

BFA Administrative Detail 70-2

Conferences & Events Operating Plan

1.0 PURPOSE

This Administrative Detail provides clarification and direction on the role of Conferences & Events (C&E) as a shared resource to the California State University Channel Islands (CI) campus and the community at-large about how financial obligations are structured for the numerous campus venues as well as for those departments which provide services for various events.

2.0 BACKGROUND

CI offers many opportunities for the campus community and community at-large to host a variety of conferences, events, meetings and other activities. The C&E office acts as a single point of contact to both internal and external colleagues and customers, from inception to completion.

3.0 PROCEDURES

As designated in the Policy on Use of University Buildings and Grounds, C&E will hold primary responsibility for the scheduling of facilities and resources outside of academic classes. In doing so, C&E must allocate and utilize campus resources for the execution of these tasks. CI facilities and departments which offer services in support of various activities are classified in two distinct categories; those institutional services and resources that cannot invoice for compensation, and those which can invoice for services and resources(cost recovery).

All conferences, events, meetings and activities entered into Live25 are covered by this Administrative Detail and can be categorized as follows:

Internal- General Fund departments

- Option 1. A department reserves a room in a general fund facility such as Malibu Hall. The department will have no costs associated with this request.
- Option 2. A department reserves a room in a non-general fund facility such as the Student Union Building. The department will be charged the published rate for facility use and other service provider cost recovery.

Internal- Non-general fund departments, auxiliaries, etc.

- This group will be charged the published rate for facility use and requested service provider costs.

External- all others

- This group will be charged the published rate for facility use and requested service provider costs.

4.0 DEFINITIONS

Service Provider- Entities on campus which provide services, including Facility Services, Transportation & Parking Services, Police Services, Student Union, UGC Hospitality Services, Technology & Communication, Library Services, and Housing. Facility Services activities, including scheduling of locksmiths, preparation of event spaces, utilization of electricians, custodial, grounds maintenance, etc., are institutional resources that are funded by the General Fund, and therefore not eligible for cost recovery when utilized by another institutional resource funded by the General Fund.

Institutional Services and Resources:

Campus facilities, including academic, event, and athletic venues, as well as passive spaces, including Extended Education facilities and the Channel Islands Boating Center, are considered to be institutional resources in that they are owned or leased and maintained through designated University budgeted funding. As such, when these facilities are used by an internal entity, they are not eligible to receive cost recovery.

Campus services which are funded by the General Fund, are also not eligible for cost recovery.

Cost Recovery:

When facilities that are not funded by the general fund are used by an internal department, then C&E will invoice that department for its use, and, in turn, will provide cost recovery to offset the debt payment and maintenance of these facilities.

The non-general funded departments will provide cost recovery rates, which are approved by the Vice President for Business & Financial Affairs.

Those units which provide services (Service Providers), which are funded by the general fund, are considered institutional resources and therefore not eligible to receive cost recovery when utilized for the purposes of a conference or event with the exception of the following:

- When personnel and equipment services are provided in support of events hosted by externals, or co-sponsored by campus auxiliaries, community colleges, public school districts, government agencies, non-campus individuals, and organizations.

Resources:

California Education Code 89700 (a)	Fees, Rents, Deposits, and Charges for Services, Facilities, or Materials
California Education Code 89046	Lease of University Property
Title V, Article 7, Section 4220	Driving and Parking Vehicles on Campus Property
Title V, Article 7, Section 42201	Campus Parking Fees
Title V, Article 9	Use of CSU Buildings and Grounds
Title V, Article 9, Section 43253	Public Meetings, Performances, Rallies, and Similar Events
SAM (State Administrative Manual) 8752	Full Cost Recovery Policy
CSU Executive Order 829	CSU Insurance Requirements
CSU Code ABS 87-36 (Event Parking Fees)	Parking Fee Increase and Revised Refund Schedule

5.0 CONTACTS

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6.0 APPROVALS

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7.0 REVISION TRACKING

Revision/Review History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
4-6-15	Jeri Armstrong	Additional language added	
4-7-15	Pamela Abbott-Mouchou	Clarification of eligible/non-eligible cost recovery; addition of Resources	
6/8/15	Pamela Abbott-Mouchou	Add'l revisions	
12/3/15	Ray Porras	Add'l revisions	
April 7, 2016	Pamela Abbott-Mouchou	Add'l clarification	
May 12, 2016	Pamela Abbott-Mouchou	Final vetting, Direct Reports to the VP for Business & Financial Affairs	