February 18, 1988

Dr. W. Ann Reynolds, Chancellor
The California State University
400 Golden Shore
Long Beach, CA 90802-4275

Dear Chancellor Reynolds:

This letter responds to the findings and recommendations of the Management Review of Ancillary Support Services at Humboldt State University.

Finding #1

The six Ancillary Support subprograms at Humboldt State University had a budget of $1,126,754 and expenditures of $1,128,077 in 1986/87. Expenditures for consultants were not in accordance with State University Administrative Manual Section 2520.

Recommendation A

It is recommended that consulting services be purchased in accordance with State University Administrative Manual Section 2520.

We concur with the recommendation. The Dean of the College of Natural Resources has been notified of the need for corrective action and will take appropriate steps to assure that payments to consultants are processed in accordance with State Administrative Manual (SUAM) Section 2520. In addition other ancillary support services will be reminded at the same time.

Finding #2

The Marine Science Facility and Fisheries subprogram expenditures in 1986/87 were $345,064. The rental fees for the marine vessel tug have not been updated since 1983. Expenses related to the tug rental are not charged against tug rental revenue.

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Recommendation B

It is recommended that rental fees for the Marine vessels be reviewed and updated.

We concur with the recommendation. Rates were increased Fall, 1987 from $100 to $150 for outside activities which can be related to the instructional program. The $185 has not been invoked. If there was a request for use of the vessel that was not related to the instructional program, the current commercial rate would be charged. We will continue to evaluate the costs and increase rental fees as appropriate.

Recommendation C

It is recommended that expenditures related to marine vessel rentals be matched with marine vessel rental revenue.

We concur with the recommendation. The Marine Superintendent has been instructed to work out and implement a policy to match expenditures to revenue. Expenses, particularly related to labor and fuel, will be charged to the Maintenance Account where the rental revenue is being deposited.

Finding #3

The Natural Resources Ancillary Support Budget is used to support the fish hatchery, game pens, range livestock facility and college forest. These facilities are under the management of the College of Natural Resources and are used by students and faculty to observe and conduct experiments.

The Natural Resources Ancillary Support facilities are not scheduled for students, rather they are used as supports to the scheduled labs where students go to or instructors get from and bring to class, thus the actual usage has been difficult to maintain. The Dean of the College of Natural Resources will determine and implement a procedure to collect usage data. Minimal support is put into the range facility, specifically, a .25 FTE technician and $700 for supplies. The Range program is undergoing program review this year and an evaluation of the Range facility will be considered as a part of that review.

Finding #4

Humboldt State University received Ancillary Support funding for three separate subprograms that were established to fund activities to assist Indian students and the Indian community.
Recommendation D

It is recommended that the three Ancillary Support subprograms related to Native Americans be reviewed for possible consolidation to improve efficiency and effectiveness.

The three Ancillary Support Subprograms related to Native Americans have been reviewed for possible consolidation. The goals of the three programs are sufficiently different to have them remain independent. For your information, the Center for Community Development (CCD) which focuses on Native Americans, along with our Youth Educational Services Programs, ("Human Corps" types of activities) will come together into a new organizational entity called the Center for Community Outreach for the purpose of better relating such outreach programs to the academic mission and programs of the university. The Director of CCD will devote half time to the CCD and half time to the program in Native American Studies within the Department of Ethnic Studies.

Finding #5

The average Student faculty Ratio in the Student Writing skills classes in 1986/87 was 11:1. Enrollment in the Student Writing Skills courses in 1986/87 was 43% of budgeted enrollment.

Recommendation E

It is recommended that the campus review the EPT scores and enrollments in the English Writing Skills courses to determine whether students are bypassing the English 50 course of the budget projections are overstated.

We concur with the recommendation. The Dean of the College of Creative Arts and Humanities will investigate and report back whether students are bypassing the English 50 course, and if so, steps will be taken to correct the situation. We do not believe budget estimates are overstated.

Sincerely,

Alistair W. McCrone
President

AWM:jv
cc: Provost Wartell, Academic Affairs
    Dean Ridenhour, College of Natural Resources
    Dean Young, College of Creative Arts and Humanities
    Fred Dalton, University Auditor