

February 28, 2018

**CODED MEMORANDUM**

**ASA-2018-04**

TO: CSU Presidents

FROM: Loren J. Blanchard, Ph.D.  
Executive Vice Chancellor



**Reporting deadline:**  
Friday, March 16, 2018  
Attn: Chief Information Officer  
Click on the link to  
[Submit Report](#)

SUBJECT: Executive Order 1090 – Educational Broadband Services Annual Reporting Requirement

Executive Order 1090, Educational Broadband Services, requires campuses to report on activities involving the ongoing license and leasing of excess broadband spectrum capacity. This memo serves as the official request to report activities using the link provided above by Friday, March 16, 2018.

There are two reporting requirements in Executive Order 1090:

Campuses must notify and submit corrective plans to the Office of the Chancellor if there has been any non-compliance with Federal Communications Commission programs.

Campuses must file an annual report with the executive vice chancellor for Academic and Student Affairs of ongoing license and leasing activities, including a detailed inventory of all licenses, current usage and status.

California State University executive orders can be viewed at [www.calstate.edu/EO/](http://www.calstate.edu/EO/). If you have any questions or need assistance, please contact Dr. Sheila Thomas, assistant vice chancellor and dean, Extended Education at [stomas@calstate.edu](mailto:stomas@calstate.edu) or 562-951-4880.

LJB/scj

c: CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Administration and Finance  
Extended Education Leadership Council/Deans  
Chief Information Officers

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
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San Francisco  
San José  
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Stanislaus

ASA-2017-XX: Coded Memorandum Guidelines  
July 19, 2017  
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Chief Administrators and Business Officers