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### Documents from the October 3, 1984 meeting of the Associated Students of the University of Montana (ASUM)

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ASUM CENTRAL BOARD AGENDA  
Montana Rooms  
October 3, 1984  
7:00 p.m.

1. Call Meeting to Order
2. Roll Call
3. Approval of May 30, 1984 Minutes
4. President's Report
  - a. General Announcements
  - b. Retreat
  - c. Student Conduct Code
  - d. Legislative Committee Chair Nominee - Jeff Weldon
  - e. Election Committee Chair Nominee - Robert LeHeup
  - f. Student Union Committee Chair Nominee - Matt Hense
5. Vice President's Report
6. Business Manager's Report
  - a. Kaiman
  - b. ASUM Day Care
  - c. Account Balances
7. Old Business
8. New Business
9. Comments
10. Adjournment

Jahrig, Gary

ASUM CENTRAL BOARD MINUTES  
Montana Rooms  
October 3, 1984  
7:00 p.m.

The ASUM Central Board meeting was called to order by Phoebe Patterson, ASUM President. Members present were Baer, Brown, Campbell, Crilly, Desmul (arrived 7:10), Elison, Henderson, Hense (arrived 7:10), Johnson, Johnston, Josephson, Keyes, LeSueur, McGuire, Mercer, Miller, Reich, Stack, Sullivan, Winslow, Sauter, Gullickson, Whiteman, and Jahrig.

The minutes of May 30, 1984, were approved as written.

President's Report

1. Mark Josephson resigned from Central Board because of a class conflict. Josephson informed the Board that if he would have known this when running for office he would have thought twice. Josephson plans on staying active in ASUM.
2. Patterson informed the Board that advertising for the vacant Central Board seat will take place. Any Central Board member wishing to sit in on the interviews are welcome to do so.
3. Patterson informed the Board that the handicapped access resolution was bumped way down on the priority list. ASUM is still pursuing the matter.
4. Concerning the purchase of insurance for all student governments in Montana, the Regents decided that we are part of the University system and ASUM should be under the same umbrella.
5. The Montana Associated Students Conference is October 27 and 28, homecoming weekend. Patterson said she understands this is a hectic weekend but hopes to see everyone at the conference on October 28 for sure.
6. Patterson informed the Board that ASUM is currently advertising for two ASUM lobbyists to go to Helena. The selection process will be much like the Programming and Student Action Center directors' appointments. Patterson informed the Board that some people have expressed an interest in serving on this selection committee. Currently, Patterson has asked the Young Republicans to send a representative to serve on the committee. The committee hopes to choose two nonpartisan candidates as the ASUM lobbyists by October 24.
7. The ASUM retreat is October 13 and 14 at Lubrecht. A tentative agenda will be available early next week. Various workshops will be offered. This will be an excellent time to get to know the groups and each other a little better.
8. Patterson gave each Board member a copy of the Student Conduct Code and asked each member to look it over. Discussion will take place next week on this document. (Appendix A)



9. Sauter - Hense

Motion to ratify Jeff Weldon as the ASUM Legislative Committee Chairperson. Upon vote, motion passed.

10. Sauter - Baer

Motion to ratify Robert LeHeup as Elections Committee Chairperson. Upon vote, motion passed.

11. Sauter - Desmul

Motion to ratify Matt Hense as Student Union Board Chairperson. Upon vote, motion passed.

Vice President's Report

12. Sauter explained to the Board that he could no longer continue as Elections Committee Chair because of the time commitment. He stated that Robert LeHeup shares ASUM's policies and philosophies. In addition, Robert was a vital member to the Elections Committee last year.

13. Sauter informed the Board that he is currently working on an updated list showing who is appointed to serve on what committee.

Business Manager's Report

14. Gullickson informed the Board that the reason why he had to resign as Student Union Board Chair was because of his commitment as a Resident Assistant.

15. Gullickson passed out to the Board reports on (1) ASUM Groups and Organizations Fund Balance at Fiscal Year-End 1983-84 (Appendix B), (2) Kaimin status at fiscal year-end 1983-84 (Appendix C), and (3) ASUM Day Care Financial Status at Fiscal Year-End 1983-84 (Appendix D).

16. Gullickson introduced to the Board Pam Grier, who was recently hired as the ASUM secretary.

Comments

17. Baer - Stated to the Board that the Ad Club was lots of fun. The one million dollar account on his resume will look good when looking for a job.

18. Brown - Concerning the Central Board meeting on May 30, 1984, Brown stated she was not happy with the minutes concerning the health insurance portion. She stated she was very upset. The comments made by a certain Central Board member should have been put in the minutes. She continued by saying the students of this campus ought

to be made aware of the mentality of these people. She stated in the future she hopes statements of this nature are accredited to them. Brown ended by saying she is glad to be back and hopes to have a good year.

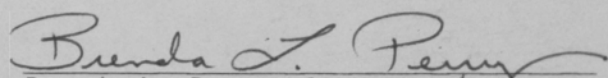
19. Campbell - Good job to the Kaimin. Campbell stated he was glad to see them out of the red.
20. Keyes - In reference to the Kaimin article concerning loss of vacation days, Keyes asked who were the students that said we need more student days this quarter? Concerning the houses torn down this summer, Keyes stated that as a representative of the students Central Board should be informed of these activities. Keyes stated he is worried on how the students are being viewed over in the UM administration.
21. LeSueur - LeSueur informed the Board that ASCRC needs more students to serve on this committee.
22. Miller - Glad to be back, but Miller stated she never left.
23. Gullickson - Gullickson informed those Central Board members who are currently serving on Budget and Finance that he needs to talk to them right after the meeting. Currently, Budget and Finance has special requests before them and, also, two members are needed to serve on Budget and Finance.
24. Whiteman - Whiteman stated she is looking forward to a fantastic year.
25. Jahrig - Jahrig introduced Dave Fisher to the Board. Jahrig stated that Dave will be ASUM's reporter this quarter.
26. Weldon, Jeff (audience member) - Weldon thanked the Board for his appointment as Legislative Committee Chair. Weldon then informed his committee members on Central Board that there is a meeting scheduled tomorrow in the Montana Rooms. Weldon ended by saying applications for the ASUM lobbyists positions are now being accepted. Weldon invited friends and enemies to come in and pick up an application.

#### Adjournment

27. Sauter - Gullickson

Motion to adjourn at 7:45 p.m. Upon vote, motion passed.

Submitted by:

  
Brenda L. Perry, ASUM Secretary

STUDENT CONDUCT CODE

The Student Conduct Code, embodying the ideals of academic honesty, integrity and responsible citizenship, governs all academic work and student conduct at the University of Montana.\* Student enrollment in the University presupposes a commitment to the principles and policies embodied in this code. In addition, students shall remain civilly and criminally responsible under the laws of the State of Montana the same as any other citizen.

The Office of Student and Public Affairs, through the Vice President for University Relations, is responsible for the administration of the Student Conduct Code for all non-academic conduct. Matters involving academic conduct fall within the responsibility of the Academic Vice President.\*\*

The Student Conduct Code has been formulated to ensure certain substantive and procedural rights to students who are charged with violating the Standards of Student Conduct. The Standards of Student Conduct and the Student Conduct Code Rules of Procedure appear below.

I. Standards of Student Conduct

- A. It is the responsibility of every student at the University of Montana to obey and support the enforcement of the Standards of Student Conduct. It shall be further the responsibility of every student to conduct himself or herself so as not to impair the welfare or educational opportunities of others in the University community.
- B. The following misconduct is subject to disciplinary action(s):\*\*\*
  - 1. Academic Misconduct -- All forms of academic dishonesty, including but not limited to:
    - a. plagiarism -- representing another person's words, ideas, data or material as one's own.
    - b. misconduct during an examination or academic exercise -- copying from another student's paper, consulting

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\* Students enrolled in the Law School shall be subject to the Law School's Honor Code and Procedures which may be obtained through the Office of the Dean of the Law School.

\*\* Wherever referred to in this code, administrative officers of the University shall include the officers and their designees.

\*\*\* Disciplinary regulations at the University are set forth in writing to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define conduct in exhaustive terms.



unauthorized material, giving information to another student or collaborating with one or more students during an examination or academic exercise without authorization, or otherwise failing to abide by the University or instructor's rules governing the examination or academic exercise without the instructor's permission.

- c. unauthorized possession of examination or other course materials -- acquiring or possessing examination or other course materials without authorization of the instructor.
- d. tampering with course materials -- destroying, hiding or otherwise tampering with source materials, library materials, laboratory materials, computer system equipment or programs or other course materials.
- e. submission of false information -- knowingly submitting false, altered or invented information, data, quotations, citations or documentation in connection with an academic exercise.
- f. alteration of transcripts, grades, examinations or other academically related documents -- falsifying, tampering with or misrepresenting a transcript, other academic record or any material relevant to academic performance, enrollment, or admission.
- g. submitting, if contrary to the rules of a course, work previously presented in another course.
- h. substituting for or arranging for substitution by another student during an examination or other academic exercise.
- i. any improper action calculated to influence an instructor to assign a grade other than that actually earned by the student.
- j. facilitating academic dishonesty -- knowingly helping or attempting to help another commit an act of academic dishonesty, including assistance in an arrangement whereby any work, classroom performance, examination activity or other academic exercise is submitted or performed by a person other than the student under whose name the work is submitted or performed.

2. Non-Academic Misconduct -- Misconduct including but not limited to:

- a. forgery, falsification or fraudulent misuse of University documents, records or identification cards.
- b. physical abuse or threat of physical abuse of any person on University-owned or controlled property or at University-sponsored functions, or conduct which threatens or endangers the health or safety of any such person.



- c. furnishing false information to the University or members of the University community who are acting in the exercise of their official duties.
- d. causing false information to be presented before any judicial proceeding of the University or intentionally destroying evidence important to such a proceeding.
- e. intentional interference with normal University or University-sponsored activities, including but not limited to studying, teaching, research, administration, disciplinary procedures or fire, police or emergency services.
- f. theft of property or of services on University premises or at University-sponsored activities, knowing possession of stolen property on University premises or at University-sponsored activities.
- g. unauthorized use, destruction or damage of University property or the property of others on University premises or at University-sponsored activities.
- h. unauthorized or fraudulent use of the University's facilities, telephone system, mail system or computer system or use of any of the above for any illegal act.
- i. failure to comply with the directions of University officials, including Resident Assistants and campus security officers, acting in the performance of their duties.
- j. unauthorized entry, use or occupancy of University facilities.
- k. violation of published University regulations or policies. Among such regulations may be included regulations pertaining to student housing; entry and use of University facilities; possession, distribution or consumption of alcoholic beverages; use of vehicles and amplifying equipment; campus demonstrations, etc. University regulations and policies may be obtained through the Office of Student and Public Affairs.
- l. use, possession or distribution of any illegal controlled substance on University premises or at University-sponsored activities.
- m. disorderly, lewd, indecent or obscene conduct or expression on University-owned or controlled property or at University-sponsored activities.
- n. interfering with the freedom of expression of others on University premises or at University-sponsored activities.
- o. violation of the terms of any disciplinary sanction imposed in accordance with this code.

### 3. Attempts and Complicity

Attempts to commit acts prohibited by the Standards of Student Conduct or encouraging or assisting others to commit such acts are prohibited by this Code and may be punished to the same extent as if one had committed the prohibited act.

## II. Disciplinary Sanctions

### A. Sanctions

Sanctions for violation of the Standards of Student Conduct may include any one or more of the following:

1. Expulsion -- separation of the student from the University which is intended to be permanent. The student may also be excluded from any University-owned or controlled property or events.
2. Suspension -- separation of the student from the University for a specified period of time, during which time the student may also be excluded from participation in any University-sponsored activity.
3. Disciplinary Probation -- the student may continue in attendance at the University but may be precluded from participation in any University-sponsored, non-academic activities. Additional restrictions or conditions may also be imposed.
4. Disciplinary Reprimand -- the student is warned that further misconduct may result in more severe disciplinary sanctions.
5. Restitution -- the student may be required to make payment to the University for damage incurred as a result of violation of this code.
6. Academic Response -- in cases of academic misconduct, the student may receive a failing or reduced grade in an academic exercise, examination or course and/or be assigned additional work. The assignment of additional work may be appropriate, for example, to resolve the uncertainties over the effect of the academic misconduct on the assignment or examination.
7. Other Sanctions -- in addition to or in lieu of the above, other sanctions may be imposed. For example, students may be subject to eviction from Residence Halls or Family Housing for disciplinary violations in or relevant to those facilities, may be prohibited from attending campus events or participating in organized activities, etc.

- B. Notification of any sanction imposed will be sent to appropriate University offices.
- C. Violation of any act prohibited by this code may result in expulsion or suspension from the University unless specific and mitigating factors are present. Factors to be considered in mitigation may include the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury or harm resulting from it. Expulsion and suspension require administrative review and approval of the appropriate Vice President and may be altered, deferred or withheld.
- D. Repeated or aggravated violation of this Code may result in more severe disciplinary sanctions than any individual violation might warrant.

### III. Temporary Suspension

- A. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- B. A student may be temporarily suspended or evicted from University Housing by the Vice President for University Relations or a designee pending disciplinary proceedings, such suspension or eviction to become immediately effective without prior notice whenever there is evidence that the student's continued presence on the campus would constitute a threat to himself or others or to the continuance of normal University operations. In cases of temporary suspension or eviction, the student shall be given an opportunity to appear before the Vice President for University Relations or a designee within five (5) business days from the effective date of the suspension or eviction in order to discuss the following issues only:
  - 1. The reliability of the evidence against the student.
  - 2. Whether the alleged conduct and surrounding circumstances reasonably indicate that the student's presence on campus would constitute a threat to himself or others or to the continuance of normal University operations.

### IV. Disciplinary Records

- A. Sanctions of expulsion and suspension affect the student's academic status and will be entered as notations in the student's permanent academic record maintained in the office of the Registrar during such time as the imposed sanctions are in effect. Upon termination of the sanction, the notation will be removed from the student's permanent academic record.
- B. Whenever charges against a student are pending, the student, unless temporarily suspended or evicted, shall continue to have the same



rights and privileges as other students are accorded. At the request of the student, transcripts may be released to an institution or prospective employer with the understanding that if there are pending charges which are determined adversely to the student which result in alteration of any grade or which otherwise affects the integrity of the transcript previously released, the institution or employer may be so notified and a corrected copy of the transcript may be forwarded to the institution or employer.

- C. A record of sanctions imposed for any violation of the Standards of Student Conduct shall be filed in the Office of Student and Public Affairs and retained for at least five (5) years from the date of final adjudication.

#### V. Disciplinary Procedures

The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating the Standards of Student Conduct. This code shall constitute the exclusive procedure for resolving cases of student misconduct. Formal rules of evidence shall not be applicable nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.

The following procedures shall be followed in adjudicating charges of misconduct:

##### A. Academic Misconduct

1. Since most cases of academic misconduct are initially discovered by or brought to the attention of the faculty member responsible for the course in which the academic misconduct allegedly occurs (course instructor), such instructors will normally have the initial responsibility for investigating the matter which may involve (1) informing the student(s) involved of their suspicion and the grounds therefor; (2) allowing the student an opportunity to respond to the evidence; and (3) making an impartial judgment as to whether or not any academic misconduct occurred.
2. If the instructor believes that the student has engaged in academic misconduct, the instructor shall report the allegations to the Department Chair (or to the Dean where there is no department chair) together with what he or she determines to be an appropriate sanction, including an academic response where appropriate. If a person other than the course instructor alleges that a student has committed an act of academic misconduct, the course instructor shall be notified but the initial investigation may be conducted by the Chair, Dean, Academic Vice President or designee. The Department Chair or appropriate University administrator shall check with the Office of Student and Public Affairs to determine if the student has any record of prior offenses involving academic dishonesty. If



the act of academic dishonesty is admitted and is a first violation of that nature, the matter may be disposed of provided the penalty is accepted by the student. In such case, a written report of the matter including the action taken will be sent to the Office of Student and Public Affairs. A copy of the report shall also be provided to the student.

3. If the case is not resolved in the manner specified above, the case shall be forwarded to the Dean.\* If it appears that a probable violation of this code has taken place and sufficient evidence exists to warrant further action, the Dean shall notify the student in writing of the charge(s), the facts upon which the charge(s) is (are) based and any sanction(s) (including an academic response where appropriate) which may be imposed. The notice of charges shall request the student to appear for an administrative conference and shall specify the time for the appearance and shall inform the student that he or she may bring a parent, guardian, ASUM representative or other counsel to the conference.

The notice of charges shall further advise the student that he or she may have the case transferred directly to the University Court for hearing by notifying the Dean in writing on or before the time specified for his or her appearance.

4. The purpose of the conference is to advise the student of the Student Conduct Code Rules of Procedure and to provide an opportunity for informal resolution of the matter should the student so desire. The student, however, shall not be required to make any response at the conference and may elect to have the case transferred directly to the University Court for hearing.
5. If the student does not request that the case be transferred to the University Court, the allegations in the statement of charges shall be accepted as true and the University may proceed to impose any disciplinary sanction specified in the statement of charges. The Dean shall notify the student of the action taken.
6. When a request for a hearing is made, the case shall be referred to the University Court for hearing.
7. Pending resolution of the charge(s) either by the Dean or the University Court, no academic response and/or disciplinary sanction will be imposed.

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\* For purposes of these procedures, in the case of students enrolled in the Graduate School, the Dean shall be the Dean of the Graduate School who, prior to taking action under these procedures, shall consult with the Dean of the College or School.

## B. Non-Academic Misconduct

1. Whenever it appears that a student may have committed an act of non-academic misconduct, the matter shall be investigated by the Director of Auxiliary Services, his or her designee or any other appropriate official designated by the Vice President for University Relations. If upon investigation it appears that a probable violation of this code has taken place and sufficient evidence exists to warrant further action, a written statement of charges shall be served on the student by the designated officer. The statement shall contain the specific misconduct alleged to have been committed, a concise summary of the facts upon which the charges are based, and a statement of any sanction(s) which may be imposed. The notice of charges shall request the student to appear for an administrative conference and shall specify the time for the appearance and shall inform the student that he or she may bring a parent, guardian, ASUM representative or other counsel to the conference.

The notice of charges shall further advise the student that he or she may have the case transferred directly to the University Court for hearing by notifying the Director of Auxiliary Services in writing on or before the time specified for his or her appearance.

2. The purpose of the conference is to advise the student of the Student Conduct Code Rules of Procedure and to provide an opportunity for informal resolution of the matter should the student so desire. The student, however, shall not be required to make any response at the conference and may elect to have the case transferred directly to the University Court for hearing if the student contests either the charges or the penalty.
3. If the student does not request a hearing, the allegations in the statement of charges shall be accepted as true and the designated official may proceed to impose any disciplinary sanction specified in the statement of charges. Notice of such action shall be mailed to the student and becomes effective upon mailing.
4. When a request for a hearing is made, the case shall be referred to the University Court for formal hearing.
5. Except for temporary suspension or eviction, no disciplinary sanction will be imposed prior to resolution of the charges by the designated official or the University Court.

## VI. University Court

### A. Composition

The University Court shall be appointed by the President of the University. It shall be composed of two undergraduate students and

one graduate student chosen from a list submitted by ASUM and two faculty members one of whom shall be chosen from a list submitted by the Executive Committee of the Faculty Senate. One of the faculty appointees shall be elected by the members of the committee to serve as Chair. Students shall be appointed for one year. Faculty members shall be appointed for two years except the faculty member first appointed shall serve for one year. No members shall serve more than two consecutive terms. In the case of unavailability or disqualification of a committee member for any given case, the President of the University may appoint an alternate member(s) to serve on the committee.

B. Hearings

1. Whenever a case has been transferred to the University Court, the Chair of the Court shall, in consultation with the appropriate University Administrator, schedule a hearing date. The Chair shall give notice of the time, date, and place of the hearing to the student, which shall not be held less than five (5) days after the date of such notice.
2. Students charged with misconduct may be accompanied by a representative, who may be an attorney. If the student intends to be represented by an attorney, he or she must file a statement of such intention with the Office of Student and Public Affairs at least seventy-two (72) hours before the time scheduled for the hearing. Failure to give notice of representation will justify a delay of the proceedings by the University. If the student is to be represented at the hearing by an attorney, then the University will also be represented by legal counsel. Should the University initially elect to present its case by legal counsel, the student will be given at least seventy-two (72) hours notice. In such a case, a reasonable extension of no more than five (5) days may be granted to the student at the student's request in order to obtain legal counsel should the student desire.
3. Hearings will be closed to the public. An open hearing may be held at the discretion of the Chair if requested by the student.
4. The Chair shall exercise control over the hearing to avoid needless consumption of time and to achieve an orderly completion of the hearing. The University, through its authorized representative, shall state the case against the student and present evidence and witnesses in support thereof. The student shall have the right to present witnesses and evidence on his or her behalf. Each party shall have the right to cross-examine the other party's witnesses. The burden of proof shall be on the University to establish the guilt of the student by a preponderance of the evidence.
5. Formal rules of evidence shall not be applicable and the Chair shall determine the admissibility of any matters presented. Unduly repetitious or irrelevant evidence may be excluded. The



Chair may take judicial notice of matters generally regarded as common knowledge.

6. The Chair shall determine whether the hearing will be tape recorded or transcribed. If a recording or transcription is not made, the decision of the Court must include a summary of the evidence sufficiently detailed to facilitate review on appeal.
7. The Chair of the University Court may prescribe additional rules covering the conduct of hearings not inconsistent with this code.
8. The University Court shall render a decision by majority vote within ten (10) calendar days after the close of the hearing. The Chair shall have a vote in all cases. The decision shall contain a finding as to guilt or innocence, a statement of the reasons for the decision, the sanction to be imposed, and, unless the proceedings were transcribed, a summary of the evidence sufficient to facilitate review if an appeal is filed.
9. The Court may in cases of non-academic misconduct, impose any disciplinary sanction authorized by this code.

In cases of academic misconduct, the Court, upon a finding of guilt, may impose any disciplinary sanction authorized by this code except an academic response which shall be determined and imposed by the instructor of the course within ten (10) days after notification of the Court's decision. In the event the Court determines that the student was not guilty of academic misconduct, the instructor shall assign the grade that would have been appropriate had the student not been suspected of academic misconduct.

10. A copy of the Court's decision shall be furnished to the student and the Vice President for University Relations, and in cases of academic misconduct, to the Dean and the Academic Vice President.

11. Failure to Appear

A student who fails or refuses to appear after proper notice at the time and place scheduled for hearing shall be considered to have waived his or her right to be heard by the University Court and to have admitted that the charges as stated are true. In such case, the University Court is authorized to impose any disciplinary sanctions specified in the statement of charges.

12. Appeals

- a. In cases of academic misconduct, the decision of the University Court (including any academic response imposed by the instructor following the University Court's decision) may be appealed to the Vice President for Academic Affairs.



In cases of non-academic misconduct, the decision of the University Court may be appealed to the Vice President for University Relations. An appeal under this section may only take place following an evidentiary hearing by the University Court.

- b. Requests for appeals must be submitted in writing to the office of the respective Vice President within ten (10) days from the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
- c. Appeals shall be limited to the following two (2) issues:
  - 1) Whether the evidence provides a reasonable basis for the resulting findings and disciplinary sanction.
  - 2) Whether specified procedural errors were so substantial as to effectively deny the student fundamental fairness.
- d. Appeals shall be decided upon the record of the original proceeding and upon written briefs submitted by the parties. De novo hearings will not be conducted.

### 13. Hearing Officer

Whenever a hearing has been requested by the student and the case cannot be heard by the University Court within a reasonable time after service of the charges, the President of the University may, whenever it appears to be in the best interest of the University or the student, appoint an impartial hearing officer to conduct the hearing. Any such hearing shall be conducted following the procedures of this section.

## VII. Informal Resolution

Nothing contained in this code shall limit the right of the University and the student at any time to agree to a disciplinary sanction(s) if the student agrees not to contest the charges. Any such agreement shall be reduced to writing which when signed by the student shall conclude the case.

ASUM Groups and Organizations Fund Balance  
at Fiscal Year End 1983-84

RC #	Description	Balance June 30, 1984
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ASUM ADMINISTRATION

7000	Administration	\$ 651.73
7001	Transferral	114,224.83
7002	Special Allocations	2,277.45
7003	Reserve	5,000.00
7004	S.T.I.P Interest	9,687.19
7005	Accountant	( 1,755.66)
7006	FY 83-84 Assessment Fee	( 7,596.88)

ASUM SERVICES AND ORGANIZATIONS

7007	Legal Services	8,789.55
7008	Legislative Committee	2,610.11
7030	Day Care	( 16,029.50)
7034	Incest Prevention	---
7035	Women's Resource Center	448.39
7036	WRC Slide Show	25.00
7037	Summer WRC	(62.24)
7049	Handicapped Student Union	187.73
7050	International Students	593.52
7051	UM Asian Association	78.43
7053	Black Student Union	(97.56)
7055	Kyi-Yo	464.72
7060	Advocates	466.06
7061	Panhellenic	(9.16)
7062	Interfraternity Council	(153.78)
7070	Debate and Oratory	---
7073	Physical Therapy Student Assoc.	78.72
7076	Forestry Students Association	216.42
7290	Ski Club Trips	(909.32)
7300	UM Symphonic Band	28.79
7302	Young Artist String Quartet	(.02)
7303	UM Jazz Workshop	69.06
7304	Chamber Orchestra	.22
7305	Chamber Chorale	154.31
7310	University Dance Ensemble	396.72
7312	International Folk Dance Club	175.96
7313	Opera Workshop	---
7315	Alethia	(235.98)
7320	Montana Masquers	(268.56)
7321	Summer Masquers	---
7324	UM Women's Soccer	814.41
7400	Montana Kaimin	18,698.53
7401	Summer Kaimin	---
7410	CutBank	730.40
7412	Phoenix	53.53
7500	Student Action Center	399.02
7505	Wilderness Studies & Info. Center	(1,407.35)
7506	ASUM Recycling	89.09
7507	Student Wildlife Society	1.19

RC. #	Description	Balance June 30, 1984
7509	Int'l Wildlife Film Festival	(.19)
7520	Campus Recreation	---
7521	Campus Recreation Deposits	(4,184.03)
7525	ASUM Community Gardens	1,221.07
7527	Rifle Club	---
7528	Forfeitures Softball	---
7529	Nordic Ski Club	(88.81)
7549	Gymnastics	---
7550	UM Baseball Club	.72
7551	UM Boxing Club	---
7553	UM Soccer Club	152.98
7554	UM Men's Rugby Club	(8.13)
7557	Handball Club	---
7559	Tutoring Program	(62.91)
7562	UM Rodeo Club	(229.63)
7565	Women's Rugby Club	---
7568	UM Woodsman Club	254.05
7572	Tanan of Spurs	(4.88)
7573	Military Information	1,204.03
7574	Artist Collective	36.29
7575	Aber Day	146.32
7577	Student Social Work Association	(38.01)
7579	Alpine Ski Team	---
7580	Student Employment Office	---
7582	Akido Club	---
7584	Society of Professional Journalists	62.20
7586	Missoula Centennial	---
7587	M Club	---
7588	Draft Counseling Center	---
7590	Cultural Center	547.15
7591	Mortar Board	94.25
7592	Homecoming Committee	600.00
7593	UM History Club	142.44
7594	Voter Registration Drive	---
7595	Guidance and Counseling	32.52



RC #	Description	Balance June 30, 1984
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# ASUM PROGRAMMING

	7100	Program Council Administration	691.62	
	7102	Programming Reserve Fund	10,000.00	
	7105	Summer Budget	(412.78)	
	7106	Art Print Sale	(214.88)	
	7107	Overages and Shortages	6.16	
	7110	Free Films	(20.00)	
	7120	Coffeehouse Holding		(111.3
2)*	7121	Small Coffeehouses	(10.92)	
	7130	Lecture Holding		1,583.5
6*	7131	Creationism/Evolution	(550.70)	
	7132	Audubon	(1,385.47)	
	7133	Edward Girardet	(132.00)	
	7134	Bill Baird	(96.76)	
	7135	M. Herrington	(940.50)	
	7136	ASUM Presidential Debate	(60.40)	
	7137	John Anderson	(1,585.69)	
	7139	Timothy Leary	(2,688.52)	
	7159	Performing Arts Holding		(51,534.7
8)*	7160	1000 Years of Jazz	(5,327.43)	
	7161	Vienna Choir Boys	(2,385.26)	
	7162	Repertory Dance Theatre	(3,974.50)	
	7163	Krono Quartet	(2,845.48)	
	7164	Stephanie Chase	(4,128.67)	
	7165	Billy Taylor Trio	(5,947.23)	
	7166	American Ballet Comedy	(6,163.68)	
	7167	David Leisner	(3,408.21)	
	7168	Mummenschanz Mime Theatre	(4,814.50)	
	7169	Jazz Workshop	(1,996.54)	
	7200	Pop Concerts Holding		27,308.8
2*	7201	Gordon Lightfoot	2,420.25	
	7202	Pat Metheny	395.85	
	7203	The Tubes	2,356.41	
	7204	ZZ Top	5,807.50	
	7205	David Grisman	(2,993.30)	
	7206	Huey Lewis and the News	6,156.46	
	7209	Merle Haggard/M. Murphy	2,657.31	
	7211	Alabama/Janie Fricke	(425.00)	
	7212	Loverboy	6,937.54	
	7213	Kenny Rogers/Rightous Bros.	119.21	

\* The coffeehouse events were closed to the coffeehouse holding account, the performing arts events were closed to the performing arts holding account, the lecture events were closed to the lecture holding account, and the pop concert events were closed to the pop concert holding account.



This is a breakdown on the Kaimin's activities for fiscal year 1983-84. This report shows the Kaimin ended the year with an \$11,945.78 surplus. Since there was considerable discussion concerning the Kaimin's activities during fiscal year 1983-84, this report will try to explain where some problems arose in deciding where the Kaimin stood and what is currently being done to obtain up-to-date financial information on the Kaimin.

#### 1980-83 Kaimin Bad Debts

Between 1980-83 the Kaimin actually incurred a deficit. During these years, the Kaimin did not collect all their accounts receivables reported on the financial statements at fiscal year end. The total amount of bad debt expense for these years totaled \$11,249.76. The Kaimin business manager, Brian Mellstead, is currently in the process of trying to collect some of this bad debt. What he is unable to collect he is turning over to a local collection agency. If the collection agency is unsuccessful, this bad debt will be written off.

#### Printing of Paper

When estimating the amount of printing that would be done at the Missoulian for fiscal year 1983-84, the estimate of \$44,460 was encumbered (deducted from the Kaimin's budget at the beginning of the fiscal year 1983-84). However, throughout the fiscal year, the encumbrance wasn't released for all payments. Since the

amount budgeted for printing was deducted entirely at the beginning of the fiscal year and then having some payments deducted from their budget and not having the encumbrance released, the printouts showed the Kaimin having higher expenses. At the end of the fiscal year, the remaining encumbrance of \$15,388.51 that was not used reverted back to the Kaimin account; therefore, decreasing their expenses and giving the Kaimin more revenue to work with.

#### Increased Ad Revenue

During spring quarter, the Kaimin increased its ad revenue by selling more advertising than expected. Spring quarter is usually a slow period for the Kaimin, but last spring quarter was an exception.

#### Plan of Action

ASUM is taking over the bookkeeping procedures for the Kaimin's accounts receivables. With use of the ASUM computer, monthly invoices will be sent. In addition, monthly statements will be sent. By having ASUM involved, ASUM and the Kaimin will be able to determine exactly what is owed the Kaimin, what has been collected, and what has been turned over to a collection agency. When an account is three months past due, the Kaimin business manager will give the account special attention and turn over the account to a collection agency at that time if he deems it necessary.

Concerning collection of accounts receivables, any monies collected from previous year's activity will be kept separate from monies collected from current year's activities. By doing this, a bad debt ratio can be determined. In addition, the printout will show what is listed as prior year revenue and what has actually been received to date.

Also, the Kaimin has raised its advertising revenue rates 12 percent beginning this fall quarter (classified ads and subscriptions were not affected by this increase). In addition, the Kaimin has established new credit terms in order to keep their bad debt expense down.

One final note that needs to be kept in mind. On the attached 1983-84 analysis of the Kaimin, the Kaimin shows a profit of \$11,945.78 for fiscal year 1983-84. However, the Kaimin has outstanding accounts receivable of \$41,202.74 that needs to be collected in order for this profit figure to remain correct. If the Kaimin is unable to collect all of this, then the Kaimin's profit for fiscal year 1983-84 will not be as high. During fiscal year 1984-85, any prior year revenue collected will be put in its own object code. By doing this, the Kaimin's S.B.A.S. report will show what has been collected to date and the amount remaining to be collected. At the end of fiscal year 1984-85, the Kaimin's bad debt will be determined and accounted for accordingly.

By keeping on top of the Kaimin's activities, ASUM and the Kaimin hope to keep (1) the bad debt expense down and (2) have readily available the Kaimin's current financial status so that appropriate management decisions can be made. It is important to have the Kaimin business manager and ASUM accountant maintain a good-working relationship. The Kaimin and ASUM must combine their resources in order to obtain up-to-date financial information.



## FISCAL 1983-84 KAIMIN

<u>Object Code</u>	<u>Income</u>	<u>Original Budget</u>
0451	Advertising - Classified	\$ 6800.00
0452	Advertising - Local	97627.50
0453	Advertising - National	7647.50
0498	Subscription Income	200.00
0939	Activity Fee Allocation	60000.00
0989	Other Income	(6375.00)
0998	Special Allocation	720.65
	SUBTOTALS	<u>\$166620.65</u>

Expenses

1224	Non-Classified Employees	\$ -0-
1225	Students	48841.85
1226	Federal Work Study	-0-
1228	State Work Study	-0-
1401	F. I. C. A.	-0-
1404	Workers Compensation Ins.	-0-
1410	State Unemployment Tax	-0-
2199	Contracted Services	2000.00
2213	Professional Supplies & Mat.	-0-
2214	Printing	85013.15
2215	Vehicular	
2225	Books & Reference Materials	
2290	Office Supplies Internal	1500.00
2299	General	2200.00
2301	Telephone - Local Service & Equip.	
2304	Postage & Mailing	1400.00
2309	Advertising	100.00
2314	Telephone - STS Usage	5150.00
2315	Data Transmission Line	3400.00

ANALYSIS

<u>Budget Adjustments</u>	<u>Total Current Year Income/Expense</u>	<u>Remaining Balance</u>
	\$ 8417.16	\$ (1617.16)
	59314.95	38312.55
	56699.90	(49052.40)
	436.50	(236.50)
	53625.00	6375.00
	-0-	(6375.00)
	720.65	-0-
	<u>\$179214.16</u>	<u>\$(12593.51)</u>
\$ 268.00	\$ 5417.54	\$ (5417.54)
53.60	41573.31	7536.54
	516.00	(462.40)
	132.24	(132.24)
	369.74	(369.74)
	104.65	(104.65)
	40.58	(40.58)
(375.00)	17.00	1608.00
	172.96	(172.96)
10199.05	89421.94	5790.26
	5097.68	(5097.68)
395.30	95.30	300.00
(300.00)	672.65	527.35
(95.30)	938.82	1165.88
	943.91	(943.91)
200.00	1095.87	504.13
	99.84	.16
(300.00)	3015.24	1834.76
	1952.28	1447.72

<u>Object Code</u>	<u>Expenses</u>	<u>Original Budget</u>
2401	In-State Car Personal Mileage	\$ 225.00
2405	In-State Other	-0-
2411	Out-of-State Personal Car	
2599	General Rent	3000.00
2704	Office Equipment Repair & Main.	45.00
2802	Subscriptions	900.00
2816	Bad Debt Write-Off	2500.00
2840	N. S. F. Checks	
2899	General Expenses	
	SUBTOTALS	<u>\$156275.00</u>

TOTAL PROFIT for Fiscal Year 1983-84

Add Carryover from Fiscal Year 1982-83

Carryover Balance



<u>Budget Adjustments</u>	<u>Total Current Year Income/Expense</u>	<u>Remaining Balance</u>
	\$ 11.50	\$ 213.50
	73.50	(73.50)
	19.27	(19.27)
	3000.00	-0-
	-0-	45.00
\$ 300.00	1051.20	148.80
	11255.76	(8755.76)
	118.20	(118.20)
	61.40	(61.40)
<u>\$ 10345.65</u>	<u>\$167268.38</u>	<u>\$ (647.73)</u>
	\$ 11945.78	
	<u>4488.00</u>	
	<u><u>\$ 16433.78</u></u>	

ASUM DAY CARE FINANCIAL STATUS AT  
FISCAL YEAR-END 1983-84

At fiscal year-end 1982-83, ASUM Day Care ended with a carry-over deficit of \$7,724.08. At fiscal year-end 1983-84, ASUM Day Care added an additional \$8,265.87 to their deficit, giving them a current deficit of \$15,989.95. This report will show how the deficit occurred and what is being done to offset this deficit.

This deficit occurred mainly from two things. The main reason for the deficit was that food reimbursements for the day care homes were not budgeted as an expense. The income from the Child Care Food Program was budgeted but the relating expense was not. When the budget was prepared, the \$8,000 budgeted under object code 0450, Child Care Food Program income, in turn should have been budgeted under object code 2199 as an expense for food reimbursements. However, the income was budgeted as an expense elsewhere in the budget.

The second reason for this deficit was that the estimated income from class and lesson fees and from the Child Care Food Program were inflated. One problem the program was faced with regarding the homes was that ASUM Day Care rates were only \$6.75 per day and day care operators could receive \$8 per day by not going through ASUM Day Care. Therefore, the program found it difficult to obtain operators who would take less. ASUM Day Care now raised its rates to \$7.75 per day beginning fall quarter for both the homes and center. By doing this, ASUM Day Care should be able to obtain day care homes easier.

As pointed out, the deficit mainly occurred because of the day care home program. Since the two programs--homes and center--were combined

under one account number, it was difficult to determine which program was costing more. To alleviate this problem, ASUM has assigned the day care homes their own account number beginning fiscal year 1984-85. By doing this, SBAS will show what expenses and income belong to what operation. One special note that should be kept in mind about the day care home program is that even though ASUM Day Care may increase its home operation, ASUM Day Care itself won't receive that much additional income because they have to pay their operators. ASUM Day Care's goal, however, is to make this program self-supporting.

#### Plan of Action for Fiscal Year 1984-85

To try and offset the program's deficit, the following steps have been taken:

(1) One coordinator position has been eliminated. In addition, the other teacher will be classified as 3/4 time and students will fill in when the teacher is not there.

(2) The ASUM Day Care Director will assume the ASUM Day Care Home Coordinator's duties.

(3) Parent fees were raised \$1.50 per day beginning fall quarter (from \$6.25 to \$7.75 per day per child).

(4) ASUM Day Care will offer one center (center can handle approximately twenty-four children) and also the day care home program (handles approximately three children per home). By not opening a second center, ASUM Day Care will save \$2,200 budgeted for equipment for a second center.

By implementing these changes, the program hopes to offset their deficit \$4,000 - \$5,000. If a second center was opened, then it is hoped that the program would break even. Consequently, their deficit would not be decreased.



ASUM DAY CARE FISCAL YEAR  
1983-84 FINANCIAL ANALYSIS

Object Code	Income	Original Budget	Budget Adjustments	Total Current Year Income/Expenses	Remaining Balance
0415	Class & Lesson Fees	\$50000.00		\$34626.05	\$15373.95
0450	Other Income (Food Program)	18500.00		15012.18	3487.82
0939	Activity Fee Allocation	24000.00		24000.00	-0-
0989	Other Income	-0-		10.00	(10.00)
0998	Transfer Within Funds	200.00		200.00	-0-
	TOTAL INCOME	\$92700.00		\$73848.23	\$18851.77
	Expenses				
1125	Classified Employees	\$30604.29		31697.71	\$(1093.42)
1133	Termination Pay - Sick	581.95		581.95	-0-
1134	Termination Pay - Vacation	4.43		4.43	-0-
1199	General	6844.28		-0-	6844.28
1225	Students	1175.00		575.82	599.18
1226	Federal Work Study	2935.00		2755.54	179.46
1401	F. I. C. A.	2558.90		2220.15	338.75
1402	Retirement	2450.79		2071.62	379.17
1403	Group Insurance	4320.00		3780.00	540.00
1404	Workers Compensation Ins.	84.69		86.89	(2.20)
1410	State Unemployment Tax	871.27		237.27	634.00
2199	General (Day Care Homes)	20000.00		18511.16	1488.84
2204	Educational	900.00		692.03	207.97
2214	Printing	300.00		335.44	(35.44)
2290	Office Supplies	165.00		127.26	37.74
2299	General	6000.00		5420.34	579.66
2301	Telephone - Local	-0-		37.60	(37.60)
2304	Postage & Mailing	225.00		184.61	40.39
2309	Advertising	15.00		6.60	8.40
2314	Telephone - STS Usage	498.50		307.42	191.08
2528	Rent (Women's Center)	-0-		7555.00	(7555.00)
2599	Rent General (Pres. Church)	10450.00		1100.00	9350.00
2704	Office Equipment Maintenance	207.50		135.77	71.73

<u>Object Code</u>	<u>Expenses</u>	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Total Current Year Income/Expenses</u>	<u>Remaining Balance</u>
2802	Subscriptions	\$ 15.00		\$ 15.00	\$ -0-
2816	Bad Debt Write-Off	-0-		2181.09	(2181.09)
2899	General Expenses (Playground)	1100.00	\$ 393.40	1493.40	-0-
	TOTAL EXPENSES	\$92306.60	\$ 393.40	\$82114.10	\$10585.90
	1983-84 Deficit			\$(8265.87)	
	Add Carryover Deficit from 1982-83			(7724.08)	
	TOTAL CARRYOVER DIFICIT TO FISCAL YEAR 1984-85			\$(15989.95)	