

STUDENT ACTIVITIES
CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

Report Number 04-42
February 1, 2005

Members, Committee on Audit

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ABBREVIATIONS

CAS	The Council for the Advancement of Standards in Higher Education
CSU	California State University
CSUB	California State University, Bakersfield
GC	Government Code
SNAPS	Student Needs and Priorities Survey

EXECUTIVE SUMMARY

As a result of a systemwide risk assessment conducted by the Office of the University Auditor during the last quarter of 2002, the Board of Trustees, at its January 2004 meeting, directed that *Student Activities* be reviewed. Student Activities was partially audited in 1980 in a sequence of audits on Instructionally Related Activities fees.

We visited the California State University, Bakersfield (CSUB) campus from August 30, 2004, through October 8, 2004, and audited the procedures in effect at that time.

In our opinion, controls within the selected areas of the student activities function were operating effectively and in compliance with existing California State University policies, with the exception of those areas identified herein.

The following summary provides 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.

GENERAL ENVIRONMENT [6]

Student activities at CSUB had not been evaluated using the self-assessment instruments provided by The Council for the Advancement of Standards in Higher Education (CAS). Program self-assessment and comparison with industry standards promote better quality student activity programs and maximize the use of student activities resources.

STUDENT ORGANIZATIONS [6]

The campus had neither defined minor representative officers, nor established standards for officers of student clubs/organizations. Improvements were warranted in the training of faculty/staff advisors to student organizations, documentation of campus approvals for student organizations, completion of student organization constitutions, and attendance of student organizations at mandatory orientations.

ACTIVITY/EVENT MANAGEMENT [10]

Student activities documentation was not always on file or complete. Student athlete intramural liability waivers were destroyed at the end of the academic year, and accountability for intramural team fees needed improvement.

STUDENT JUDICIARY [12]

Judicial files were incomplete on administrative holds and disciplinary sanctions were not recorded in the students' academic records.

INTRODUCTION

BACKGROUND

The 2003 *Book of Professional Standards for Higher Education* by The Council for the Advancement of Standards in Higher Education (CAS) states that campus activities are the combined efforts of clubs and organizations established for and/or by students. CAS published these standards for educators and policy-makers based on input from multiple industry experts since approximately 1986. The most recent CAS publication (2003) contains 29 functional area standards, including campus activities, fraternity and sorority advising, judicial programs, and recreational sports programs. One stated purpose of these standards is to provide practitioners with industry best practices that any college or university program can achieve.

Many auxiliary organizations in the California State University (CSU), notably the associated students and student unions, are integrally involved with student activities. The associated students typically provide funding from student body organization fees to student organizations that are chartered/recognized by the campus. Student unions develop and market programs primarily for students. Both auxiliary organizations fund or co-sponsor specific events, at which students are the primary participants.

On a systemwide basis, the CSU conducts a Student Needs and Priorities Survey (SNAPS) approximately once every five years. The SNAPS includes evaluations for certain student activities-related factors, and the students are requested to prioritize functions, activities, and services in the order of importance to them, as well as assign a quality rank. There are four student activities-related factors evaluated in SNAPS as follows:

- ▶ Student clubs and organizations.
- ▶ Recreational programs and/or activities.
- ▶ Student union activities.
- ▶ Fraternities and sororities.

In the 1989 SNAPS, these factors were ranked in the bottom quartile in terms of importance to the students in meeting their educational objectives. The highest quality rating was given to student clubs and organizations.

At California State University, Bakersfield (CSUB), the campus chartered/recognized 85 student clubs and organizations in fiscal year 2003/04, encompassing approximately 7,933 students. There were no statistics maintained by the campus on the type or volume of student activities.

In a September 2002 article entitled, “Who’s Responsible for Student Clubs?,” United Educators describes the relationship between student clubs and the institution as follows:

Some institutions assume close supervision over student clubs, others take a more distant stance, and still others blend the two approaches. At the two extremes, the two approaches are sometimes termed “hands-on” and “hands-off.” In between is a hybrid model, an “arm’s-length relationship,” in which the institution controls some aspects of student activities, but leaves others for the clubs to manage. None of the methods is foolproof.

Institutions that implement the hands-off model frequently do so, among other reasons, to insulate themselves from potential liability. Some legal experts, however, question this strategy's effectiveness. They believe that a court would find a university had a duty to manage a student club regardless of the formal limits on institutional control. (It is, of course, difficult to predict legal outcomes in the abstract, because factors such as state law and the precise facts of a dispute carry enormous weight.) At the other end of the control spectrum, the hands-on approach may be desirable but impractical due to resource limitations.

Institutions will have to decide where they should be along this control spectrum, and with the advice of legal counsel, consider developing a consistent overall approach to managing student clubs. Additionally, it might be advisable for that policy to address such issues as the use of the institution's name, logo, and resources.

At CSUB, the campus does not get involved with off-campus activities. The vice president, student affairs stated that the CSU Office of the General Counsel had instructed the campus not to have any involvement with off-campus activities.

In November 2000, the chancellor appointed a committee to review the CSU's alcohol policies and prevention programs. The committee's final report was presented to the Board of Trustees in July 2001. At that board meeting, the Trustees passed a resolution (Resolution of the Committee on Educational Policy 07-01-03) to adopt and implement the committee's recommendations. These recommendations included policy directions, activation of alcohol advisory councils on each campus, mechanisms for assessing and reporting on program outcomes, and resource commitments. At the July 2003 meeting, the Trustees received, as an information item, the first biennial report on the CSU's alcohol policies and prevention program.

Pursuant to Education Code §66017 and §66300, the CSU Trustees adopted Title V §41301 - §41304 that defines the student code of conduct and establishes the basis for administratively sanctioning violations through such means as probation, suspension, or expulsion. The various causes for student discipline include academic dishonesty, obstruction or disruption of the educational process, unauthorized use of or damage to property, abusive behavior such as hazing, and violation of any order of a campus president. CSU systemwide requirements on student discipline are addressed in Executive Order 628, *Student Disciplinary Procedures*, dated September 30, 1994. Other guidance is provided through the CSU General Counsel's *Student Disciplinary Manual* issued in November 1994.

At CSUB, the campus annually handled approximately 50 student judicial cases. In fiscal year 2002/03, the following administrative sanctions were imposed for student discipline:

SANCTION	NUMBER
Expulsion	0
Suspension	0
Probation	43
Other	44
Total	87

Other sanctions included such things as community service, counseling, and restitution. All student disciplinary proceedings at CSUB are handled by conferences, whenever possible. There have been three recent disciplinary hearings, and the campus had hearing officers appointed.

Title V §41401 addresses student elections. An uncoded memorandum to campus presidents entitled *Minimum Academic Qualifications for Student Office Holders*, dated August 29, 1997, identifies requirements for election candidates and incumbent office holders, such as grade point average and unit loads.

PURPOSE

Our overall audit objective was to ascertain the effectiveness of existing policies and procedures related to the administration of *Student Activities* and to determine the adequacy of controls over the related processes to ensure compliance with relevant governmental regulations, Trustee policy, Office of the Chancellor directives, and campus procedures.

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

- ▶ Administration of student activities provides effective operating controls and governance processes, clear lines of organizational authority, and documented policies and procedures.
- ▶ The campus has recently completed or undertaken initiatives to improve student activities operations and maximize resources, and adopted best practices inherent in student activities industry standards.
- ▶ Qualified individuals and volunteers are used to adequately staff student activities programs.
- ▶ Student privacy is adequately protected from inappropriate disclosure of club/organization affiliation and activity participation.
- ▶ Policies and procedures prohibit discrimination in recognition of student organizations but include reasonable measures for detection/prevention of unauthorized group affiliations.
- ▶ Students are adequately informed of the existence of student clubs/organizations and participation opportunities.
- ▶ Student office holders are elected under reasonable procedures and meet eligibility qualifications.

- ▶ Roles and responsibilities of faculty/staff advisors to student clubs and organizations are defined, and expectations are understood.
- ▶ Prohibitions against discrimination and hazing have been communicated and are being monitored, and CSU alcohol/drug policies and prevention programs have been integrated into student activities.
- ▶ Reasonable procedures for prevention, discovery, and disposition of unapproved student activities have been established.
- ▶ Student activities are properly supervised and evaluated, and rules and regulations for student safety in activities/events have been established and enforced.
- ▶ CSU requirements for disciplinary proceedings are followed, and disciplinary sanctions have been equitable/fair and student rights protected.
- ▶ Recent prohibitions against unauthorized use of academic presentations for commercial purposes have been implemented.

SCOPE AND METHODOLOGY

The proposed scope of the audit, as presented in Attachment B, Agenda Item 2 of the January 27-28, 2004, meeting of the Committee on Audit, stated that *Student Activities* includes activities relating to social and co-curricular programs, recreational sports, clubs, organizations, and student judicial review. Potential impacts include inappropriate activities, personal injury, and litigation. Student activities administered solely by CSU auxiliary organizations have been excluded from this review.

Our study and evaluation were conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors, and included the audit tests we considered necessary in determining that operational and administrative controls are in place and operative. This review emphasized, but was not limited to, compliance with state and federal laws, Board of Trustee policies, and Office of the Chancellor and campus policies, letters, and directives. Industrywide standards were also considered. The audit review period was fiscal year 2002/03 to date. At CSUB, the assistant vice president of student life reporting to the vice president of student affairs has overall responsibility for student activities. The coordinator of student discipline reports through the provost/vice president of academic affairs.

We focused primarily upon the internal administrative, compliance, and operational controls over student activities management. Specifically, we reviewed and tested:

- ▶ Student activities policies and procedures.
- ▶ Student activities staffing and organization plans.
- ▶ Chartering/recognition of student clubs and organizations.
- ▶ The processes for planning, approving, and supervising student activities.
- ▶ Student election procedures and monitoring.
- ▶ Student judicial activity.

OBSERVATIONS, RECOMMENDATIONS, AND CAMPUS RESPONSES

GENERAL ENVIRONMENT

Student activities at California State University, Bakersfield (CSUB) had not been evaluated using the self-assessment instruments similar to those provided by The Council for the Advancement of Standards in Higher Education (CAS).

According to the 2003 *Book of Professional Standards for Higher Education*, CAS has specifically established self-assessment guides for each set of standards and recommended a seven-step process for implementation. These steps range from establishing a self-assessment team to preparing an action plan for program enhancement.

The assistant vice president of student life stated that the campus continually assesses the student body, which has been instrumental in keeping the campus aware and attuned to the needs of students in the area of student life. He further stated that reduction in staffing over the years has prevented the campus from conducting a full-scale formal assessment.

Absence of program self-assessment and comparison with industry standards increases the risk that program improvements will not occur and student activities resources will not be maximized.

Recommendation 1

We recommend that the campus establish a routine for periodic self-assessment of student activities using a format/process similar to the CAS standards, and complete the first scheduled self-assessment as soon as possible.

Campus Response

We concur. The office of student activities will schedule a CAS self-assessment as soon as possible. Estimated completion date: July 2005

STUDENT ORGANIZATIONS

OFFICER ELIGIBILITY

The campus had neither defined minor representative officers, nor established standards for officers of student clubs/organizations.

We noted that:

- ▶ The campus had indicated that a minor representative is one who does not hold an executive position, but they had not formally identified those in this category.

- ▶ There were no standards established for officers of student clubs/organizations.

Coded memorandum Academic Affairs, Educational Support 93-08, *Minimum Academic Qualifications for Student Office Holders*, dated January 22, 1993, and updated by an uncoded memorandum in 1997, requires that the campus define minor representative officers.

The assistant vice president of student life stated that the campus was unaware of the requirement to formally define minor representative officers.

Absence of officer designations and qualifications increases the risk that student representation will be inappropriate and increases the potential for invalid elections.

Recommendation 2

We recommend that the campus formally define minor representative officers and establish standards for officers of student clubs/organizations.

Campus Response

We concur. The office of student activities will formally define minor representative officers.
Estimated completion date: May 2005

FACULTY/STAFF ADVISOR TRAINING

The campus currently offers no formal training for CSUB club advisors.

Government Code (GC) §13403 states that the elements of a satisfactory system of internal accounting and administrative controls shall include, but are not limited to, an established system of practices to be followed in performance of duties and functions, and personnel of a quality commensurate with their responsibilities. Sound business practice mandates that a campus develop processes to ensure that persons with managerial and oversight responsibilities are trained in campus and California State University (CSU) policies and made aware of expectations in their role as a club advisor.

The assistant vice president of student life stated that the lack of advisor training was due, in part, to staffing shortages. He further stated that the campus has been reluctant to put additional demands on the advisors, whose time is already limited.

Failure to provide sufficient training increases the risk of misunderstandings regarding university expectations and acceptable practices in the role as faculty/staff advisor.

Recommendation 3

We recommend that the campus develop training targeted specifically to student organization advisors and make it available on a regular basis.

Campus Response

We concur. The office of student activities will develop advisor training on a regular basis. The plan is to have the counseling center on campus help with some topics, such as conflict resolution between club members. Also, experienced advisors will be invited to attend and share their experiences. Estimated completion date: July 2005

ORGANIZATION APPROVAL

Documentation on approval of student clubs/organizations was incomplete.

Our review of 20 student club/organization files disclosed the following:

- ▶ The director of student activities did not sign any of the charter documents evidencing approval of a club's official recognition.
- ▶ There was no welcome letter (signifying approval of a club charter) on file for any of the student clubs/organizations.
- ▶ In one instance, a club was officially recognized without any current year documentation (organization registration form, advisor agreement, membership list, or an Associated Students, Inc. financial responsibility form) on file.
- ▶ Eight student clubs/organizations did not have their constitutions/bylaws signed by the director of student activities. In one instance, the club's constitution/bylaws were not signed by the faculty/staff advisor.
- ▶ There were no constitution/bylaws on file for one club.

Current CSUB practice requires a welcome letter signed by the director of student activities to be sent to the club, indicating approval of a club charter.

The CSUB *Runner Source for Student Organizations* (a compilation of policies and procedures for student organizations) requires that clubs draft acceptable enabling documents (a constitution/bylaws) in order to obtain official recognition. Sample copies of acceptable formats are provided by the campus office of student life. These sample forms have approval signature lines for the club president/chairperson, the faculty/staff advisor, and the director of student activities. The club constitution/bylaws state the organization's purpose. The CSUB *Runner Source for Student Organizations* also states that "the purpose of the organization must be consistent with the purpose of the university."

GC §13402 states that management is responsible for establishing and maintaining a system of internal administrative controls, which includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions.

The assistant vice president of student life stated that the campus had never considered the need for formally documenting approval, as there was a directory of student clubs/organizations that is printed with approved clubs each academic year. He further stated that they did not have the staffing to ensure proper controls were in place.

Incomplete file documentation increases the risk of the campus officially recognizing student clubs/organizations without proper approvals. Without adequate controls on approval and review of constitutions/bylaws, the risk increases that misunderstandings will occur and student clubs/organizations will be approved with purposes inconsistent with the university.

Recommendation 4

We recommend that the campus ensure that:

- a. Documentation authorizing approval resides in student club/organization files.
- b. A constitution/bylaws is obtained from each student club/organization before obtaining official recognition.
- c. Each student club/organization's constitution/bylaws contain required signature authorizations.

Campus Response

We concur. All clubs/organizations will have a better filing system. Club/organization files will be reviewed for appropriate required signature authorizations on the constitutions and bylaws. Estimated completion date: July 2005

CLUB ORIENTATION

Attendance at mandatory club orientations had not been adequately enforced.

Attendance could not be confirmed for 4 of our sample of 20 organizations tested. Each of these clubs was officially recognized, even though no club representative had attended a campus mandatory club orientation session.

Campus policies and procedures in the CSUB *Runner Source for Student Organizations* require attendance at a mandatory orientation session for the club to obtain official recognition.

The assistant vice president of student life stated that there was not adequate staffing to track and follow up on orientation attendance irregularities.

Without controls to ensure that a representative attends the campus mandatory club orientation required by campus policy, the risk increases that unauthorized student clubs/organizations will be officially recognized.

Recommendation 5

We recommend that the campus ensure that a representative attends mandatory club orientation before the respective club is officially recognized.

Campus Response

We concur. The office of student activities will ensure that a representative attends a mandatory club orientation before a club/organization is officially recognized.

Estimated completion date: May 2005

ACTIVITY/EVENT MANAGEMENT

APPROVAL DOCUMENTATION

In certain instances, documentation indicating approval of student activities was missing or incomplete.

Our review of a sample of 40 student activities for the 2003/04 academic year disclosed that:

- ▶ In 21 instances, the Application for Use of Campus Facilities form or other supporting documentation could not be located for an activity/event. In eight of these cases, we were informed that the activity/event had been canceled; however, there was no documentation to support that claim and they had not been removed from the calendar of events.
- ▶ In one instance, a required alcohol license was not on file.
- ▶ In two instances, the Application for Use of Campus Facilities form was not properly completed, with one or more questions left unanswered concerning attendance of off-campus people, serving alcohol, and/or special setup.

Campus policies and procedures in the *Runner Source for Student Organizations* indicate that student organizations must submit a campus facilities application form to the appropriate facility's coordinator a minimum of two weeks prior to the scheduled event. The application form requires special approvals for student activities involving such things as club travel, use of amplified sound, serving alcoholic beverages, larger events, dances, and food sales.

GC §13402 states that management is responsible for establishing and maintaining a system of internal administrative controls, which includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions.

The assistant vice president of student life stated that they have not had adequate staffing necessary to follow up and ensure that proper documentation was completed and retained.

Incomplete or non-existent supporting documentation for student activities increases the risk of liability to the campus.

Recommendation 6

We recommend that the campus ensure that supporting documentation is completed and retained for all student club activities and events.

Campus Response

A copy of all reservations for all club/organization activities and events will be on file with the office of student activities. Estimated completion date: April 2005

INTRAMURAL SPORTS — LIABILITY WAIVERS

Student athlete liability waivers were unavailable.

Although the campus requires all intramural participants to sign a release and waiver, these forms were destroyed at the end of each academic year.

The campus had adopted a general record retention schedule of three years.

The assistant vice president of student life stated that destroying the waivers so quickly was done to protect sensitive data that is captured on the forms, such as social security numbers.

Not retaining student athlete liability waivers increases the campus exposure to potential liability in the event future claims are made for injuries sustained in previous academic years.

Recommendation 7

We recommend that the campus maintain liability waivers for all intramural participants on file for an appropriate period of time.

Campus Response

We concur. The intramural liability waivers will be filed for a period of five years. Estimated completion date: March 2005

INTRAMURAL SPORTS — TEAM FEES

Intramural team fees and the procedures for collection and deposit of funds had not been approved by the campus.

CSUB intramurals are administered through the campus office of student activities. There are two separate fees described on the Intramural Team Card and Waiver form: a team registration fee and a

team forfeit fee. The registration fee had been collected by the rec sports/intramural office and deposited in the CSUB Foundation. Forfeit fees were not being collected.

Standing Orders of the CSU Board of Trustees, §II.i, states that the chancellor is responsible for establishment and oversight of campus fees. This authority had not been delegated.

Executive Order 919 addresses systemwide policy governing non-General Fund receipts.

The assistant vice president of fiscal and support services stated that the handling of intramural fees was a practice carried over from earlier days when the Associated Students, Inc. accounting was processed through the CSUB Foundation; the practice was implemented before the establishment of Executive Orders 740 and 919.

Lack of accountability over fee assessments increases the risk of misappropriation or loss of funds and inappropriate expenditures.

Recommendation 8

We recommend that the campus:

- a. Obtain authorization for intramural fees.
- b. Review and approve procedures for collection, deposit, and disposition of intramural fee revenue.
- c. Revise the Intramural Team Card and Waiver form to reflect deletion of the team forfeit fee.

Campus Response

We concur. The campus has an approved fee policy in accordance with Executive Order 740. The policy addresses the approval of a fee and the collection and deposit of fee revenue. The process will be shared with personnel in student activities, which will enable them to ensure that all fees for this area are handled in accordance with the campus guidelines. Estimated completion date: July 2005

STUDENT JUDICIARY

Judicial files were incomplete on administrative holds, and disciplinary sanctions were not recorded in students' academic records.

We found that:

- ▶ The *2003/05 CSUB Catalog* states that the settlement agreement for the first academic dishonesty offense will not be placed in students' permanent files. This statement would be erroneous if the students were sanctioned with disciplinary probation, suspension, or expulsion for the first academic dishonesty offense.

- ▶ The campus does not retain evidence of administrative holds in student judiciary files.
- ▶ The campus does not make probation and suspension part of students' academic records during the term of the probation or suspension; instead, they record an "academic hold" on students' records, which does not print out on student transcripts as would a "disciplinary hold/probation."

Executive Order 628, *Student Disciplinary Procedures for The CSU*, dated September 30, 1994, states that probation and suspension shall be made part of a student's academic record during the term of the probation or suspension.

The associate vice president of academic programs stated that non-retention of the history of academic holds on the Banner system was an oversight, and it has been a long-standing practice on the CSUB campus that no judicial affairs sanctions would be placed on students' academic records.

The practice of not making probation and suspension part of a student's academic record during the term of the probation or suspension increases the risk of the campus producing misleading transcripts and students improperly receiving services during periods of ineligibility, and denigrates the impact/significance of disciplinary sanctions.

Recommendation 9

We recommend that the campus:

- a. Clarify catalog statements pertaining to first offenses of academic dishonesty, in case the sanction is probation, suspension, or expulsion.
- b. Retain evidence of administrative holds in student judiciary files.
- c. Make probation and suspension part of a student's academic record during the term of the probation or suspension, and expulsion a part of the permanent record.

Campus Response

- a. CSUB will place in the *2005/07 Catalog* statements indicating that formal documentation of any disciplinary sanction - probation, suspension, or expulsion - even if a first offense, will be placed in a student's official file. In the cases of probation or suspension, the documentation will remain in a student's official file for the term of probation or suspension. In the case of expulsion, the documentation will become a permanent part of a student's file.
- b. CSUB will develop a system of retaining the "historical evidence" of administrative holds in student judiciary files, which will specify the date that the administrative hold is initiated and the date that the administrative hold is permanently lifted.

- c. CSUB will make disciplinary probation and suspension a part of the student's academic record, i.e., print out on the student's transcript (official and unofficial) during the term of probation or suspension and will make expulsion a permanent part of the student's academic record.

Estimated completion date: July 2005

APPENDIX A: PERSONNEL CONTACTED

<u>Name</u>	<u>Title</u>
Horace Mitchell	President
Steven Aguilar	Intramural Sports Coordinator
Marina Avalos-Kegley	Interim Director, Student Activities
Randy Bye	CSUB Foundation Manager
E.J. Callahan	Assistant Director, Educational Opportunity Program and Advisor to the Academic Advancement Center Peers
Irene Cook	Lecturer, Child Adolescent and Family Studies and Advisor to the Child Development Club
George Hibbard	Vice President, Student Affairs
Monique Idoux	Academic Skills Counselor, Student Achievement and Academic Retention Program and Advisor to Chi Alpha Epsilon
Michelle Jackson	Interim Coordinator, Judicial Affairs
Joyce Kohl	Professor, Fine Arts and Advisor to the Art Club
Mark Martinez	Associate Professor, Political Science and Advisor to Global Affairs
Homer Montalvo	Associate Vice President, Enrollment Services and Advisor to the Hispanic Scholarship Fund
Michael Morris	Sergeant, Public Safety
Michael Neal	Vice President, Business and Administrative Services
William Perry	Assistant Vice President, Student Life
Keith Powell	Director, Educational Support Services and Advisor to the Kappa Alpha Psi Fraternity
Frank Ramirez	Financial Aid Counselor and Advisor to the Delta Zeta Tau Fraternity
Edwin Sasaki	Associate Vice President for Academic Programs
Joanne Schmidt	Professor, French and Women's Studies and Advisor to the French Club
Nolan Shaffer	Former Interim Director, Student Activities
Sharon Taylor	Assistant Vice President, Fiscal and Support Services
Frank Yap	Technical Coordinator, Fiscal Services and Advisor to the Filipino American Student Association



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THE CALIFORNIA STATE
UNIVERSITY

February 24, 2005

Mr. Larry Mandel
University Auditor
California State University
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

Subject: Campus Response to Recommendations of Audit Report Number 04-42
Student Activities, at California State University, Bakersfield

Dear Mr. Mandel:

Attached is our response to Recommendations 1 through 9 for the above referenced audit.

Please feel free to contact me should you have any questions concerning our campus responses.

Sincerely,

Michael A. Neal
Vice President for Business
and Administrative Services

cc: Dr. Horace Mitchell, President
Sharon Taylor, Assistant Vice President, Fiscal Services
Dr. George Hibbard, Vice President, Student Affairs
Dr. William Perry, Assistant Vice President, Student Life
Dr. Ed Sasaki, Interim Associate Vice President, Academic Programs
and Dean of Undergraduate Studies

"ATTITUDE MAKES THE DIFFERENCE"

STUDENT ACTIVITIES
CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

Report Number 04-42

GENERAL ENVIRONMENT

Recommendation 1

We recommend that the campus establish a routine for periodic self-assessment of student activities using a format/process similar to the CAS standards, and complete the first scheduled self-assessment as soon as possible.

Campus Response

We concur. The Office of Student Activities will schedule a CAS self assessment as soon as possible. (7/05)

STUDENT ORGANIZATIONS

OFFICER ELIGIBILITY

Recommendation 2

We recommend that the campus formally define minor representative officers and establish standards for officers of student clubs/organizations.

Campus Response

We concur. The Office of Student Activities will formally define minor representative officers. (5/05)

FACULTY/STAFF ADVISOR TRAINING

Recommendation 3

We recommend that the campus develop training targeted specifically to student organization advisors and make it available on a regular basis.

Campus Response

We concur. The Office of Student Activities will develop advisor training on a regular basis. The plan is to have the Counseling center, on campus, help with some topics such as conflict resolution between club members. Also, experienced advisors will be invited to attend and share their experiences. (7/05)

ORGANIZATION APPROVAL

Recommendation 4

We recommend that the campus ensure that:

- a. Documentation authorizing approval resides in club/organization files.
- b. A constitution/bylaws is obtained from each student club/organization before obtaining official recognition.
- c. Each student club/organization's constitution/bylaws contain required signature authorizations.

Campus Response

We concur. All clubs/organizations will have a better filing system. Club/organization files will be reviewed for appropriate required signature authorizations on the constitutions and by-laws. (7/05)

CLUB ORIENTATION

Recommendation 5

We recommend that the campus ensure that a representative attends mandatory club orientation before the respective club is officially recognized.

Campus Response

We concur. The Office of Student Activities will ensure that a representative attends a mandatory club orientation before a club/organization is officially recognized. (5/05)

ACTIVITY/EVENT MANAGEMENT

APPROVAL DOCUMENTATION

Recommendation 6

We recommend that the campus ensure that supporting documentation is completed and retained for all student club activities and events.

Campus Response

A copy of all reservations for all club/organization activities and events will be on file with the Office of Student Activities. (4/05)

INTRAMURAL SPORTS – LIABILITY WAIVERS

Recommendation 7

We recommend that the campus maintain liability waivers for all intramural participants on file for an appropriate period of time.

Campus Response

We concur. The intramural liability waivers will be filed for a period of 5 years. (3/05)

INTRAMURAL SPORTS – TEAM FEES

Recommendation 8

We recommend that the campus:

- a. Obtain authorization for intramural fees.
- b. Review and approve procedures for collection, deposit, and disposition of intramural fee revenue.
- c. Revise the Intramural Team Card and Waiver form to reflect deletion of the team forfeit fee.

Campus Response

We concur. The campus has an approved fee policy in accordance with Executive Order 740. The policy addresses the approval of a fee and the collection and deposit of fee revenue. The process will be shared with the personnel in Student Activities, which will enable them to ensure all fees for this area are handled in accordance with the campus guidelines. (7/05)

STUDENT JUDICIARY

Recommendation 9

We recommend that the campus:

- a. Clarify catalog statements pertaining to first offenses of academic dishonesty, in case the sanction is probation, suspension, or expulsion.
- b. Retain evidence of administrative holds in student judiciary files.
- c. Make probation and suspension a part of the student's academic record during the term of the probation or suspension, and expulsion a part of the permanent record.

Campus Response

- a. CSUB will place in the 2005-07 Catalog statements indicating that formal documentation of any disciplinary sanction--probation, suspension, or expulsion--even if a first offense, will be placed in the student's official file. In the cases of probation or suspension, the documentation will remain in the student's official file for the term of probation or suspension. In the case of expulsion, the documentation will become a permanent part of the student's file.
- b. CSUB will develop a system of retaining the "historical evidence" of administrative holds in student judiciary files, which will specify the date that the administrative hold is initiated and the date that the administrative hold is permanently lifted.
- c. CSUB will make disciplinary probation and suspension a part of the student's academic record, i.e., print out on the student's transcript (official and unofficial), during the term of probation or suspension and will make expulsion a permanent part of the student's academic record. (7/05)

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

BAKERSFIELD

April 7, 2005

CHANNEL ISLANDS

CHICO

MEMORANDUM

DOMINGUEZ HILLS

FRESNO

FULLERTON

TO: Mr. Larry Mandel
University Auditor

HAYWARD

FROM: Charles B. Reed
Chancellor

HUMBOLDT

LONG BEACH

SUBJECT: Draft Final Report Number 04-42 on *Student Activities*,
California State University, Bakersfield

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

In response to your memorandum of April 7, 2005, I accept the response as submitted with the draft final report on *Student Activities*, California State University, Bakersfield.

NORTHRIDGE

POMONA

SACRAMENTO

CBR/amd

SAN BERNARDINO

Enclosure

SAN DIEGO

cc: Dr. Horace Mitchell, President
Mr. Michael A. Neal, Vice President for Business and Administrative Services
Ms. Sharon Taylor, Assistant Vice President for Fiscal and Support Services

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS