

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway San Bernardino,
CA 92407

**BOARD OF DIRECTORS
AGENDA**

March 28, 2022

12:00 p.m.

Location (Virtual Conferencing):

<https://csusb.zoom.us/j/83723950792?pwd=UVhqWxaUG1ybEFNY1J0aGFQdDNEUT09>

Passcode for Virtual Conference (Required): asibod

Call to Order

Roll Call

Approval of Minutes

Reports: Executive Officers, BOD Reps., ASI Committees and Campus-wide Committees

Adoption of Agenda

Open Forum (5 minutes/speaker)

Guest Speaker

OLD BUSINESS:

BD 14-22 Appointment of three Board of Director representatives to the ASI Elections Committee. (Action) (Ramos)

BD 15-22 Appointment of Maria Gomez as a student-at-large representative to the ASI Finance Committee. (Action) (Echevarria)

NEW BUSINESS:

BD 16-22 Discussion of attendance policy for board members for the remainder of Spring 2022 ASI Board Meetings. (Discussion) (Ramos)

BD 17-22 Appointment of Alexia Maciel as a Board of Director representative to the ASI Elections Committee. (Action) (Ramos)

BD 18-22 Appointment of Michael Vazquez as a Board of Director representative to the ASI Elections Committee. (Action) (Ramos)

BD 19-22 Appointment of Andres Ventura as a student-at-large representative to the ASI Elections Committee. (Action) (Ramos)

BD 20-22 Revision of the ASI Howl Grant Policy. (Action) (Policy Committee) (First Reading)

BD 21-22 Appointment of Savreen Kaur as a Board of Director representative to the ASI Finance Committee. (Action) (Echevarria)

BD 22-22 Appointment of Vice President of Finance Pro-Tem. (Action) (Echevarria)

BD 23-22 Review of CSUSB campus policies: Robert V. Fullerton Art Museum Collection Policy & CSUSB Storage of Surplus Items Policy. (Discussion) (Barcnas)

CLOSED SESSION

BD 24-22 ASI Executive Director Search Process for Spring 2022 Per Gloria Romero Act, §89307 (d)(D). (Action) (Graham)

ANNOUNCEMENTS

ADJOURNMENT

On behalf of the Associated Students, Inc., we thank you for your interest in joining our team. Before proceeding, please take a moment to review our academic involvement requirement below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may be different for each position.

Application Instructions: Please answer all questions accordingly. You may complete any section of the application by hitting the forward or back arrow buttons. You may also return to your application at any point in time, however once you submit it, your application cannot be changed.

All questions can be sent to: asi@csusb.edu

. Please select the area you are applying for:

Please note, you can only submit one application per position. For more information on each position click on the following: [POSITION DESCRIPTIONS](#)

- ASI Board of Directors
- ASI Elections Committee
- Staff Position
- Committee Appointment
- Volunteer Opportunity (Not Committee)

. Board of Directors Position Applying For:

Please select from the options below as to which position you are applying for. Please note, you can only submit one application per position. For more information on each position click on the following: [POSITION DESCRIPTIONS](#)

This question was not displayed to the respondent.

. Application Verification

You are applying for an exclusive position. Please upload supporting documentation of on campus residency such as a confirmation email, housing application or receipt. Failure to include a supporting document may cause your application to be delayed or rejected.

This question was not displayed to the respondent.

. Acknowledgement of Board Responsibilities

This voluntary position requires confirmation by the ASI Board of Directors and is not guaranteed. All members of the Board of Directors must adhere to all corporate board regulations such as but not limited to the CA Corporations Code and Open Meeting Laws. In order to proceed, you must also acknowledge the responsibilities under the [ASI Bylaws](#) you will undertake as a member of the board if confirmed which include:

- Mandatory attendance at all ASI Board Meetings (no exceptions)
- Mandatory committee appointments
- Mandatory office hours (3 per week)
- Weekly Reports
- Participation at ASI events

This question was not displayed to the respondent.

. Howl Squad: Committee Appointment

Thank you for your interest in the Howl Squad. Please select from the options below as to which committee(s) you would like to be considered for. Students will be contacted with more information on committee appointments and if they are selected to serve. You may choose to serve on an ASI internal committee or be representative for a CSUSB committee. Appointments are for 1 academic year. For more information on the committees, please visit our webpage: [Howl Squad Committees](#)

This question was not displayed to the respondent.

. Howl Squad Responsibilities

This is a voluntary non-paid position for ASI but with incentives. We value the hard work of all of our members, however all volunteers must still abide by CSU and CSUSB volunteer policies. By acknowledging below, you agree to volunteer your services, perform duties similar to those assigned and that services rendered by me will be at the direction of the above named supervisors. I will not be compensated for these services. Further, I understand that I serve at the pleasure of my supervisor.

This question was not displayed to the respondent.

. Staff Position (Employee) Applying For:

Please select from the options below as to which position you are applying for. Keep in mind, you can only submit one application per position. For more information on each position click on the following: [JOB DESCRIPTIONS](#)

This question was not displayed to the respondent.

. Applicant Information

Please complete the following information with your most current information. ASI is not responsible for incomplete or inaccurate information.

First Name	<input type="text" value="Andres"/>
Last Name	<input type="text" value="Ventura"/>
Coyote ID	<input type="text"/>
Major	<input type="text" value="Computer Science"/>
Email (all communication will be sent here)	<input type="text"/>
Phone Number	<input type="text"/>
Date of Birth (xx/xx/xxxx)	<input type="text"/>
When is a best time and day to reach out to you?	<input type="text"/>
Address Line	<input type="text"/>

City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Curent Class Standing	<input type="text"/>
Expected Graduation Date	<input type="text"/>

. Previous Employer #1

If applicable, list your previous employment history down below.

This question was not displayed to the respondent.

. Previous Employer #2

If applicable, list your previous employment history down below.

This question was not displayed to the respondent.

. Previous Employer #3

If applicable, list your previous employment history down below.

This question was not displayed to the respondent.

. Are you a current member of the Public Employees Retirement system?

This question was not displayed to the respondent.

. Class Schedule

Please upload a copy of your class schedule for the term you are applying for.

[Schedule.pdf](#)

290.1KB

application/pdf

. Artwork Submission #1 (Required)

If you are applying for a Graphic Artist position, feel free to submit a piece of artwork for the hiring committee to consider with your application. Any uploads over 5MB can be emailed to asi-graphics@csusb.edu. When emailing, please make sure you put your full name and job position in the subject line.

This question was not displayed to the respondent.

. Artwork Submission #2 (if needed)

If you are applying for a Graphic Artist position, feel free to submit a piece of artwork for the hiring committee

to consider with your application. Any uploads over 5MB can be emailed to asi-graphics@csusb.edu. When emailing, please make sure you put your full name and job position in the subject line.

This question was not displayed to the respondent.

. Artwork Submission #3 (if needed)

If you are applying for a Graphic Artist position, feel free to submit a piece of artwork for the hiring committee to consider with your application. Any uploads over 5MB can be emailed to asi-graphics@csusb.edu. When emailing, please make sure you put your full name and job position in the subject line.

This question was not displayed to the respondent.

. Supplemental Question #1 (Required)

Name or describe those qualities that would make you a great candidate to the position you are applying for. Include any relevant experience, previous roles, etc. (Maximum 250 words)

If I were to compare myself against other candidates I would say that I'm relatively more self-aware and a high-level thinker than most people. From my experience, most students only seem to care about the temporaries of their own satisfactions much more than the longevity of their actions.

. Supplemental Question #2 (Required)

How will you be able to balance this position with your other responsibilities (including coursework)? (Maximum 500 words)

Time management is one of my specialties that has grown not based on intentions but circumstances. When I first started off as a freshman here at CSUSB, I could almost guarantee you that handling 3 to 4 meetings worth of classes and outside activities was overwhelming to me. Nowadays, I seem to be managing well over 10 meetings on top of both school and work without giving it much thought at all. While only for a short moment in time, I used to be an assistant to the CEO of a tech startup based in Los Angeles. It was there that I learned most of the best practices to managing responsibilities in an effective manner.

. Supplemental Question #3 (Optional)

What do you believe are the most pressing issues students are facing today? (Maximum 500 words)

From looking at each student's life in terms of a third party, I have increasingly seen a lack of attention nor requirement to engage in opportunities for growth. Simply receiving an email about local opportunities is not enough to get the best out of students. It should be a requirement that all students engage in some sort of opportunity outside of their regular schoolwork that acts as a class on its own. On top of this, I don't believe universities are tailored directly towards student growth but more towards the requirements to graduate. Some students learn faster than others and should be treated as such on a curriculum basis.

. **Resume**

Please submit your most current resume. Be sure to include any relevant information relating to the position you are applying for. If you are not sure how to create a resume, select the following link from our partners at the CSUSB Career Center for templates: [How to - Resume](#)

[Assistant-Resume.pdf](#)

57KB

application/pdf

. **Cover Letter (optional)**

Please submit a cover letter that outlines your interest in this position. For more information on how to write one, see the following link: [Cover Letter Samples](#)

[Artificial Intelligence.pdf](#)

54KB

application/pdf

. **Letter of Recommendation (optional)**

Feel free to submit a letter of recommendation. These type of supporting documents will allow the hiring committee to learn more about you.

[Daniel Hildrigo.pdf](#)

142.4KB

application/pdf

. **Academic Eligibility Consent Authorization**

ASI believes that the academic responsibility of a student should always remain a priority. Students who do

not meet the academic requirements will be removed from the application process. Please acknowledge the following:

- I certify that I meet the GPA requirement and consent for ASI to check my academic eligibility.
- I do not consent for ASI to review my academic eligibility. By selecting this option, I forfeit my application for consideration.

. Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application process. Please acknowledge the following:

- I certify that I meet any student conduct requirements and consent for ASI to review my conduct record if needed.
- I do not consent for ASI to review my conduct record. By selecting this option, I forfeit my application for consideration.

. Almost Done!

You are important to us and we want you to stay connected! Check out the following video link below to get a sneak peak into our organization. Additionally, we encourage you to sign up to the Coyote Connection to learn more about campus life! Select any option below to continue your application.

Sneak Peak Video: [For the Students, By the Students](#)

- I want to join ASI's mailing list!
- Tell me how to join Coyote Connection.
- All of the above.
- I am not interested.

Q38. How did you hear about this application? (Select all that apply)

- From a friend.
- From a mentor.
- From Instagram or Twitter.
- From an email.
- Other:

. WARNING. Application Submission

You are about to submit your application. After submission, no further changes can be made to your application. Please review your application thoroughly prior to submitting it. When you are ready to submit, sign below and select the arrow below to finish.



Location Data

A large, empty rectangular area intended for displaying location data.



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Howl Grant Policy

~~Adopted per BD 53-20 | April 14, 2020~~

Purpose: The purpose of this policy is to establish rules and regulations for the Howl Grant.

Scope: This policy applies to all student clubs and organizations at the CSUSB San Bernardino campus and at the Palm Desert Campus.

1) Eligibility

- a) Only Clubs and Organizations that are currently chartered through the Office of Student Engagement and are recognized by the University to be good standing are eligible for funding.

2) Funding Guidelines

- a) ~~Each currently enrolled CSUSB student whether at the San Bernardino or Palm Desert Campus will be allowed to allocate up to \$3.00. In determination with the ASI Board of Directors, ASI will allocate a minimum of \$10,000.00 to the Howl Grant budget of which ten \$1,000.00 grants will be awarded.~~
- b) Funds are from student fees and as such must be in compliance with all local, state and federal laws; including, but not limited to Title 5 of the California Education Code.
- c) Funds must be used in accordance with both CSUSB and ASI policies.
- d) Funds will only be available to clubs and organizations through the Office of Student Engagement disbursements, in accordance with the OSE policy.
- e) Funds are available to the organization beginning July 1st of the following fiscal year and are available for expenses incurred through June 1st of the same fiscal year.
- ~~f) All disbursement requests are due no later than June 1st.~~
- ~~g) Any not disbursed funds at the end of the fiscal year will be returned to the general Howl Grant account.~~
- ~~h) Original receipts must be provided for fund disbursement~~
- i) All Clubs and Organizations that are currently chartered with the Office of Student Engagement and in good standing will be placed on the ASI general election ballot.

3) Howl Grant Process

- a) Clubs and organizations eligible to receive funding and who wish to participate in the election under the Howl Grant must submit an event proposal.
- b) Each currently enrolled student who is eligible to participate in the ASI general election in accordance with Article 1 of the ASI By-Laws will be allowed to vote for a program presented by allocate up to \$3.00 to eligible clubs and organizations listed on the ballot.
- a)c) Only the clubs and organizations receiving the highest number of votes based on the funding level determined in this policy will be the recipients of the Howl Grant.
- b)d) _____ All clubs and organizations placed on the ballot for funding must adhere to the ASI campaign regulations as stated in section C of the ASI Policy and Procedures.
- e)e) _____ Failure to adhere to these regulations will result in an immediate removal from the ballot and ineligibility to receive funding.

Approved and Revised Per BD 10-18, February 27th, 2018

Revised Per BD 52-19, April 30th, 2019

Revised Per BD 53-19, April 14th, 2020

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ROBERT AND FRANCES FULLERTON MUSEUM OF ART
COLLECTION POLICY

Reviewed By: Administrative Council on February 04, 2002

Approved By: President Karnig on February 06, 2002

Reviewed By: Administrative Council on March 12, 2007

Approved By: President Karnig on April 04, 2007

Reviewed By: Administrative Council on

Approved By: President Morales on

For interpretation of this policy, please contact the responsible department: Director of Robert V. Fullerton Art Museum at (909) 537-5493

This policy establishes the procedures to be followed by the director, the curators, and others in undertaking the accessioning and deaccessioning of works of art and other objects in the Robert and Frances Fullerton Museum of Art (RAFFMA, the Museum) at California State University, San Bernardino (CSUSB, the University).

I. Museum Vision and Mission

Vision: RAFFMA will be a vibrant resource for the campus and community at large to stimulate curiosity and wonder. Through diligent efforts and partnerships, the museum will continue to contribute to the development of visual culture.

Mission: RAFFMA provides meaningful cultural experiences through art exhibitions and educational programs to engage and inspire local and national and international audiences. The Museum adheres to the highest standard of museum stewardship in collections, documentation, preservation, interpretation, and exhibition.

II. Collection Ownership and Mandate

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In establishing the Museum, CSUSB has made a commitment to the creation of a unified and comprehensive facility devoted to the development, preservation, study, and display of its collections. The Museum's collection has been owned by CSUSB since September 29, 2016, and the University fully supports the Museum in its efforts to provide safety (preservation) and security of the collection and is committed to maintaining the collection as a public trust, with the intent of providing conscientious care for an indefinite period. The University and CSU provide art insurance for all the collection objects, including extended loans and all objects borrowed for the Museum's visiting exhibitions through CSURMA's Fine Arts, Artifacts and Archives Program/Insurance.

The Museum Staff shall make the collection available to the public through popular and scholarly on-site and traveling exhibitions, virtual presentations (of exhibitions and collection objects), and professional publications. The collection is an important resource to the University's students, faculty, and staff, as well as to the region's communities and visitors. In addition, it provides opportunities for the training of museum professionals, such as curators, registrars, museum educators, preparators and gallery technicians, among others.

III. Collection's Scope

The present collection has been acquired mainly through donations. The collection has four major emphases, according to which it will continue to be developed in the future. The museum will collect only high-quality objects, which are representative of the following categories:

World Pottery

This part of the collection includes objects that are representative examples of the history of the world's ceramics. It currently consists of approximately 250 objects, and best represents the following regions: China (export ware), Korea, Mainland Southeast Asia (Cambodia, Thailand, and Vietnam), ancient Mediterranean, and pre-Columbian America.

Ancient Art

This part of the collection consists of ancient pottery from the Mediterranean Region (mostly the Italian Peninsula) and ancient Egyptian art. The Mediterranean pottery collection represents different cultures of the Peninsula, such as the Villanovan, Etruscan, and Apulian (mainly Greek and Daunian). The sizable collection of ancient Egyptian art consists of objects on extended loan from Dr. Benson Harer and objects donated to or acquired by the Museum.

Nineteenth-Century to Contemporary Art

This part of the collection consists of mostly two-dimensional works, such as paintings, photographs, and works on paper from the 1960 onward, primarily by U.S. artists, with the focus on California art. It will be developed to include nationally recognized artists and a representation of international contemporary art from the second half of the 20th century to the present. This part of the collection also includes a small number of older works, from before the 1960s, the majority of which are illustrations of Egypt and the Near East.

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African Art and Ethnic Art from Other Regions

This is a study collection, which consists of about 100 objects from the sub-Saharan regions of Western Africa (The Matthews Collection), and several small collections of objects from other World's regions.

The Museum may, if deemed appropriate, accept other categories of objects to create various Museum study collections.

IV. Acquisitions

All collection items' acquisition and deaccession decisions are made by RAFFMA Staff, and when required, RAFFMA's Acquisition Committee. The Committee adheres to this and other pertinent Museum documents including the Collection Plan and Code of Ethics. Acquisitions and deaccessions are identified and begin with Museum Staff with expert knowledge of collections and exhibitions.

1. All potential acquisitions should be evaluated by the following criteria:

- a. **Relevance:** The extent to which the acquisition aligns with and enhances the Museum's Mission and stated areas of focus (reference III – Collections Scope).
- b. **Resources:** Our ability to care for, store, maintain and exhibit the artwork and associated documentation, considering current and future resources such as storage and display space, conservation costs, staff and budgets. No object should be acquired if the Museum is unable to give it proper care.
- c. **Condition:** RAFFMA declines donations or purchases of damaged artworks. New acquisition donors must provide the funding for conservation treatment as outlined in our Proposed Collections Donation procedure. The Museum does not accept works that it cannot manage in keeping with museum standards for present and future conservation.
- d. **Provenance:** No object should be acquired if its records or provenance are unsatisfactory or if there is any question concerning legal transfer or title. The acquisition should have documentation as to the origin, previous ownership, and pertinent classification information.
 1. Any work accessioned into the permanent collection must have a provenance that is satisfactory and legitimate in accordance with the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property. When applicable, the object must also satisfy the terms of the Native American Graves Protection and Repatriation Act.
 2. The Museum recognizes in accordance with the American Alliance of Museums (AAM), that there are cases in which it may be in the public's interest for a museum to acquire an object, thus bringing it into the public domain, when there is substantial but not full documentation that the provenance meets the conditions outlined above. If the museum accepts material in such cases, it should be transparent about why this is an appropriate decision in alignment with the institution's collections policy and applicable ethical codes.

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- e. The willingness of the donor (owner) to transfer complete ownership (provide clear title) to RAFFMA without restrictions, limitations, or conditions. Transfer of legal title is through a signed deed-of-gift and gift-in-kind between the RAFFMA, the CSUSB Foundation, and owner.
 - f. Intellectual Property and Copyright Issues should be considered.
 - g. Acquisitions must comply with all applicable local, state, federal, and international laws.
 - h. Collection care begins with acquisition. It is the responsibility of the RAFFMA Collections Coordinator, Exhibition Designer, and the Director as appropriate to ensure that the Museum can provide storage, protection, preservation and preventive conservation that assure the object availability for Museum purposes and comply with the accepted professional standards.
 - i. RAFFMA does not acquire object(s) or collections of questionable origin (legal or ethical), nor does the Museum exhibit or otherwise allow the utilization of such object(s) or collections.
2. It is intended for all the acquired objects to have permanency in the collection, unless otherwise designated in the acquisition record or decided afterwards for the benefit of the collection, its quality, and its consistency in accordance with the deaccession chapter of this policy.
3. Museum acquisitions shall be accepted as property of CSUSB. Accurate records of the collection shall be maintained by both the Museum and CSUSB. According to the CSU Chancellor's policy, the full collection inventory shall be conducted every three years (the last one was in Spring 2019, the next one will be in March 2022). The inventory is to be conducted by an outside firm/company. In addition, an internal spot inventory shall be conducted at the end of each budget year.
4. If the object is donated to the Museum by a living artist, a copyright agreement shall be signed by the artist so that the Museum can arrange to use reproductions of the work for educational, catalog, publicity, and professional purposes without infringing on the artist's copyright.
5. RAFFMA or its staff cannot ethically or legally appraise objects for private citizens prior to donation or at any time, thereafter, retain an appraiser for a private citizen, and, therefore, shall not be involved in appraisal activities. This restriction does not apply to in-house assessments of value of objects owned by the RAFFMA for such collection objectives as insurance purposes, traveling exhibitions, loans, or for activities within the professional community that involve establishing the relative monetary value of certain kinds of objects. These activities are viewed as professional assessments and not commercial appraisals. Donors requiring appraisals for income tax purposes must obtain these at their own expense from a certified appraiser of their choice prior to donation.
6. The approved acquisition methods are:
- a. gifts
 - b. bequests

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- c. purchases
- d. deposits
- e. extended loans.

V. Acquisitions Committee

1. All objects proposed for acquisition shall be reviewed by the Museum Acquisition Committee. The Acquisition Committee shall make recommendations regarding acceptance.
 - a. The Acquisition Committee shall conduct an analysis to determine compatibility of the object with collection categories, its value, and its storage and display requirements. The committee shall also analyze requirements stipulated by the donor and other potential issues before making their decision.
 - b. Working closely with the Museum Director and staff, consider larger strategic goals, such as cultivating donors or raising funds for new acquisitions that address the goals and needs of the collection.
 - c. Based upon recommendations from the Museum Director and staff, review and approve new acquisitions acquired through gift or transfer valued at more than \$10,000.
 - d. The Committee shall make certain that there is no conflict of interest between the donors or lenders of objects and the Museum's best professional interest and its legal integrity.
 - e. Objects valued at above \$5,000 shall be verified by a qualified independent appraisal provided by and at the donor's expense to comply with CSUSB's gift acceptance policy and the most recent IRS regulations.
 - f. Before the object is accepted, its provenance and title shall be verified, and a deed (certificate) of gift shall be prepared by the University Advancement and signed by the donor.
 - g. Prior to its acquisition, loan agreement shall be made and signed for the item(s) presented to the Acquisition Committee, and arrangements shall be made to properly insure the item using the CSURMA's Fine Arts, Artifacts and Archives Program.
 - h. The decision about accepting the object into the collection shall become final if supported by the Committee's voting members majority.
2. The structure of the Museum Acquisition Committee:
 - Museum Director,
 - Museum Exhibition Designer or designated representative,
 - Museum Collections Coordinator,

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- Museum Egyptologist (if the acquisition pertains to the Egyptian/antiquity collection),
 - Vice President, University Advancement,
 - Associate Vice President, Advancement Operations
 - Director of Philanthropy for the College of Arts and Letters,
 - Dean, College of Arts and Letters,
 - Chair, Department of Art and Design
 - A studio/art history faculty member recommended by the Chair of the Department of Art and Design
 - Member of RAFFMA Board of Advocates recommended by the Board, with expertise pertinent to presented items.
3. Membership of the Acquisitions Committee includes:
- a. Attend orientations on professional and ethical collections care and tours of collections facilities provided by RAFFMA staff at regular meetings.
 - b. All actions and discussions by the Acquisitions Committee are confidential, particularly regarding potential gifts and donors, the value of collections, and all committee deliberations.
 - c. If an Acquisitions Committee member has any relationship with an artwork being considered for acquisition or deaccession, they will recuse themselves from all deliberations and voting.
 - d. All members of the Museum Acquisition Committee are voting members.
4. The Museum Acquisition Committee shall:
- a. Carefully review objects being considered for acquisition (see article IV, section 1),
 - b. Recommend disposition of each object. Possible outcomes are:
 - 1. acceptance into the Museum's permanent collection
 - 2. acceptance with the possibility of future deaccession (see article VI, section 1)
 - 3. acceptance to the Museum study collection, with the possibility of a deaccession or distribution throughout campus (see article V, section 1)
 - 4. non-acceptance
 - c. advise the Museum Director on matters of object conservation, storage, and insurance,
 - d. recommend all deaccessions of collection objects to the Vice President for University advancement and the Provost,
 - e. and in offers of large size, such as the outdoor sculpture, obtain the approval of the CSUSB Facilities Planning, Design and Construction.
5. All procedures as set forth in the University policy regarding solicitation, acceptance, and acknowledgment of gifts will apply to gifts of art and other museum objects.
6. If a quick response to a donor is necessary, the decision can be made jointly by the Museum Director and Vice President for Advancement and then presented to the CSUSB President or President's designee for final approval. In such cases, the following conditions must be met:
- a. all the other previously stated requirements are met,

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- b. objects accepted to the collection cannot have any unacceptable restrictions made by the donor,
- c. objects shall only be accepted into the study collection, not the permanent collection. They may be later moved to the permanent collection, if approved by the entire Acquisition Committee.

VI. Deaccessions

1. Works of art or other objects from the Museum collection, which are the property of the University may be removed from the collection (deaccessioned), and then deleted from the inventory. Deaccessioning of collection objects shall be done in compliance with the most recent IRS regulations.
2. When it is determined that a collection object/item no longer meets the Museum's needs and/or standards, the object/item may be removed from the collection, if the Museum Director, in consultation with staff, deems its deaccession appropriate.
3. If the value of the object exceeds \$10,000, the simple majority of the Acquisition Committee's votes, including the vote of the Vice President for Advancement, approve the Director's decision, but the CSUSB President shall give the final approval by signing the deaccession report.
4. Unless the donor has specified in the agreement, the preferred form of deaccessioning is a public auction/sale.
5. The Museum will own all funds received from auctioning/selling off the deaccessioned objects/items. The funds, deposited to the designated Museum's trust account, will be used only the Museum, and only for purposes benefiting its collection, such as acquisition, conservation, and publication.
6. There will be no private sale to staff or members of the governing authority of the University or the Museum, or to their representatives.
7. No part of the collection shall be gifted to any individual, institution, or other entity.

1. Exhibitions, Storage and Use of Collections

1. Collection objects can be exhibited by the museum within its premises or off-site, if the chosen off-site venue meets all the requirements set for specific objects, considering security, light, and climate-control factors.
2. Selected collection objects such as works on papers, textiles, etc. shall not be displayed for longer than 10 weeks
3. The collection of Egyptian antiquities shall be on display year-round, and the objects on display should be periodically rotated.
4. Collection objects on display shall be checked by the Museum's designated personnel each morning, before the opening, and in the evening, right after closing.
5. If objects are temporarily removed from display for conservation, research, or other purposes, a signed and dated object removal form shall be placed in the object's location.
6. Temperature and relative humidity shall be regularly monitored within the galleries and storage areas.

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7. All collection objects which are not on display shall be clearly marked and properly stored in one of the two museum storage areas.
8. All the objects in storage shall be properly tagged, and their location entered in the museum's electronic Collector System cloud-based data base.
9. All the objects should be placed in cabinets, on shelves or hung above the ground level.
10. Sensitive objects such as metal, fiber, etc. shall be stored in specially made boxes that provide a stable environment.
11. Works on paper shall be stored flat in fire-proof, metal cabinets.
12. Only selected, trained staff members should have full access to the collections.
13. Collection objects may be available for studying and research to CSUSB faculty or students, and outside researchers, only if deemed appropriate, by appointment in advance, and under supervision of the museum staff.

VII. Loans

1. Outgoing Loans

The Museum may lend collection objects to other museums, non-profit galleries and other institutions under the following conditions:

- a. Loan request for a single object is made at least 4 months in advance.
 - b. Loan request for multiple objects is made at least 6 months in advance.
 - c. All requested objects are available and, not on display or scheduled to be.
 - d. All requested objects are in good stable condition and safe for travel.
 - e. The facilities report from the borrowing institution meets all the collection safety, security standards, and requirements.
 - f. For works on paper and other light sensitive objects, light level must be restricted, and loan period shall not be longer than 3 months.
 - g. Relative humidity range must be a constant 40-55%, unless otherwise specified in loan documents.
 - h. Objects are handled only by qualified professionals. In selected cases, courier's presence may be requested.
 - i. Object must not be altered or conserved without written permission of the Museum; and the borrowing institution agrees to all specific requirements stated in the Museum's exhibition contract, which is signed by an authorized agent of the borrowing institution.
- ### **2. Loan Fees and Costs:**
- a. A general loan fee per object/work will be charged. Fees may be waived at the discretion of the Museum Director for certain non-profit institutions,
 - b. The Museum will pack and crate all the loan objects at the borrower's expense. Any crates made by outside professional vendors will be paid by the borrowing institution directly,
 - c. All the shipping arrangements must be approved by the Museum and paid by the borrower,
 - d. The borrowing institution provides shipping both ways and covers door-to-door insurance costs for the full loan value,

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- e. Any conservation work required in preparation of a loan will be conducted at the borrower's expense,
- f. All costs will be included in the loan agreement.

3. Internal Loans:

The Museum may also lend collection objects to other university entities, and occasionally to offices under the following conditions:

- a. the location meets all safety and security requirements; and
- b. an internal loan agreement is signed by the borrower, who assumes temporary responsibility for the loan object(s).

4. Incoming Loans

The Museum may borrow objects for temporary exhibitions from other museums, galleries and institutions, as well as from individual artists and collectors. There are two types of incoming loans:

- Temporary loan (TL) – up to 1 year
 - Extended loan (EL) – over 1 year
- a. A general loan fee per object/work will be paid by RAFFMA.
 - b. The lender will pack and crate all the loan objects at RAFFMA's expense.
 - c. All the shipping arrangements must be approved by the lender and paid by RAFFMA,
 - d. RAFFMA provides shipping both ways and covers door-to-door insurance costs for the full loan value,
 - e. Any conservation work required in preparation of a loan will be conducted at RAFFMA's expense,
 - f. All costs will be included in the loan agreement.

5. Abandoned Property:

If the Museum, after making reasonable effort and through no fault of its own, is unable to return loan objects to the lender within 1 month from the loan period's close, the loaned objects will be placed in storage at the lender's risk and expense. The loaned objects shall be considered for the Museum collection if no claim is made, or action filed to recover the property after termination or expiration of the loan and the Museum has given notice pursuant to RCW 63.26,040 and no assertion of title has been filed within ninety days from the date of the second public notice.

VIII. Rights and Reproduction

The Museum collection objects may be reproduced. Requests for permission to reproduce the collection objects must be submitted to the Museum Director. The Museum has the right to grant the permission and provides or approves reproduction material. All requests will be considered. To obtain permission, the following criteria must be met:

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1. Credits must be given to the artist, donor, and Museum,
2. Permissions are for one time use only, typically first edition use only. Separate applications need to be submitted for other (e.g. foreign language) and subsequent editions,
3. Some artworks are under copyright by the artist and obtaining the artist's permission to reproduce is the publisher's responsibility. A copy of such permission shall be submitted to the Museum with the request to reproduce the work,
4. Type or other images shall not be superimposed on the reproduced image, unless specifically permitted.
5. If the artwork's/item's detail is reproduced, it must be clearly marked as such, and the work shall also be reproduced in its entirety in the publication.
6. The Museum shall receive two complimentary copies of the publication in which the reproduction appears.

The museum charges a fee (see the current schedule of fees) per reproduction. The fee may be waived for original scholarly research, and non-profit educational organizations. An additional fee will be charged for requests requiring the generation of new photographic material:

1. Black and white prints are sold to the user.
2. Color transparencies are rented and must be returned,
3. Digital images are sold to the user for one time use only, and they cannot be used for any other purposes than those stated in the permission agreement.

IX. Photography

1. Amateur photographs of objects, for personal or school project use are allowed.
2. Professional photographs for reproduction purposes require submission of a special permission agreement. (See Article VIII)
3. Digital images are available for about 90 percent of the collection objects, high quality and resolution ones for about 50 percent. There are also slides of many objects available for digital conversion. Fees may apply. Again, a permission is required in advance to reproduce any of the collection objects/items. (See Article VIII).
4. The Museum uses digital images of its collection on its website with controls to protect the rights of copyright holders. The Museum makes its best effort to build the user awareness of those rights. To prevent unauthorized use, digitally reproduced images on the website are at a reduced resolution. Similar to other reproductions, digital images used for this purpose shall be true to the original and carry a proper credit line, as provided by the Museum, which acknowledges the artist, donor and Museum. Use of digital images will be limited to a specific period of time, determined by the Museum when the image is lent.

X. Procedures

This policy will be administered and enforced by RAFFMA in cooperation with the University, who is the legal collection's owner. The Museum and University staff members, and all members

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of the Museum Acquisition Committee, have specific responsibilities with regard of ensuring compliance with this policy.

RECOMMENDED BY ADMINISTRATIVE COUNCIL:

APPROVED BY PRESIDENT MORALES

_____ Date
Dr. Tomas Morales, President, CSUSB

.....

History:

RECOMMENDED BY ADMINISTRATIVE COUNCIL: February 4, 2002

APPROVED BY PRESIDENT KARNIG: February 6, 2002

REVISION #1:

RECOMMENDED BY ADMINISTRATIVE COUNCIL: March 12, 2007

APPROVED BY PRESIDENT KARNIG: April 4, 2007

REVISIONS # 2 AND # 3 - INTERNAL, 2011 and 2016

CSUSB Storage of Surplus Items Policy

Reviewed By: Administrative Council on February 04, 2002

Approved By: President Karnig on February 06, 2002

Reviewed By: Administrative Council on October 07, 2013

Approved By: President Karnig on October 24, 2013

For Interpretation of this policy, Please Contact:

~~Senior~~ Director ~~for~~ Facilities ~~Services~~ Management, 909/537-~~5166~~ 5175, or
Director ~~for Procurement and~~ Support Services, 909/537-~~5142~~ 3361

Building space is a valuable resource at CSUSB and should be utilized ~~in a manner that best supports~~ to best support the university's mission. Therefore, the storage of surplus items (furniture, computers, equipment, documents) should be kept to an absolute minimum. Surplus furniture, computers, and equipment are only to be stored in the ~~Facilities Services Storage Facility~~ ~~University Storage~~ (Building #004E) located to the south of Administrative Services – on an interim basis (typically, not more than four weeks) until they can be repurposed, recycled, or disposed ~~of~~.

Archived documents that are required by policy or regulation to be kept for set periods of time may be stored in the ~~Facilities Services Storage Facility~~ ~~University Storage~~ until they can be disposed ~~of~~ in compliance with the published retention schedule. ~~The Facilities Services Storage Facility~~ ~~University Storage~~ is primarily ~~to be~~ used by state programs. Use of space in this storage facility by non-state programs may be authorized by the ~~Senior~~ Director of ~~Facilities~~ Support Services if space is available. Non-state programs may have to vacate space if such space is needed to support the needs of state programs

~~The purpose of this policy is to set forth standards and guidelines designed to control storage of university surplus items and retention of documents while best supporting the university's mission.~~

This policy aims to set forth standards and guidelines designed to control storage of university surplus items and retention of documents while best supporting the university's mission.

Responsibility

Primary responsibility for storage inside ~~the Facilities Services Storage Facility~~ ~~University Storage~~ (Building #004E) rests with the ~~Facilities Services' Recycling Coordinator~~ ~~Property Management~~ department, ~~and the~~ The maintenance and security for this area are within Facilities ~~Services'~~ Management's purview. Campus departments must ensure that all university property is disposed of or relocated in accordance with policies and procedures set forth in the CSUSB Property Management Handbook. The transfer of property for reuse, disposal, or recycling is coordinated ~~between~~ by the Property ~~Coordinator~~ ~~Management~~ department, ~~and the~~ ~~Recycling Coordinator~~.

The Storage of Surplus Items (Equipment or Non-Equipment)

Definitions: Equipment is defined by the State as a movable article of property which has all of the following characteristics: 1) a normal useful life of two years or more, 2) an identity which does not change with use, 3) a nature which makes formal property accountability practical, and 4) a unit cost of ~~\$500.00~~ \$ 2,500.00 or more including tax and shipping. Typical examples of equipment items include computers, printers, copiers, vehicles, scientific equipment, and audio-visual equipment. Typical examples of non-equipment items include all office and classroom furniture such as chairs, desks, file cabinets, etc.; and less expensive electronic devices such as printers, monitors and calculators.

~~The Facilities Services Storage Facility~~ University Storage (Building #004E) will be utilized as a temporary holding facility only, pending the final disposition of designated items. Departments may request surplus equipment items to be moved to this storage area for reuse, disposal, or recycling through the Property ~~Coordinator~~ Management department. The procedures and forms for such requests are detailed in the CSUSB Property Management Handbook.

The Property ~~Coordinator~~ Management department will complete the required paperwork to remove equipment items from CSUSB inventory records and will coordinate the move of the items with Facilities Management Custodial Services.

To arrange for the removal of non-equipment items, departments shall contact ~~Custodial Services~~ Facilities Management to arrange for the items to be moved to ~~the Facilities Services Storage Facility~~ University Storage. No paperwork needs to be completed for the disposal of non-equipment items. Because such items are those that, because of their lesser dollar value (under ~~\$500~~ \$2,500.00), are not tagged or inventoried.

As moving services are not considered to be a maintenance function, such services will be performed on a chargeback basis by Facilities ~~Services'~~ Management Custodial Services, based on the actual costs of in-house labor or contractor pricing (per [Executive Order 847](#)).

The ~~Recycling Coordinator and~~ Property ~~Coordinator~~ Management department will determine the appropriate final disposition of surplus items moved to the storage facility by coordinating any of the following options:

- Offered to campus departments
- Sold at auction or through sealed bid sale
- Transferred to another State agency
- Donated to a non-profit organization or a state public school
- Redeemed for scrap value
- Discarded properly, if item has no residual value

Departmental personnel do not have the authority to dispose of state-owned surplus items. The ~~Recycling Coordinator and~~ Property ~~Coordinator~~ Management department must manage such disposal.

Storage of Hazardous Material

No hazardous substances, wastes, liquids, or materials are to be stored in ~~the Facilities Services Storage Facility~~ University Storage. Such hazardous items must be stored in compliance with federal, State, and local regulations. Specific information on the storage of these materials can be obtained by contacting the Environmental Health and Safety Department.

Prohibited Storage

Surplus items may not be stored in hallways, stairwells, or any other non-designated storage areas of campus buildings – particularly those with public access. Items stored in hallways and stairwells violate fire and life safety exit requirements and will be removed for disposal. Storage that hampers access or is combustible can create a potential fire and safety hazard, and it shall be the responsibility of the administrator to whom the space is assigned to ensure such prohibited storage does not occur.

Storage of Documents

As much as practicable, records should be archived electronically and kept on a secured electronic storage device. Any sensitive paper documents should then be shredded.

Departments may store documents in ~~the Facilities Services' Storage Facility~~ University Storage. All documents must be in boxes and neatly labeled with the department's name, storage date, and destruction date in compliance with the published retention schedule. Because space is limited, documents will only be kept for mandated time periods. The ~~Recycling Coordinator~~ Property Management department will review all stored items monthly and coordinate with the applicable department disposal of out of date documents.

Although Facilities ~~Services~~ Management tries to maintain this building as clean as possible, it should be noted that ~~the Facilities Services Storage Facility~~ University Storage is subject to dust, dirt, and vermin due to its location and construction.

Security Access to ~~the Facilities Services~~ University Storage Policy

In order to maintain the security of this storage area, keys for this facility will be issued on an as needed basis at the Facilities ~~Services~~ Management front desk in the Facilities Management Building (FM). It will be the responsibility of all key holders to lock the facility and to return the keys to Facilities ~~Services~~ Management after use. Access to the facility will only be approved to facilitate the retrieval or authorized storage of documents.

Storage of sensitive documents shall be secured within an enclosed, locked cage funded by the requesting department. Storage of any other items must be approved and coordinated ~~through Facilities Services' Recycling Coordinator~~ with the Director of Support Services. It is essential that storage of any items be carefully managed by Facilities ~~Services~~ Management and the Property Management department.

No unauthorized storage of excess materials is allowed.

Departmental Storage

Departments may have their own storage facilities on campus for instructional equipment or other items of value. These storage areas are not affected by this policy. However, all departments are urged to minimize the utilization of any space for storage purposes. Administrators are urged to periodically review items being stored and ~~to~~ remove items no longer needed. All storage must comply with all fire life safety codes.

Additional Storage

To purchase additional storage space on campus, such as a cargo van or storage building, the campus must obtain Chancellor's Office approval. Departments should consult with the CSUSB Capital Planning, Design and Construction Department to provide a justification for additional storage and funding will need to be identified.

Storage Off Campus

Departments may store items off campus at commercial sites at their expense. The Purchasing Office must review and sign all contracts for the lease of space using state funds in order to ensure that the contract language meets university requirements.

- Items that have been ~~redlined~~ are removed from the previous version
- **Highlighted** text has been added to the new updated version
- Recycling Coordinator position no longer exists
- Facilities Services Storage Facility name change to "University Storage"