CUSG/CHANCELLOR AGREEMENT PROTOCOLS

December 13, 1985
Revised April 29, 2013

These agreement protocols are intended to describe the policies and procedures for the implementation of the "CUSG/Boulder Chancellor Agreement of Principles and Responsibilities," revised October 22, 1985.

I. PROGRAMMATIC, POLICY AND MANAGEMENT AUTHORITY FOR CUSG-FUNDED ACTIVITIES

A. Generally, programmatic, policy, and management authority for CUSG funded activities rests with the CUSG Executive(s). Thus, programmatic, policy, and management issues relating to those activities should generally be handled within the CUSG.

B. The Chancellor designates the Vice Chancellor for Student Affairs, hereafter referred to as VCSA, as his/her representative.

C. The VCSA may request from the CUSG Executive(s) a review of any programmatic, policy, and/or management issue with CUSG and its activities, pursuant to the Chancellor's responsibilities as described in the Bein Resolution. See Appendix.

D. In turn, the VCSA may be asked by the CUSG Executive(s) to provide consultation on any programmatic, policy, and management issue as regards the CUSG and its activities.

E. Additionally, the director of any CUSG funded activity may request that the VCSA provide clarification on any programmatic, policy, and/or management issue relating to that director's area of responsibility. Policy formation should occur with the CUSG organization. This consultation provision is intended to facilitate regular CUSG decision making processes and provide campus administration resources to assist directors in the carrying out of their duties.
F. The review and consultation provisions provided for above are not intended to be substitutes for CUSG's authority for the programmatic, policy, and management issues for CUSG-funded activities. Rather the focus of the review and consultation provisions is to assist CUSG in the accomplishment of its objectives as a student union by encouraging the open exchange of information and cooperation to solve problems.

G. The CUSG executives will appoint student representatives to work with each Vice Chancellor's area as well as any appropriate official university committees or boards including but not limited to, faculty search committees. The CUSG shall appoint two representatives to the Tuition and Aid Advisory Board and three representatives to the Fee Advisory Board. A small committee of students shall meet monthly with the Senior Vice Chancellor and Chief Financial Officer. All three CUSG Executives may attend Chancellor's Executive Committee meetings.

H. The CUSG Executive(s), upon election or upon the appointment of the significant CUSG officials, may request that the VCSA provide a briefing on the nature of the University as an organization. Topics for such a briefing might include, but not be limited to, the organization and hierarchy of the university, the budgeting system, University services available to students, personnel policies and procedures, the committee structure of the University, and other topics deemed relevant for the executives. The VCSA will work with students to provide for student input into Office of Student Conduct policies and procedures.

II. PERSONNEL MATTERS

A. General Policies

I. The University of Colorado Boulder which includes the CUSG is an affirmative action/Equal Opportunity Employer.

2. Personnel actions to be taken with respect to Officer and Exempt Professional (OEP) directors of CUSG shall be by the mutual agreement of the VCSA and the CUSG Executive(s). In the event that circumstances preclude consultation on such matters the VCSA will inform the CUSG Executive(s) about the action as soon as possible.

3. OEP directors serve at the pleasure of and by mutual agreement between the VCSA and the CUSG Executive(s) with the approval of the Chancellor. The appointment, evaluation, termination, or other personnel policies relating to OEP directors of CUSG areas, shall comply with Regent laws, University policies, and Federal and State regulations.

4. OEP directors of CUSG departments have hiring and appointing authority for all employees in their respective department, subject to final approval by the Chancellor.
5. CUSG Executive(s) in Student Assistant V and Student Assistant VI positions have authority to make student employee hiring and termination decisions, schedule student employee work and approve leave, and counsel student employees on performance. All student employees of the CUSG are employed as per policies and procedures established by the Student Employment Office.

B. PROCEDURES FOR HIRING OFFICER AND EXEMPT PROFESSIONAL DIRECTORS

1. A search committee shall be established by the VCSA and the CUSG Executive(s) to receive applications and interview candidates to fill OEP director positions in the CUSG.

2. The committee will be charged with submitting a budget for its search to the CUSG and the VCSA, for their mutual approval. Any additional expenditure must have similar approval. The cost of a search shall be incurred from the operating budget of the department requesting the search.

3. The search committee should consist of the chairperson of the respective Board, the legislative council president, and the legislative council representative assigned to that respective Board, a student selected by the executives, and such additional members appointed by the VCSA and the CUSG Executive(s) as might be required to maintain the student majority on this committee.

4. The search committee should be co-chaired by a student selected by the CUSG Executive(s), and a non-student selected by the Appointing Authority.

5. The search should be conducted according to the "Search Processes for Officer/Exempt Professionals" provided by the Human Resources.

6. The search committee shall forward recommendations to the Appointing Authority.

7. The appointing authority and the CUSG Executive(s) shall reach a mutual agreement as to the appointment of the director. In the event that none of the recommended candidates are acceptable, and mutually agreed upon, the search committee will be asked for additional recommendations from the existing pool of candidates. If the search committee has no further recommendations, the Appointing Authority and the CUSG Executive(s) shall agree upon an interim appointment and shall initiate a new search as soon as possible.
III. FINANCIAL CONSIDERATIONS

A. Bonds

The Board of Regents may establish bonded indebtedness on CUSG facilities, including, but not limited to, the University Memorial Center and the Recreation Center. The Board of Regents is ultimately and currently responsible for bonded indebtedness on the University Memorial Center and the Recreation Center. Although these bonds are in the name of the Board of Regents, they may be backed by student fee monies. (The Board of Regents maintains the authority to increase student fees in order to pay off the bonds.) The CUSG will not be responsible for bonded indebtedness in any areas other than those listed above, unless mutually agreed upon by the VCSA and CUSG.

B. Annual Budget

The CUSG shall have the authority and responsibility to develop and administer budgetary and programmatic policy for student fee supported areas including the bottom-line budgetary figure as well as the scope and quality of services. Internal fiscal procedures which shall guide the director’s activities shall also be developed. This includes the authority to determine the disposition of any net revenues resulting from its various operations. These procedures shall be conducted in a manner which is consistent for the Boulder campus fiscal regulations, the Laws of the Regents and City, State and Federal laws. The final student fee package shall be submitted to the Board of Regents through the VCSA and the Chancellor. The VCSA and the Chancellor must approve the final student fee package before it is submitted to the Board of Regents.

1. The CUSG Executive(s) shall provide budget parameters/scenarios to the Chair of the Finance Board who will then provide them to Cost Center Directors. The VCSA shall be informed of the budget parameters/scenarios at the time they are provided to the Chair of the Finance Board.

2. Cost Centers must have VCSA approval for each budget request before presenting it to Finance Board.

3. Finance Board shall determine the annual budget for Cost Centers including the level of the student fees and the rate schedule, the identification of activities which merit continuing fee support, and the establishment of the level of such support for recurring allocations.

   a. Finance Board may not increase or decrease the prior year student fee allocation to a Cost Center by more than 2% in one fiscal year without approval by the VCSA. Undeckable expenses must be funded.
b. Finance Board shall present the annual budget for Cost Centers to the CUSG Legislative Council.

4. CUSG Legislative Council reviews the student fee budget as follows:

a. CUSG Legislative Council may decrease specific budget lines of the Cost Center approved by Finance Board. Any CUSG Legislative Council decrease in combination with a Finance Board decrease may not decrease the prior year student fee allocation to a Cost Center by more than 3% in one fiscal year without approval by the VCSA.

b. CUSG Legislative Council may decrease or eliminate enhancements approved by Finance Board.

c. Any decrease in budget of a Cost Center or enhancement must be by a simple majority.

d. CUSG Legislative Council may overturn any CUSG Executive(s) specific decrease veto or a veto of the entire budget by a two-thirds majority.

e. The annual budget for Cost Centers will be approved during the second budget hearing.

5. The CUSG Executive(s) may veto specific decreases or the entire budget made by CUSG Legislative Council during the second budget hearing according to CUSG Executive(s) bylaws. After the second budget hearing, the CUSG Executive(s) may only veto the entire budget as provided in CUSG governing documents.

6. The VCSA will approve the budget as originally submitted by Finance Board if the CUSG Executive(s) and CUSG Legislative Council fail to approve a budget within campus budget deadlines.
IV. AMENDMENTS TO THE AGREEMENT PROTOCOLS

A. This agreement is intended to delineate the protocol by which the relationship between CUSG and the Boulder Campus Administration will be carried out, and is intended to be the more easily amended document.

B. The document of agreement protocols may be revised upon the mutual consent of the CUSG and the VCSA.

C. The document of agreement protocols will be reviewed by the VCSA and CUSG Executive(s) at least every five years.

D. This agreement supersedes all previous agreements between CUSG and the Chancellor. Any agreements preceding the date of this document are hereby revoked.

Philip P. DiStefano
Chancellor

05-06-2013
Date

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Student Body President

Tyler Quick
VP of External Affairs

Logan Schlutz
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Chris Marshall
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