

**CONTINUING EDUCATION**  
**CALIFORNIA STATE UNIVERSITY,**  
**SAN BERNARDINO**

**Report Number 99-14**  
**June 23, 1999**

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## **ABBREVIATIONS**

|       |   |
|-------|---|
| ACLP  | American Culture and Language Program       |
| ADA   | Americans with Disabilities Act             |
| CE    | Continuing Education                        |
| CEL   | College of Extended Learning                |
| CERF  | Continuing Education Revenue Fund           |
| CEU   | Continuing Education Unit                   |
| CSU   | California State University                 |
| CSUSB | California State University, San Bernardino |
| EE    | Extended Education                          |
| EO    | Executive Order                             |
| GAAP  | Generally Accepted Accounting Principles    |
| MOU   | Memorandum of Understanding                 |
| SAM   | State Administrative Manual                 |
| SUAM  | State University Administrative Manual      |

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## INTRODUCTION

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### PURPOSE

Our overall audit objective was to ascertain the effectiveness of existing policies and procedures related to the administration of Continuing Education programs and to determine the adequacy of controls over Continuing Education Revenue Fund (CERF) operations and the establishment of continuing education trust accounts.

Within the overall audit objective, specific goals included determining whether:

- ▶  the campus maintains a clear distinction between campus owned and auxiliary owned programs and has written agreements with auxiliary organizations for the administration and management of Continuing Education programs;
- ▶  fund integrity is maintained between continuing education, state and auxiliary funds;
- ▶ budgeting procedures include all course costs and revenues to identify potential course losses in advance and ensure that course selection and management are in accordance with CSU policies and state regulations;
- ▶ the CSU additional employment policy regarding the faculty selection process is complied with, faculty payments are made in accordance with CSU directives, and written agreements stipulate set fees when independent contractors are used as instructors;
- ▶  enrollment procedures and maintenance of student records adequately meet accounting, academic and informational needs;
- ▶  cash receipts, refunds, dishonored checks and other debts are adequately controlled and properly accounted for;
- ▶ cash disbursements are adequately controlled and made solely for the support and development of self-supporting CSU programs;
- ▶  the general fund is reimbursed for all supplies, services and overhead expenses related to extended education programs; and
- ▶  the CERF contingency reserve balance is maintained in compliance with CSU directives.

## SCOPE AND METHODOLOGY

This review emphasized but was not limited to compliance with state laws, Board of Trustee policies, and Office of the Chancellor and campus policies, letters and directives.

The analyses and recommendations outlined by the CSU Task Force Report on Continuing Education, dated December 16, 1996, were used to evaluate the documentation of business activities between the campus and such non-state auxiliary organizations as the foundation.

A key issue for this review involves compliance with California Education Code § 89704, State University Continuing Education Revenue Fund (CERF), which states in part "...Notwithstanding any other provision of law to the contrary, revenues from extension programs, special sessions, and other self-supporting instructional programs, including but not limited to, fees and charges required by the trustees, may be transmitted to the Treasurer and, if transmitted, shall be deposited by that officer in the State Treasury to the credit of the State University Continuing Education Revenue Fund ...." Prior to January 1, 1999, the revenues were required to be transmitted to the Treasurer.

In late 1998, the 1998 Higher Education Omnibus Act (AB 2812) was enacted. AB 2812 permitted continuing education revenues to be deposited in trust accounts instead of the CERF. The legislation amended Education Code §89704 as mentioned above and Education Code § 89721 as follows:

The California Education Code §89721 states in part that, effective January 1, 1999, "... Notwithstanding any other provision of law to the contrary, revenues received for extension programs, special sessions, and other self-supporting instructional programs shall be deposited into and maintained in local trust accounts or in trust accounts in accordance with Sections 16305 to 16305.7, inclusive, of the Government Code, or in the California State University Trust Fund...."

June 1998 to date was the primary period of review.

Our focus involved a wide variety of issues dealing with continuing education operations as a self-supporting entity. Specifically, we reviewed and tested:

- ▶  use of the foundation for the administration and management of Continuing Education programs;
- ▶  budgeting procedures, fee authorization, and the selection and management of courses;
- ▶  management of faculty workload and payments to faculty and other instructors;
- ▶  enrollment procedures and maintenance of student records;
- ▶  procedures for controlling and processing cash receipts, refunds, dishonored checks, and other debts;

- □ procedures for controlling and processing cash disbursements, reimbursements to the general fund and revenues shared with academic departments; and
- □ reporting of continuing education activity and the maintenance of the CERF contingency reserve.

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## BACKGROUND

In response to the systemwide risk assessment conducted during 1996, which included input from officers representing the chancellor's office and each CSU campus, this review of Continuing Education was directed by the Board of Trustees at its January 1998 meeting. Continuing Education was previously audited in 1984.

In March 1996, the Bureau of State Audits issued a report of the Continuing Education program at one of our CSU campuses. This report raised a number of issues that have systemwide policy implications. The primary audit findings addressed operational relationships between the campus and its foundation and various non-compliance issues with CSU policy. A CSU task force was subsequently established in May 1996 to review the audit findings and policies and statutes impacting the Continuing Education program. In February 1997, the senior vice chancellor, business and finance, issued the "CSU Task Force Report on Continuing Education" to all campus presidents, discussed the report at the Executive Council meeting on February 11, 1997, and indicated that the campuses would be expected to abide by the recommendations contained therein.

In addition, the CSU Commission on the Extended University hired a consultant to clarify the implications of the March 1996 State Bureau of Audit report on continuing education. In September 1997, the consultant issued a report titled "Managing Continuing Education Fiscal Accounts" to the members of the commission. The consultant report was subsequently distributed to the various CSU EE/CE Deans and Directors by the State University Dean of Extended Education.

Some CSU campuses refer to the Continuing Education program as Extended Education or other similar titles. Throughout this report, we will refer to the program as continuing education. At California State University, San Bernardino, the College of Extending Learning (CEL) Office manages the Continuing Education program.

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## OPINION

We visited the California State University, San Bernardino campus from March 8, 1999, through April 9, 1998, and audited the procedures in effect at that time.

We found that, with the exception of the items noted in the Executive Summary and in the details of the report, compliance with state, CSU and campus policies and procedures was satisfactory.

The objective of this report is to identify and mitigate issues that affect the administration of Continuing Education programs and CERF operations. If such issues are not corrected, the effectiveness of policies and procedures may be negatively impacted.

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## **EXECUTIVE SUMMARY**

The purpose of this section is to provide management with an overview of conditions requiring attention. Areas of review not mentioned in this section were found to be satisfactory. Numbers in brackets [ ] refer to page numbers in the report.

### **CONTINUING EDUCATION PROGRAMS AND ADMINISTRATION [6]**

#### **FISCAL SERVICES [6]**

The College of Extended Learning (CEL) utilized the CSU San Bernardino (CSUSB) Foundation to maintain continuing education funds and provide fiscal services without proper written authority. Maintaining continuing education funds in the continuing education revenue fund (CERF) or state trust accounts and ensuring that written agreements define services authorized between the CEL and CSUSB Foundation decreases the risk of inappropriate management of state funds.

#### **ACADEMIC DEPARTMENTS [7]**

Campus procedures did not include a formalized review process to determine which academic department sponsored activities, such as conferences, workshops, and other self-supporting instructional programs, should be managed in cooperation with the College of Extended Learning (CEL) and operated through the continuing education revenue fund (CERF) or state trust account. Establishing a formalized review process for academic department sponsored activities ensures that they are placed under appropriate management.

### **REVENUE DISTRIBUTION AND RETAINED EARNINGS [9]**

The continuing education revenue fund (CERF) contingency reserve was not maintained in compliance with CSU policy. Maintaining the minimum contingency reserve in compliance with CSU policy increases the campus' ability to cover unexpected losses.

## **FEE SETTING, COLLECTION AND RECONCILIATION [10]**

### **REVENUE RECONCILIATION [10]**

Internal controls over revenue reconciliation for non-credit courses were not adequate. Reconciliation of tuition fees to revenue recorded in the continuing education revenue fund (CERF) ensures that all continuing education revenues are recorded in the CERF and errors or misappropriations are detected.

### **CASH RECEIPTS [11]**

Internal controls over cash receipts in the American Culture and Language Program (ACLP) office were not adequate. Adequately controlling cash receipts reduces exposure to loss from inappropriate acts.

### **ACCOUNTS RECEIVABLES [12]**

The College of Extended Learning (CEL) was not pursuing all available options in resolving delinquent receivables. Pursuing all available options in the collection of delinquent receivables reduces the potential for lost revenue and ensures accurate reporting of campus accounts receivable.

## **COURSE SELECTION AND MANAGEMENT [13]**

Medical fitness statements regarding the ability of students to participate in a foreign study program were not being obtained from a licensed medical doctor. Obtaining the required medical fitness statement ensures that students participating in foreign study programs are medically fit.

## **FACULTY/INSTRUCTOR SELECTION AND SALARIES [14]**

Campus guidelines for reporting faculty additional employment excluded weekends. Proper calculation of additional faculty employment ensures compliance with CSU policy.

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## OBSERVATIONS, RECOMMENDATIONS, AND CAMPUS RESPONSES

### CONTINUING EDUCATION PROGRAMS AND ADMINISTRATION

#### FISCAL SERVICES

The College of Extended Learning (CEL) utilized the CSU San Bernardino (CSUSB) Foundation to maintain continuing education funds and provide fiscal services without proper written authority. We noted that:

- ▶ Although the CEL transferred the Conference Services program from the foundation to the continuing education revenue fund (CERF) in fiscal year 1996/97, corresponding retained earnings continued to be maintained in the foundation and were used for various program-related expenses. Retained earnings as of January 31, 1999, totaled \$54,555.
- ▶ Revenue from non-credit programs offered by the American Culture and Language Program (ACLP) were deposited into the foundation to cover various program-related expenses such as entertainment for visiting dignitaries and field trips. Deposits for the current fiscal year totaled \$12,211, and the account balance, as of January 31, 1999, totaled \$137.
- ▶ Funds were transferred from other CEL foundation accounts to fund a “Miscellaneous” account, used for various discretionary continuing education related expenses. Deposits/transfers for the current fiscal year totaled \$2,500, and the account balance as of January 31, 1999 totaled \$351.
- ▶ In accordance with the General Foundation Policy Manual, the CEL is assessed a 10 percent fee based on the amount of each deposit. There were no written agreements between the CEL and the foundation that defined the services performed or corresponding fees.

Education Code §89704 states that revenues from CSU extension programs, special sessions, and other self-supporting instructional programs may be deposited in the CERF. Prior to January 1, 1999, such revenues were required to be deposited in the CERF.

Education Code §89721 states that, effective January 1, 1999, notwithstanding any other provision of law to the contrary, fees for extension programs, special sessions, and other self-supporting instructional programs shall be deposited into and maintained in local trust accounts or in trust accounts in accordance with Sections 16305 to 16305.7 of the Government Code, or in the California State University Trust Fund.

Pursuant to Title 5 §42500 and §42501, an auxiliary may administer workshops, conferences, institutes, and instructionally related programs. However, any such services required from an auxiliary should be properly documented in a contract.

The CEL dean stated that the funds held in the foundation are used for expenses to promote and support continuing education programs. She further indicated that the CEL has had to utilize the foundation in this manner, since campus accounting prohibited such expenditures from being paid out of the CERF.

Maintaining continuing education funds in the foundation without a written agreement that clearly defines the services to be provided increases the risk of inappropriate expenditures of state funds and loss of interest and other revenues that are based on foundation overhead charges.

### **Recommendation 1**

We recommend that the campus:

- a. transfer balances from the CEL foundation accounts to the CERF or into state trust accounts; and
- b. establish a written agreement between the CEL and CSUSB Foundation that fully defines services, reimbursement procedures and related fees, should any future foundation services be required.

### **Campus Response**

We have complied with "a" above and have transferred all balances from CEL foundation accounts to the CERF account, effective June 23, 1999. Thus, we ask that finding 1.a be closed. We concur with "b," and will draft an agreement between CEL and the CSUSB Foundation, to be in place by September 1, 1999.

## **ACADEMIC DEPARTMENTS**

Campus procedures did not include a formalized review process to determine which academic department sponsored activities, such as conferences, workshops, and other self-supporting instructional programs, should be managed in cooperation with the College of Extended Learning (CEL) and operated through the continuing education revenue fund (CERF) or state trust account.

A review of academic department agency accounts maintained at the foundation disclosed instances where the accounts contained revenue from self-supporting conferences and workshops. In addition, one of the programs granted continuing education units (CEU).

Education Code §89704 states that, notwithstanding any other provision of law to the contrary, revenues from CSU extension programs, special sessions, and other self-supporting instructional programs may be deposited in the CERF. Prior to January 1, 1999, such revenues were required to be deposited in the CERF.

Education Code §89721 states that, effective January 1, 1999, notwithstanding any other provision of law to the contrary, fees for extension programs, special sessions, and other self-supporting

instructional programs shall be deposited into and maintained in local trust accounts or in trust accounts in accordance with Sections 16305 to 16305.7 of the Government Code, or in the California State University Trust Fund.

Executive Order No. 255, *Provisions Governing Implementation of the Continuing Education Unit Within the CSU and Colleges*, states that non-credit continuing education programs and activities for which CEU's are to be awarded shall be operated in accordance with the policies and procedures governing the CERF. Revenues derived from such programs and activities shall be deposited in the CERF in accordance with existing procedures for revenues derived from self-supporting instructional programs.

The CSU Task Force Report on Continuing Education recommends that ownership of a given program be clearly defined. If it is a campus-owned program, funds must be deposited into the CERF. Any services provided by an auxiliary should be properly documented in a contract. The report also stated that, due to accreditation issues and the lack of Title 5 authority to offer credit instruction, auxiliaries should not be engaging in "credit" courses.

SAM §20003 states that one of the elements of a satisfactory system of internal accounting and administrative control shall include an effective system of internal review.

The CEL dean stated that the campus has no established policies or procedures to ensure that continuing education activities are managed by the CEL and operated through the CERF or state trust account.

Lack of a formalized review process for academic department sponsored conferences, workshops, and other self-supporting instructional programs increases the risk of improperly managed activities.

## **Recommendation 2**

We recommend that the campus:

- a. establish procedures to ensure that all credit granting and other campus sponsored self-supporting instructional programs, including conferences and workshops, are managed in accordance with CSU directives and the Education Code;
- b. analyze all academic department accounts maintained at the foundation and transfer balances from all credit granting and campus sponsored self-supporting instructional activities to the CERF or into state trust accounts; and
- c. deposit and retain all future revenue from credit granting and other campus sponsored self-supporting instructional activities directly into the CERF or into state trust accounts.

### **Campus Response**

We concur. The campus will develop criteria and procedures for determining ownership and management of academic department sponsored activities, analyze CSUSB Foundation accounts, transfer balances to the CERF where appropriate, and deposit future revenue from campus-owned programs into the CERF. This will be completed by December 31, 1999.

## **REVENUE DISTRIBUTION AND RETAINED EARNINGS**

The continuing education revenue fund (CERF) contingency reserve was not maintained in compliance with CSU policy.

An analysis of the CERF contingency reserve as of June 30, 1998, showed that the reserve was \$457,181 below the minimum amount required by CSU policy.

CSU directive BA 91-13, *Revised Policy on the Management of the Continuing Education Revenue Fund*, dated August 7, 1991, states that the contingency reserve balance should be maintained at a minimum of ten percent (10%) of prior year program revenue.

The dean of the College of Extended Learning (CEL) stated that the contingency reserve has been declining since 1995, when the CEL opened the Yasuda Center. She further stated that costs associated with furnishing, maintaining, and managing the center exceeded budget at a time when the downturn in the local economy and the crisis in the Asian economy detrimentally affected revenue.

Maintaining the minimum contingency reserve below CSU policy reduces the campus' ability to cover unexpected continuing education program losses.

### **Recommendation 3**

We recommend that the campus take actions necessary to maintain the CERF contingency reserve at the required minimum level.

### **Campus Response**

Extended Learning has developed a plan to restore its CERF contingency reserve at its required level by the end of 2002. This plan sets forth the financial goals, as well as a number of strategies for achieving them. The campus accepts this as a viable and workable plan, and will work with Extended Learning on an ongoing basis to ensure that these reserve goals are met. Thus, we ask that this finding be closed.

## **FEE SETTING, RECONCILIATION AND COLLECTION**

### **REVENUE RECONCILIATION**

Internal controls over revenue reconciliation for non-credit courses were not adequate.

The College of Extended Learning (CEL) does not reconcile non-credit extension course fees received from Conference Services, the American Culture and Language Program (ACLP) and the Elderhostel program to the continuing education revenue fund (CERF).

SUAM §3821 states that the chief business officer shall establish control procedures to ensure that all monies due are collected and are safeguarded, deposited, reconciled, remitted, and invested in a timely manner.

SAM §20003 states that the elements of a satisfactory system of internal accounting and administrative control shall include a system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenue, and expenditures.

The CEL dean stated that when the campus converted from SIMS to SIS+ in 1994, CEL non-credit activity did not fit into the new on-line structures. Consequently, the CEL has since operated these activities on in-house networks, which have not articulated with the campus mainframe billing and receivable system, which makes reconciliation of these accounts difficult.

Failure to reconcile revenues received to those recorded in the CERF or trust accounts increases the risk of errors and misappropriations going undetected.

#### **Recommendation 4**

We recommend that the campus develop procedures to reconcile revenues received for non-credit extension courses to revenues recorded in the CERF or trust accounts.

#### **Campus Response**

Extended Learning concurs and will establish an internal form that matches participants with revenues received. For ACLP students, Extension noncredit students, and conference participants, this form will contain name, social security number, amount of tuition, amount of deposit per student, date, signature of person processing checks, signature of internal control person depositing the money, and control number. Elderhostel deposits will include all of the above information with the exception of name and social security number.

Elderhostel deposits will be accompanied by a "roster" which numerically codes the participants by tuition payment.

To reconcile accounts, a control number will be assigned by the CEL office for each batch of checks received. A schedule will be prepared to log each control number per batch. This will control receipts and deposits given to the Bursar. A monthly reconciliation will be done for each account, comparing total deposits and receipts to the month General Ledger activity. The CEL budget manager will be responsible for ensuring monthly reconciliation. This system will be fully functional by August 31, 1999.

## **CASH RECEIPTS**

Internal controls over cash receipts in the American Culture and Language Program (ACLP) office were not adequate.

Cash receipts were not always submitted to the Bursar's office in a timely manner, and collection records did not always identify the type of collection or the date payment was received.

SAM §8032.1 states that agencies that have safes, vaults, money chests, or other comparable storage that is adequate to safeguard cash will accumulate collections until they amount to \$1,000 in cash or \$10,000 in cash, checks, money orders, and warrants (excluding state warrants and state checks), whichever occurs first. Accumulated receipts of any amount will not remain undeposited for more than ten working days.

SAM §8022 states that agency records will contain information as to the type of collection received from each payer. This information will be recorded in a manner whereby it can be readily audited.

SAM §20003 states that the elements of a satisfactory system of internal accounting and administrative control shall include a system of authorization and recordkeeping procedures adequate to provide effective accounting control over assets, liabilities, revenue, and expenditures.

The CEL dean stated that due to the workload at the beginning of a quarter, there was not always time for ACLP to deposit receipts on a daily basis. The administrative operations analyst attributed the incomplete collection records to oversight.

Inadequate controls over cash receipts increase the risk of inappropriate acts and the possibility of loss.

### **Recommendation 5**

We recommend that the campus strengthen internal controls over ACLP cashiering operations.

### **Campus Response**

We concur, have addressed the problem, and ask that this finding be closed. Specifically, we have established a system in which one central individual in CEL is now handling all cashiering operations for the various units, including ACLP. This individual processes receipts according to the criteria set

forth in SAM 8032.1. At the same time, CEL has removed the separate safe that was housed in ACLP and now uses one centralized deposit safe in the main CEL office.

## **ACCOUNTS RECEIVABLE**

The College of Extended Learning (CEL) was not pursuing all available options in resolving delinquent receivables.

CEL collection efforts did not include the use of the tax-offset program or local write-off and relief of accountability. In addition, the CEL did not maintain an accurate accounts receivable aging report. Numerous accounts on the aging report were identified by the CEL as possibly not being legitimate receivables.

SAM §8776.6 indicates if all reasonable collection efforts do not result in payment, the campus may request relief from accountability of uncollectible amounts from the State Board of Control.

Executive Order No 616, *Discharge of Accountability*, dated April 19, 1994, delegates to the campuses the authority to write-off debts of \$1,000 or less which are either uncollectible or the amount(s) involved do not justify the cost of collection.

SAM §8776.6 and SUAM §3822 establish procedures for the collection of outstanding accounts receivable, including the use of tax offset.

SAM §20003 states that one of the elements of a satisfactory system of internal accounting and administrative control shall include an effective system of internal review.

The administrative operations analyst stated that the condition of the aging report stems from problems experienced during the campus' conversion from SIMS to SIS+ in 1994, which resulted in payment information being lost or incorrectly posted to the student's account. She further indicated that the CEL needs to meet with campus accounting to determine how the CEL can utilize the tax-offset program and write off procedures.

Not pursuing all available options in the collection of delinquent receivables increases the potential loss of revenue and results in inaccurate reporting of campus accounts receivable.

### **Recommendation 6**

We recommend that the campus:

- a. take appropriate action to write off uncollectible accounts;
- b. review the accounts receivable aging report and purge accounts identified as not being legitimate receivables; and

- c. update collection policies and procedures to include the use of all available collection options.

### **Campus Response**

We concur and have taken steps to address the situation. Extended Learning has done an analysis of the aged accounts receivable and developed a list of items to be written off as uncollectible. The list consists of receivables of less than \$1,000 and that are more than a year old. The aging accounts receivable report is being revised to pick up only Extended Learning subcodes. Information, Resources and Technology (IRT) has set completion date on or before January 2000. The collection policy has been updated to include a bad debt allowance. The uncollectible accounts will be reviewed and written off on a quarterly basis.

## **COURSE SELECTION AND MANAGEMENT**

Medical fitness statements regarding the ability of students to participate in a foreign study program were not being obtained from a licensed medical doctor.

Executive Order #165, *Foreign Study Program Policies and Procedures of the California State University and Colleges*, dated November 10, 1972, states that the institution shall require a current statement from a licensed medical doctor as to the ability of the student to participate in the Foreign Study Program.

The dean of the College of Extended Learning (CEL) stated that the campus procurement and liability officer advised them not to request medical fitness statements, as they could be viewed as discriminatory under the new Americans with Disabilities Act (ADA) guidelines.

Not obtaining the required medical fitness statement could result in both increased health and program risks.

### **Recommendation 7**

We recommend that the campus obtain medical fitness statements from all participants enrolled in foreign study programs.

### **Campus Response**

We concur and have corrected the situation for summer 1999 foreign study programs. All participating students were sent a letter by ACLP requesting that they complete and return a Medical Fitness Statement as well as proof of Physical Examination, requiring the signature of a physician. Medical fitness statements have been received from participants currently enrolled in CEL, study abroad programs. A "Foreign Study Program Payment/Documentation Information" checklist has been

prepared by ACLP for future programs, and contains a column to ensure that the above referenced forms will be obtained (copies have been sent to the auditors). As such, we ask that this finding be closed.

## **FACULTY/INSTRUCTOR SELECTION AND SALARIES**

Campus guidelines for reporting faculty additional employment excluded weekends.

CSU directive HR 97-07, *Revised Additional Employment Policy*, dated September 22, 1997, limits additional employment to 25% of a full-time position calculated as a percentage of full-time workload or full-time time base. When applying the limitations of the policy, the applicable time period for twelve (12) month employees is based on the calendar year. The applicable time period for ten-month or academic year employees is based on the academic year at semester/quarter campuses and the individual's academic year at QSYRO campuses, exclusive of time periods between academic years, time periods between academic terms, and vacation periods of the employee. The policy applies to the assignment of additional employment to CSU employees in any regular CSU program or auxiliary organization. Each campus is responsible for determining the extent of an employee's CSU workload prior to appointment to any position.

The Collective Bargaining Agreement between the CSU Board of Trustees and the California Faculty Association, for October 4, 1995 through June 30, 1998, Article 36.1 states that additional employment shall refer to any employment compensated by CSU, funded by general or non-general funds including CSU auxiliaries, that is in addition to the primary or normal employment of a faculty unit employee. The total additional employment of a faculty unit employee shall not exceed a total of 25% overage.

The director of research/sponsored programs stated that the campus views weekends as the faculty's own time.

The collective bargaining agreement refers to additional employment compensated by the CSU; it does not refer to time of day or day of week. Improper calculation of additional faculty employment increases the risk of violation of contract terms.

### **Recommendation 8**

We recommend that the campus include all additional employment, regardless of time of day or day of week, when calculating an employee's total workload.

### **Campus Response**

During fall 1999 quarter, the campus will revise its policy concerning definition of, recording, and reporting additional employment. In the meantime, Extended Learning will include weekends and

evenings when recording and reporting a faculty's additional employment, effective summer quarter, 1999.

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## **APPENDIX A: PERSONNEL CONTACTED**

| <b><u>Name</u></b> | <b><u>Title</u></b>                               |
|--------------------|---|
| Albert K. Karnig   | President   |
| Lydia Acosta       | Collections Representative                        |
| Gina Chavez        | Accounting Technician                             |
| David DeMauro      | Vice-President for Administration and Finance     |
| Joyce Henson       | Office Manager, ACLP                              |
| Maureen Hixson     | Registration Assistant                            |
| Jan Jackson        | Dean, College of Extended Learning                |
| Samuel Kushner     | Director Research/Sponsored Programs              |
| Kim Laschober      | Conference Assistant                              |
| Laurel Lilienthal  | Clerical Assistant Academic Personnel             |
| Olga Morales       | Director Academic Resources                       |
| Teresa Morris      | Chair, Department of Social Work                  |
| Joe Notarangelo    | Director, Conference Services                     |
| Sandra Richards    | Director, Extension and Contracts                 |
| Beverly Smith      | Business Services Director, Foundation            |
| Irene Stroup       | Administrative Operations Analyst                 |
| Susan Summers      | Associate Dean, College of Extended Learning      |
| William Takehara   | Associate Vice-President for Financial Operations |
| Sheila Torres      | Administrative Operations Analyst II              |
| Muriel Vita        | Assistant Director of Accounting                  |
| Lori Walker        | Accountant  |