

**ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
THE SENATE/BOARD OF DIRECTORS
ORDER OF BUSINESS**

Date/Time: Meeting #34 Wednesday May 10, 2006 at 3:30 p.m.
Location: Dr. Stuart L. Farber Senate Chambers, USU-217
Chair/Office: Vice President Hironao Okahana, USU-311

I. CALL TO ORDER

II. INVOCATION

III. ROLL CALL

IV. APPROVAL OF THE AGENDA

V. APPROVAL OF THE MINUTES FROM THE LAST MEETING

VI. PUBLIC COMMENTS: *Public comments is intended as a time for any member of the public to address the Senate on any issues affecting the Associated Students of California State University, Long Beach. Also, if any member of the public wishes to address the Senate regarding any pending items, items referred to the Senate or new and executive business they may do so prior to the debate for up to three minutes upon recognition by the Chair.*

VII. REPORT FROM THE CHAIR: *Distributed at the Senate Chambers*

VIII. REPORTS FROM SENATORS: *Distributed at the Senate Chambers*

IX. CONSENT AGENDA

A. APPROVAL OF MINUTES FROM SUBSIDIARY BOARDS

1) BOARD OF CONTROL, MEETING #33 DATED MAY 2, 2006

B. RECEIVED MINUTES, COMMUNICATIONS, AND REPORTS

1) END OF YEAR REPORTS – PRELIMINARY

- a) PRESIDENT OF THE ASSOCIATED STUDENTS
- b) VICE PRESIDENT OF THE ASSOCIATED STUDENTS
- c) TREASURER OF THE ASSOCIATED STUDENTS
- d) CHIEF OF STAFF OF THE ASSOCIATED STUDENTS
- e) ADMINISTRATOR OF THE ASSOCIATED STUDENTS

At the conclusion of Consent Agenda, the Chair will entertain a motion or an unanimous consent request to authorize the Chair to receive minutes, communications, and reports on behalf of the Senate upon the adjournment of the Senate.

X. BUSINESS PENDING ON THE SENATE FLOOR

A. RESUME CONSIDERATION ON MOTION TO AGREE ON BOD-BOC-2006-12 "POLICY ON SHARED GOVERNANCE"

(M) MR. EMENHISER (S) MR. D'ONOFRIO

B. RESUME CONSIDERATION ON MOTION TO AGREE ON BOD-BOC-2006-13 "REVISIONS TO POLICY ON EXECUTIVE FELLOWSHIP"

(M) MR. EMENHISER (S) MS. MISTRY

Please turn page over

C. RESUME CONSIDERATION ON MOTION TO AGREE ON BOD-BOC-2006-14 "POLICY ON

Distribution: [Agenda and all * attachments: Senators (20), J. Caveness, H. Okahana, W. Dick, K. Hinckson, R. Haller, D. Edwards, Recording Secretary]
[Meeting Package via e-mails: Daily 49er, , LB Union M. Hostetler, E. Novack, S. Katz, J. Latter, A. Spruill, C. Fong, J. Pollock, Z. Tinoco, R. Godina, M. Barnes, S. Cicero, K. Courtney, , K. Daro K. French/University Archives, A. Gebru, D. Grimmer, R. Hayes, J. Klaus, L. Labrador, R. Lara,, R. Marikos, C. Menard, A. Nazarian-Peters, K. Poeun/Academic Senate, J. Trapper, V. Kerbs, B. Waterfield, B. Young]
Copies will be posted in USU 311 & outside the Senate Chambers.
*Confidential Items Attached to Board Members' Copy Only

ACCOUNTING”

(M) MR. EMENHISER (S) MS. HERRERA

If any of following measures is reported from the Committee on Documents and Bylaws or a motion to discharge from the Committee and proceed is agreed to, the Senate will resume consideration on those measures.

D. RESUME CONSIDERATION ON MOTION TO AGREE ON S. RES. #2006-26 “RESOLUTION FOR INVASIVE UNORGANIZED, UNJUST GULF WAR II” (KM, HERRERA)

(M) MR. KM (S) MS. CRUZ

E. RESUME CONSIDERATION ON MOTION TO AGREE ON B. AMDT. #2006-06 “AMENDMENT TO CHAPTER II OF THE BYLAWS REGARDING STUDENT MEDIA BOARD” (HERRERA)

(M) MS. HERRERA (S) MS. MISTRY

F. RESUME CONSIDERATION ON MOTION TO AGREE ON B. AMDT. #2006-07 “AMENDMENT TO CHAPTER II OF THE BYLAWS REGARDING RESPONSIBLE OPERATIONS OF ASSOCIATED STUDENTS” (HERRERA)

(M) MS. HERRERA (S) MR. KM

G. RESUME CONSIDERATION ON MOTION TO AGREE ON B. AMDT. #2006-08 “AMENDMENT TO CHAPTER II., ARTICLE I” (VIEIRA, TODOROFF, OKAHANA)

(M) MR. TODOROFF (S) MS. VIEIRA

H. RESUME CONSIDERATION ON MOTION TO AGREE ON B. AMDT. #2006-09 “SENATE DEMOCRATIZATION AMENDMENT” (HERRERA)

(M) MS. HERRERA (S) MS. CRUZ

XI. BUSINESS REFERRED TO THE SENATE

A. BOD-BOC-2006-15 “POLICY ON ACCOUNTS PAYABLE”

B. BOD-BOC-2006-16 “POLICY ON ESCHEATMENT”

C. BOD-BOC-2006-17 “POLICY ON CASH MANAGEMENT”

XII. INTRODUCTION OF NEW BUSINESS

A. B. AMDT #2006-10 “CORPORATE LOGO AMENDMENT” (OKAHANA)

B. S. RES. #2006-31 “LEGISLATIVE POSITIONS #2” (GOVERNMENTAL AFFAIRS)

XIII. SPECIAL ORDER BUSINESS

A. REPORT FROM THE PRESIDENT OF THE ASSOCIATED STUDENTS

B. REPORT FROM THE EXECUTIVE DIRECTOR OF THE ASSOCIATED STUDENTS

C. PRESENTATION FROM DR. WAYNE DICK

XIV. COLLEGE COUNCIL UPDATES

XV. ADDITIONAL STATEMENTS

At the conclusion of the additional statements, the Chair will entertain a motion or an unanimous consent request to reassign the appropriate bill numbers for the academic year 2006-07 to those unfinished business items on the Senate floor, in order to provide continual consideration to those measures continuing during the 2006-07 Senate Session.

XVI. ADJOURNMENT

When there is no further business to be considered before the Senate, the Chair will entertain a motion or an unanimous consent request that the 2005-06 Senate Session adjourn sine die.

Distribution: [Agenda and all * attachments: Senators (20), J. Caveness, H. Okahana, W. Dick, K. Hinckson, R. Haller, D. Edwards, Recording Secretary] [Meeting Package via e-mails: Daily 49er, , LB Union M. Hostetler, E. Novack, S. Katz, J. Latter, A. Spruill, C. Fong, J. Pollock, Z. Tinoco, R. Godina, M. Barnes, S. Cicero, K. Courtney, , K. Daro K. French/University Archives, A. Gebru, D. Grimmett, R. Hayes, J. Klaus, L. Labrador, R. Lara,, R. Marikos, C. Menard, A. Nazarian-Peters, K. Poeun/Academic Senate, J. Trapper, V. Kerbs, B. Waterfield, B. Young]

Copies will be posted in USU 311 & outside the Senate Chambers.

*Confidential Items Attached to Board Members' Copy Only

**Associate Students Incorporated
California State University, Long Beach**

**Senate Minutes
Meeting #32
Wednesday, April 26, 2006**

I. Call to Order

Vice President Okahana called the meeting to order at 3:35pm.

II. Invocation

There was no invocation.

III. Roll Call

Present

Mr. Brian Campos
Ms. Elaine Chau (Ar @ 3:55pm)
Mr. Kenneth Cooper (Dp @ 5:30pm)
Ms. Naomi Cruz
Mr. Guido D'Onofrio
Mr. Mike Emehiser
Ms. Elisa Herrera
Mr. Juancarlos Mariano
Ms. Shelena McClinton
Ms. Shefali Mistry (Ar @ 4:05pm and Dp @ 6:05pm)
Ms. Sandra Olmedo (Ar @ 3:40pm)
Ms. Zion Redie (Ar @ 3:55pm)
Mr. William Sanchez
Ms. Shauntel Smith (Dp @ 3:55pm)
Ms. Ashley Stanton (Ar @ 6:40pm)
Mr. Clint Sylvestre
Mr. Justin Todoroff
Ms. Jessica Vieira (Ar @ 3:50pm)
Mr. Kory Witt
Mr. Hironao Okahana

Voting Members Absent

Mr. Amin Km

Non-Voting Members Present

Dr Jeane Caveness (Dp @ 6:40pm)
Dr. Wayne Dick (Dp @ 4:50pm)

IV. Approval of the Agenda

Without objection the Chair stated that at the President's report is at 5:20pm and that, the Executive Director will not be reporting at this meeting.

Without objection, the Chair moved that the Senate invoke provision of the California Education Code and waive the Rule IV.J of the Senate and add S.Res. #2006-30 "Resolution to endorse and uphold the great American Boycott 2006 on May 1" as an action item, further the Chair moved that the Senate proceed to the item at the conclusion of the Consent Agenda. Without objection Senator Herrera added S.Res. #2006-30 "Resolution to endorse and uphold the great American Boycott 2006 on May 1" as a voting item. Without objection the Ms. Herrera requested that section 4, paragraph J of the Working Rules be waived. This item will occur after the consent agenda under Introduction of New Business Item X.

Without objection the agenda stands as approved.

V. Approval of the Minutes from the last meeting

(M) Chau (S) Sylvestre moved to approve the minutes from Meeting #31 dated April 19, 2006.

VOTE ON MOTION

PASSES 15-0-1

VI. Public Comments

a) Dr. Dick: He gave background information on Assembly Bill AB 422 regarding the requirements of Publishers. Publishers are now required to make e-text books, but they are charging high prices for the online books. Long Beach State is in the middle of this movement to make e-text books available to all students, including disabled students, because web technology has increased.

b) Sumkio Braun: [He-She](#) encouraged the Board to participate in the walk-out on Monday, May 1st to show support.

c) David Kirsten: He stated that he has been working on book reserves in the library for students to check out for three hours at a time. The problem is that to put books on reserve it takes 4-6 weeks. He wants the Board to help him and distributed a sign up sheet. He asked Dr. Dick how much money is saved from early text book requiem. Dick responded that the money saved is 20-40%.

d) Dr. Caveness: She spoke about how honored she was to participate in the Gulf States Rebuild trip over Spring Break. She explained that it was a privilege to serve and Southern hospitality was wonderful. She hopes that Long Beach State will continue making a trip to help individuals each spring break, overseas or in the United States.

VII. Report from Chair

Distributed at the Senate Chambers.

VIII. Reports from the Senators

Distributed at the Senate Chambers.

IX. Consent Agenda

A. Approval of Minutes from Subsidiary Boards

1) Board of Control, Meeting #31 dated April 18, 2006

B. Received minutes, communications, and reports

1) Judiciary Minutes, Meeting #7 dated April 3, 2006

(M) Sylvestre (S) McClinton moved to approve the Consent agenda.

VOTE ON MOTION

PASSES 18-0-2

X. Introduction of New Business

A. S.Res. #2006-30 "Resolution to endorse and uphold the great American Boycott 2006 on May 1, 2006"

Ms. Herrera introduced the resolution to the Board and explained why Senator Cruz and [hershe](#) wrote it.

(M) Herrera (S) Cruz moved to approve S.Res. #2006-30.

Cruz: She stated that there are over 2,000 undocumented students who attend Long Beach State. She told the Board that many students support the resolution. In her opinion, this will strengthen the bond between ASI and students on campus.

Without objection, the Chair opened the discussion to the Public.

Christian Lopez: He stated that he supports the resolution and wants it to pass.

Sean Duenser: He said that the progressive students want this resolution passed and the Board should vote to shut to USU down.

Christopher Chavez: He reminded the Board that they passed a Policy on Diversity and passing this resolution would be a positive move.

Without objection, the Chair waived the first reading on S.Res. #2006-30.

Cooper: He stated that he has a problem with the 2nd resolve because many people who work in the USU depend on the money.

(M) Cooper (S) Todoroff moved to close the USU from 12-2pm, which is during the rally.

Olmedo: Her suggestion was to only close the USU from 12-2pm and suggested keeping the 2nd resolve and adding that the USU will be closed from 12-2pm.

D'Onofrio: He feels that ASI should not be involved in political issues. Additionally, students who are against the resolution are alienated.

Emenhiser: He stated that the United States is a nation of [immigrationimmigrants](#). This is just another cycle of immigration in the United States. His suggestion is if the USU is going to be closed all day, the workers get paid for a day.

Cruz: She feels that closing the USU for the whole day is a major impact in the resolution.

Chau: She was wondering who controls the pay and compensation.

Todoroff: He asked Mr. Edwards what the financial cost for closing the USU for the whole day. Edwards stated that the loss would be approximately \$15,000.

Stanton: She asked the Board if only the USU is going to be closed or the entire school. Herrera responded that the Board only has jurisdiction over the USU.

Sanchez: He asked where the location of the rally is. Cruz responded that it was at the Speakers platform in front of the bookstore.

Vieira: She agreed that closing the USU from 12-2pm is a great idea. She reminded the Board that student organizations events were planned during that time.

Dick: He told the Board to think about where the \$15,000 is coming from.

Copper: He asked Mr. Edwards how many students are employed by USU. Edwards stated approximately one hundred students. Edwards read the list of events that were occurring in the USU on Monday, May 1st. Also he told the Board that there is a written agreement with the University to keep it open.

Witt: The money is coming out of students pockets, so closing the Student Union is a waste of \$15,000.

Chau: She supports the Bill, however, people should not stop students from buying food in the USU.

Herrera: She told the Board that the food vendors will be boycotted. The ASI employees are still going to get paid.

Caveness: She told the Board that any event listed needs set-up time and access to the building is required.

Todoroff: He called to question. There was an objection from the floor.

(M) Witt (S) D'Onofrio to the ~~previous question and close the current debate on the floor~~ close further debate on Cooper/Todoroff Amendment.

VOTE ON THE MOTION (to close debate on Cooper/Todoroff Amendment).—————

—————**FAILS 4-15-1**

Cooper: He reminded the Board that organizations are charged a fee if they cancel an event after 72 hours.

Okahana: He is not concerned about money, but wondered whether students should be forced to support the rally because not all students feel this way about this issue.

Emenhiser: He calculated the total money the USU would lose for being closed a day, which was under 1%. He is still undecided on this issue because he has a problem with cancelling planned events.

Todoroff: Point of Order to the Chair- Each Senator can only speak two times in this debate.

Stanton: She supports this issue because of the impact it will have.

Campos: He ~~state~~ stated it is not fair to close the USU because it will upset student organizations that use the building.

Mariano: He yielded his time to Mr. Emenhiser.

Emenhiser: He called ~~to the~~ question.

VOTE ON THE MOTION (on Cooper/Todoroff Amendment)

FAILS 3-12-2

—————
(M) Stanton (S) Cooper to strike the 2nd resolve.

Emenhiser: He suggested adding a ~~stimulation~~ stipulation that ASI employees get normal pay for the day.

Mistry: Her suggestion was to only shut down food vendors because this is a huge boycott. Her problem is forcing people out of the USU because some students will not support the Bill.

Todoroff: He stated that a motion was not made yet.

(M) McClinton (S) Stanton to ~~call to question and strike the 2nd resolve~~ close further debate on Stanton/Cooper Amendment.

VOTE ON MOTION (to ~~close the debate~~close further debate on Stanton/Cooper Amendment)
PASSES 17-2-1

VOTE ON MOTION (to ~~remove the 2nd resolve~~on Stanton/Cooper Amendment)
FAILS 5-14-1

(M) Cruz (S) McClinton to add in the 2nd resolve that vendors will only be closed for the day.

Chau: The students who work for the food vendors still depend on their paycheck.

Caveness: She made the Board aware that the vendors would want compensation.

Witt: Yielded his time to Mr. Haller.- Haller clarified for the Board that vendors ~~are going~~would have to be reimbursed ~~for their losses.~~ ~~He added that any legal lost can be reimbursed.~~

Vieira: She stated that it is contradicting if ASI is opened, but the food vendors are closed.

Cooper: He asked why is the Board going to close the USU food vendors, if they are going to be reimbursed by AS.

Cruz: She told the Board what she meant by food vendors, which are Roundtable, Coffee Bean, Candy Counter, Carls Jr., Subways and Robeks.

Redie: She suggest just not buying food, instead of advocating closing vendors completely.

Sanchez: He called to question. There was an objection.

(M) Sanchez (S) Emenhiser to ~~call to question and close vendors for the day~~close further debate on Cruz/McClinton Amendment.

VOTE ON THE MOTION (to ~~end debate~~close debate on Cruz/McClinton Amendment)
PASSES 18-1-1

VOTE ON THE MOTION (on Cruz/McClinton Amendment~~to close food vendors for the day~~)
FAILS 6-12-2

Okahana: He told the Board that there have been three friendly amendments. The Board just needs to agree on the overall concept.

(M) Chau (S) Herrera to change the 2nd resolve to inform students not to buy from food vendors in the USU.

Herrera: She liked the idea and suggested putting big signs on the door.

Edwards: He told the Board that putting signs on the door is a violation of State building regulations.

Herrera: She suggested to have the wording say that appropriate signage will be used for the posters.

Stanton: Her suggestion was to post signs by the doorways of the USU that are legal.

Mistry: She is in favor of the signage by all entrances to the USU.

Witt: He yielded his time to Mr. Haller. Haller pointed out that the last resolve states the same thing about the signage.

McClinton: moved to the previous question. Cooper objected and asked who will pay for the signs and who will make them.

Okahana: He told the Board that part of the programming funding can fund the posters.

Herrera: She asked the Board what the wording should be on the posters. D'Onofrio suggested having the pro/cons of the walk out and boycott.

Emenhiser: He yielded his time to Mr. Ntuk. ~~The Chair denied the request on the grounds that he had given time for the public to speak on the issue.~~ The Chair ruled out of order with the basis that the public comments section has been expired and the individual has no relevancy or credential of providing expert comments or further information on pending matter.

(M) Emenhiser (S) Mariano to ~~appeal sustain the Chair's ruling and not let Mr. Ntuk speak~~ appeal the ruling of the Chair.

VOTE ON THE MOTION (to sustain the ruling of the Chair)
FAILS 0-14-4

Ntuk: He stated that this resolution is not worth passing unless the building is closed.

(M) Emenhiser (S) McClinton to close further debate on Chau/Herrera Amendment ~~the previous question.~~

VOTE ON THE MOTION (to ~~end debate~~ close debate on Chau/Herrera Amendment)
PASSES 17-1-1

VOTE ON THE MOTION (~~to not advocate buying boycotting food from USU food vendor~~ on Chau/Herrera Amendment)
PASSES 11-7-2

~~*Without objection, the debate will resume after the President's report, which was time certain at 5:20pm. Under the previous order, the Chair suspended the debate and the Senate proceed into the special order business.*~~

XIII. Special Order of Business

A. Report from the President of the Associated Students

Based on the seriousness of the debate on the floor, the President stated that she is going to e-mail the report. She added that it was crucial for the Board to attend the Multi-Cultural Festival on Thursday, April 27th at 12 noon in the ballrooms.

~~*Without objection, the debate on May Day Boycott Resolution resumed. The Senate resumed the debate.*~~

Emenhiser stated that he would be voting against this resolution even though he supports the boycott.

Herrera encouraged the Board to vote for the resolution.

VOTE ON THE MOTION (~~to approve the resolution as amended on the main motion as amended~~)
PASSES 16-3-1

XI. Business Pending the Business Floor

A. Resume consideration on motion to agree BOD-BOC-2006-11 "Fiscal year 2006-07 budget resolution"

Mistry stated that the Arts Commission should be given a total of \$3000 because CSULB has the best Arts program on the West Coast and the Commission should reflect that.

(Amendment #3 – Todoroff/Witt Amendment)

~~(M) Todoroff (S) Witt to approve Amendment #3 regarding the Arts Commission.~~

VOTE ON THE MOTION

PASSES 18-0-1

(Amendment #4 – Witt/Mariano Amendment)

(M) Witt (S) Mariano to reallocate \$24,378 from the Union budget to the ASI Scholarship fund.

Witt stated that tuition is rising therefore students need all the help they can get from scholarship monies.

Mariano agreed that he had spoken with students and scholarship monies were very important to them.

Herrera opposed the motion and stated that no one has voiced a concern with the Union and no one has attended the Student media Board meetings.

Olmedo yielded her time to Mr. Haller. Mr. Haller stated that taking funds from the Union would ~~lead itself lead~~ to serious legal challenge ~~and~~ as it would violate the 1st amendment ~~right~~. ~~A s~~ Similar cases ~~has have~~ been filed before with ~~an~~ other schools when ~~the~~ student governments reallocated funding ~~from~~ the campus paper. The courts have consistently interpreted such actions as a form of censorship.

~~Marino~~ Mariano stated that the reallocation was a matter of priority of funds not censorship.

~~Vice President Okahana stated that the due to the information presented by Mr. Haller, the motion was ruled out of order and unconstitutional, therefore he asked for a vote. [Someone] objected to the Chair's ruling. The Chair, given the Constitutional (of the United States) concern, ruled the amendment out of order.~~

~~(M) Emenhiser (S) Mariano to sustain the Chair's ruling.~~

~~(M) Mariano (S) Witt to appeal the ruling of the Chair~~

VOTE ON THE MOTION (**to sustain the ruling of the Chair**)

PASSES 10-6-3

(Amendment #5 – Vieira/Smith Amendment)

(M) Vieira (S) Smith to allocate \$2000 from the Entertainment Commission line item 727 to the Arts Commission line item 718

Vieira stated that the Arts Commission is doing a great job and more funding will make it even better.

Mariano stated ~~stated~~ that he was concerned that funding is lending towards a specific college.

Emenhiser stated that Art on this campus sucks and he does not like modern art therefore he will be voting against this motion.

VOTE ON THE MOTION

PASSES 13-1-4

(Amendment #6 – Todoroff/D’Onofrio)

(M) Todoroff (S) D’Onofrio to remove funds in the amount of \$27,000 from CSSA line item 748 to Scholarship funds.

Todoroff stated that CSSA is a good organization but the lobbying efforts are not for ASI. Senator D’Onofrio agreed.

Olmedo made a friendly amendment to reallocate some of the money (\$3,000) to the Cabinet for the Diversity program.

Herrera asked whether or not CSULB will be able to participate in CSSA once they stop paying dues. Vice President Okahana said yes the school can participate in conferences but they will not have a vote.

Mariano asked if any university has pulled out in the past. Mr. Haller answered yes, CSULB has pulled out several years ago and returned later.

Vice President Okahana stated that he does not oppose having more money available for scholarships, however, CSSA is a larger entity that allows for ~~4000~~ 400,000 students to be heard. He stated that CSULB need to have a vote to be heard on issue such as Cal Grants and he will be voting against this amendment.

Olmedo stated that she understands Okahana’s concerns but as she is aware, CSULB will still have a voice at CSSA conference if they chose to attend.

Emenhiser ask Mr. Haller to share some history as to why CSULB stopped ~~paying~~ paying dues a ~~few~~ few years ago. Mr. Haller stated ~~that~~ that ASI was experiencing a budget crisis at the time, membership ~~it~~ was costly, and the Board at that time felt ~~it was not a necessity~~ the benefits of membership did not warrant the cost.

By unanimous consent agreement, the motion was modified to \$14,085.

Mariano called ~~to~~ the question.

VOTE ON THE MOTION (as modified)

PASSES 10-7-1

(Amendment #7 – Olmedo/Emenhiser Amendment)

(M) Olmedo (S) Emehiser to allocate \$3000 to the Cabinet line 772 from CSSA line item 748.

Olmedo was concerned that the Board was not following the demands of the recently approved Policy on Diversity. Emehiser agreed.

VOTE ON THE MOTION

PASSES 11-0-5

(Amendment #8 – Emenhiser/Todoroff Amendment)

(M) Emehiser (S) Todoroff to move \$10,000 from CSSA line item 719 to Cabinet for System-wide Affairs rep lobbying expenses.

VOTE ON THE MOTION

PASSES 12-2-3

Cruz: She brought to the Board's attention the Student Organization Grants. She pointed out that there are two graduations African American Graduation and the Latino Graduation which she felt were great events that deserved full funding.

(Amendment #9 – Cruz/Olmedo)

~~(M) Cruz (S) Olmedo to allocate \$10,000~~3,385~~ from the CYUF for next year to the African American and Latino Graduation Celebrations, bringing each up to \$10,000. adjusting African American Graduation Celebration to \$10,000~~

Emenhiser: He stated that each time we take money that has not been for something else we are taking money from organizations for next year. Organizations can come to BOC next year and ask for more money from CYUF.

Witt: He agreed with Emenhiser and felt that the money allocated the both graduations was sufficient.

D'Onofrio: He stated that the Board needs to take into account the financial situation and BOC spent a lot of time making sure that everything was balanced.

Olmedo: She stated that since AS doesn't have a way of rating the quality of events, there is no way for the Board to say whether an event is spectacular or not. She spoke on behalf of both organizations and said that they are spectacular events.

Todoroff: He stated that looking at financial situation the Board should add the two grants up and divide the funding in half so that they are equal. He did not feel that the Board needs to add any more funding to any of the organizations. BOC worked hard on funding organizations and the Board should keep it the way they recommended.

Emenhiser: He stated that there are a lot of organizations and BOC looked at everyone and these two organizations got more funding than most organizations. Therefore, they should come to BOC at the beginning of the year if they require more money and BOC is very receptive to student organizations.

VOTE ON MOTION

FAILS 3-7-6

(Amendment #10 – Cruz/Mariano Amendment)

~~(M)Cruz (S) Mariano moved to allocate an additional \$8,673~~731~~ from CYUF to Latino Graduation so that it is equal to the African American Graduation, taking the additional \$731 from CYUF to adjust 18th Annual Latino Graduation Celebration to \$8,673.~~

Chau: She stated that she felt they should go to BOC next year and ask for money.

Olmedo: She stated that graduations are expensive and each organization is not even asking for half and they do a lot of fundraising on their own.

VOTE ON MOTION

FAILS 4-6-4

(Amendment #11 – Olmedo/Mariano Amendment)

(M) Olmedo (S) Mariano ~~to fully fund the PhillippinoPilipino Graduation for \$2,675~~to adjust Pilipino Graduation to \$2,675.

Olmedo: She stated that they are all graduation ceremonies and they are not even asking for half so it should be fully funded.

Mariano: He stated that this is a small amount so the Board should fund it.

Sylvestre: He stated that the Board didn't give the other organizations additional money so they should come to BOC next year and ask for an adjustment.

D'Onofrio called to question.

VOTE ON THE MOTION

FAILS 4-9-3

~~(M) Emenhiser moved to amend the main motion so that the budget is in compliance with the AS Diversity Policy.~~

Haller: He clarified Senator Emenhiser's motion by stating that AS has to bring the budget into compliance with our policy which states that we must allocate ~~\$1500-15,000~~ to a Multicultural fund diversity programs. If we are short, this should be pulled from unallocated funds retained earnings.

By unanimous consent agreement, the Budget resolution to be in compliance with the Policy on Diversity.

~~Without objection the Chair asked that this be taken into account and included in the main motion. Motion dies.~~

Olmedo: She asked where the employee for the Scholarship Center was funded.

Haller: He stated that Wayne Stickley-Smith is State employee and paid by the Division of Student Services. ASI only funds the operation-operating expenses of the Beach Pride Scholarship Information Center.

~~(M) Olmedo to redirect the Beach Team from the Commissions to Governmental Operations.~~

Haller: He stated that this is administrative task and he can do it. He also stated that this needs to be ~~done~~ with the Elections Committee as well.

By unanimous consent, the budget heading for "Elections Commission" and "Beach Team" was reassigned under "Government Operations."

~~Without objection the Chair asked that we give the consent to the Executive Director to make the appropriate administrative corrections. Motion dies.~~

Olmedo: She had questions about the Development Office. She asked why was AS paying the employee \$35,000 to raise \$10,000. She also wanted to know what friend-raising is?

Haller: Explained that the employee raises over half a million dollars but it goes to the Child Development Center and other areas. Friendraising is finding different donors and encouraging people to donate to ASI, “wining and dining”.

Todoroff: He stated that the Beach Team has a lot of potential and thinks that the program will excel next year.

(Amendment #12 – Todoroff/Sylvestre Amendment)

(M) Todoroff (S) Sylvestre to double each of the line items 718, 725, 772 to be each \$2,000 and reduce System-wide affairs line item 719 to \$1540

Emenhiser- He stated that he was against this motion. There is already a lot of money going to them and it would be 30% of what we allocated for lobbying.

Todoroff made a friendly amendment to increase their revenue line of The Union by \$3,000 and give the \$3,000 in to the Beach Team.

and Jeff Klaus was recognized from the gallery: He stated that as a member of the Student Media Board he felt that it is a shame to have the Union increase the revenue which puts more stress and more work on the Union which has limited staff. The Union have-has been working hard and they are trying to produce something amazing for students.

Herrera: Stated that the Board should find where the money for all the ASI miscellaneous things comes from at take the funds from there.

Vieira: She stated that ASI is always trying to market more to students and by taking away funding for the miscellaneous items takes away from the marketing of ASI.

Todoroff: He stated that it is not a matter of where the money comes from but the amount of funding the Board gives the Beach Team to put on events and develop into the great leaders that ASI needs.

Olmedo: Yielded her time to Mr. Haller

Haller: He suggested that we increase the revenue for the Business Office by \$3,000 and take the money from that. Change line item 521 under cashiering and make it to \$25,400.

~~Friendly amendment made By unanimous consent., by Todoroff to allocate \$2,000 to each line item under the Beach Team and increase the revenue under Cashier for the Business Office by \$3,000~~
\$3,000 to be reallocated by increasing the revenue under Cashier for the Business Office..

VOTE ON MOTION (as amended)

PASSES 10-3-3

Back to the main motion to agree on budget resolution as modified.

Olmedo- She wanted to add a stipulation that the scholarship funds cannot be touched until the documents are set and final.

VOTE ON MAIN MOTION (for final passage)

PASSES 15-0-1

XII. Business Referred to the Senate

A. BOD-USU-2006-01 'Fiscal Year 2006-07 USU Budget Resolution'

(M) Witt (S) Todoroff to postpone this item to the Special Meeting to be held Friday April 28th at 1pm in the Chambers.

Senators Mistry, Sylvestre, Emehiser, Smith and Stanton stated that they will not be able to attend the Friday meeting.

VOTE ON THE MOTION

PASSES 9-7-3

XV. College Council Updates

College of the Arts: No Report

College of Business: No Report

College of Education: No Report

College of Engineering: Senator Sanchez stated that the Election Committee were finishing up elections.

College of Health and Human Services: Senator Witt reminded the Board about the Health and Safety Fair that is tomorrow, April 27th.

College of Liberal Arts: No Report

College of Natural Science and Mathematics: Senator Chau reminded the Board that the Mayfield event is tomorrow, April 27th.

XVI. Additional Statements

Campos: Reminded everyone of the Multicultural festival tomorrow in the USU Ballroom from 12-2.

Herrera: She reminded everyone about the May 1st Boycott. There is going to be a rally at 12-2 pm at the speakers platform in front of the bookstore.

Emehiser- He thanked the senate for all the hard work that everyone put into budget.

D'Onofrio- Moved to adjourned. Todoroff objected.

Todoroff asked the Board when is the best time to meet on Friday. The Board agreed to 1pm.

XVII. Adjournment

Vice President Okahana adjourned the meeting at 7:35 pm.

RECORDED BY:

_____ Date: _____
Amy Hoekstra, Recording Secretary

APPROVED BY:

_____ Dated: _____
Hiro Okahana, ASI Vice President

_____ Dated: _____
Jamie Pollock, ASI President

_____ Dated: _____
Dr. Michael Hostetler
Associate Vice President for Student Services/Dean of Students

VETO OR WAIVED WITH VETO:

DATED: _____

**ASSOCIATED STUDENTS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
THE SENATE/BOARD OF DIRECTORS**

**MINUTES FOR SPECIAL MEETING #2
Friday, April 28, 2006**

I. Vice President Hironao Okahana called the meeting to order at 1:15pm

II. ROLL CALL

Voting Members Present

Mr. Brian Campos
Ms. Elaine Chau
Mr. Kenneth Cooper
Ms. Elisa Herrera
Mr. Aminul Km
Ms. Sandra Olmedo
Ms. Zion Redie
Mr. William Sanchez
Mr. Justin Todoroff
Mr. Hironao Okahana

Voting Members Absent

Ms. Shefali Mistry
Ms. Shauntel Smith
Mr. Guido D’Onofrio
Ms. Naomi Cruz
Mr. Mike Emenhiser
Mr. Juancarlos Mariano
Ms. Shelena McClinton
Mr. Clint Sylvestre
Ms. Jessica Vieira
Mr. Kory Witt
Ms. Ashley Mara Stanton

Non-Voting Present

Dr. Jeane Caveness

Non-Voting Absent

Dr. Wayne Dick

III. Public Comments

Pedro the Manager for Robeks, a USU vendor, read and distributed a statement to the Board regarding the recent Resolution passed by the Senate advocating a boycott of USU vendors by all students in support of the State-wide rally on May 1st, 2006. He spoke on behalf of all USU vendors in opposition to the Resolution. Vice President Okahana thanked him for attending and stated that since this item was not on the current agenda, the Board could not discuss.

IV. Senate Business pending

A. BOD-USU-2006-01 “FISCAL YEAR 2006-07 USU BUDGET RESOLUTION”

Due to the lack of quorum, the Board way unable to discuss or take action on this matter. Therefore, in accordance with provisions of the Bylaws of the Associated Students, the USU budget will be automatically approved as stated by the USUBOT on May 1st.

IV. ADDITIONAL STATEMENTS

Senator Campos announced that the Men’s Volleyball game is Saturday April 29th at UC Irvine and they would like the support of the Board in attending the game.

Senator Olmedo stated that she was very disappointed in members of the Board that were not present for such an important Special Meeting. She stated that she spoke with Mr. Edwards the USU Director and he answered all her questions regarding the USU budget so she had no further concerns.

Senator Todoroff stated that he too met with Mr. Edwards along with Senator Vieira and all their questions were answered.

Mr. Haller stated that he shared Senator Olmedo's disappointment that members of the Board did not show up for the meeting. He added that this was the first time the Board had not had the opportunity to pass the USU budget due to lack of quorum. He thanked all the members that attended.

Vice President Okahana thanked all members for attending the Special Meeting and reminded them of the student government get together after the Volleyball game on Saturday, April 29th sponsored by Senator Vieira and Commissioner Meli Duque.

V. ADJOURNMENT

The meeting adjourned at 1:30pm.

RECORDED BY:

Amy Hoekstra
Recording Secretary

APPROVED BY:

Hironao Okahana
ASI Vice President

Jamie Pollock
ASI President

Dated: _____

Dr. Michael Hostetler
Associate Vice President for Student Services/
Dean of Students

Dated: _____

VETO OR WAIVED WITH VETO:

DATED: _____

**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

BOARD OF CONTROL

Meeting # 33

May 2, 2006

1. CALL TO ORDER

Treasurer Tinoco called the meeting to order at 3:36 pm.

2. ROLL CALL

Voting Members Present

Ms. Jamie Pollock

Ms. Zaira Tinoco

Mr. Hironao Okahana

Mr. Mike Emehiser (Dp@4:35pm)

Mr. Guido D'Onofrio

Voting Members Absent

Mr. Joe Latter

Mr. William Moore

Non-Voting Members Present

Mr. Richard Haller

Mr. Waterfield

Non-Voting Members Absent

3. ADDITIONS/CORRECTIONS TO THE AGENDA

There were none.

4. STUDENT OPINION PERIOD/ANNOUNCEMENTS

A. Announcements from the Gallery

Rita Hayes stated that the Men's Crew Team took 1st place and the Women's Team came in 13th place. She added the Triathlon yielded 170 people participated and the Ski and Snowboard did well. In conclusion, she stated the Recreation Sports would be having their 1st Annual Banquet in the ballrooms.

Mr. Haller asked that she give this information to Teresa Ruiz, who is in charge of distributing Press Releases.

B. Announcements from the Board

There were none.

5. APPROVAL OF MINUTES

A. BOC Minutes, Meeting #29, dated March 28, 2006

(M) Okahana (S) Emehiser to approve the Board of Control Minutes, Meeting # 32, dated April 25, 2006.

VOTE ON THE MOTION

PASSES

3-0-1

B. Human Resources Committee Minutes, Meeting #9

(M) Okahana (S) Emehiser to approve the Human Resources Committee Minutes, Meeting #9.

VOTE ON THE MOTION

PASSES

3-0-1

C. CDC Board of Trustees Minutes, Meeting #7 dated March 2, 2006

(M) Okahana (S) Emehiser to approve CDC Board of Trustees Minutes, Meeting #7 dated March 2, 2006.

VOTE ON THE MOTION

PASSES

3-0-1

6. CURRENT YEAR UNALLOCATED FUND

There were none.

Association for Psychological Science 18th Annual Convention-Kana Watanabe
for Psychological Science 18th Annual Convention-Mayuko Onuki

Kana stated that she and Mayuko Onuki were both part of a team and would be presenting a poster at the convention based on Experimental Psychology.

Vice President Okahana asked why the prices differ. Kana stated that they did it because there is a maximum for the grant.

Treasurer Tinoco asked if they were going to both be presenting the poster and Kana said yes. In response, Treasurer Tinoco said that they can split the money allocated or give it to one.

(M) Emehiser (S) Okahana to table item 7A.

VOTE ON THE MOTION **PASSES** **3-0-1**

(M) Emehiser (S) Okahana to approve Mayuko Onuki's grant application for the Association for Psychological Science 18th Annual Convention in the amount of \$300 from Student Travel Fund of Spring 2006.

VOTE ON THE MOTION **PASSES** **3-0-1**

8th Annual Conference on Hispanic and Lusophone-Elinor A. Torda

Treasurer Tinoco reviewed the application with the Board.

(M) Okahana (S) D'Onofrio to approve Elinor A. Torda's grant application for the 8th Annual Conference on Hispanic and Lusophone in the amount of \$100 from the Student Travel Fund Spring 2006.

VOTE ON THE MOTION **PASSES** **2-0-2**

D. 6th World Congress of University Theatre-Karen "Kree" Fieldsa

Karen Fieldsa explained to the Board that she was selected by invitation to attend a festival for undergrads. She said that her paper is on exploring what is lacking in theatre training in America. She added that she will be teaching a work shop in physical theatre.

(M) Emehiser (S) Okahana to approve Karen Fieldsa's grant application for 6th World Congress of University Theatre in the amount of \$300.

VOTE ON THE MOTION **PASSES** **3-0-1**

E. National Women's Studies Association Conference-Elizabeth A. Recharte

Mr. Haller asked the Board to shred the print of the driver's license and the insurance copies.

(M) D'Onofrio (S) Okahana to approve Elizabeth A. Recharte's grant application for National Women's Studies Association Conference in the amount of \$300 from the Student Travel Fund Spring 2006.

VOTE ON THE MOTION **PASSES** **2-0-2**

Senator Emehiser stated he did not think that approving without the presenter was a good idea and Mr. Waterfield said he understood the concern, however, there is only one meeting left and these have to get through the current Senate.

8. REPORTS

A. Treasurer's Report

Treasurer Tinoco stated that University officials and herself had a meeting from 1 to 5pm last Thursday. Pepsi and Coke presented their offers to the committee and they got some references from each. She said CSULB have worked with Coke in the past and it was not a good one. In addition, she has been getting requests for rollbacks but said she would continue to look at them on a case by case basis. In conclusion, she needs to update the travel fund but she is sure that there is enough for the ones that were before the Board today.

B. Senate Representative's Report

Senator Emehiser reported that a lot of cutting and pasting was done with the budget at the Senate. He stated that 11 amendments with headline changes were made. He said it was different than last year and he would invite any questions after the meeting.

C. Executive Director's Report

Mr. Haller stated there was a question of compliance with the Policy on Diversity. He said there was \$37,545 granted to programs that identified themselves as cultural programs. He said programs like those on retention were not included.

Vice President Okahana stated that he thought the Diversity Policy grant was for educational retention and more only. He said he was not sure and Mr. Haller said even so, then the \$37,545 would rise. Mr. Haller referred to the Policy on Diversity and then stated that he did the opposite of what needed to be done and would go back to the drawing board.

9. OLD CORPORATE BUSINESS

A. Policy on Accounts Payable

Mr. Haller reviewed the changes with the Board.

(M) Emehiser (S) Okahana to approve as a second and final reading for the Policy on Accounts Payable.

VOTE ON THE MOTION **PASSES** **3-0-1**

B. Policy on Escheatment

Mr. Haller reviewed the meaning of Escheatment and the policy. He stated that they have been Escheating checks, but not agency account balances or credits to accounts. He stated that he reviewed the law and it is the right thing to do. He said agencies don't have tax IDs. He said AS may want to use the University tax ID with the organization's names on it. He said some organizations no longer exist and the money is still there.

Senator Emehiser asked if AS have checked out inactive groups.

Mr. Haller said they had and can reactivate some organizations because they don't even know they have it.

(M) Okahana (S) D'Onofrio to approve as a final reading.

VOTE ON THE MOTION **PASSES** **3-0-1**

C. Policy on Cash Management

Mr. Haller stated that it was basically policy that is current, but now is on paper. Following he went over changes with the Board.

(M) Emehiser (S) Okahana to approve the Policy on Cash Management as a second and final reading.

VOTE ON THE MOTION **PASSES** **3-0-1**

D. Human Factors and Ergonomics Society-Program Change Amendment

Treasurer Tinoco stated that she informed them to be at the meeting and would for the next meeting.

10. NEW CORPORATE BUSINESS

A. Policy on Whistleblower Protection

B. Policy on Conflicts of Interest

Mr. Haller said it could be postponed until next meeting however, he wanted to give some background to the Board.

(M) Emehiser (S) Okahana to postpone item 10A and 10B until next meeting.

VOTE ON THE MOTION **PASSES** **3-0-1**

11. VOLUNTARY CLOSING COMMENTS

Treasurer Tinoco stated that she was able to go to about 7 Finance programs of which she learned a lot and will be attending two more. She stated that it looked like there would be a lot of money left in CYUF and asked the Board their opinion on putting it into a new fund such as a Research Fund.

Mr. Haller stated they should put it on the agenda for next week.

Treasurer Tinoco asked if all would go or anything left in CYUF only and Mr. Haller said all. He continued to say that the Board may want to collaborate with the Student Philanthropy idea. He said that the Board might want to speak to the colleges to encourage their involvement in the idea.

12. ADJOURNMENT

Treasurer Tinoco adjourned the meeting at 4:36 pm.

RECORDED BY:

Nadine Henley, ASI Student Assistant

Dated: _____

APPROVED BY:

Zaira Tinoco, ASI Treasurer

Dated: _____

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-12
Title: **“Approval of Establishing Policy on Shared Governance”**
Date submitted: March 29, 2006

Status:

- Placed on the Order of Business for May 3, 2006
- Introduced to the Senate on May 3, 2006
- Motion to Agree (Mr. Emenhiser/Mr. D’nofrio) entered
- Considered by the Senate on May 3, 2006
- Placed on the Order of Business for May 10, 2006

Resolved, that the Associated Students Senate approves proposed **Policy on Shared Governance** as presented by the Board of Control.

###

Shared Governance

PURPOSE	1
POLICY STATEMENT	2
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
REGULATIONS	3
1.0 GENERAL PRINCIPLES	3
2.0 STUDENT REPRESENTATIVES.....	3
2.1 <i>Selection of Student Representatives</i>	3
2.2 <i>Vacancies</i>	3
2.3 <i>Report to the Board of Directors</i>	4
2.4 <i>Termination</i>	4
4.0 RESPONSIBILITIES OF THE ASSOCIATED STUDENTS PRESIDENT	4
4.1 <i>Shared Governance Retreat</i>	4
4.2 <i>Open Forum</i>	4
5.0 RESPONSIBILITIES OF THE BOARD OF DIRECTORS/SENATE	4
6.0 CAMPUS PARTICIPATION IN ASI GOVERNANCE.....	5
6.1 <i>Role of Faculty, Staff and Administrators</i>	5
6.2 <i>Release Time</i>	5
6.2.1 <i>ASI Staff</i>	5
6.2.2 <i>Faculty</i>	5
7.0 APPROPRIATION.....	6
FORMS	6

Purpose

Associated Students, Incorporated is committed to advocating students' needs and representing their voices to the University and its community. Over the years, California State University, Long Beach has established a great tradition of shared governance, and almost all levels of the university call for some form of student representation. In order to ensure ASI's participation in this practice and its legitimate expression of the student voice, ASI must fully commit itself to its responsibilities as a part of the shared community and the following principles:

- All members of the campus community – faculty, staff, administration, and students – have a right and a responsibility to participate in the governance process
- Members of the campus community must have open, equitable, timely access to all information pertinent to issues and decisions under consideration

- Decision-making must include open, equitable, timely and fully informed communication and dialogue that is accessible to all members of the campus community
- Procedures and processes must be in place to protect all interests against the misuse of power
- Administrators are accountable for making decisions and the process through which they make those decisions must be clearly established in consultation with the appropriate governance structure
- A system of checks and balances must exist in order to protect the legitimate and necessary roles within the campus community
- The principles of shared governance must be implemented at every level of the decision-making, i.e. program, department, center, and college

This policy is intended to uphold our commitment to student advocacy, to demonstrate our commitment by modeling shared governance, to provide necessary resources for adequate representation, and to ensure that other university entities are included in the shared governance of ASI.

Policy Statement

It is the policy of the Associated Students, Incorporated to commit itself to fulfilling the students' responsibility for participation in the shared governance in the university's decision making process. ASI shall provide adequate resources, efforts, and accountability to ensure that the interests of students are properly presented and considered by those who make decisions for the University. Furthermore, it is the policy of the Associated Students, Incorporated to invite and encourage other members of the university community, including ASI staff, to participate in the shared governance of ASI.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Faculty representative	A practicing member of the CSULB instructional faculty who has been duly appointed or elected as a representative of the faculty to a committee, council, or board.
Release time	Dedicated time away from teaching responsibilities granted by the institution to faculty for mentoring or research activities.

Term	Definition
Shared governance	The sharing of responsibility by faculty, administration, staff, and students for making decisions about institutional missions, policies, and budget priorities. It does not extend to management decisions carried out under policy guidelines. Under shared governance, each party endeavors to think in terms of the good of the institution as a whole and to work to reach agreement with the other parties before making decisions
Student representative	A regularly admitted and enrolled CSULB student who has been duly elected or appointed as a representative of the student body to a committee, council, or board

Regulations

1.0 General Principles

ASI affirms its commitment to the following principles of shared governance:

- Active participation through proper recruitment, selection and training of student representatives
- Effective communication between ASI and university leadership
- Commitment of the Board of Directors to the effective representation and expression of all students' voices
- Active involvement of the campus community in the governance of Associated Students, Incorporated

2.0 Student Representatives

Student representatives to academic and non-academic committees, councils, or boards of California State University, Long Beach shall serve at the pleasure of the Associated Students and shall be responsible for reporting to the Board of Directors/Senate, the duly elected representative assembly of the Associated Students.

2.1 Selection of Student Representatives

Unless otherwise specified by the governing documents of the respective committee, council, or board, the Board of Directors/Senate shall have authority to appoint all student representatives to any committee, council, or board of California State University, Long Beach that requires student representation.

If the Board of Directors/Senate fails to appoint an individual to a committee, council, or board by the first day of Fall academic semester, the President of the Associated Students shall assume responsibility for recruiting and appointing individual(s) to those committees, councils, or boards.

2.2 Vacancies

Whenever a vacancy occurs in these seats, the President shall appoint an individual to serve the remainder of the term.

2.3 Report to the Board of Directors

It shall be a duty of each student representative to provide a report to the Board of Directors or its appropriate subcommittee within ten (10) school days after attending a meeting of the respective committee, council, or board.

2.4 Termination

If the Board of Directors or its appropriate subcommittee finds that a student representative is not fulfilling their duties as a member of committee, council, or board to the satisfaction of the Associated Students, the student may be removed by a two-thirds (2/3) of the Board of Directors/Senate.

4.0 Responsibilities of the Associated Students President

The President of the Associated Students or his/her duly appointed designee shall be responsible for the following:

- Informing the Board of Directors/Senate of any issue that he or she determines appropriate for Associated Students consultation
- Requesting, at his/her discretion, or at the request by the Board of Directors/Senate or its appropriate subcommittee, information and/or consultation on issue(s) of students' interests from the university or its appropriate body
- Carrying a response for consultation to the University or its appropriate body in accordance with the act of the Board of Directors/Senate or to his/her judgment in absence of such act
- Providing an up-to-date list of student representatives and vacancies and maintaining day-to-day communication with those delegates

4.1 Shared Governance Retreat

The President of the Associated Students or his/her duly appointed designee shall organize a "Shared Governance Retreat" by the end of third week of the Fall academic semester. The retreat shall provide orientation to student representatives to familiarize them with their roles and the concept of shared governance in the university.

4.2 Open Forum

The President or his/her duly appointed designee shall organize open forum(s) on issue(s) initiated by student representative(s) or, where deemed appropriate, on issues related to the search or review of academic and non-academic administrators.

5.0 Responsibilities of the Board of Directors/Senate

It shall be the responsibility of the Board of Directors/Senate to provide in a timely manner direction to the President of the Associated Students, or his/her duly appointed designee, in response to any request for consultation by the University or any of its appropriate bodies.

6.0 Campus Participation in ASI Governance

All members of the CSULB campus community, including ASI employees, shall have a right and a responsibility to participate in the governance of ASI. Furthermore, the right and responsibility of ASI employees to be part of shared governance at the campus level and the corporate level shall be communicated to all ASI staff.

6.1 Role of Faculty, Staff and Administrators

ASI shall make every effort to include CSULB faculty, CSULB staff, ASI staff, and university administrators in the composition of its governing boards, councils, and committees. With respect to staff, every effort shall be made to include representatives of both CSULB and ASI, exclusive of those CSULB and ASI administrators who serve in ex-officio capacities.

Unless otherwise stated in the Bylaws of the Associated Students, faculty and staff representatives and university administrators or their designees that serve as ex-officio members of boards or committees of the Associated Students shall carry the same rights and privileges as student members.

Unless otherwise stated in the Bylaws of the Associated Students, faculty and staff representatives shall serve a term of two (2) years.

6.2 Release Time

6.2.1 ASI Staff

ASI management must create an environment which supports that participation of those under their supervision in the shared governance of both the campus and ASI. Each person who wishes to participate as a representative on any of CSULB's or ASI's governing bodies must be provided the opportunity to do so. Accommodations in work schedules shall be made for any ASI staff duly elected or appointed to any of the university's governing bodies. All such accommodations shall be documented and filed with the ASI Human Resources Office.

6.2.2 Faculty

Associated Students shall compensate members of the faculty serve on following boards and committees of the Associated Students as duly chosen representative of the faculty with one and one-half (1.5) units of release time.

- Board of Directors/Senate
- Board of Control
- Associated Students Judiciary
- Elections Committee (during Spring semester)

Faculty members who choose to receive release time for their services to the Associated Students shall dedicate a minimum of one and one-half (1.5) hours per week for the purpose of consultation with his/her constituency or members of the board, council, or committee on which they serve. This time shall be in addition to any time spent in scheduled meetings of the board, council, or committee.

7.0 Appropriation

For purposes of this policy, there shall be a budget line for “Shared Governance” under the “Student Government” budget area. The Assistant Director for Student Involvement and Leadership shall be the budget area administrator.

The Board of Control shall recommend the Board of Directors/Senate adequate funding for the execution of this policy.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Application for Student Government	To apply for appointment to a non-elected position within Student Government	Government Operations Office	N/A	By 5:00 p.m. on the day of the published application deadline

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-13
Title: **“Approval of Revisions to Policy on Executive Fellowship”**
Date submitted: April 25, 2006
Status:

- Placed on the Order of Business for May 3, 2006
- Introduced to the Senate on May 3, 2006
- Motion to Agree (Mr. Emenhiser/Ms. Mistry) entered
- Considered by the Senate on May 3, 2006
- Placed on the Order of Business for May 10, 2006

Resolved, that the Associated Students Senate approves proposed revisions to **Policy on Executive Fellowship** as presented by the Board of Control, with the stipulation that the revisions will take effects on the first day of June in year two thousand six.

###

Executive Fellowships

PURPOSE	1
POLICY STATEMENT	2
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
REGULATIONS	2
1.0 BASIC QUALIFICATIONS FOR FELLOWSHIP	2
1.1 <i>Unit Load</i>	<u>23</u>
1.2 <i>Maximum Allowable Units</i>	3
2.0 PUBLIC NOTICE	3
3.0 TERMS AND CONDITIONS OF FELLOWSHIP	3
3.1 <i>Terms of Appointment</i>	3
3.2 <i>Fellowship Award</i>	3
3.3 <i>Duties and Responsibilities</i>	3
3.4 <i>Office Hours</i>	<u>34</u>
3.5 <i>Reports</i>	4
3.6 <i>Presentations</i>	4
3.7 <i>Orientation</i>	4
3.8 <i>Freedom from Influence</i>	4
4.0 DISCLAIMERS	5
5.0 FEDERAL TAXATION IMPLICATIONS	5
5.1 <i>Definition of Fellowship</i>	5
5.2 <i>Taxability of Fellowship</i>	<u>56</u>
5.3 <i>ASI's Reporting of Fellowship</i>	6
5.3.1 Action to be taken by Executive Officer	6
5.3.2 Action to be taken by ASI	6
6.0 FINANCIAL AID REPORTING	6
7.0 AMENDMENT	<u>67</u>
FORMS	7

Purpose

Chapter 1, Article 1, Section 7 of the Associated Students Bylaws empowers the Senate to establish during the normal budgetary process, student government scholarships, stipends, grants-in-aid, or reimbursements to elected and appointed student officers for their service to student government. ASI's Policy on Stipends provides appropriate guidance for the determination of stipends in those cases where the objective is to help offset the cost of education. Certain positions, however, represent larger commitments for which the Associated Students, Incorporated finds it desirable to defray living expenses as well. The purpose of the Policy on Executive Fellowships is to delineate these positions by title and articulate the rationale and method for determining the fellowship amount to be awarded to each.

Policy Statement

The Associated Students, Incorporated recognizes that the offices of President, Vice President, ~~and~~ Treasurer, ~~Administrator, and Chief of Staff~~ represent full-time commitments. Holding such a position precludes the officers from maintaining regular paid employment. Accordingly, it is the policy of the Associated Students, Incorporated to provide fellowships to these individuals in an amount sufficient to meet the estimated living expenses for a single student living off-campus as published in the current edition of the CSULB Bulletin. This amount shall be reduced by any amount of tuition already paid by the university. The remaining amount shall be amortized over a twelve month period and disbursed on a monthly basis.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Executive Officer	Those positions described in the Associated Students Bylaws as President, Vice President, and Treasurer, Administrator and Chief of Staff
Fellowship	An amount paid or allowed to, or for the benefit of, an individual to aid in the pursuit of study or research. The term includes the value of contributed services and accommodations (room, board, laundry services, etc.) and the amount of tuition, matriculation, and other fees that are furnished or remitted to an individual to aid in the pursuit of study or research

Regulations

1.0 Basic Qualifications for Fellowship

To be considered for an Executive Fellowship, officers must conform to the following basic eligibility requirements as articulated in the CSULB Regulations for Campus Activities, Student Organizations, and the University Community:

1.1 Unit Load

Officers who are undergraduate students must earn six semester units for credit per semester while holding office. Graduate and credential students must earn three semester units of credit per semester while in office.

1.2 Maximum Allowable Units

Officers who are undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate and credential objective, whichever is greater.

Officers holding more than the unit limits specified above will no longer be eligible for an Executive Fellowship, with the exception of those who have been declared eligible by the Office of the Dean of Students.

2.0 Public Notice

Associated Students, Incorporated shall make public a description of the fellowship program and requirements prior to the first day of filing for student body elections. Notice shall be given via press releases and/or advertisements placed in campus publications with broad distribution to CSULB students, such as the campus newspapers.

3.0 Terms and Conditions of Fellowship

Following election or appointment to office, the terms and conditions of the Executive Fellowship shall be specified in a written Fellowship Agreement signed by the Executive Officer, the ~~Student Government Advisor~~Assistant Director for Student Leadership and Involvement, and the ASI Executive Director. Standard terms and conditions are outlined below.

3.1 Terms of Appointment

The standard term of appointment shall be for one year (12 months) starting June 1.

3.2 Fellowship Award

ASI will provide a Fellowship in the amount specified under the Policy Statement. Fellowships shall normally be paid in equal monthly installments at the end of the month. The Associated Students, Incorporated shall provide office space and furnishings, administrative assistance, and necessary supplies.

3.3 Duties and Responsibilities

Executive Officers shall be held accountable for the timely and satisfactory performance of duties and responsibilities articulated in the A.S. Bylaws, ASI Policy Statements, Working Rules, and other ASI documents.

3.4 Office Hours

Executive Officers shall be required to maintain a minimum of ~~3225~~ office hours per week. This shall include time spent in meetings directly related to the responsibilities of the respective position as documented in the A.S. Bylaws and other governing documents of the campus. At least half of the office hours must be spent in the office. All office hours must be recorded with the ~~Student Government Advisor~~Assistant Director for Student Leadership and Involvement.

3.5 Reports

Executive Officers shall provide on no less than a monthly basis oral reports to the Senate that describe the officer's on-going activities and accomplishments. In addition, Executive Officers shall provide to the Associated Students no later than one month after the completion of their terms of office a written end-of-the-year, 2000-word-minimum report that presents the findings and conclusions from the study and research as well as what they learned while serving in their respective executive officer positions during the fellowship; the Executive Officers shall submit a preliminary version of this report to the Board of Directors prior to the Board's final meeting. The Executive Officers understand that written reports may be reprinted in the ASI Newsletter.

3.6 Presentations

Where appropriate and consistent with the Executive Officer's responsibilities, the officer may be called upon to give oral presentations to both on- and off-campus groups. Reimbursement for related travel must be authorized in advance by ASI and will be an allowable expense.

3.7 Orientation

Executive Officers shall be required to participate in an Executive Officers orientation program conducted by the Executive Director during the first two weeks of June. The purpose of the program is to orient and train the officers in the performance of their essential duties and responsibilities.

3.8 Freedom from Influence

The following guidelines are provided to ensure the Executive Officers' freedom from improper influence:

- 1) It is clearly understood by all parties that the Executive Officer is not an employee of ASI or the university.
- 2) The Executive Officer is free to choose his or her assignments consistent with the purposes of the position and is not bound to represent the views or positions of ASI as a condition of the Fellowship, but should call upon ASI for technical information and any other general support required. ASI will not attempt to control or regulate the Executive Officer's independence of thought or service.
- 3) The Executive Officer may communicate with student and other organizations and is encouraged to seek information from all reliable sources. However, he or she shall not compromise the integrity of the advice and assistance rendered to ASI by permitting undue influence by any organization or individual nor by actions that would suggest such influence.
- 4) The Executive Officer may not accept any other employment or additional reimbursements for services rendered during his or her term of office except as specifically agreed to in writing by ASI. Unusual situations shall be referred to the Executive Director for interpretation and rulings.
- 5) During the term of appointment, the Executive Officer shall not engage in partisan political activities while on-duty at ASI, on ASI premises, or using ASI resources,

- 6) As a condition of the Fellowship, the Executive Officer shall be required to sign a statement declaring adherence to policies and laws governing codes of ethical conduct and conflicts of interest.

4.0 Disclaimers

The following specific disclaimers are made by ASI regarding the Executive Fellow program:

- The designation of an Executive Officer as a Fellow and the execution of a Fellowship Agreement do not constitute an employment contract between the Executive Officer and ASI or any ASI official. During the fellowship, no employer-employee relationship shall exist between the officer and ASI. The conditions of the Fellowship agreement shall be binding on both parties to the extent that both agree in the written agreements.
- ASI's total financial liability for reimbursement to the Executive Officer shall not exceed the agreed upon amount for fellowships as approved by ASI. No person shall have any claim against ASI neither for any other expenses nor for the actions of the Fellow.
- Although it is the intention of ASI to continue this program, circumstances may dictate cancellation at any time. Should this occur, ASI will provide to the affected Executive Officers the balance of any agreed-upon fellowships in one or more amounts.
- In the event of malfeasance on the part of the Fellow as defined by ASI and determined by a vote of the Board of Control, the fellowship award may be immediately terminated.
- In the event that illness, disability, or urgent personal considerations make it temporarily impossible for the Executive Officer to serve, ASI shall continue the fellowship for up to thirty days. Should a leave of longer duration be necessary, the Board of Control shall recommend to the Senate whether to continue or terminate the Fellowship.
- In the event that the Executive Officer voluntarily terminates for other than illness, disability or urgent personal considerations (as determined by ASI), Fellowship payments will be immediately terminated and no additional expenses will be paid.

5.0 Federal Taxation Implications

Associated Students, Incorporated is a corporation exempt from Federal Income Tax pursuant to Section 501(c)(3) of the Internal Revenue Code (IRC).

5.1 Definition of Fellowship

A fellowship grant generally means an amount paid or allowed to, or for the benefit of, an individual to aid in the pursuit of study or research. The term includes the value of contributed services and accommodations (room, board, laundry services, etc.) and the amount of tuition, matriculation, and other fees that are furnished or remitted to an individual to aid in the pursuit of study or research.

5.2 Taxability of Fellowship

In general, those portions of a fellowship used to pay for tuition, fees, books, supplies, or equipment are classified as a "Qualified Scholarship" and are not includible in the gross income of the recipient under I.R.C. section 117 as long as the recipient is a candidate for a degree. Any portion of the scholarship, fellowship, or grant that does not correlate to the five

items mentioned above is includible in the gross income of the recipient. For non-degree candidates, the entire grant is includible in the gross income of the recipient and is subject to withholding.

5.3 ASI's Reporting of Fellowship

With regard to ASI reporting fellowship grants to the Internal Revenue Service (IRS) via Information return, Reg. 1.6041-3(o) of the IRC states as follows:

Returns of information (Form 1099) are not required with regard to payments to individuals as scholarships or fellowship grants within the meaning of section 117(b)(1), whether or not "qualified scholarships" as described in Section 117(b). This exception does not apply to any amount of a scholarship or fellowship grant that represents payment for services within the meaning of section 117(c). Instead, these amounts are required to be reported as wages on Form W-2.

Based on the definition of a fellowship articulated in this policy, these fellowships do not represent payment for services. Consequently, fellowships are not subject to withholding even though the portion of the fellowship not used for qualified educational expenses does constitute taxable income.

5.3.1 Action to be taken by Executive Officer

The above IRS rules on the taxability of fellowship grants to the grantee are provided for discussion purposes only. It is suggested that Fellows discuss the taxability of their fellowship grants with their personal tax advisors. ASI makes no representations regarding application or interpretations of the tax laws and disclaims any responsibility for improper tax filings by the Fellow.

5.3.2 Action to be taken by ASI

As noted in the above IRS Regulations, there is no requirement for ASI to report distributed fellowship grants to the IRS. Therefore, no Form 1099s will be issued. It is the responsibility of the grantee to determine the taxability of their fellowship grants.

6.0 Financial Aid Reporting

All fellowships awarded by ASI under this policy shall be reported to the Office of Financial Aid.

7.0 Amendment

These Guidelines were developed by the Board of Control to aid in administration of the Executive Fellows Program and may be amended by majority vote of that body subject to the A.S. Bylaws and related policies.

8.0 ~~Sunset Clause~~

~~This policy shall expire on May 31, 2006.~~

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Executive Fellowship Agreement	To confirm the mutual understanding between ASI and the Executive Officer of the terms and conditions of the Executive Fellowship Program	Office of the Executive Director	Executive Officer, Student Government Advisor, and Executive Director	Must be completed within two weeks of the beginning of term of office. No fellowship will be released unless an executed agreement is on file.
Recurring Stipend Request	To request the payment of a stipend to a student on a recurring basis over several months	A.S. Business Office	Authorized budget area signatory and the Dean of Students or designee to verify that the student's eligibility has been confirmed	Submit with a properly executed Request for Payment or Purchase (RPP) form at least four business days before desired date of disbursement
Request for Payment or Purchase (RPP)	To request a check or purchase order	A.S. Business Office	Authorized budget area signatory	Submit at least four business days before desired date of disbursement

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-14
Title: **“Approval of Establishing Policy on Accounting”**
Date submitted: April 25, 2006
Status:

- Placed on the Order of Business for May 3, 2006
- Introduced to the Senate on May 3, 2006
- Motion to Agree (Mr. Emenhiser/Ms. Herrera) entered
- Considered by the Senate on May 3, 2006
- Placed on the Order of Business for May 10, 2006

Resolved, that the Associated Students Senate approves proposed **Policy on Accounting** as presented by the Board of Control.

###

Accounting

PURPOSE	2
POLICY STATEMENT	2
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS.....	2
REGULATIONS	3
1.0 ASI FUNDS	3
2.0 ACCRUAL BASIS.....	3
3.0 FISCAL YEAR.....	3
4.0 FINANCIAL STATEMENTS	3
4.1 <i>Financial Reports</i>	3
5.0 FUND ACCOUNTING.....	3
5.1 <i>General Fund</i>	4
5.2 <i>Plant Fund</i>	4
5.3 <i>Campus Programs Fund</i>	4
6.0 INVESTMENTS	4
7.0 DEPRECIATION METHOD	4
8.0 ENCUMBRANCES.....	5
9.0 ACCOUNTING SYSTEM DESIGN.....	5
9.1 <i>Establishment of Control Accounts</i>	5
9.2 <i>Use of Contra Accounts</i>	5
10.0 CHART OF ACCOUNTS.....	5
10.1 <i>Account Number Configuration</i>	5
10.1.1 Account Type/Object Classification	5
10.1.2 Group Number	6
10.1.3 Service Center/Activity Code	6
11.0 GENERAL LEDGER ACTIVITY.....	7
11.1 <i>General Journal Entries</i>	7
12. GENERAL LEDGER CLOSE-OUT	7
12.1 <i>Trial Balance</i>	7
12.2 <i>Reconciliation of General Ledger Control Accounts</i>	7
12.3 <i>Period End Closing</i>	7
12.4 <i>Year-End Closing</i>	8
13.0 TAXES.....	8
13.1 <i>Tax Preparation</i>	8
13.2 <i>Tax Counsel</i>	9
13.3 <i>Approval of Tax Returns</i>	9
FORMS.....	10

Purpose

As an auxiliary organization of the California State University system, the Associated Students, Incorporated is entrusted with the management and operation of a wide variety of student programs, services, and facilities. Critical to the management of a comprehensive student services program is the effective management of the corporation's financial assets. The primary purpose of ASI's Policy on Accounting is to prescribe major features of ASI's general accounting system so that resources are accounted for in accordance with policies and objectives established by the CSU Board of Trustees, CSULB administration, the ASI Board of Directors, donors, government agencies, and others.

Policy Statement

It is the policy of the Associated Students, Incorporated that the ASI Business Office shall be responsible for the accounting for all ASI financial activity in accordance with Generally Accepted Accounting Principles (GAAP) outlined by the Financial Accounting Standards Board and regulations of the California State University Office of the Chancellor. Primary responsibility for oversight and management of ASI's accounting system shall reside with the ASI Controller under the supervision of the ASI Executive Director and the CSULB Associate Vice President for Financial Management.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Accounting	The recording and reporting of financial transactions, including the origination of the transaction, its recognition, processing, and summarization in the financial statements
Accrual basis	Method of accounting that recognizes revenue when earned, rather than when collected. Expenses are recognized when incurred rather than when paid.
Debt instrument	A written promise to repay a debt. Examples include bills, bonds, notes, CDs, commercial paper, and banker's acceptances.
Marketable securities	Stocks and other negotiable instruments which can be easily bought and sold on either listed exchanges or over-the-counter markets.
Net assets	The excess or deficiency of assets over liabilities classified according to the existence or absence of donor-imposed restrictions. There are three classes of net assets: permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. Permanently restricted and temporarily restricted net assets are restricted by the donor and can only be used for the specific purpose intended. Unrestricted net assets are not subject to donor-imposed restrictions but can be designated by a governing board for a specific purpose.

Regulations

1.0 ASI Funds

ASI funds subject to ASI accounting and control shall be any monies received from any ASI funding source including, but not limited to: state and federal appropriations; grants and contracts; mandatory student fees; gifts; and income from ASI operations. Restricted funds shall only be used in accordance with the purposes established by the external source of funds. Unrestricted funds shall only be used as designated in the approved Annual Operating Budget as subsequently amended by the Board of Directors.

2.0 Accrual Basis

Associated Students, Incorporated shall maintain its accounts on an accrual basis.

3.0 Fiscal Year

Associated Students, Incorporated shall operate on a fiscal year basis of July 1 through June 30.

4.0 Financial Statements

Financial statement presentation shall follow the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting (SFAS) No. 117, Financial Statements of Not-for-Profit Organization. Under SFAS 117, ASI is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

4.1 Financial Reports

The Business Office shall prepare monthly financial reports, which include the following: statement of financial position, statement of cash flows, consolidated income statement, consolidated statement of program operations, and income statements by department comparing budget to actual. Interim financial statements shall be reviewed by the Controller and approved by the Executive Director before release. Associated Students, Incorporated shall submit to a full scope audit of its year-end financial statements by a qualified public accounting firm (refer to Policy on Audit).

5.0 Fund Accounting

In order to ensure observance of limitations and restrictions placed on the use of available resources, unrestricted net assets shall be maintained in accordance with the principles of "fund accounting." Resources shall be classified for accounting and reporting purposes into fund groups that characterize the sources of revenue and specific activities or objectives. Separate accounts shall be maintained for each fund, and transfers between funds shall comply with ASI's Policy on Reserves and Fund Balances.

All financial transactions shall be recorded and reported by fund group. Major fund groups are as follows:

5.1 General Fund

The General Fund is maintained to classify for those transactions related to all activities not covered in another specific category and which relate in general to the full scope of operations of the auxiliary organization. Sub-funds shall be established within the General Fund to account for funds established for particular programs or purposes as mandated by student fee referenda.

5.2 Plant Fund

The Plant Fund is maintained to account for funds designated for the acquisition of physical properties and funds expended and invested in physical properties.

5.3 Campus Programs Fund

The Campus Programs Fund is maintained as a service to University-affiliated organizations and projects to account for funds held in trust by ASI. These funds are held by ASI but are owned by outside entities (e.g., student organizations).

6.0 Investments

Investments in marketable securities with readily determinable fair values and all investments in debt instruments shall be recorded at their approximate fair values. Investments in cash equivalents (certificates of deposit, money market shares, etc.) shall be recorded at cost at the date of purchase.

7.0 Depreciation Method

Property and equipment, excluding real property and art collections, shall be stated at cost and depreciated by the straight line method over estimated useful lives ranging from three to ten years for furniture and fixtures.

Expenditures for maintenance and repairs shall be expensed directly to program operations. Betterment and extraordinary repairs shall be capitalized.

Due to the likelihood that lease renewal options will be exercised, building improvements to the University Student Union, Soroptimist House, Recycling Center, and Child Development Center shall be amortized over the expected useful life of the improvement.

Real property and art collections shall be recorded at appraised value and updated periodically to account for asset appreciation.

The capitalization threshold for purchased or donated property shall be \$1,500 with a useful life longer than 3 years. Donated property shall be recorded at estimated or appraised value.

8.0 Encumbrances

Funds shall be encumbered when a legally binding obligation in excess of \$1,000 is incurred. Exceptions exist for fixed asset purchases and personal service agreements (refer to Policy on Procurement). Recording of encumbrances will occur only when a valid purchase order has been prepared and entered into the accounting system.

9.0 Accounting System Design

To establish a coding structure that supports financial reporting and decision-making, cost and other data shall be designed to support budget area responsibility assignments at the department, division, and final cost objectives level, as necessary.

9.1 Establishment of Control Accounts

In order to perform reconciliations, subsidiary account detail shall be aggregated to General Ledger control accounts.

9.2 Use of Contra Accounts

The coding structure shall provide for offsetting contra accounts (e.g., allowance for bad debt, accumulated depreciation) to adjust historical cost to current levels for financial reporting purposes.

10.0 Chart of Accounts

Associated Students, Incorporated shall utilize account numbers for all general ledger accounts. The account numbers shall be formatted in such a way as to readily identify any transaction. At a minimum, account numbers shall be coded for account classification (i.e. asset, liability, fund balance, revenue, and expense), object of expenditure (line item), organizational unit, and sub-unit (if applicable).

10.1 Account Number Configuration

Current ASI account numbers follow a nine-digit configuration, segmented into three sections, as illustrated below:

AAA - BBBB - CC

The first segment (AAA) identifies the account type and object classification. The second segment (BBBB) identifies the group number (e.g., department, unit, or organization). The third segment (CC) identifies the cost center or activity

10.1.1 Account Type/Object Classification

The first of the three digits identifies the type of account and is coded as follows:

- | | |
|-----------------|-------------------|
| 1 - Assets | 2 - Fixed Assets |
| 3 - Liabilities | 4 - Fund Balances |

- | | |
|--------------------------|-------------------------------|
| 5 - Revenues | 6 - Cost of Goods Sold |
| 7 - Expenses | 8 - Funds Allocated to Others |
| 9 – Capital Expenditures | |

The second and third digits identify the object classification (line item number) within each Account Type. The “Line Item Listing” document provides the complete codes for all revenue, cost of goods, and expenditure types.

10.1.2 Group Number

The first digit of the Group Number represents the primary function of the department or organization for which the account transaction is being made. Available codes are:

- | | |
|------------------------------------|-------------------------------------|
| 0 – Special Interest Organizations | 1 - Community Service Organizations |
| 2 - Cultural Organizations | 3 - Student Activities |
| 4 – Student Government | 5 - Academic Organizations |
| 6 – Facility Operations | 7 – Financial Aid |
| 8 - Recreation Operations | 9 – General Administration |

The second, third and fourth digits of the group code shall be used to maintain the alphabetical order of group names within each group. According to the following alphabetical conversion chart, groups shall be assigned a numeric code based on the first, second, and third letter of the group name:

<u>First Letter</u>	<u>Numeric Code</u>	<u>First Letter</u>	<u>Numeric Code</u>
A	00-09	B	10-19
C	20-29	DEF	30-39
GHI	40-49	JKL	50-59
MNO	60-69	PQR	70-79
S	80-89	TUVWXYZ	90-99

10.1.3 Service Center/Activity Code

The two digits of this segment shall be used to identify unique activities or service centers or for cost accounting purposes within a particular group. It is currently reserved for use by those departments of the ASI that have sub-functions for which separate accounting is desired or mandated.

11.0 General Ledger Activity

To ensure that all General Ledger entries are current, accurate, and complete, entries shall be made as soon as possible after the underlying accounting event and posted in the same month that the underlying event occurred, as often as possible. The official designated on the current Signature Authorization Card shall authorize each transaction and entry in writing. All entries shall be supported by adequate documentation that clearly shows the justification and authorization for the transaction. A complete audit trail shall be maintained by the use of reference codes from source documentation to the books of original entry, to the General Ledger, and finally to periodic reporting. Each entry in the accounting system shall be reviewed and approved by the Controller or designee. On an automated basis, totals in the books of original entry shall be posted to the General Ledger on a daily basis. General Ledger control accounts shall be periodically re-totaled based upon any updated posting.

11.1 General Journal Entries

All general journal entries shall be supported by Journal Entry forms that have supporting documentation attached and are approved by the authorized budget area representative or Controller. The Staff Accountant shall review all journal entries for their numerical sequence and for supporting documentation.

When initializing a repetitive general journal entry, consideration shall be given for setting up Recurring Journal entries for such transactions as recording amortizations, accruals of interest income on investments, fixed monthly income, fixed recurring expenses, and prepaid expenses.

Non-recurring general journal entries, such as for correcting entries, recording accruals and recording non-cash transactions, shall be prepared by the Staff Accountant on a monthly basis or as circumstances warrant. All such entries shall be approved by the Controller.

12. General Ledger Close-Out

12.1 Trial Balance

To ensure the accuracy of financial records and reports, a trial balance shall be prepared monthly to ensure the accuracy of the General Ledger account balances.

12.2 Reconciliation of General Ledger Control Accounts

Reconciliations of General Ledger Control Accounts to the subsidiary ledger shall be prepared on a monthly basis. At the end of each month, the Staff Accountant shall prepare a trial balance of all General Ledger accounts. Accounting Technicians shall complete reconciliations between the General Ledger control accounts and their respective subsidiary ledgers.

12.3 Period End Closing

Period end closing shall be conducted subsequent to completion of all data entry for a specific month. Period-end closing shall be completed no later than fifteen working days following the month end. Upon completion of period end closing, financial statements shall be generated and distributed.

12.4 Year-End Closing

At fiscal year end, all income and expense accounts shall be closed out. The fiscal year's financial reports shall be prepared by the Controller no later than August 31 and shall be subject to examination by an independent auditor in accordance with ASI's Policy on Audits.

13.0 Taxes

The Internal Revenue Service has granted ASI exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. In compliance with the Internal Revenue Code, ASI shall file Form 990, Return of Organization Exempt from Income Tax no later than November 15, unless an extension to file has been requested and granted. Annual returns shall be made available for public inspection without charge for a minimum of three years after the due date of the return.

ASI shall be liable for taxes under the Federal Insurance Contributions Act (FICA) on remuneration of \$100 or more paid to each employee during a calendar year. ASI is not liable for taxes imposed under the Federal Unemployment Tax Act.

13.1 Tax Preparation

The Controller shall periodically compare the data requirements of all new tax return forms with ASI reporting capabilities and seek revisions, as appropriate, to its coding structure/chart of accounts in order to report all required tax data. ASI shall maintain a "tickler" system to remind accounting staff of required filing due dates for:

- IRS Form W-2 - Wage and Tax Statement
- IRS Form W-3 - Transmittal of Income and Tax Statements
- IRS Form 941 - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes
- IRS Form 990 - Information Return of Organization Exempt or Claiming Exemption for Income Tax
- IRS Form 990-T - Return for Reporting Unrelated Business Income of Exempt Organizations, if needed
- IRS Form 1099 MISC (also 1099-DIV, 1099-INT, 1099-OID) - U.S. Annual Information Return for Recipients of Miscellaneous Income
- Quarterly and annual state(s) unemployment tax return(s)
- Quarterly State, local, & district sales and use tax filings
- Form 199- California Exempt Organizations annual information return
- Form DE3 - Quarterly California Employee Wage Report
- Form RRF-1 - Registration/Renewal Fee Report.

13.2 Tax Counsel

ASI shall retain its certified public accountant to prepare the entity's annual income returns.

13.3 Approval of Tax Returns

Before submission, all tax returns and the supporting schedules shall be reviewed by the Controller and approved by the Executive Director for accuracy and completeness.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Journal Entry	To record transactions to the general ledger that are not entered through any subsidiary ledger	A.S. Business Office	ASI Controller	Within ten days of the end of the month during which the underlying accounting event occurred
Signature Authorization Card	To identify and provide specimen signatures of those persons authorized to make transactions on an ASI budgetary account	A.S. Business Office	Authorized budget area signatory	At or near the beginning of the fiscal year (July 1) and revise anytime signature authority changes

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-15
Title: **“Approval of Establishing Policy on Accounts Payable”**
Date submitted: May 2, 2006
Status:
- Placed on the Order of Business for May 10, 2006

Resolved, that the Associated Students Senate approves proposed **Policy on Accounts Payable** as presented by the Board of Control.

###

Accounts Payable

PURPOSE 1

POLICY STATEMENT 1

WHO SHOULD KNOW THIS POLICY 2

DEFINITIONS 2

REGULATIONS 2

 1.0 EXPENSE RECOGNITION..... 2

 1.1 *Timing of Purchases*..... 2

 1.2 *Receipt of Invoices* 3

 1.3 *Period End Closing Delayed* 3

 2.0 SEGREGATION OF DUTIES 3

 3.0 PAYMENT 3

 3.1 *Requests for Payment*..... 3

 3.2 *Check Preparation*..... 4

 3.3 *Check Register* 4

 3.4 *Check Signing*..... 4

 3.5 *Cancellation of Supporting Documentation*..... 4

 3.6 *General Ledger Control Account* 4

 4.0 VENDOR CREDITS 5

 5.0 INTERNAL REVIEW..... 5

FORMS 5

Purpose

The Associated Students, Incorporated has an adopted Policy on Procurement that guides the conduct of ASI employees and agents who engage in the purchase of goods and services in support of ASI's programs, activities and services. Fundamental to the successful operation of a procurement program, and to ASI itself, is the establishment and maintenance of positive vendor relations, a favorable credit rating, and effective cash management. The Policy on Accounts Payable seeks to achieve these ends through the adoption and observance of the following regulations.

Policy Statement

It is the policy of the Associated Students that all payments for goods or services received by the corporation be processed solely through the Associated Students Business Office in accordance with general accepted accounting principals, ASI's Policy on Procurement, and the following regulations. Payment for goods and services shall be adequately documented, reflected in the

proper accounting period, and remitted in accordance with vendor terms. Controls shall be established over vendor invoices as soon as they are received to ensure accomplishment of these objectives.

Who Should Know This Policy

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Accounts payable	Amount owed to a vendor or supplier for goods delivered or services completed
Accrual basis	The basis of accounting wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period.
Disbursement	Payment by cash or check.
Invoice	A detailed list of goods shipped or services rendered, with an account of all costs; an itemized bill
Packing slip	A document which itemizes in detail the contents of a particular package or shipment
Period end closing	Process by which the books of accounts are reconciled and closed to any further transactions in preparation for the production of monthly or annual financial statements
Procurement	The combined functions of purchasing, inventory control, receiving, inspection, and store keeping.

Regulations

1.0 Expense Recognition

It is the policy of ASI to maintain its accounting records on an accrual basis. Accordingly, the liability for goods or services provided to ASI shall be recorded in the same accounting period in which the goods or services were received. Time delays in receiving and processing invoices for goods or services can cause ASI to record the associated liability in a subsequent month and therefore distort the presentation of ASI's financial position. To ensure that liabilities are recorded to the proper accounting period, the following procedures shall be observed:

1.1 Timing of Purchases

To ensure the timely receipt and processing of invoices, all departments shall, to the greatest extent possible, restrict their purchasing activity to the first ten days of the month. Purchasing activity after this period is permissible provided the amount due can be accrued within the same month that the goods or services were received. Likewise, Employee Expense Reports

and Revolving Fund Expense Reports shall be submitted within the same month in which the out-of-pocket expenses were incurred. This shall apply to all purchases, including those made with personal or corporate credit cards.

Although the Business Office cannot refuse to pay invoices or reimburse receipts submitted late, persistent violation of these regulations will be referred to management.

1.2 Receipt of Invoices

All vendors shall be instructed to mail invoices directly to the following address:

Associated Students Business Office
ATTENTION: Accounts Payable
1212 Bellflower Boulevard, Suite 220
Long Beach, CA 90815-4199

Vendors must be instructed NOT to send invoices to any other office or address. Upon receipt, all incoming invoices shall be recorded and monitored by the Business Office to ensure timely submission for payment.

1.3 Period End Closing Delayed

Closing of the accounting records for a particular month shall be delayed until the 15th of the following month to permit receipt and posting of vendor invoices to the proper period.

2.0 Segregation of Duties

The recording of expenses and the related liability shall be recorded by employees independent of any ordering or receiving functions. In addition, checks shall be prepared by employees other than those who initiate or approve any documents that result in disbursements. Accordingly, the ASI Expenditure Technician shall not be permitted to place orders for goods or services, to approve orders for goods or services, or to receive goods or services.

3.0 Payment

3.1 Requests for Payment

Payment for goods or services received shall be issued through Accounts Payable only upon submission of a Request for Payment or Purchase form (RPP) assembled with the following documents:

- Vendor Invoice (or receipt in case of reimbursement)
- Packing Slip (unless the item was picked up directly from the vendor, in which case the receipt or invoice will serve as the packing slip)
- Purchase Order, if applicable
- Authorization of receipt of goods or services (This may be indicated on the packing slip, on the purchase order, or on the invoice/receipt.)

Upon receipt of a Request for Payment or Purchase, the Expenditures Technician will enter the invoice into the Accounts Payable module and update the Invoice Register. The purchase will be expensed to the proper account(s) and a corresponding liability will be set up in the General Ledger.

To ensure that disbursements are adequately supported, the Staff Accountant will periodically trace a sampling of checks to the underlying source documents.

3.2 Check Preparation

Invoices shall be selected for payment at the latest acceptable time, while maintaining positive vendor relationships. Early payment discounts shall be taken advantage of whenever applicable and shall be credited to the originating department. Likewise, any late payment penalties shall be expensed to the originating department and reported to that department's management.

ASI will use sequentially numbered checks and account for any missing numbers (i.e., voided checks, cancelled checks). Supplies of unused check stock shall be properly safeguarded by storage in the vault.

3.3 Check Register

A Check Register will be generated after checks have been printed. The Check Register will be reviewed for the numerical sequence of checks and posted to the General Ledger control account upon approval by the Controller or designee. Check number sequences shall be recorded to a log. A Claim Schedule shall then be prepared in accordance with ASI's Policy on Banking.

3.4 Check Signing

The Claim Schedule and all supporting documents shall be forwarded to the Associate Vice President of Financial Management or designee for review and check signing. Signed checks shall then returned to the Business Office and disbursed as requested by the requesting department. In no case, shall checks in payment of accounts payable be returned to the originator of the request, unless the originator is the payee (i.e. authorized reimbursements)

3.5 Cancellation of Supporting Documentation

Copies of the check, RPP, invoice and supporting documents will be filed in the vendor files, maintained, and secured under the supervision of the Expenditures Technician. Supporting documentation shall be cancelled by the Expenditure Technician to prevent subsequent reuse.

3.6 General Ledger Control Account

To ensure the accuracy, completeness, and timeliness of accounts payable balances, ASI will employ a General Ledger control account. The Expenditures Technician shall post only to the General Ledger control account. This accounts payable control account will be reconciled with purchase and cash disbursement transactions by the Expenditure Technician. On a monthly basis, the balance in the Invoice Register will be reconciled with the control account.

4.0 Vendor Credits

Debit balances in the Invoice Register will be resolved by either treating them as an offset against other amounts due the vendor or by requesting payment from the vendor.

5.0 Internal Review

The ASI Controller will monitor the overall integrity of the accounts payable system and the extent of compliance with expense recognition, timeliness of vendor payment, and adequacy of disbursement documentation. Budget area administrators who consistently fail to observe the regulations of this policy shall be referred to management for possible disciplinary action.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Request for Payment or Purchase (RPP)	To request a check or purchase order	A.S. Business Office	Authorized budget area signatory	Submit at least four business days before desired date of disbursement
Claim Schedule	To request the authorization of disbursements from an ASI checking account	Business Office	An authorized officer of the corporation as defined in ASI Banking Policy AND An authorized staff member as defined in ASI's Banking Policy	Must be submitted with the check(s) for which signature is requested.
Employee Expense Report	To document the purchase of goods or services by an employee for official ASI business for which the employee is entitled to reimbursement.	A.S. Business Office	Budget Area Administrator or next higher level of management	At least four (4) business days before desired date of reimbursement
Revolving Fund Expense Report	To request cash reimbursement for the purchase of goods or services totaling less than \$50 plus tax	A.S. Business Office	Authorized budget area signatory	Between 9 a.m. and 4 p.m., Monday through Friday (except holidays). Only one filing per person per day.

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-16
Title: **“Approval of Establishing Policy on Escheatment”**
Date submitted: May 2, 2006
Status:
- Placed on the Order of Business for May 10, 2006

Resolved, that the Associated Students Senate approves proposed **Policy on Escheatment** as presented by the Board of Control.

###

Cash Management

PURPOSE	1
POLICY STATEMENT	1
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
REGULATIONS	2
1.0 EXPEDITING CASH RECEIPTS	2
2.0 BANK DEPOSITS.....	3
2.1 <i>Maximizing Return on Idle Funds</i>	3
3.0 COLLECTION PRACTICES.....	3
4.0 DEFERRING DISBURSEMENTS	3
5.0 BANK ACCOUNT RECONCILIATION	3
5.1 <i>Preparing Bank Account Reconciliations</i>	3
6.2 <i>Determination of Reconciling Items</i>	3
6.3 <i>Review of Bank Account Reconciliations</i>	4
FORMS	4

Purpose

Cash is required to pay for all assets and services purchased by the Associated Students, Incorporated and to meet future obligations as they come due. The disbursement of cash is a regular occurrence and a sufficient level of cash should be kept available to meet these requirements. The ASI Policy on Cash Management is intended to provide guidance on the management of cash balances consistent with ASI's Policy on Investment of Working Capital.

Policy Statement

It is the policy of the Associated Students, Incorporated to maintain an effective system of cash management that anticipates cash needs and plans adequately to satisfy them. Banking, cash management, and short-term investment activity shall be the responsibility of the Executive Director and his designee, the ASI Controller, and is to be implemented according to the following regulations.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Cash receipts	A payment for goods or services or a gift or contribution to ASI that is received in any one of the following forms: currency, coin, check, money order, travelers check, electronic funds transfer, credit card transaction, or debit card transaction
Deposit	The delivery of cash to the ASI Business Office.
Disbursements	Payment by cash or check.
Idle funds	Cash that is not required for current operations
Working capital	Current assets minus current liabilities. Also called net current assets or current capital.

Regulations

1.0 Expediting Cash Receipts

The time lag between the provision of goods and services and the deposit of funds in payment for them shall be minimized to the greatest extent possible through adherence to the following practices.

- Invoices shall be prepared and issued as close as possible to the date on which goods or services were provided, and in all instances posted to the same month in which the goods or services were provided
- All customer remittances shall be sent to the following address:

Associated Students Business Office
 ATTENTION: Accounts Receivable
 1212 Bellflower Boulevard, Suite 220
 Long Beach, CA 90815-4199

No other ASI office is authorized to receive customer remittances by mail. Refer to ASI's Policy on Cash Receipts.

- Departments providing goods or services may offer early payment discount terms to promote quicker customer payment, subject to the review and approval of the Controller and Executive Director.

2.0 Bank Deposits

Receipts of all ASI funds shall be deposited directly into accounts established at ASI's primary bank under the custodianship of the CSULB Associate Vice President for Financial Management or designee. ASI shall use a contracted armored car carrier to make bank deliveries. The Vault Teller shall deposit all cash sales and check payments intact every Tuesday and Thursday.

Wherever possible, ASI will request that payee remittances be made by electronic funds transfer (EFT) to the appropriate ASI bank account.

2.1 Maximizing Return on Idle Funds

Cash not required for operations shall be invested in accordance with ASI's Policy on Investment of Working Capital.

3.0 Collection Practices

Accounts receivable shall be reviewed regularly and continuously for past due balances. Delinquent accounts shall be contacted and collection proceedings initiated promptly, pursuant to ASI's Policy on Accounts Receivable.

4.0 Deferring Disbursements

Cash disbursements shall be made at the latest acceptable time, provided vendor relationships are not adversely affected. Early payment discounts will be taken whenever possible. Checks shall be mailed at the end of the day and, if possible, at the end of the week.

5.0 Bank Account Reconciliation

Adequate steps shall be taken to confirm the accuracy of bank balances shown in the general ledger.

5.1 Preparing Bank Account Reconciliations

Bank balances reflected on the monthly bank statements shall be reconciled to the general ledger balance on a monthly basis by the Staff Accountant. Data from cash receipts and cash disbursement journals shall be compared with details reported on the bank statement. Discrepancies shall be listed for investigation. The Staff Accountant shall receive the bank statements directly from the bank and retain them until the reconciliations are completed. Reconciliation of bank statements for a particular month shall be completed prior to the end of the following month.

6.2 Determination of Reconciling Items

Discrepancies between general ledger cash balances and closing balances reported on bank statements shall be investigated in all cases where:

- Unmatched data in cash receipts and disbursement journals fail to clear the bank within a reasonable period of time

- Unmatched items on bank statements are unanticipated or appear erroneous to the Staff Accountant
- Data in cash receipts and disbursement journals do not match corresponding entries on the bank statement.

6.3 Review of Bank Account Reconciliations

Bank reconciliations and correcting adjustments to general ledger cash balances shall be reviewed and approved by the ASI Controller prior to the end of the following month. The ASI Controller shall review and discuss the bank reconciliations with the Associate Vice President of Financial Management on a monthly basis.

Forms

There are no forms associated with the execution of this policy.

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-17
Title: **“Approval of Establishing Policy on Cash Management”**
Date submitted: May 2, 2006
Status:
- Placed on the Order of Business for May 10, 2006

Resolved, that the Associated Students Senate approves proposed **Policy on Cash Management** as presented by the Board of Control.

###

Escheatment

PURPOSE	1
POLICY STATEMENT	1
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS.....	2
REGULATIONS	2
1.0 ACCOUNTING CONTROLS	2
2.0 REPORTING TO THE STATE.....	3
2.1 <i>Uncashed Checks</i>	3
2.1.1 Review Process	3
2.1.2 Verification Letters	3
2.1.3 Replacement Checks	3
2.2 <i>Credit Balances</i>	3
2.2.1 Review Process	4
2.2.2 Verification Letters	4
2.2.3 Refund Checks	4
2.3 <i>Agency Accounts</i>	4
2.3.1 Review Process	4
2.3.2 Verification Letters	4
2.3.3 Account Reactivation.....	5
3.0 RECORDS	5
4.0 ANNUAL REPORT TO THE BOARD OF CONTROL	5
5.0 REVIEW.....	5
FORMS.....	5

Purpose

The Associated Students, Incorporated is required by law to comply with the requirements of California's Unclaimed Property Law, which relates to various forms of abandoned property including uncashed checks. California's Unclaimed Property Law requires corporations to annually report and deliver abandoned or unclaimed property to the State Controller's Office. The purpose of this policy is to document regulations and procedures to ensure ASI's compliance with the law.

Policy Statement

It is the policy of the Associated Students, Incorporated to comply with the California Unclaimed Property Law. The ASI Business Office shall be responsible for ensuring that ASI is in compliance with the California Unclaimed Property Law as well as for putting processes and procedures in

place to minimize escheatable property. At the Board of Control meeting immediately following the November 1 reporting deadline, the ASI Controller will present an escheatment report to the Board.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Dormancy Period	A period of time, as defined by state law, during which property remains unclaimed. For uncashed check, the period is three years. For payroll checks, the period is one year.
Escheatment	The process of turning over unclaimed or abandoned property to the state
Holder	Any person in possession of property belonging to another, for example a trustee in the case of a trust
Owner	A depositor in case of a deposit, a beneficiary in case of a trust, or creditor, claimant, or payee in other cases, or any person having a legal or equitable interest in property, or his or her legal representative
Unclaimed Property	Any financial asset that has been left inactive by the owner by the end of the dormancy period. The California Unclaimed Property Law does NOT include real estate

Regulations

1.0 Accounting Controls

The ASI Business Office will establish appropriate accounting controls and procedures in order to limit escheatable property. This includes but is not limited to:

- 1) Maintaining proper accounting systems
- 2) Developing controls to prevent credits from being absorbed
- 3) Creating reports that identify and age outstanding checks, open credit memos, and on-account cash
- 4) Reconciling accounts and researching discrepancies on a regular basis.

2.0 Reporting to the State

Funds escheated to the State of California must be reported to the State Controller pursuant to California Code of Civil Procedure Title 10, Chapter 7 §1530. The ASI Business Office will file the report using the form or format dictated by the State Controller and will include all information requested in Code of Civil Procedure Title 10, Chapter 7 §1530. The ASI Business Office will file the report before November 1 of each year for property unclaimed as of June 30 of the preceding fiscal year-end. The ASI Controller will verify the report prior to submission.

If there is nothing to escheat, a report to the State shall not be required unless requested by the State in writing.

2.1 Uncashed Checks

Checks drawn on ASI bank accounts that remain on the outstanding check reconciliation list after 90 days from check date shall be considered stale dated, and shall not be honored by ASI's bank if presented for payment. Stale dated checks shall be voided and removed from the outstanding list. A Journal Entry shall be prepared to transfer the funds to a liability account.

2.1.1 Review Process

When checks become stale dated, the Staff Accountant shall generate a report detailing the payee information. This report is provided to the Expenditure Technician for review. The Expenditure Technician shall verify that the payee does not owe money to ASI, and if the payee does, provide descriptive information as needed to apply the uncashed check to offset the outstanding debt.

2.1.2 Verification Letters

After the review is complete, the Expenditure Technician shall generate verification letters to payees for checks of \$50 or more and mail them within 30 days of the write off. The verification letter shall contain the payee's name and address on record, check number, date of check, description if available, and a contact person for related questions. The letter shall also contain a section for the payee to certify that the check was never received or was lost, and to request re-issuance.

No verification letter will be sent to payees of checks for less than \$50.

2.1.3 Replacement Checks

If the payee signs and returns the letter to certify that the check was never received or was lost, the check shall be replaced. The replacement check will be charged to the liability account to which the stale dated check had been accrued. The associated payee information shall be entered into the unclaimed property database so that the check is not escheated to the state.

If a response is not received from the payee, the funds shall be held by ASI until turned over to the state in accordance with escheatment laws.

2.2 Credit Balances

Customer credit balances on the Accounts Receivable subsidiary ledger shall be analyzed on a quarterly basis to determine the underlying cause. The Accounts Receivable Technician will review this analysis with the Controller and attempt to clear the credit balances accordingly,

either through customer refunds or offsetting debit memos where warranted (i.e. errors in billing). Credit balances that remain on the accounts receivable ageing report after 180 days shall be considered stale dated. Stale dated credit balances shall be voided and removed from the outstanding list. A Journal Entry shall be prepared to transfer the funds to a liability account.

2.2.1 Review Process

When credit balances become stale dated, the Accounts Receivable Technician shall generate a report detailing the payee information. This report shall be provided to the Controller for review. The Accounts Receivable Technicians shall verify that the customer does not owe money elsewhere to ASI, and if the customer does, provide descriptive information as needed to apply the account balance to offset the outstanding debt.

2.2.2 Verification Letters

After the review is complete, the Accounts Receivable Technician shall generate verification letters to customers with credit balances of \$50 or more and mail them within 30 days of the write off. The verification letter shall contain the payee's name and address on record, credit amount, date of credit, description if available, and a contact person for related questions. The letter shall also contain a section for the payee to request issuance of a check to refund the credit balance.

No verification letter will be sent to customers with credit balances of less than \$50.

2.2.3 Refund Checks

If the payee signs and returns the letter, a check shall be issued in the amount of the credit balance. The check will be charged to the liability account to which the credit balance had been accrued. The associated customer information shall be entered into the unclaimed property database so that the check is not escheated to the state.

If a response is not received from the payee, the funds shall be held by ASI until turned over to the state in accordance with escheatment laws.

2.3 Agency Accounts

If for one fiscal year there have been no transactions on an agency account, the agency account shall be considered dormant. A Journal Entry shall be prepared to transfer the funds to a liability account, and if unclaimed after a period of three years, the funds will be escheated to the State.

2.3.1 Review Process

When agency accounts become dormant, the Staff Accountant shall generate a report detailing the account holder information. This report shall be provided to the Accounts Receivable Technician and Expenditures Technician for review. The Technicians shall verify that the account holder does not owe money to ASI, and if the account holder does, provide descriptive information as needed to apply the account balance to offset the outstanding debt.

2.3.2 Verification Letters

After the review is complete, the Staff Accountant shall generate verification letters to holders of accounts with balances of \$50 or more and mail them within 30 days of the write off. The

verification letter shall contain the accounts holder's name and address on record, account number, account balance, and a contact person for related questions. The letter shall also contain a section for the payee to request re-activation of the account.

No verification letter is sent to account holders with balances of less than \$50.

2.3.3 Account Reactivation

If the account holder signs and returns the letter and updates their Agency Account Application and Agreement, the agency account shall be reactivated and the funds restored to the agency account. The replaced funds will be charged to the liability account to which the dormant account had been accrued. The associated account holder information shall be entered into the unclaimed property database so that the account balance is not escheated to the state.

If a response is not received from the payee, the funds shall be held by ASI until turned over to the state in accordance with escheatment laws.

3.0 Records

The ASI Business Office will keep records pertaining to escheated funds or property for seven (7) years after such funds or property is reported to the State Controller, pursuant to California Administrative Code Title 2 – Subchapter 8 §1174.

4.0 Annual Report to the Board of Control

At the first Board of Control meeting that occurs after the November 1st reporting deadline, the ASI Controller will present a report on what, if anything was escheated to the State under this policy.

5.0 Review

Barring any significant changes in California law with regard to escheatment, this Escheatment Policy will remain in effect without Board review. Business Office staff, however, will review this policy at least annually to ensure its appropriateness. Any proposed amendments or variations of this policy would require a majority approval by the Board of Directors.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Journal Entry	To record the transfer of outstanding staledated checks to the proper liability account in preparation for possible escheatment to the State Controller's Office	A.S. Business Office	ASI Controller	Within thirty days of the date on which a check remains uncashed for a period of six months
Application and Agreement for Agency Accounting Services	To establish an agency account with the A.S. Business Office and indicate acceptance of the term and conditions of agency account services	A.S. Business Office	ASI Controller or designee	Submit at least 72 hours before initial deposit to account

**ASSOCIATED STUDENTS
OF
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: Bylaw Amendment #2006-10
Title: "Corporate Logo Amendment"
Sponsored by: Vice President Hironao Okahana
Date submitted: April 26, 2006
Status:
- Placed on the Order of Business for May 10, 2006

Be it enacted by the Associated Students Senate to amend Chapter II of the Bylaws of the Associated Students as follows;

Article XIII. The Corporate Logo

The corporate logo shall consist of an uppercase letter "A" representing the word "Associated". Within the "A" frame at its center base is a smaller upper-case letter "S" representing the word "Students". Immediately above the "S" is a gold dot. Underneath the "A" are the words "Associated Students. Incorporated." and at the bottom, the words "California State University, Long Beach". . The "A" frame represents the CSULB Pyramid, a readily identifiable symbol of our great university. Within the frame, the letter "s" represents a curved road leading to the future, which is illuminated by the golden sun of enlightenment, symbolized by the gold dot.

###

**ASSOCIATED STUDENTS
OF CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: Senate Resolution #2006-31
Title: "LEGISLATIVE POSITIONS #2"
Sponsored by: Select Committee on Governmental Affairs
Date Submitted: May 3, 2006
Status:
- Placed on the Order of Business for May 10, 2006

RESOLVED that the Senate adopt Legislative Positions #2 as recommended by the Select Committee on Governmental Affairs on May 3, 2006.

###

Resume of Senate Activities

- **By unanimous consent agreement, Section 89305.4(c)(2) of California Education Code was invoked and Section IV.J of Standing Rules of the Senate was waived to place the resolution for consideration on April 26, 2006**
- **Introduced to the Senate on April 26, 2006**
- **Motion to agree entered (Ms. Herrera/Ms. Cruz) on April 26, 2006**
 - **By unanimous consent agreement, first reading was waived.**
 - **Motion to amend (by striking 2nd resolve) entered (Mr. Cooper/Mr. Todoroff)**
 - **By unanimous consent, the motion was modified to adjust time for building closure to be 12-2pm.**
 - **Motion to close further debate on the Cooper Amendment (Mr. Witt/Mr. D'onofrio) failed
(4 YEAS – 15 NAYS – 1 ABSTAIN)**
 - **Cooper Amendment, as modified failed
(3 YEAS – 12 NAYS – 2 ABSTAINS)**
 - **Motion to amend (by striking 2nd resolve) entered (Ms. Stanton/Mr. Cooper)**
 - **Motion to close further debate on the Stanton Amendment (Ms. McClinton/Ms. Stanton) agreed to.
(17 YEAS – 2 NAYS – 1 ABSTAIN)**
 - **Stanton Amendment failed
(5 YEAS – 14 NAYS – 1 ABSTAIN)**
 - **Motion to amend (by substituting 2nd resolve to instruct USU food vendors to be closed duration of the day) entered (Ms. Cruz/Ms. McClinton)**
 - **Motion to close further debate on the Cruz Amendment (Mr. Sanchez/Mr. Emenhiser) agreed to
(18 YEAS – 1 NAY – 1 ABSTAIN)**
 - **Cruz Amendment failed
(6 YEAS – 12 NAYS – 2 ABSTAINS)**
 - **Motion to amend (by substituting 2nd resolve to encourage students and campus community to avoid use of vendors on May 1st, 2006) entered (Ms. Chau/Ms. Herrera)**
 - **Motion to close further debate on the Chau Amendment (Mr. Emenhiser/Mr. Mariano) agreed to.
(17 YEAS – 1 NAY – 1 ABSTAIN)**
 - **Chau Amendment agreed to
(11 YEAS – 7 NAYS – 2 ABSTAINS)**
 - **By unanimous consent agreement, an additional resolve clause was inserted to specify the wording of signage to be provided by the Associated Students.**
- **Motion was agreed to as modified
(16 YEAS – 3 NAYS – 1 ABSTAIN)**

Hironao Okahana, Chairman of the Associated Students Senate

Jamie A. Pollock, President of the Associated Students



LEGISLATIVE POSITIONS MAY, 2006

SENATE/BOARD OF DIRECTORS
ASSOCIATED STUDENTS, INC
CALIFORNIA STATE UNIVERSITY, LONG BEACH

AB 58 (Nunez)

Kindergarten-University Public Education Facilities Bond Act of 2006
As amended on January 4, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: January 18, 2006 – In Assembly Appropriations Committee: Set, first hearing. Hearing canceled at the request of author.

Is Fiscal: YES **Is Urgency:** NO

Introduced: December 6, 2004

Summary: Existing law, the Leroy F. Greene School Facilities Act of 1998, requires the State Allocation Board to allocate to applicant school districts, prescribed per-unhoused-pupil state funding for construction and modernization of school facilities, including hardship funding, and supplemental funding for site development and acquisition. This bill, on and after January 1, 2009, would delete the requirement that the calculation for existing school building capacity submitted in support of an application for new construction funds be adjusted as required for first priority status. This bill contains other related provisions and other existing laws.

AB 546 (Garcia)

State computers: prohibited use: obscene matter
As amended on January 19, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: February 2, 2006 – Referred to Senate Committee on Judiciary

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 16, 2005

Summary: Existing law makes it unlawful and subject to a civil penalty for any elected state or local officer, appointee, employee, or consultant to use or permit others to use public resources for personal or other purposes that are not authorized by law. Existing law also provides that the incidental and minimal use of public resources is not subject to criminal prosecution. This bill, in furtherance of existing law, would make it unlawful for any person to knowingly use a state-owned or state-leased computer to access, view, download, or otherwise obtain obscene matter, as defined, except for specified purposes.

1212 Bellflower Boulevard, Long Beach, CA 90815-4199
(562)985-5241 • FAX (562)985-2454

AB 840 (Arambula)

Student financial aid: California Community College Transfer Cal Grant Entitlement Program.

As amended on January 23, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: February 2, 2006 – Referred to Senate Committee on Education

Is Fiscal: YES **Is Urgency:** YES

Introduced: February 18, 2005

Summary: Existing law, known as the Ortiz-Pacheco-Poochigian-Vasconcellos Cal Grant Act, establishes, among other programs, the California Community College Transfer Cal Grant Entitlement Program and the Competitive Cal Grant A and B award program, under the administration of the Student Aid Commission, and establishes eligibility requirements for awards under these programs. Existing law requires that a participant in the California Community College Transfer Cal Grant Entitlement Program, among other things, graduate from a California high school or its equivalent during or after the 2000-01 academic year. This bill would exempt from this requirement a student who graduated from a high school outside of California due solely to orders received from a branch of the United States Armed Forces by that student or by that student's parent or guardian that required that student to be outside of California at the time of high school graduation. The bill would also exempt from this requirement students for whom claims under this program were paid prior to December 1, 2005, students for whom a valid claim under this program for the 2004-05 award year or the fall term of the 2005 -06 award year is received after December 1, 2005, but no later than June 30, 2006, and students who, on or before February 15, 2006, provided the Student Aid Commission with evidence that, prior to December 1, 2005, the student applied for admission for winter or spring terms at a 4-year program at an institution of postsecondary education in California that is a qualifying institution, as defined. This bill contains other related provisions and other existing laws.

AB 958 (De La Torre)

California State University: nursing education: liability

As amended on January 26, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: February 2, 2006 – Referred to Senate Committee on Education

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 18, 2005

Summary: Existing law sets forth the missions and functions of California's public and independent segments of postsecondary education, and their respective institutions of higher education. Among the public segments of postsecondary education in the state is the California State University, as

administered by the Trustees of the California State University. This bill would provide that when, as part of a nursing education program, a California State University student is stationed at a hospital, the university is responsible for liability coverage for that student's activities, as well as the activities of any university faculty member, administrator, or staff person who participates in a university nursing education program.

AB 1072 (Liu)

Public postsecondary education: student fee policy
As amended on January 9, 2006

BOARD OF DIRECTORS' POSITION: SUPPORT

Status: February 2, 2006 – Referred to Senate Committee on Education

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 22, 2005

Summary: Existing law, known as the Donahoe Higher Education Act, provides for a public postsecondary education system in this state. This system consists of the University of California, the California State University, and the California Community Colleges. Existing law authorizes these institutions to require that mandatory systemwide fees, among other fees, be paid by students at these institutions. The provisions of the act apply to the University of California only to the extent that the Regents of the University of California act by resolution to make them applicable. This bill would add provisions to the act to express legislative findings and intent with respect to the process of setting student fee levels. The bill would require the Legislative Analyst's Office to annually provide the Legislature with information regarding the per-student cost of education at the California State University and the University of California and the share of that cost that is being paid by students at the respective institutions. This bill contains other related provisions.

AB 1315 (Liu)

Cal Grant B awards: access costs
As amended on January 23, 2006

BOARD OF DIRECTORS' POSITION:

Status: February 2, 2006 – Referred to Senate Committee on Education

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 22, 2005

Summary: Existing law, known as the Ortiz-Pacheco-Poohigian-Vasconcellos Cal Grant Program, establishes the Cal Grant B entitlement awards under the administration of the Student Aid Commission, and establishes eligibility requirements for awards under these programs for participating students attending qualifying institutions. The act authorizes these awards to be used for, among other purposes, the payment of certain access costs. The act prohibits

the annual amount of an award for access costs from exceeding \$1,551, as adjusted in the annual Budget Act. This bill would require the maximum award for access costs, for the 2006-07 award year, to be in an annual amount that equals at least \$1,551. Commencing with the 2007-08 award year, the bill would require the maximum award for access costs to be increased by not less than 5% and not more than 10% per year until the that amount equals at least 20% of the access costs for the budget category of a student living off-campus, as determined by the triennial Student Expense and Resource Survey, as adjusted for cost-of-living changes in a specified manner.

AB 1399 (Garcia)

Student financial aid: Cal grant eligibility for children of active duty military.
As amended on January 9, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: February 2, 2006 – Referred to Senate Committee on Education

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 22, 2005

Summary: Existing law, known as the Ortiz-Pacheco-Poohigian-Vasconcellos Cal Grant Act, establishes the Cal Grant A and B entitlement awards, the California Community College Transfer Entitlement awards, the Competitive Cal Grant A and B awards, the Cal Grant C awards, and the Cal Grant T awards under the administration of the Student Aid Commission, and establishes eligibility requirements for awards under these programs for participating students attending qualifying institutions. Existing law requires the commission to establish selection criteria that give special and additional consideration, as specified, to students applying for a competitive Cal Grant A or competitive Cal Grant B award. This bill would add children of California National Guard members who have ever been, at any time, called into active service or who are in active service, as specified, to the existing selection criteria that give applicants for competitive Cal Grant A and Cal Grant B awards additional consideration.

AB 1452 (Nunez)

Public postsecondary education: admissions policies.
As amended on May 27, 2005

BOARD OF DIRECTORS' POSITION: SUPPORT

Status: June 15, 2005 – Referred to Senate Committee on Education and Senate Committee on Judiciary

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 22, 2005

Summary: Existing law, known as the Donahoe Higher Education Act, sets forth, among other things, the missions and functions of California's public and

independent segments of higher education, and their respective institutions of higher education. Existing law establishes the University of California, under the administration of the Regents of the University of California, and the California State University, under the administration of the Trustees of the California State University, as 2 of the public segments of postsecondary education. Provisions of the Donahoe Higher Education Act apply to the University of California only to the extent that the regents act, by resolution, to make these provisions applicable. A provision of the act expresses legislative intent with respect to the determination of standards and criteria for admission to the University of California and the California State University. This bill would add to the act a provision authorizing the University of California and the California State University, until January 1, 2015, to consider race, gender, ethnicity, national origin, geographic origin, and household income, along with other relevant factors, in undergraduate and graduate admissions, so long as no preference is given, if and when the university, campus, college, school, or program is attempting to obtain educational benefit through the recruitment of a multifaceted, diverse student body. The bill would express legislative intent that the authority granted by the bill be implemented to the extent permitted by relevant case law and in conformity with a relevant provision of the California Constitution. This bill contains other related provisions.

AB 1532 (Bass)

Cal Grants: foster youth

As amended on January 13, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: February 9, 2006 – Referred to Senate Committee on Education and Senate Committee on Judiciary

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 22, 2005

Summary: The Ortiz-Pacheco-Poochigian-Vasconcellos Cal Grant Act establishes the Cal Grant A and B entitlement awards and the California Community College Transfer Entitlement awards, under the administration of the Student Aid Commission, and establishes eligibility requirements for awards under these programs for participating students attending qualifying institutions. The act, for Cal Grant A and B entitlement awards, requires that financial aid applications be submitted or postmarked no later than March 2 of the academic year of high school graduation or its equivalent for the award year immediately following the academic year of high school graduation or its equivalent, or no later than March 2 of the academic year following high school graduation or its equivalent for the 2nd award year following the year of high school graduation or its equivalent. The act, for California Community College Transfer Entitlement awards, requires that financial aid applications be submitted or postmarked no later than the March 2 of the year immediately preceding the award year. The act

also requires entitlement award applicants to submit a grade point average. This bill would exempt otherwise eligible foster youth, as defined, from those March 2 deadlines, commencing with applications for the 2007-08 award year. The bill would require the commission to make a preliminary award to a foster youth without requiring the report of a grade point average and to develop and adopt procedures to secure the required grade point average information after the identification of an otherwise eligible foster youth. Under the bill, no award would be final until official evidence is provided that the student met the high school or community college grade point average requirements.

ACA 6 (Wyland)

Public benefits

As amended on June 28, 2005

BOARD OF DIRECTORS' POSITION: OPPOSE

Status: January 5, 2006 – From Assembly Committee on Judiciary without further action pursuant to Joint Rule 62(a).

Is Fiscal: YES **Is Urgency:** NO

Introduced: December 6, 2004

Summary: Existing federal law, the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, requires any state that provides in-state tuition or other higher education benefits to undocumented immigrants to provide the same level of tuition to out-of-state residents. Existing federal law also prohibits, except as prescribed, the provision of state or local public benefits, as defined, to aliens who are not qualified aliens, except that federal law permits a state to provide for the eligibility of these aliens for state and local public benefits by a statute enacted after August 22, 1996, that affirmatively provides for that eligibility. This measure would prohibit the state from issuing any driver's license, state identification card, providing in -state tuition or fees for postsecondary education, granting any voting privileges, or providing any health, social, or other state or local public benefit to any person who is neither a citizen of the United States nor an alien lawfully present in the United States, unless the privilege, service, or the benefit is required to be provided pursuant to federal law. This bill contains other related provisions.

ACA 17 (Mullin)

Elections: voting age

As introduced on March 31, 2005

BOARD OF DIRECTORS' POSITION: SUPPORT

Status: August 29, 2005 – Read second time at the Assembly floor, pending third reading.

Is Fiscal: YES **Is Urgency:** NO

Introduced: March 31, 2005

Summary: The California Constitution authorizes any person who is a United States citizen 18 years of age and a resident of the State to vote. This measure additionally would authorize a person who is at least 17 years of age and will be 18 years of age at the time of the next general election, subject to compliance with applicable registration requirements, to register and vote at that general election and at any intervening primary or special election that occurs after the person is eligible to register to vote.

HR 27 (Horton, Jerome)

Relative to youth civic participation

As introduced on January 24, 2006

BOARD OF DIRECTORS' POSITION: SUPPORT

Status: January 24, 2006 – Introduced

Is Fiscal:NO **Is Urgency:** NO

Introduced: January 24, 2006

Summary:

Resolved by the Assembly of the State of California, That the people of the State of California recognize the importance of youth civic participation as essential to the future of our democracy and urge every organization involved in the electoral process and every level of government to focus its energies on encouraging youth participation whenever possible; and be it further

Resolved, That the Chief Clerk of the Assembly transmit copies of this resolution to the author for distribution.

(**HR does not contain summary of legislation.)

SB 160 (Cedillo)

Student financial aid: eligibility: California Dream Act.

As amended on January 10, 2006

BOARD OF DIRECTORS' POSITION: SUPPORT

Status: February 16, 2006 – Referred to Assembly Committee on Higher Education

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 8, 2005

Summary: Existing law requires that a person, other than a nonimmigrant alien as defined, who has attended high school in California for 3 or more years, who has graduated from a California high school or attained the equivalent thereof, who has registered at or attends an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001-02 academic year, and who, if he or she is an alien without lawful immigration status, has filed a prescribed affidavit, is exempted from paying nonresident tuition at the California Community Colleges and the California State University. This bill would enact the California Dream Act, which would require the Trustees of the

California State University and the Board of Governors of the California Community Colleges, and would request the Regents of the University of California, to establish procedures and forms that enable persons who are exempt from paying nonresident tuition under the provision described above, or who meet equivalent requirements adopted by the regents, to apply for, and participate in, all student aid programs administered by these segments to the full extent permitted by federal law. This provision would apply to the University of California only if the regents, by appropriate resolution, act to make it applicable. This bill contains other related provisions and other existing laws.

SB 191 (Cedillo)

Voter registration: public institutions of higher education.

As amended on July 13, 2005

BOARD OF DIRECTORS' POSITION: SUPPORT

Status: August 25, 2005 – Set for second hearing. In Senate Committee on Appropriations and held under submission

Is Fiscal: YES **Is Urgency:** NO

Introduced: February 10, 2005

Summary: Existing law requires the Secretary of State to annually provide secondary education and specified postsecondary education campuses with a number of voter registration forms consistent with the number of students enrolled at each school. The Secretary of State is required to provide written notice with each form instructing students regarding voter eligibility and where to file the completed forms. This bill would strongly urge the Regents of the University of California, and would require the Trustees of the California State University and the governing board of each community college district, to make the voter registration process available through an automated program, operated in coordination with the Secretary of State, that permits students, during their class registration process, to elect to receive a preprinted voter registration form, or distribute voter registration forms to students , as prescribed. This bill contains other related provisions and other existing laws.

SB 1117 (Denham)

University of California: executive compensation.

As introduced on January 4, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: January 19, 2006 – To Senate Committee on Rules

Is Fiscal: NO **Is Urgency:** NO

Introduced: January 10, 2006

Summary: The California Constitution establishes the University of California as a public trust with full powers of organization and government, as provided, and

administered by the Regents of the University of California. The California Constitution also requires meetings of the regents to be public, with specified exceptions and notice requirements. Existing law permits the regents to conduct closed sessions when they meet to consider or discuss specified topics, including, but not limited to, matters concerning the appointment, employment, performance, compensation, or dismissal of university officers or employees, excluding individual regents other than the president of the university. Existing law requires action by the regents on compensation proposals for the consideration of compensation for the principal officers of the regents and the officers of the university, as specified, to be only in open session. Existing law specifies that the compensation for the principal officers of the regents and the officers of the university includes salary, benefits, perquisites, specified severance payments, retirement benefits, or any other form of compensation. This bill would express the intent of the legislature to enact legislation that ensures that the regents immediately discontinue the practice of holding secret meetings to award salaries and benefits to University of California management executives and to strongly urge the regents to annually and fully disclose any and all compensation that every University of California management executive receives in a report to the legislature. The bill would further express the intent of the legislature to propose that the people of the state amend the California Constitution to eliminate the independence of the University of California, if the Regents of the University of California refuse to voluntarily disclose the system of compensating University of California management executives. The bill would also make legislative findings and declarations relating to the compensation of executives of the University of California.

SB 1181 (Maldonado)

Public postsecondary education: Supplemental Report on Academic and Executive Salaries.

As introduced on January 17, 2006

BOARD OF DIRECTORS' POSITION: NO POSITION

Status: February 22, 2006 – Set for hearing on March 22 by Senate Committee on Education

Is Fiscal: YES **Is Urgency:** YES

Introduced: January 17, 2006

Summary: Existing law, the Donahoe Higher Education Act, sets forth the missions and functions of the 3 segments comprising the state's public postsecondary education system. These segments are the University of California, administered by the Regents of the University of California, the California State University, administered by the Trustees of the California State University, and the California Community Colleges, administered by the Board of Governors of the California Community Colleges. Among other things, the act establishes the California Postsecondary Education Commission as the statewide postsecondary education planning and coordinating agency and

advisor to the Legislature and the Governor. This bill would require the commission to produce a Supplemental Report on Academic and Executive Salaries on a biennial basis, commencing on or before December 1, 2007, and contingent upon the availability of the resources necessary to produce the report. The report would include data on the total compensation, as defined, of specified executive-level and senior-level administrative positions on both the system and campus levels of the 3 public postsecondary segments. This bill contains other related provisions.