 | \$ 1,510,181 | \$ 18,821 |
| Deferred Revenue | 2,144,605 | 2,320,903 | (176,298) |
| Notes Payable - CSUSM | 198,291 | 250,000 | (51,709) |
| Post-Retiree Health Benefit Accrual | 1,317,036 | 1,301,642 | 15,394 |
| Total Liabilities | \$ 5,188,934 | \$ 5,382,726 | \$ (193,792) |
| Net Assets: | | | |
| Unrestricted: | | | |
| Operating Reserves | \$ 1,268,565 | \$ 1,269,573 | \$ (1,008) |
| Campus/Designated Programs | 1,070,494 | 1,802,369 | (731,875) |
| Administrative Current Year Net Activity | 287,081 | 126,084 | 160,997 |
| CCF-Bldg & Fixtures | 4,623,124 | 4,694,372 | (71,248) |
| Property & Equipment | 147,070 | 178,813 | (31,743) |
| Total Net Assets | \$ 7,396,334 | \$ 8,071,211 | \$ (674,877) |
| Total Liabilities & Net Assets | \$ 12,585,268 | \$ 13,453,937 | \$ (868,669) |

University Auxiliary and Research Services Corporation
Administrative Operating Summary
7/1/15 to 6/30/16

| | Annual Budget FY 15/16 | Quarter 4 4/1/16 to 6/30/16 | | | Fiscal Year To Date 7/1/15 to 6/30/16 | | | Comparison of Prior FYTD Actual to Current FYTD Actual | | |
|-------------------------------------|------------------------------|--------------------------------|-------------------|-------------------|--|---------------------|-------------------|---|----------------------------|---------------------|
| | | Budget | Actual | Variance | Budget | Actual | Variance | Prior FYTD 6/30/15 | Current FYTD 6/30/16 | % Inc. (Dec.) |
| Revenue | | | | | | | | | | |
| Grant/Contract Admin Fees | \$ 1,081,872 | \$ 270,468 | \$ 295,474 | \$ 25,006 | \$ 1,081,872 | \$ 1,124,101 | \$ 42,229 | \$ 1,081,872 | \$ 1,124,101 | 4% |
| Less: University Sharing | (233,485) | (58,371) | (0) | 58,371 | (233,485) | (234,679) | (1,194) | (374,787) | (234,679) | -37% |
| Net Grant/Contract Admin Fees | \$ 848,387 | \$ 212,097 | \$ 295,473 | \$ 83,376 | \$ 848,387 | \$ 889,421 | \$ 41,034 | \$ 707,085 | \$ 889,421 | 26% |
| Admin Fees - Campus Programs | 168,000 | 42,000 | 63,250 | 21,250 | 168,000 | 240,700 | 72,700 | 191,061 | 240,700 | 26% |
| Bookstore Net Revenue | 355,500 | 35,550 | 54,678 | 19,128 | 355,500 | 352,557 | (2,943) | 352,671 | 352,557 | 0% |
| Other Commercial Services Revenues | 139,000 | 34,750 | 37,478 | 2,728 | 139,000 | 138,288 | (712) | 134,788 | 138,288 | 3% |
| Investment Income | 22,500 | 5,625 | 22,576 | 16,951 | 22,500 | 10,900 | (11,600) | 16,476 | 10,900 | -34% |
| Exchange of Value - CSUSM | 350,587 | 87,647 | 87,647 | 1 | 350,587 | 350,587 | 0 | 251,572 | 350,587 | 39% |
| Center for Children & Family (CCLC) | 45,000 | 11,250 | 9,139 | (2,111) | 45,000 | 45,432 | 432 | - | 45,432 | - |
| Other Revenue | 139,092 | 34,773 | 133,200 | 98,427 | 139,092 | 238,399 | 99,307 | 44,625 | 238,399 | 434% |
| Total Revenue | \$ 2,068,066 | \$ 463,692 | \$ 703,442 | \$ 239,750 | \$ 2,068,066 | \$ 2,266,285 | \$ 198,219 | \$ 1,698,278 | \$ 2,266,285 | 33% |
| Post-Retirement | \$ 117,240 | \$ 29,310 | 29,310 | - | 117,240 | 117,240 | - | - | 117,240 | - |
| Expenses: UARSC Operations | 1,855,692 | 463,923 | 513,135 | (49,212) | 1,855,692 | 1,861,964 | (6,272) | 1,623,930 | 1,861,964 | 15% |
| Net Operating Revenues | \$ 95,134 | \$ (29,542) | \$ 160,997 | \$ 190,538 | \$ 95,134 | \$ 287,081 | \$ 191,947 | \$ 74,348 | \$ 287,081 | 286% |

University Auxiliary and Research Services Corporation
Program Revenue Activity Summary
7/1/15 to 6/30/16

| Program Activity | Annual Budget FY 15/16 | Quarter 4 4/1/16 - 6/30/16 | | | Fiscal Year To Date 7/1/15 to 6/30/16 | | | Comparison of Prior FYTD Actual to Current FYTD Actual | | |
|-----------------------------------|---------------------------|-------------------------------|---------------------|---------------------|--|----------------------|---------------------|---|------------------------------|---------------------|
| | | Budget | Actual | Variance | Budget | Actual | Variance | Prior FYTD 6/30/2015 | Current FYTD 6/30/2016 | % Inc. (Dec.) |
| Grants/Contracts | | | | | | | | | | |
| Federal | \$ 6,489,685 | \$ 1,622,421 | \$ 2,665,847 | \$ 1,043,426 | \$ 6,489,685 | \$ 8,308,842 | \$ 1,819,157 | \$ 6,553,513 | \$ 8,308,842 | 27% |
| Other Grants/Contracts | 1,102,164 | 275,541 | 193,372 | (82,169) | 1,102,164 | 1,084,343 | (17,821) | 829,475 | 1,034,343 | 22% |
| Total Grants/Contracts | \$ 7,591,849 | \$ 1,897,962 | \$ 2,859,219 | \$ 961,257 | \$ 7,591,849 | \$ 9,393,185 | \$ 1,801,336 | \$ 7,442,989 | \$ 9,393,185 | 26% |
| Campus/Designated Programs | \$ 2,512,260 | \$ 628,065 | \$ 890,566 | \$ 262,501 | \$ 2,512,260 | \$ 3,597,177 | \$ 1,084,917 | \$ 2,845,666 | \$ 3,597,177 | 26% |
| Total Program Revenues | \$ 10,104,109 | \$ 2,526,027 | \$ 3,749,786 | \$ 1,223,758 | \$ 10,104,109 | \$ 12,990,363 | \$ 2,886,254 | \$ 10,288,655 | \$ 12,990,363 | 26% |

ATTACHMENT G

Revised FY 16/17 Operating Budget

UARSC ADMIN BUDGET
FY 16-17 Proposed Budget Revision September 2016

| FY 16/17 Board Approved BUDGET | | | FY 16/17 Proposed Budget adjustments | | | | | |
|--|-------------------|---|--------------------------------------|-------------------------------------|----------------------------|---|------------------|----|
| UARSC Admin | Sponsored Proj | UARSC Combined Budget approved May 2016 | Proposed Adjustments UARSC Admin | Proposed Adjustments Sponsored Proj | Total Proposed Adjustments | Net Effect of Proposed Budget Adjustments | Comments | |
| Revenues | | | | | | | | |
| Investment Interest | 0 | 0 | - | - | - | - | | |
| Commissions Coffee Cart | 32,000 | 32,000 | - | - | - | 32,000 | | |
| Commissions ATM (WF & Allstate) | 12,960 | 12,960 | - | - | - | 12,960 | | |
| Commissions Follett | 333,000 | 333,000 | - | - | - | 333,000 | | |
| Commissions Pepsi | 61,500 | 61,500 | (20,000) | - | (20,000) | 41,500 | 1) | |
| Commissions First Class Vending | 17,500 | 17,500 | - | - | - | 17,500 | | |
| Commissions Catering | 35,000 | 35,000 | - | - | - | 35,000 | | |
| Revenue Other (FedEx) | 2,500 | 2,500 | - | - | - | 2,500 | | |
| Space Rental | 139,092 | 139,092 | - | - | - | 139,092 | | |
| Project Revenue | 61,500 | 61,500 | (21,500) | - | (21,500) | 40,000 | 2) | |
| Exchange of Value - | 445,000 | 445,000 | - | - | - | 445,000 | | |
| Overhead Admin Fee-Campus Programs | 235,000 | 235,000 | - | - | - | 235,000 | | |
| Indirect Cost - Sponsored Projects | 1,081,875 | 1,081,875 | - | - | - | 1,081,875 | | |
| Indirect Allocation-Sponsored Projects | (235,000) | (235,000) | - | - | - | (235,000) | | |
| Total Revenues | 1,375,052 | 846,875 | 2,221,927 | (41,500) | - | (41,500) | 2,180,427 | |
| Expenditures | | | | | | | | |
| Salaries | 269,720 | 387,986 | 657,706 | 4,013 | 9,438 | 13,451 | 671,157 | 3) |
| Benefits | 107,888 | 155,195 | 263,083 | 1,605 | (157) | 1,448 | 264,531 | 4) |
| Telephone | 6,700 | 1,800 | 8,500 | - | - | - | 8,500 | |
| Utilities | 36,517 | - | 36,517 | - | - | - | 36,517 | |
| 606001 - Travel In State | 9,075 | 5,300 | 14,375 | - | - | - | 14,375 | |
| 606002 - Travel Out of State | 2,500 | 3,200 | 5,700 | - | - | - | 5,700 | |
| 606807 - Travel Advance - A | 0 | 0 | 0 | - | - | - | - | |
| 660858 - Other Professional | 1,000 | - | 1,000 | - | - | - | 1,000 | |
| Travel & Meetings | 12,575 | 8,500 | 21,075 | 1,000 | 500 | 1,500 | 22,575 | 5) |
| Contractual Services | 94,000 | 22,497 | 116,497 | 13,348 | 5,722 | 19,070 | 135,567 | 6) |
| Membership Dues & Subscri | 2,650 | 1,650 | 4,300 | - | - | - | 4,300 | |
| Postage & Freight | 3,000 | - | 3,000 | - | - | - | 3,000 | |
| Printing | 500 | - | 500 | - | - | - | 500 | |
| Loan Interest Charges | - | - | - | - | - | - | - | |
| Bank Service Charges | 8,100 | - | 8,100 | - | - | - | 8,100 | |
| Insurance Premium | 39,531 | 4,048 | 43,579 | - | - | - | 43,579 | |
| Space Rental | 156,963 | 12,552 | 169,515 | - | - | - | 169,515 | |
| Recruitment | 1,790 | 500 | 2,290 | - | - | - | 2,290 | |
| Community Relations & Supp | 9,250 | - | 9,250 | - | - | - | 9,250 | |
| SupSvc Payroll Fees | 37,350 | 45,650 | 83,000 | - | - | - | 83,000 | |
| Supplies & Services | 22,500 | 9,000 | 31,500 | (6,284) | (2,694) | (8,978) | 22,522 | 7) |
| Commercial Services Repair | 28,000 | - | 28,000 | - | - | - | 28,000 | |
| Campus Support Operations | 210,621 | 181,779 | 392,400 | - | - | - | 392,400 | |
| Computer Refresh | 6,424 | 7,851 | 14,275 | - | - | - | 14,275 | |
| Campus Relations | 37,500 | - | 37,500 | - | - | - | 37,500 | |
| Total Expenditures | 1,091,579 | 839,008 | 1,930,587 | 27,682 | 18,809 | 46,491 | 1,977,078 | |
| Income/(Loss) | 283,473 | 7,867 | 291,340 | (69,182) | (18,809) | (87,991) | 203,349 | |
| Post Retirement Health | 60,600 | 89,400 | 150,000 | (2,323.00) | 13,565 | 11,242 | 161,242 | 8) |
| Net Income/(Loss) | \$ 222,873 | -\$ 81,533 | \$ 141,340 | \$ (66,859) | \$ (32,374) | \$ (99,233) | \$ 42,107 | |

UARSC Proposed Budget Revision Comments Fiscal Year 16/17
September 2016

| Comment # | Comment | \$ |
|----------------------------------|--------------------------|--------------------|
| Revenues | | |
| 1 | Commissions Pepsi | \$ (20,000) |
| 2 | Project Revenue | \$ (21,500) |
| Total Revenue Adjustments | | \$ (41,500) |

Expenses

| | | |
|----------------------------------|---|------------------|
| 3 | Salaries Consists of added 1% UARSC Central salary, PT Student Employee for OSP, credit for Award paying partial salary of an OSP Analyst | \$ 13,451 |
| 4 | Benefits Associated with comment 3 | \$ 1,448 |
| 5 | Travel & Meetings Additional meeting expense | \$ 1,500 |
| 6 | Contractual Services Add for hardware upgrade by IITS and reclassification of copier lease (see comment 7), Independent Contractors add \$20k | \$ 39,070 |
| 7 | Supplies & Services Reclassification of copier lease (see comment 6) | \$ (8,978) |
| 9 | Post Retirement Health Per Actuary report for 16/17 | \$ 11,242 |
| Total Expense Adjustments | | \$ 57,733 |

| | |
|----------------------------------|------------------|
| TOTAL Revenue Adjustments | \$ 41,500 |
| TOTAL Expense Adjustments | \$ 57,733 |
| Net Adjustments | \$ 99,233 |

ATTACHMENT H

New Hospitality Policy

HOSPITALITY POLICY

PURPOSE:

This policy governs the manner and extent to which UARSC 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 UARSC/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 UARSC/Foundation.

SCOPE:

This policy governs the appropriate use of UARSC/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.

ALLOWABLE EXPENDITURES AND OCCASIONS:

Hospitality expenses must be directly related to, or associated with, the active conduct of official CSUSM, CSU and UARSC/Foundation business. When an employee acts as an Official Host, the occasion must, in the best judgment of the Approving Authority, serve a clear UARSC/Foundation 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

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.

Maximum Per-Person Rates for Meals and Light Refreshments

UARSC/Foundation 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.

| <u>Maximum Per-Person Rates for Hospitality Meals and Light Refreshments</u> | |
|---|----------------------------|
| 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

Personal Benefit

Hospitality expenses that are of a personal nature and not related to the active conduct of official CSU, CSUSM or UARSC/Foundation 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.

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

Trust and Agency Funds Held for Third Parties

Trust or agency funds held by UARSC in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and the written agreements.

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 UARSC policy, the stricter of the two policies shall apply. Federal Funds may not be used to purchase alcoholic beverages.

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 UARSC policy, the stricter of the two policies shall apply.

EXEMPTIONS

Officially Recognized Events Hosted by the President or University Advancement

UARSC/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.

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.

REFERENCE

Hospitality Checklist Required

[ICSUAM 1301.00 Hospitality](#)

[Designation and use of Public Relations Funds](#)

Auxiliary Hospitality Checklist

All hospitality expenses/PO must include the following to ensure prompt processing

- Title of Event or Program
- Description of Event/Program/Item
- Date(s) of Event
- Location/Venue of Event
- Event Attendees
Required: attach an agenda, flier, invitation or event announcement and for smaller events, a list of attendees and their affiliation.
- Is food being served?
Who will be supplying the food?
(Caterers **must** be selected from the [UARSC Approved Caterers List](#))
- Is alcohol being served?
(If yes, and being served on campus, you **must** attach an approved [Alcohol Service Request Form](#))
- Approving Authority:
Project Administrator (person responsible for financial oversight or authorizing expenditures as designated on the Project Agreement)
- Grants & Contracts:
All expenses must comply with contract, grant or agency policy.
- Charitable Contributions:
All expenses must comply with gift agreement and other source documents.

Reference:

Auxiliary Hospitality Policy

ATTACHMENT I

Revised Property Control Policy

Property Control Policy

Purpose

University Auxiliary and Research Services Corporation (UARSC) has established this policy to manage and control property, donations, and dispositions as well as define the responsibilities and obligations of UARSC and its Project Directors in regard to the custody and control of property. This includes a Triennial Property Verification Program (every three years), the maintenance of accurate records, property identification (tagging) and guidelines for proper handling of property and related record keeping.

The Property Control Policy described below establishes a system used to identify and track property purchased by or donated to UARSC including but not limited to gifts of art/real estate, equipment, computer/office equipment and furniture. Such a system shall ensure appropriate reporting and approval by UARSC Executive Director or designee.

Property Control Policy

Property with a cost of \$5,000 or a useful life of one year or more will be capitalized, tracked, and tagged. Property with a cost of \$2,500 or more that benefit or provide services of one year or more will be tagged and tracked but not capitalized. Property cost includes the purchase price plus all costs to acquire, install, and prepare the property for the intended use.

Project Directors are responsible for the security and control of all property purchased for their projects.

The Executive Director or designee is responsible for the security and control of all other UARSC owned property.

Tagging and Tracking

UARSC will utilize Campus Materials Management for property control services related to receiving, tagging, and inventory service needs. Whether an item is tagged or not will be determined by Materials Management utilizing UARSC's criteria for Property Control.

Materials Management will record all the pertinent information required within the property control database for property valued at \$2,500 or more and be responsible for ensuring the physical tagging of the property.

Auxiliary Accounting will maintain records of property including acquisition costs, useful life, depreciation schedules, disposals, and reporting for Financials. Reconciliations shall be reviewed with UARSC annually.

Donated property will be listed as “donated” in the property control database along with an estimated value and useful life.

Triennial Property Verification Program

As a part of the Triennial (every three years) Property Verification Program, Materials Management and Project Directors will do a physical count of all property tagged and tracked in the property control database. A Property Report will be issued to the appropriate Project Directors prior to the physical count at which time any corrections will be submitted to UARSC. This verification program will take place in March or April every three years.

Sales/Dispositions/Transfers/Stolen Property

UARSC must give written authorization to the Project Director to sell, dispose or transfer any property acquired through any grant

Property owned by UARSC through the Office of Sponsored Projects (OSP) require Project Directors be responsible for all property purchased for their project(s) and must report the location, transfer, trade-in, loss (theft), or non-use/obsolescence of the property to UARSC using the Property Transfer Form. Project Directors will be required to follow the property control policy.

The Executive Director or designee shall authorize the sale, disposition or transfer of all UARSC owned property.

Revision Dates: 06/07; 11/1/07; name change only 2009; 02/27/14, 2/25/16,
DRAFT 9/8/16 pending Board Approval
Issue Date: 03/28/02

This policy was originally part of the “Fixed Asset and Property Control Policy.” That policy was separated into two policies.

ATTACHMENT J

Revised COI Policy

Sponsored Projects Conflict of Interest Policy

Purpose

To comply with the California Code of Regulations (2 CCR § 18755); the Code of Federal Regulations (2 CFR 200.112); the policies of the National Science Foundation (NSF); and the policies of the Public Health Service agencies (e.g., NIH, HRSA, FDA, CDC, SAMHSA, AHRQ, Indian Health Service and ATSDR).

Basic Requirements

State and Federal regulations require all persons with a significant role in the project to disclose whether or not he/she has a direct or indirect financial interest in the sponsor or agency. Those considered to have a significant role include Principal Investigators, Co-Principal Investigators, and any other person who is responsible for the design, conduct, or reporting of work performed on the project. In addition, the disclosure must be made for each investigator's spouse and dependent children.

The appropriate disclosure form is to be completed and submitted to the UARSC Office of Sponsored Projects. Disclosures must be updated annually and as new reportable financial interests are obtained.

Financial Interest

Financial interest includes travel reimbursements, salary or payment for services outside the scope of the award, interests or ownership in business enterprises, and intellectual property rights.

A significant financial interest is defined as any financial interest that an investigator would have that would reasonably appear to be directly and significantly affected by the sponsored activities or any interest that an investigator would have in entities whose financial interest would reasonably appear to be directly and significantly affected by the sponsored activities.

Financial Conflict of Interest (FCOI) Disclosure Statement – National Science Foundation (NSF) and Public Health Service (PHS)

All persons who will have a significant role in the design and execution of a NSF and/or PHS funded project must file a disclosure statement of all financial interests that would reasonably appear to be directly or significantly affected by their activities. Such persons are required to complete the Conflict of Interest training and the training must be repeated every four years. The required training is satisfied by the successful completion of the NIH Financial Conflict of Interest Tutorial available at <http://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>.

The Certificate of Completion (at the conclusion of the NIH Tutorial) and the completed COI Disclosure Form must be submitted to the UARSC Office of Sponsored Projects prior to any work being done on the project. All submitted COI documentation will be maintained by UARSC in the project file for the same period of time as the award record retention requirement.

Review of Financial Disclosures

All Disclosure Forms will be reviewed by the Office of Sponsored Projects.

If the Investigator states on the form that there are no reportable financial interests related to the project, no further action will be taken and the form will remain in the project file.

If a related financial interest is reported on the form, the disclosure will be reviewed by the Conflict of Interest Review Committee (CIRC)³ to determine if the nature of the Investigator's financial interest is such that a conflict of interest is unlikely to occur and would not compromise the quality and objectivity of the research, including not causing harm to the University or the misuse of state resources.

If it is determined that a conflict of interest is likely to occur, the CIRC will meet to review the potential conflict. On the basis of the review, the CIRC will recommend to the UARSC Executive Director and the Provost, or designees, whether funding for the project shall be accepted or continued and, if so, what actions need to be taken to manage, reduce, or eliminate any such conflicts of interest. Recommended actions will be documented in a Resolution Plan that may include: public disclosure of the financial interest, monitoring of research by independent reviewers, modification of the research plan if necessary to avoid conflict of interest, disqualification from participation in the portion of the project that is affected by the significant financial interest, divestiture of significant financial interests, or severance of relationships that create actual or potential conflicts.

On completion of its deliberations, the CIRC shall file a report with the Provost and with the UARSC Executive Director. At a minimum, the report by the CIRC will consist of:

- Name of Investigator
- Name of project, topic, or activity
- Period of performance
- Date reviewed by the CIRC
- Funds proposed or awarded
- Documents reviewed by the CIRC
- Nature of financial interest
- Criteria used by CIRC
- Assessment of the probability of the financial involvement leading to a conflict of interest, including causing significant harm to either the University or the sponsoring entity.

³ The CIRC consists of two faculty selected in consultation with Academic Senate, one administrator from UARSC, AVPR, and VPFAS or designee.

Enforcement Mechanisms and Sanctions

No grant or contract will be accepted for submittal nor administered by UARSC without full disclosure by the Investigator(s) as detailed in the applicable procedures. Failure to comply with this policy and its implementing procedures will result in non-acceptance by UARSC of the grant or contract.

Potential violations of the Conflict of Interest Resolution Plan shall be handled by the AVPR, who monitors the state of academic freedom and professional responsibility at CAL STATE SAN MARCOS. The UARSC Executive Director or designee, in consultation with the Provost or designee, will establish and enforce appropriate sanctions based on the specific conduct of an investigator failing to follow the approved Resolution Plan.

Record Maintenance

All financial disclosure statements and records of all actions taken in reviewing statements plus any actions taken to resolve actual or potential conflicts of interest will be retained for a minimum of three years after the termination or completion of the related grant or contract. If any litigation, government action, or other controversy exists after such termination or completion, the records shall be retained for a minimum of three years after any such litigation, government action or controversy has concluded. In those cases where a granting or contracting agency requires a longer period of record retention, UARSC Office of Sponsored Projects will comply with that agency's requirements.

Effective Date: 1/26/95

Revision Dates: 3/24/15; 2009 (business name change); 4/26/12 (policy title change); 8/22/16

ATTACHMENT K

Revised Leave Policy

Vacation, Paid Time Off, Holiday and Personal Holiday Policies

Vacation

In general terms, the intent of UARSC's vacation policy is to provide eligible employees with a paid period of rest and relaxation away from work. Vacation benefits begin to accrue for eligible employees immediately upon employment. Those employees who receive paid academic breaks do not accrue vacation.

Eligibility & Rate of Vacation Accrual

Regular employees who are scheduled to work 40 hours per week may accrue vacation according to the following schedule:

| Service Requirements | Monthly Accrual Rate | Annual Accrual Rate | "Cap" (Maximum Accrual) |
|-----------------------------------|----------------------|---------------------|-------------------------|
| 1 Month to 3 years (1- 36 months) | 6.66 hours | 80 hours | 160 hours |
| Years 4 thru 6 (37-72 months) | 10.00 hours | 120 hours | 240 hours |
| Years 7 thru 9 (73-108 months) | 11.33 hours | 136 hours | 272 hours |
| Years 10 thru 15 (109-180 months) | 13.33 hours | 160 hours | 320 hours |
| Year 16 + (181 + months) | 16.00 hours | 192 hours | 384 hours |

Regular employees who are scheduled to work less than 40 hours per week may accrue vacation on a pro rata basis following the above schedule.

Employees who are regularly scheduled to work at least 20 hours per week but less than 30 hours per week and who have been appointed for a period of six months or longer may accrue vacation on a pro rata basis. All other employees, including Student Assistants, are not entitled to accrue vacation.

Accruals for vacation will start immediately and will occur on a per pay period basis.

Accruals for Director-level Positions

Regular Employees in the following positions will accrue vacation at 16 hours per month regardless of years of service:

- Project Directors (full and direct responsibility for entire UARSC project)
- UARSC Administrative Office Directors, Associate Directors or Assistant Directors

The accruals for Director-level positions will not exceed 192 hours annually and will "cap" at 384 hours.

Maximum Vacation Accrual

Employees may accrue vacation up to a maximum amount that equals two times the employee's annual accrual entitlement. Once an employee has accrued the maximum amount of vacation pay, the accrual will

stop. Employees may begin accruing vacation pay again once the employee has used some of his or her accrued but unused vacation pay.

Vacation benefits do not accrue for time worked in excess of 40 hours per week, such as overtime. Vacation also does not accrue during any pay period when no time is worked.

Use of Vacation

- Vacation shall not be used prior to the time it is actually earned, and must be used in increments of one hour or more.
- Completion of one full month of service with UARSC is necessary before vacation leave may be used. To ensure an efficient work flow, written approval from the employee's supervisor and/or appropriate administrator is required prior to the use of vacation. The requester should provide as much advance notice as possible prior to the proposed vacation leave, and vacation schedule requests will be considered in light of the expected work load and availability of staff for that period of time.
- All employees on sponsored projects are expected to use vacation within the grant or project period; otherwise all accrued but unused vacation may be paid out to the employee at the end of the project period at the employee's current rate of pay. This is to prevent situations where no funds are available to pay the accrued vacation time.
- All Part-time and/or Temporary employees who are eligible for vacation should use vacation during the period of appointment; otherwise all accrued but unused vacation will be paid at the end of the appointment.
- All accrued but unused vacation benefits are paid at the time of separation of employment at the employee's current rate of pay.
- Exempt (salaried) employees should not record vacation time off in less than one half (1/2) day increments.

Personal Time Off (PTO)

UARSC recognizes that each employee needs time off due to illness or to take care of personal business. Personal Time Off (PTO) may be used for a personal illness, medical appointments, school appointments, observance of religious holidays, or to conduct personal business.

Eligibility & Rate of PTO Accrual

Regular employees who are scheduled to work 40 hours per week may accrue PTO at the rate of six (6) hours per month (3 hours per pay period).

Regular employees who are scheduled to work less than 40 hours per week may accrue PTO on a pro rata basis.

Employees who are regularly scheduled to work at least 20 hours per week but less than 30 hours per week may accrue PTO on a pro rata basis. Employees who are employed by an academic-related appointment may be eligible to accrue PTO on a pro rata basis based on the teaching load. All other employees, including Student Assistants, are not entitled to accrue PTO.

Maximum PTO Accrual

Employees may accrue PTO up to a maximum amount that equals two times the employee's annual accrual entitlement. Once an employee has accrued the maximum amount of PTO, the accrual will stop. Employees may begin accruing PTO again once the employee has used some of his or her accrued but unused PTO.

PTO does not accrue for time worked in excess of 40 hours per week, such as overtime. PTO also does not accrue during any pay period when no time is worked.

Use of PTO

- For non-exempt (hourly) employees, PTO shall not be used prior to the time it is actually earned, and must be used in increments of one-half (1/2) hour or more.
- For exempt (salaried) employees, PTO shall not be used prior to the time it is actually earned and shall not be recorded in less than one-half (1/2) day increments.
- Completion of one full month of service with UARSC is necessary before PTO may be taken. Employees should request Personal Time Off in advance for pre-scheduled appointments (meetings, appointments, etc.) so that adequate staffing may be ensured.
- All employees on sponsored projects are expected to use PTO within the grant or project period, otherwise all accrued but unused PTO may be paid out to the employee at the end of the project period. This is to prevent situations where no funds are available to pay the accrued PTO.
- All Part-time and/or Temporary employees who are eligible for PTO should use PTO during the period of appointment, otherwise all accrued but unused PTO will be paid at the end of the appointment.
- All accrued but unused PTO will be paid at the time of separation of employment at the employee's current rate of pay.
- Exempt (salaried) employees should not record PTO in less than one half (1/2) day increments.

Holidays

The President of the University establishes the academic work days and holidays for the University, and UARSC observes the same holidays. If classes are scheduled on a particular holiday, the President may reschedule the holiday to be observed on a different day. In order to qualify for holiday pay, eligible employees must be employed and on paid status with UARSC on the date that the holiday is actually observed, as established by the University's academic calendar. Paid status is defined as performing work or taking paid leave any time during the pay period.

The following days are observed as holidays, although they may be actually observed on a different date: January 1st; Martin Luther King Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Cesar Chavez's Birthday; Memorial Day; July 4th; Labor Day; Admissions Day; Columbus Day; Veterans' Day; Thanksgiving Day; December 25th; and other days designated by the Governor as a public holiday.

Holiday pay will be paid on a pro rata basis to eligible employees who are regularly scheduled to work fewer than eight hours per day. Employees must report all holidays on the time sheets.

In some instances, employees may have vacation or PTO leave assigned during the closure of the campus between December 25 and January 1. For instance, if an exempt (salaried) employee does not work any time during the work week that the campus is closed and the employee does not have enough holiday and/or personal holiday hours to cover the week, the payroll department will assign vacation or PTO for those days or partial days unless the employee advises payroll in advance that the employee does not want vacation or PTO utilized for this purpose.

Working on Scheduled Holidays

Some situations may arise whereby it will be necessary for an employee to work on a scheduled holiday. Prior approval from the UARSC Director of Human Resources and Payroll Services must be obtained before any UARSC employee works on a scheduled holiday.

If a non-exempt (hourly) employee is approved to work on a scheduled holiday and is eligible for holiday pay, the employee is to be compensated for both the holiday and the actual hours of work at the employee's regular rate of pay, unless the employee has indicated they would like the option of taking a future day off. If a future day off is chosen, the employee must take the time off with pay within 180 days of the holiday. Prior approval from the UARSC Director of Human Resources and Payroll Services must be obtained before any option for a future paid holiday is given to the employee.

Personal Holiday

In addition to the 13 holidays observed by UARSC, eligible employees receive Personal Holiday time each year. Personal Holiday is available for all eligible employees to use as of January 1 of each year and must be used by December 31. The Personal Holiday is capped at a day and one half (1 1/2) each year and it must be used in one full day increment (8 hours) and one half day increment (4 hours). Once the employee has accrued personal holiday, the employee may not accrue anymore personal holidays until that day and one half is used. Once the employee has used that day and one half, the employee will be eligible to accrue a new day and one half of personal holiday the following year.

Personal Holiday time will be paid on a pro rata basis to eligible employees who are regularly scheduled to work fewer than eight hours per day. Additionally, all accrued but unused Personal Holiday time will be paid at the time of separation at the employee's current rate of pay.

Effective Date: 8/23/2002

Revision Dates: October 2006; July 2009 (business name change); April 2010; May 2015; September 2016

ATTACHMENT L

Revised Compensation Administration Guidelines
FY 16/17

**UNIVERSITY AUXILIARY AND RESEARCH SERVICES CORPORATION (UARSC)
COMPENSATION ADMINISTRATION GUIDELINES
Effective July 1, 2016 – June 30, 2017**

The UARSC Board approves the following wage increase guidelines for UARSC Regular Sponsored Project employees¹ subject to Principal Investigator approval and the availability of project funds (grant and contract funded employees only). The UARSC Board further approves the following wage increase guidelines for UARSC Regular non-Sponsored Project employees¹ subject to Executive Director approval and funding availability (non-Sponsored Projects employees only).

- 1.) Salary adjustments are available for UARSC Regular Sponsored Project employees subject to the following guidelines (Wage increase not to exceed 5.0 percent and items a – e below).

Wage increase not to exceed 5.0 percent

- a. All adjustments will be calculated as a percentage of current annual gross wages and must be submitted on an Employment Authorization Form (EAF).
- b. Increases will not be granted without the completion of an annual performance appraisal in the past year. Annual performance appraisals are completed either on a fiscal year basis, project year basis, or position anniversary date. The annual performance appraisal schedule will be decided by the Principal Investigator or Department Director and will communicate this schedule to the UARSC Director, Human Resources and Payroll Services.
- c. Employees with a score of less than 3.00 (below expectations) on their annual performance appraisal will not be eligible for a performance based adjustment.
- d. Employees with less than 6 months of service during the performance appraisal period will not be eligible for a wage increase. This will only apply to annual performance appraisals completed on a fiscal year or project year basis.
- e. Any employee determined to be significantly above the market rate for their position (15% or greater), will be excluded from receiving a wage increase.

¹ The following categories are not covered by these guidelines: Student Assistant, Graduate Assistant, and University Faculty.

2.) Salary adjustments are available for UARSC Regular non-Sponsored Project employees subject to the following guidelines (Wage increase not to exceed 3.0 percent and items a - e below). Salary adjustments for all UARSC Regular positions funded by the San Marcos University Corporation (UCorp) or Associated Students Incorporated (ASI) are subject to each auxiliary's Board approvals.

Wage increase not to exceed 3.0 percent

- a. All adjustments will be calculated as a percentage of current annual gross wages and must be submitted on an Employment Authorization Form (EAF).
- b. Increases will not be granted without the completion of an annual performance appraisal in the past year. Annual performance appraisals are completed either on a fiscal year basis, project year basis, or position anniversary date. The annual performance appraisal schedule will be decided by the Project or Department Director and will communicate this schedule to the UARSC Director, Human Resources and Payroll Services.
- c. Employees with a score of less than 3.00 (below expectations) on their annual performance appraisal will not be eligible for a performance based adjustment.
- d. Employees with less than 6 months of service during the performance appraisal period will not be eligible for a wage increase. This will only apply to annual performance appraisals completed on a fiscal year or project year basis.
- e. Any employee determined to be significantly above the market rate for their position (15% or greater), will be excluded from receiving a wage increase.

All forms are available on UARSC's website at www.csusm.edu/uarsc.

UARSC COMPENSATION GUIDELINES SINCE FY 2006-07

| | 2006 - 07 | | 2007 - 08 | | 2008 - 09 | 2009 - 10 | 2010 - 11 |
|-----------------|-----------|-------|-----------|-------|-------------|-------------|-------------|
| | GSI | Perf. | GSI | Perf. | Performance | Performance | Performance |
| UARSC Admin | 2.7% | 0.0% | 2.5% | 0.0% | Up to 5.0% | Up to 5.0% | 0.0% |
| Projects/Grants | 2.7% | 0.0% | 2.5% | 0.0% | Up to 5.0% | Up to 5.0% | Up to 5.0% |

| | 2011 - 12 | | 2012 - 13 | | 2013 - 14 | | 2014 - 15 | | 2015-16 | |
|-----------------|-------------|--|-------------|--|-----------|------------|-----------|------------|---------|------------|
| | Performance | | Performance | | GSI | Perf. | GSI | Perf. | GSI | Perf. |
| UARSC Admin | 0.0% | | 0.0% | | 3.0% | 0.0% | 2.0% | 0.0% | 2.0% | 0.0% |
| Projects/Grants | Up to 5.0% | | Up to 5.0% | | 0.0% | Up to 5.0% | 0.0% | Up to 5.0% | 0.0% | Up to 5.0% |

Adjustment of Pay Range Maximum Pay Rates:

An adjustment of the maximum pay rate in all pay grade ranges will be increased by 8%, with the mid-rate adjusted accordingly, and will become effective July 1, 2016. Any future adjustments to the maximum pay rate for pay grade ranges will be submitted for approval by the UARSC Board of Directors.