STUDENT INVOLVEMENT & REPRESENTATION FEE
The California State Student Association (CSSA) was established by CSU student body presidents, so that students have a formal means to inform and influence system, state and national policies that affect them.

The CSSA Board of Directors is composed of the elected student leaders from the 23 CSU campuses and serves as the official student voice for the California State University. The board meets regularly to take up issues critical to students. CSSA participates in university decision-making; maintains partnerships with higher education stakeholders; and provides students with leadership and professional development opportunities. CSSA represents, advocates, and serves CSU students.

History
CSSA was founded in 1958 as the CSU Student Presidents Association. For over 55 years our student leaders have engaged with the Chancellor’s Office and elected officials, ensuring student perspectives are considered.

Progress has been incremental. In the 1960s a student body president from San Jose State by the name of Bill Hauck achieved the seemingly small victory of becoming a recognized participant at CSU Trustee meetings, as it was noted that students indeed have a legitimate interest in trustee business. In the 1970s CSSA sponsored successful legislation to place a student on the CSU Board of Trustees and gained the authority to conduct the search and nomination process. Today we have two extraordinary students on the board who advocate for their 447,000 peers.

By the late 1970’s, CSSA changed its name from the CSU Student Presidents Association to the California State Student Association, in order to be a more inclusive organization to all students.

In recent years, CSSA has advocated for crucial policies that benefit students, and created new, innovative programs that help achieve its mission. Regarding policy, in 2007 CSSA was the principal sponsor of a bill that raised the Cal Grant B eligibility age from 24 to 27 years old and in 2010 it co-sponsored historic transfer reform legislation, SB 1440.

Programmatically, the last five years has seen the implementation of a popular Green Fund for student-driven sustainability projects, the creation of the Made in the CSU campaign, and the implementation of a federal relations program.

While the accomplishments are many, the needs are significant. Of utmost importance is the need to stabilize, anticipate funding levels, to become more independent, and to strengthen the organization to a level adequate for an association representing 447,000 CSU students.

Background on Systemwide Fee Discussions
According to archival documents, CSSA student leaders have been attempting to implement a systemwide fee since the mid-late 1970s. However, the organization has never come as we are now. Here is a timeline from just the last 15 years regarding attempts to implement a systemwide fee to stabilize and create independence for CSSA:

2000: CSSA executive officers propose and debate the merit of a fee with the Chancellor’s Office. Efforts were unsuccessful as CSSA could not obtain the support of the chancellor. Instead, the two parties and is
negotiated an annual funding allocation from the Chancellor's Office, which CSSA continues to receive today and is typically referred to as the “MOU with the Chancellor's Office.

**2009:** CSSA staff identified stable funding as a strategic planning goal that should be considered by the CSSA Board of Directors. Subsequently, the board adopted the 2015 Stability Plan, which was based on achieving a systemwide fee in order to stabilize, make independent, and grow the association. The plan identified three means to achieve fee implementation: campus referenda, legislative action, or Chancellor's Office and Trustee action.

After researching the options and conducting broad consultation with the administration and Associated Students staff and boards, CSSA staff and executive officers determined that the only feasible option was to work with the CSU to achieve the funding model change. Campus referenda were impossible from a practical and logistical standpoint, and legislative action was undesirable due to political concerns with tuition increases.

CSSA staff and officers began meetings with the chancellor in spring 2010. CSSA was given verbal support of the proposal as long as certain technical questions were addressed and revisited. Those topics included how the fees would be collected, how fees would be refunded to students who dropped out, and how spring admits would be charged the fee (the 2009 proposal assumed a fee assessment only in the fall). CSSA staffs were able to meet with various chancellor's office personnel to obtain answers to these questions. After months of research, CSSA staff and officers revisited the conversation with the chancellor. Unfortunately, he refused to provide final support of the proposal, despite having conducted the requisite research and providing responses that met the intent of the proposal.
At its January 25-26, 2014 plenary, the CSSA Board of Directors approved a proposal authorizing the implementation of a voluntary statewide fee to fund the association. This action has resulted in CSSA's leadership working with the Chancellor's Office to determine the most appropriate method of implementing a system wide fee to fund statewide student involvement, representation and participation in policy development. After much consideration, it has been determined that this proposal will be considered by the Board of Trustees as an information item at the March 25-26, 2014 meeting, followed by potential action at the May 6-7, 2014 meeting.

The California State Student Association, formerly known as the CSU Student Presidents Association, was established in 1959 and recognized by the trustees as the official CSU student representative body in 1963. The association ensures the CSU's most important stakeholders – its students – involvement and representation in system wide policy development. This role of our student body was further upheld in 2001 when the trustees adopted a policy on Student Participation in Policy Development, which states that, “The Board of Trustees and the Chancellor will provide CSSA an opportunity to offer opinions and make recommendations to the Board of Trustees and the Chancellor and/or the Campus Presidents with regard to university policies and procedures that have or will have an effect on students at the system wide level.”

Across the nation, established statewide student associations have funding models that yield student fee revenues through three primary avenues—voluntary membership dues, mandatory fees, and voluntary fees. CSSA's current funding model is unique in that it consists of voluntary membership dues (student fees) and system funding (Chancellor's Office). CSSA has been part of the CSU's shared governance model for over 55 years, advocating for legislation and working with the Chancellor's office on policies that are in the best interest of students. Authorization of a voluntary systemwide student involvement and representation fee would ensure that CSU students are represented in perpetuity before the legislature and in Congress, as well as the CSU Board of Trustees and Chancellor's Office.

The Student Involvement and Representation Fee (SIRF) would ensure that students have the individual choice to fund the activities of the association and, therefore, ensure the overall ability to participate in policy development at the system, state and national levels. The proposed fee amount is $2 per term, or $4 per year. Campuses on the quarter system will assess the fee in the fall and spring terms. While the trustees have authority to implement the fee, the CSSA Board of Directors will maintain authority regarding the governance and management of fee revenue. CSSA is also responsible for identifying a student-centered communications strategy during the fee deliberation process and carrying out communications activities post fee implementation.
October 2013
CSSA Representatives from CSU Long Beach introduced the CSSA systemwide fee concept to the executive committee via informal discussion. Long Beach communicated their intent to introduce the item to the board of directors at the November plenary meeting and began conversations with other members. Simultaneously, CSSA staff informed the Chancellor’s Office that CSSA was discussing a systemwide fee concept and began to discuss with them the possibility of implementing the new funding model should CSSA formally recommend it. From the beginning, the Chancellor’s Office was supportive, and Chancellor White himself offered full support to assist CSSA in achieving stable funding.

November 2013
The Student Involvement and Representation Fee concept was approved by the Executive Committee at the November 2013 CSSA plenary at Fresno State. This began formal deliberations by the elected student representatives from the 23 campuses who comprise CSSA.

APPENDIX: November 2013 CSSA Minutes

November 2013 – January 2014
Also at the November 2013 plenary, the representatives from Long Beach, along with executive officers, requested input on the fee proposal prior to it returning for action at the January CSSA meeting. The next two months allowed time for members to discuss the concept locally, to provide input on the proposal, and to generally facilitate conversation on the proposal.

January 2014
After much debate at the January 2014 CSSA plenary at CSU Fullerton, the organization voted in favor of approving this new funding model by an 18-5 vote. Campuses in opposition included Bakersfield, East Bay, San Luis Obispo, San Jose, and Stanislaus. From there we have worked closely with the CSU system's leadership to develop the Student Involvement and Representation (SIRF) fee proposal.

APPENDIX: Minutes from January 2014 CSSA Meeting
APPENDIX: Statement of Intent

March 2014
At the March 2014 Board of Trustees meeting, CSSA President Sarah Couch and CSULB ASI President Jon Haberstroh introduced the Student Involvement and Representation (SIRF) fee proposal to the Trustees’ Committee on Finance. The information item language is included in this packet, along with the visual presentation that accompanied it. During public comment prior to this item, there were about 15 campuses present to provide student comments in support of the item. The presentation assumed that the item would return as action at the subsequent May 2014 Board of Trustees meeting.

Following the March Board of Trustees meeting, CSSA staff began the process of addressing various elements of the fee proposal. This included broad outreach to CSU stakeholders, collaboration with Chancellor’s Office departments to develop the proposal, continued research on fee policy and other state funding models, and responding to media requests for information on the proposal.
April 2014
In late April 2014, CSSA Executive Director, Miles Nevin, met with the CSU General Counsel, Fram Virjee, and the Chancellor’s Deputy Chief of Staff, Jessica Darin, to discuss the status of the proposal. The meeting was requested by Miles in order to discuss the adoption of a CSSA resolution regarding the feasibility of annually allowing each Associated Students’ organization to determine if SIRF is collected on their respective campus. This represented a revisiting of this conversation, as it was discussed months prior at CSSA, and was found to be an unacceptable element to a proposal purported to achieve more stable, predictable, and independent funding.

At this meeting, the CSU General Counsel also disclosed his legal opinion that it would be most appropriate to consider legislative clarification on the trustees’ authority to implement a systemwide voluntary fee for CSSA prior to being brought back to the trustees as an action item. This opinion, in conjunction with new Chancellor’s Office staff and the CSSA resolution on individual campuses opting out of SIRF, led the CSU and CSSA to postpone adoption of the fee. This temporary delay was discussed with the CSSA Board of Directors at its May 2014 plenary at CSU Channel Islands.

June – July 2014
CSSA Staff continued to communicate with the Chancellor’s Office on clarification needed in the education code. By late June, the CSU had decided to insert clarifying language into AB 2736. CSSA’s Director of Government Relations, Meredith Turner, provided updates to the executive committee and board regarding the CSU’s efforts to clarify the education code. CSSA offered official support of the bill based on authority given to the executive committee earlier in the year, rather than returning to the CSSA Board for another vote.

September 2014
CSSA learned that AB 2736 was signed by the Governor and would become law on January 1, 2014. Since obtaining this clarification was the final step for the Chancellor’s Office prior to returning the item to the trustees for action, the CSU Trustees were then slated to take action on this proposal at its November 2014 meeting. At this time, the CSU also reengaged in the development of the fee system and finalized the Student Financial portal mock up.

October 2014
At CSSA’s October 2014 plenary at Humboldt State, officers and staff updated the board on the signing of AB 2736 and the pending action item with the Board of Trustees. Due to board members not having enough information and wanting a final opportunity to collect feedback from their respective Associated Students boards, several CSSA members requested that the trustees pull the SIRF action item. Upon returning to Long Beach, Miles Nevin met with the Chancellor’s Chief of Staff, Lars Walton, and the Chair of
the Board of Trustees, Lou Monville, and requested that the item be pulled. They agreed to pull the item based on CSSA's plan to review all elements of the proposal one last time at its November 2014 plenary at San Luis Obispo.

Additional Information Regarding the April 2014 Decision to Delay Trustees’ Action on SIRF
After the March 2014 Board of Trustees meeting, action on SIRF was delayed due to several reasons. This document is intended to identify and explain those reasons:

CSU Staff Turnover
There are two key CSU administrators whose involvement in SIRF is crucial to its processes and progress. They include the Executive Vice Chancellor of Business and Finance and the Executive Vice Chancellor and General Counsel. When CSSA presented the SIRF information item to the trustees in March, both of these positions were in the middle of transition. It was necessary, therefore, to allow these two administrators enough time to research, understand, and comment on the various details of the fee proposal before it could be acted on by the trustees.

CSU Desire to Clarify Education Code
Upon joining the CSU System, General Counsel Fram Virjee began reviewing the Student Involvement and Representation (SIRF) fee proposal in order to understand its legal implications for the CSU Trustees. That review resulted in his recommendation to the chancellor to seek education code clarification prior to asking the trustees to implement the new fee proposal. This presented a significant change in course, and subsequent delay, in the process of approving the fee.

APPENDIX: AB2736

CSSA Desire to Further Discuss Proposal
The third purpose of delaying action on SIRF was to continue discussion and consultation with students at both the CSSA and campus levels. Since the Chancellor’s Office needed additional time to work out details, CSSA continued to discuss the proposal through Roundtable Groups, Associated Students board meetings, campus forums, campus visits, and media interviews.

CSSA Exploration of Yearly Campus Opt-Out
The need to continue discussing SIRF at the CSSA level was also demonstrated at the April CSSA plenary at San Diego State University (SDSU). At this meeting, the board was slated to consider a resolution introduced by Humboldt State University (HSU) intended to clearly outline the expectation that CSSA membership dues and Chancellor’s Office funding be eliminated upon the implementation of SIRF. However, this resolution was dramatically changed through an amendment by San Jose State University (SJSU) that added a resolved statement requesting the chancellor and trustees to refrain from collecting the SIRF fee on a year-to-year basis but, rather, on a campus-to-campus basis should that Associated Students organization not appoint CSSA representatives to the statewide CSSA Board during any particular year. CSSA staff provided strong opposition to the amendment since it was contradictory to the proposal CSSA originally sent to the chancellor and trustees, as well as not possible to implement within the parameters of the broader proposal.
Upon returning to Long Beach, CSSA staff relayed the passage of this resolution to Chancellor White and Chair Linscheid. Both reiterated that they would not support recommending that kind of fee policy to the trustees but were committed to continuing to work towards a stable and predictable funding model based on the original request made by CSSA.

This element of the proposal has also been discussed with the current Chair of the Board of Trustees, Lou Monville, who has reiterated that an annual campus-by-campus decision to either opt in or out of the fee is neither an option for the trustees nor would it generate stability for CSSA.

APPENDIX: Draft Board of Trustees Action Item on SIRF
APPENDIX: SIRF Strategic Roundtable Notes
Proposed by Students
In October 2013, CSSA representatives from CSU Long Beach introduced the CSSA systemwide fee concept to the executive committee via informal discussion. At CSSA's November plenary, the Student Involvement and Representation Fee (SIRF) concept was officially proposed by CSU Long Beach in order to achieve a more stable funding model, gain independence from the Chancellor’s office, and create more opportunity for student engagement and advocacy. The CSU Chancellor and Trustees appreciated that this proposal came from students and not from state lawmakers or system administrators.

Systemwide Assessment
All regularly enrolled students will be assessed the fee. Students utilizing a tuition fee waiver or enrolled in Extended Education courses, will not be assessed the fee. Students enrolled in multiple campuses through CourseMatch will not be assessed the fee twice.

Student Choice/Voluntary Nature of Fee
All current fees within the CSU are mandatory and require a student to pay them before enrolling in classes. Once established, these mandatory fees are required from every student currently enrolled, as well as those enrolling in subsequent years. SIRF would, instead, provide each CSU student the opportunity to decline to pay the fee each semester when it is assessed.

Why not opt-in?
As a reminder, the goal of SIRF is to create stability, predictability, and independence for CSSA's funding. An opt-in fee is not a reliable source in which to fund critical components of an organization, such as programs, administration, and infrastructure. Because CSSA is working on behalf of all CSU students regardless of them knowing it, creating an opt-out fee is appropriate, as it allows for general funding stability and predictability, while also allowing for students to elect not to pay if they so choose.

Why not mandatory?
The 2013/14 CSSA board briefly discussed the concept of a mandatory fee but decided against it for 2 reasons:

1. Because of the political and public policy roles of CSSA, students should have the ability to evaluate the organization and, subsequently, choose whether or not to provide financial support.
2. CSSA relies on voluntary student dollars in order to execute its advocacy strategy. Mandatory student dollars cannot be used to directly advocate to the legislature, as it is prohibited by both the Education Code and Corporations Code.

Why not referendum?
There is no structure in place that allows CSSA to run referenda on campuses. There is, however, a policy that allows the trustees to establish a voluntary fee for CSSA at the systemwide level. These facts led the CSSA Board to vote on the fee proposal at the CSSA level, and to include a provision that the fee is optional, essentially allowing a referendum on the fee every single semester.
Cost of Maintenance at the Campus Level
There are two levels of “cost” associated with implementing SIRF. The first includes the development of the new fee category and the reconfiguration of the Common Management System (CMS) to embed this fee category into the student financial portals. The second includes the annual expense of managing duties associated with the SIRF category. These costs are being assumed by the CSU Chancellor’s Office, as they do not require the hiring of additional staff, but rather the reassignment of duties for existing staff. Therefore, there will be no exchange of money between the CSSA and the CSU to cover these expenses. However, we have included the estimated hours and staffing cost at $55 per hour to provide an understanding of the estimated “cost” of implementing and managing SIRF.

Below is a breakdown. There is an appendix related to this item, reflecting an e-mail communication between CSSA Executive Director, Miles Nevin, and the Chancellor’s Office application development team, confirming this price quote.

APPENDIX: E-mail Communication Between Miles Nevin and Chancellor’s Office IT Dept.

First level: Development and Implementation
160 hours of development
40 hours of testing and release activities
First Level Total: 200 hours @ $55/hour
First Year Total: $11,000

Second Level: Annual Expenses
15 hours of Bundle
15 hours of Retrofit
15 hours of Fix
15 hours of Testing
40 hours of General Administration
Second Level Total: 100 hours @ $55/hour
Second and Subsequent Year Total: $5,500

Cost of Maintenance at the Campus Level
As referenced above, the ongoing cost to manage the SIRF fee will be minimal. Similarly, there will be a minimal impact at the campus level since maintenance does not require additional staffing or processes that will affect campus staff’s workload.

Once the SIRF fee is developed and implemented into the Common Financial System (CMS), it will automatically populate a system update to the 23 campus’ financial systems. Students at the campuses, therefore, will be able to view the fee, learn about its purpose, and quickly elect to not pay it if they so choose. These student decisions do not create a material effect on campus...
financial services staff because there is no additional paperwork, back-end processing of payments, or other management functions related to the fee at the local level.

**Low Cost**
The $2 per semester ($4 per year) cost of SIRF is nominal to students, yet simultaneously provides CSSA with a meaningful amount of resources to adequately serve CSU students through advocacy and university affairs programs. The $2 fee will not negatively impact financial aid, nor provide a financial burden to low-income students.

According to the former Executive Vice Chancellor of Business and Finance, Sally Roush (2014):

“The fiscal impact of this policy on the overall cost of attendance is neutral to modest. Any student, including those with financial need, who is unable to cover the additional cost of the SIRF has the ability to not pay the fee. Implementation of the SIRF could result in a cost savings for the CSU system and campus ASI organizations, as funds currently provided by both in support of CSSA student participation could be decreased or eliminated. Development of the administrative procedures necessary to manage the voluntary nature of this systemwide fee may require modest increases to student financial services staff workloads.”

**Definition of Fee**
After CSSA presented SIRF as an information item to the Board of Trustees in March 2014, the new CSU General Counsel did his own analysis of the proposal. Upon his review, he determined that it would be best to clarify the trustees' authority to establish a systemwide fee for CSSA in statute before bringing the item back to the trustees for action.

CSU General Counsel, in coordination with the CSU Office of Advocacy and State Relations, developed very specific clarifying language to be inserted into the CSU omnibus bill AB 2736. Once the language was added to AB 2736, the bill passed unanimously out of the legislature and was signed by Governor Brown.

\[(d) \text{The trustees may fix a fee for voluntary membership in a statewide student organization that represents the students of the California State University and the student body organizations of the campuses of the California State University. The trustees shall provide students either the ability to affirmatively elect to pay this fee, or a clear and unambiguous means to decline the payment of this fee, each time the fee is assessed.}\]

**APPENDIX: AB 2736**

**Contrast to Other Fees / Issue of Precedence**
This paragraph is the only new language that has been added to section 89300 of the Education Code. The clarification was put in its own new section (d) so that it could not be confused or conflated with the trustees' current authority on both voluntary and mandatory campus-based fees. According to CSU General Counsel, the clarifying language does not impact any current CSU fees nor can it be used as precedent to create any other type of voluntary fee at the systemwide level other than one for CSSA.
Organizational Independence
A key objective of changing the CSSA funding model to the SIRF concept is to increase the organization’s independence. Deriving funding directly from students and not from the Chancellor’s Office achieves this independence and increases the organization’s credibility with policy-makers and other higher education stakeholders. This, in turn, increases the organization’s effectiveness in reforming legislative matters pertaining to higher education.

It is common for legislators and their staff to comment on the fact that CSSA derives significant levels of funding from the Chancellor’s Office, who we purport to be independent from.

Organizational Stability
Another objective of changing the CSSA funding model is to achieve organizational stability. With a more predictable funding model, the organization’s staff and governing board members will be able to more accurately plan programs, priorities, and agendas, as well as execute long-term strategies that meet our mission and vision.

It is extremely difficult to plan budgets, execute programs, and maintain consistent staffing levels when the budget can fluctuate dramatically from year to year.

Organizational Growth
A third objective of SIRF is to increase the capacity of CSSA’s impact on a system, state, and federal level. When SIRF was discussed by the CSSA Board in 2013-14, members recognized the association’s limited ability to serve the unique interests of 23 campuses and 447,000 students, as well as execute systemwide university affairs programs and state and federal legislative affairs programs.

Despite representing students in the largest public university system in the nation, CSSA’s organizational capacity is one of the lowest in comparison to other statewide student organizations. Current capacity limits campus-specific support programs, opportunities for student involvement at the system, state and federal levels, CSSA-specific internships and student assistantships, quality research into legislative and policy reform, and the expansion of leadership development opportunities on issues relevant to CSSA and the 23 AS/ASIs.
Authority Over CSSA Budget
The CSSA Board of Directors is the sole decision-making and governing authority with regard to CSSA's budget. During all SIRF deliberations, the board's authority of all budget decisions has been reinforced through conversations at CSSA, specifically at budget and finance roundtable discussions. Officers and staff have discussed post-SIRF implementation with the Trustees and Chancellor’s Office representatives. Key in these discussions with the Trustees and CO representatives is the recognition that the CSSA budget will be student-managed and appropriated through adherence to CSSA's budgeting policies and funding priorities, subject to CSSA board approval. Trustees and the CO will assume no power over budget allocations. Through the Memorandum of Understanding with the Chancellor’s Office, all SIRF funds will kept in trust with the CO. This will provide and additional layer of financial oversight, ensuring and all funds are use appropriately and ethically generally accepting accounting principles.

Attached as an appendix is the current CSSA Budget Policy. The board of directors is slated to amend this policy to strengthen the role of the 23 CSSA members with regard to long-term budgeting.

APPENDIX: CSSA Budget Policy | Web link

How Does SIRF Affect Current Funding Sources
The intent of SIRF is to entirely replace the current sources of CSSA funding, which include an annual allocation from the CSU Chancellor’s Office and annual membership dues from the Associated Students organizations. This intent was clearly articulated by board members upon approving the SIRF proposal in January 2014 at the CSSA plenary in Fullerton. In order to reflect that intention, the board’s proposal included a Statement of Intent indicated that, upon implementation of SIRF, ASI dues and Chancellor’s Office funding should cease to be collected. That statement is attached to this packet as an attachment.

APPENDIX: Statement of Intent

Process and Funding Plan Post-SIRF
As a reminder, the CSSA Board of Directors has sole authority over the budget approval process. However, many program enhancement and development ideas have been discussed and identified as priorities, and are reflected in the attached appendices to this document.

Should the CSU Trustees agree to revisit SIRF as an action item at their upcoming meeting, for example, the implementation of SIRF would occur in Fall 2015. Under that scenario, there are two overarching funding processes that CSSA could utilize, as follows:

1. The Chancellor's Office could provide CSSA with a budget cushion that assumes a certain percentage of revenue from SIRF, and reconcile any differences at the end of the fall semester; or

2. CSSA could continue to operate under our current funding model, recognizing that those current funding sources would be reimbursed (AS/ASIs and Chancellor’s Office) upon collecting revenue in fall 2015.
Program Development and Expansion Plan

The following proposals are based on current approved budget amounts in the CSSA 2014-15 approved budget. Expansion budget proposals are reasonable estimates, based on current spending, actual costs, inflation, and the capacity of staff and board members in the first fiscal year.

The board will review proposed program budget expansions, and consider funding levels on the following proposals:

1) Expansion of the Made in the CSU Campaign

$12,000 currently budgeted in 14-15 Community Relations.

 Expansion A: $12,000 net increase, double systemwide campaign spending
   • Double current production contract, $28,000
   • i.e. design and labor, federal & state legislative handbills, t-shirts, sunglasses, social media images, buttons, shipping, etc.

 Expansion B: $15,000 net increase, for “Made at Cal State” campus grants
   • Provide resources to create their own individuals campus campaigns, with grant funds from CSSA
   • Request for funding processes, where approved campus campaigns can receive funding from CSSA up-to a limited amount, (ex: 3-5 campus grants at $3-5k each)

2) Expansion of Greenovation

$11,000 currently budgeted in 14-15 Community Relations.

 Expansion A: $19,000 Greenovation net increase to double grant opportunities
   • Expand grant amounts and/or number of grants awarded

 Expansion B: $2,000 Greenovation general budget allocation for publicity efforts to encourage more applicants
   • Social media publicity campaign
   • Design/printing of informational fliers

3) Expansion of Training and Development opportunities for board members and staff

$500 currently budgeted in 14-15 Professional Development

 Expansion A: $5,000 net increase to Professional Development
   • i.e. President attending Student Leadership workshops, Lobby Corps Rep. attending workshops on conducting lobby visits, etc.

 Expansion B: $18,000 net increase to travel
   • Fully fund board members to attend each CSU Board of Trustees meeting. (5 members per BoT at approximately $600 each)
4) Expansion of CHESS

$30,700 Current budget for 250 students (budgeted in conventions/conferences, printing, community relations) cost of space rental & catering, printing, and promotional items only

Expansion A: $35,000 general increase to existing program
- 8K Increase in promotional items & advocacy day lobby leave behinds (current is 2k)
- 2k Increase in printing, signage, advertisement (current is 700)
- 25k Account for inflation and actual costs of food at a hotel walking distance from the capitol (2013-14 discounted catering alone equaled 33k at Sheraton Grand)

Expansion B: $15,000 net increase, guest speaker budget
- 3-5 professional speakers at 3-5k each

Expansion C: $1,950 net increase, travel grants for students at large
- Students who are not a part of AS, can apply for CSSA sponsorship
- 3 grants at $650 (travel and registration)

Expansion D: $21,000 net increase student attendance with publicity campaign to outside segments, 100 additional registrants
- $200 rough estimate cost per head, accounting for catering, additional printing and promotional costs, expanded workshops & programming (127.12 per head food costs only for 13-14 discounted Sheraton catering)
- $1000 estimate for design for images for social media publicity

5) Executive Officer Travel

$10,100 current approx. amount expected annually of in-state travel budget ($82,454.56 approved budget)

Expansion A: $40,400 net increase to travel budget, fully fund all executive officers
- Travel to all plenary meetings and CHESS (11 trips) budgeted with margins for travel fluctuations

ALTERNATIVE to Expansion A: $33,936 net increase assuming cost saving measures
- 6,466 room shares
- 3,347 rental car shares

ALTERNATIVE to Expansion A: $30,336 net increase assuming B and board approved registration waivers
- $400 in registration to host campuses, waived for 9 meetings = $3,600 (July and CHESS not included)
6) Expansion of Federal Relations

$13,800 Current budget (out of state travel budget) 2 trips with 1-2 staff members and 2-4 students per trip, $1,640 average cost per attendee per trip. 3 nights, (2 full days of lobbying)

Expansion A: $2,000 annual general increase to account for inflation, and rising costs of travel for two trips at current program level

Expansion B: $14,120 net increase – additional student delegates on each trip
  • $13,120 - 1 additional staff, and 3 additional students for each trip
  • $1000 inflation and actual costs increase

Expansion C: $6,000 out of state travel net increase
  • Provide funding for board members to attend higher education conferences on the national level

Expansion D: $5,000 in state travel net increase travel budget allocation for engagement with local representatives
  • Travel funding for meetings with US representatives on federal education issues

7) Expansion of Alumni Relations

$1,500 current budget (budgeted in hospitality & conferences) appetizers & beverages, approx. 75 people, $20 per head

Expansion A: $3,020 net increase expand Leadership Reception attendance (following CHESS)
  • $920 Attendance from all board members, 2 students per campus
  • $1100 Double alumni guest attendance (approx. 55 in 2013-14)
  • $1000 net increase to account for cost of food, inflation, and larger space rental with increased attendance of Leadership Reception

Expansion B: $5,000 general budget allocation for creation of Alumni relations programs
  • Alumni legislative handbills
  • Design of alumni targeted social media outreach
  • Printing for alumni donation solicitations

Expansion C: Alumni Relations focused personnel
  • Salary to come from HR restructuring salary pool, to be recommended by independent audit of HR needs

SEE PLAN FOR ADMINISTRATIVE AND OPERATIONAL NEEDS

8) Executive Officer Compensation

$13,500 Current Budget in scholarships, approx. amount set aside for President Scholarship annually (equaling half the cost of attendance).

Expansion B: $56,469.39 net increase. President receives full scholarship; other execs receive ½ cost of attendance scholarship.
• All VP officers and chair receive scholarship equaling to half the cost of attendance
• \( \frac{1}{2} \) Average cost of attendance \( 11,661.57 \times 4 \) officer positions = 46,646.26
• President scholarship is full amount. $23,323.13

**ALTERNATIVE to Expansion A:** $44,807.83 net increase, current scholarship extended to exec. officers.
• All Executive Officers receive scholarship equaling to half the cost of attendance Average cost of attendance \$23,323.13/2 = 11,661.57 \times 5\) officer positions, minus $13,500 current budget

9) **Scholarships for Students at large**

No current budget for at large students.

Expansion A: $3,500 budget allocation for scholarships for books, etc. for students at large
Expansion B: $10,000 budget allocation for scholarships for student(s) at large supporting systemwide issues

10) **Campus Outreach**

$23,000 approx. spent from in-state travel budget for executive officer and staff travel for campus visits

Expansion A: $23,000 increase in travel budget for campus visits, outside of regular plenaries. Amount assumes each campus is visited once by two CSSA representatives
• Student Forums
• AS/ASI Board meetings and CSSA Orientations
• Promotional – budget for tabling, welcome weeks, etc.
• Funding for regional training

Expansion B: $15,000 increase in communications budget for regular SIRF updates and outreach to students at large
• Social media campaigns
• AS website integrations
• Informational handbills, etc.
• Regional/campus forums on SIRF
• Informational videos

Expansion C: $10,000 increase in communication budget for development of a comprehensive systemwide voter registration campaign
• Communication budget will be used for technology, publicity and communications infrastructure while personnel may be recommended by the HR restructuring audit.
• Promotional – budget for tabling, welcome weeks, etc.
• Funding for regional training

Expansion D: $20,000 increase in community relations to aid campuses in voter registration efforts
• Provide funding to campuses without campus based voter registration campaigns. Campuses can receive funding for voter registration projects on a financial need basis
• Regional/campus forums on SIRF
• Informational videos

Expansion D: $20,000 increase in community relations to aid campuses in voter registration efforts
• Provide funding to campuses without campus based voter registration campaigns
• Campuses can propose funding voter registration projects on a financial need basis

11) Website Development

No current budget for website development.

Expansion A: $30,000 budgeted for complete website redesign
• Custom redesign: development of customer interactive features to meet the needs of board members and general public
• Updated infrastructure of internal documents, login only interface for board members to receive documents, have forum message boards, etc.
• Purchase of server space (currently hosted on CSU servers)
• Purchase of domain name (csustudents.org currently paid by CO communications)

12) Livestreaming of meetings

No current budget. Augment contractual services budget for third party providers web streaming providers.

Expansion A: $30,000 budget
• $3,000 estimated cost per meeting (10 plenaries). Contract with outside companies to travel to plenaries, film, live stream, edit, and host videos. Build website infrastructure to stream videos.

13) Expansion of CSSA Internship Program for Students at Large

CSSA does not pay student interns, and rather has paid small amounts ranging from $500-$1,500 for 1-2 interns each semester on a project basis. Increased personnel capacity will allow for student focused internships that will provide in-depth training and project focused experience on student issues.

Expansion A: $30,000 budget allocation for comprehensive paid internship program
• 5 internships at $5,000 each (600 hours each at $10 per hour)
• State relations, Federal relations, Sustainability issues, Social Justice & Equality student issues, Communications & student outreach
Plan for Administrative and Operational Needs

With increased program capacity in all areas, the organization will incur additional operational needs and human resources support. The following proposals are either an estimate of reasonable costs, or when estimates cannot be made until program implementation, proportional increases based on current funding levels.

The proposals are best case scenario and assume 95% SIRF participation rate unless otherwise noted.

1) Human Resources

$241,245 currently in the 14-15 approved budget (not taking into account pending midyear adjustments). Adjustments will be made to support board directed programming priorities.

Expansion A: $3,000 net increase (contractual services), HR analysis
- Hire independent firm to analyze CSSA's HR needs and make recommendations based on programming priorities.
- Analysis of current HR structure
- Comparisons to organizational structures of similar student associations
- Market rate study of comparative professionals
- Identify areas of HR need based on programming

Expansion B: $241,245 net increase set aside for compensation pool for HR restructuring following analysis
- $241,245 currently in the 14-15 approved budget for four full time staff and one student assistant (200% increase, whereas SIRF is 271% augmentation of budget). Structuring and final HR budget will be determined by HR analysis.
- Possible areas of HR need to be determined by HR analysis:
  - Advancement – i.e. fundraising: grant writing, alumni relations, community and corporate partnerships
  - Publicity and Communications
  - Web and IT services
  - State and Federal Relations
    - Voter Registration
  - Student Assistants
    - Legislative Relations
    - Graphic Design
    - Program Administrative
    - Administrative Support
  - Administrative support for office of Government Relations
  - Program coordination and development
  - Campus training and development
  - Fiscal & accounting
2) Employee Benefits

$106,000 currently in the 14-15 budget for four full time staff

Expansion A: $111,120 – Net increase proportional to compensation pool
  • (CalPERS benefits fluctuate between 40-45% of salaries on an annual basis)

3) Office Space Allocation

Current office space in Long Beach is received in-kind by the Chancellor’s Office. Current CO space will not accommodate increased operational needs, and in-kind increased space from the Chancellor’s Office is not guaranteed post SIRF.

Expansion A: $42,000 net increase in space rental budget for Long Beach office space approximate to the Chancellor’s Office
  • Space for full time employees, working stations for student assistants and interns, meeting space for board member visits and students attending board of trustees meetings.
  • Maintenance and upkeep of facilities
  • Utilities

Expansion B: $5,000 net increase
  • To deposits budget, set aside for utility, maintenance, parking, and space deposits for office leases.

4) CO Accounting

The Chancellor’s Office currently charges 6% of trust fund revenues (AS dues, fundraising, conference fees, etc.) to hold CSSA funds in trust. The CO provides banking, contracts and procurement services, IT services, payables and receivables services. The CO also provides a layer of financial accountability, by ensuring CSSA practices and adheres to generally accepted accounting principles and regulations regarding acceptable use of student fee money. $20,834.45 currently approved for the 14-15 budget.

Expansion A: $84,562.39 net increase for SIRF revenues & other revenues
  • (based on 95% of SIRF participation and additional miscellaneous TF revenues from 14-15 budget)

5) Reserves

Per the CSSA Reverses and investments policy, CSSA allocates 5% of membership dues into reserves, until 20% of the annual operating budget is reached, at which point the transfer ceases. Per the policy the goal of reserves is to ensure adequate cash flow, provide capital in case of a loss of revenue or unforeseen fiscal responsibility, and to be held in the CSU SWIFT investment fund.

Expansion A: $84,841 total budget 5% of SIRF revenues for first year reserves transfer.
6) Audit Services

CSSA conducts an annual audit. A best practice for nonprofit organizations is to change auditors every few years to ensure greater fiscal transparency. The last bid for auditors ranged in the 20-30k range. As CSSA has been with its current auditor, Vasin Heyn & Co. over 5 years, a change in auditor is recommended within the first few years of SIRF.

$12,500 in 14-15 budget under audit services.

Expansion A: $25,000 total budget for contracting with a new auditor and tax preparer.

7) Miscellaneous Administrative Costs

Miscellaneous operating costs will be budgeted proportionally to SIRF revenues, see 5.b.iii funding/opt-out scenario budgets.
**NEW FUNDING STRUCTURE**

**THIS IS NOT A FINAL OR DRAFT BUDGET. Actual budget amounts are to be determined by the board via the Budget Policy & Procedure.**

95% Funding Scenario: The following is a sample line-item budget, with augmentations based on the Program Development and Expansion Plan and Plan for Administrative and Operational Needs. When a line item is not referenced specifically in a plan, it is increased proportionally. Funding amounts for each subsequent funding scenario (90, 80, 60%) are lowered proportionally to the optimal 95% participation level.

### REVENUE

<table>
<thead>
<tr>
<th>14-15 Approved Trust Fund</th>
<th>14-15 Approved CSU MOU</th>
<th>Participations</th>
<th>95% Budget Increase</th>
<th>90% Budget Increase</th>
<th>80% Budget Increase</th>
<th>60% Budget Increase</th>
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<tr>
<td><strong>totals</strong></td>
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<td>399,200.00</td>
<td>359,280.00</td>
<td>239,520.00</td>
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**Account Codes**

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<th>Trust Fund</th>
<th>CSU MOU</th>
<th>Source</th>
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<td>Professional Staff</td>
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<tr>
<td>CalPERS benefits</td>
<td>18,590.00</td>
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<tr>
<td>Student Involvement and Representation Fee</td>
<td>22,000.00</td>
<td>22,000.00</td>
</tr>
<tr>
<td>Project Revenue</td>
<td>35,000.00</td>
<td>35,000.00</td>
</tr>
<tr>
<td>Professional Development Plan 3</td>
<td>50,000.00</td>
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</tr>
<tr>
<td>Program Development Plan 4</td>
<td>50,000.00</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

**NOTES**

Based on most recent fall 2013 headcount of: 14,151

http://www.calstate.edu/audit/reports/final_summary.shtml

**CSU MOU**

Projects and Fiscal Year 2012-2013 Revenue

<table>
<thead>
<tr>
<th>Program Development and Expansion Plan</th>
<th>95%</th>
<th>90%</th>
<th>80%</th>
<th>60%</th>
</tr>
</thead>
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<tr>
<td></td>
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</table>

**FUNDING AMOUNTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Staff</td>
<td>113,603.40</td>
<td>127,641.44</td>
</tr>
<tr>
<td>CalPERS benefits</td>
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<tr>
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<td>50,000.00</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Program Development Plan 4</td>
<td>50,000.00</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

**TOTAL REVENUE**

| 353,740.90 | 295,040.00 | 648,780.90 | 1,756,614.00 |

**BALANCE**

| 50.00 | 0.00 | 0.00 | 519.54 | 238.54 | 313.84 | 351.50 | 370.33 | 298.14 |

**Project Revenue**

| 350,000.00 | 350,000.00 | 350,000.00 | 350,000.00 | 350,000.00 |

**Miscellaneous**

<table>
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<tr>
<th>Leadership, Programs, Communications, Development</th>
<th>363,840.00</th>
<th>322,560.00</th>
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</thead>
<tbody>
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<td>Administrative Costs</td>
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</tr>
<tr>
<td>Professional Staff</td>
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<td>127,641.44</td>
</tr>
<tr>
<td>CalPERS benefits</td>
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</tr>
<tr>
<td>Program Development Plan 4</td>
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</tr>
</tbody>
</table>

**TOTAL**

| 514,780.00 | 448,180.00 | 962,960.00 | 2,921,574.00 |

**Professional Staff**

| 113,603.40 | 127,641.44 | 363,840.00 | 322,560.00 |

**Professional Development**

<table>
<thead>
<tr>
<th>MadeinCSU, Greenovation, Alumni Relations, Voter Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Redevelopment, Capwiz advocacy system; misc. software</td>
</tr>
<tr>
<td>Federal advocacy</td>
</tr>
<tr>
<td>6% of TF revenue collected paid to CO for financial services</td>
</tr>
<tr>
<td>Exec Officer &amp; Students at large Scholarships</td>
</tr>
</tbody>
</table>

**Administrative Costs**

| 20,849.40 | 20,849.40 | 20,849.40 | 20,849.40 |

**Program Development and Expansion Plan**

<table>
<thead>
<tr>
<th>95%</th>
<th>90%</th>
<th>80%</th>
<th>60%</th>
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<td>2016-17</td>
<td>2016-17</td>
<td>2016-17</td>
<td>2016-17</td>
</tr>
</tbody>
</table>

**Professional Staff 113,603.40 | 127,641.44 | 241,244.84 | 241,244.84 |

**CalPERS benefits 18,590.00 | 18,590.00 | 18,590.00 | 18,590.00 |

**Student Involvement and Representation Fee 22,000.00 | 22,000.00 | 22,000.00 | 22,000.00 |

**Project Revenue 35,000.00 | 35,000.00 | 35,000.00 | 35,000.00 |

**Professional Development Plan 3 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |

**Program Development Plan 1 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |

**Program Development Plan 2 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |

**Program Development Plan 4 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |

**TOTAL REVENUE 353,740.90 | 295,040.00 | 648,780.90 | 1,756,614.00 |

**BALANCE**

| 50.00 | 0.00 | 0.00 | 519.54 | 238.54 | 313.84 | 351.50 | 370.33 | 298.14 |
Timeline for Implementation of Items Related to SIRF

November 2014
- CSSA Board Reviews History, Proposal Details, and Next Steps of 2014 SIRF Proposal

January 2015
- CSU Board of Trustees Takes Action to Implement SIRF in Fall 2015
- CSSA Considers Information Item on Amendments to Constitution
- CSSA Considers Information Items to Amend Budget Policy, Executive Director Performance Evaluation Policy, and Scholarship Policy
- CSSA Considers Information Item to Create an Officer Evaluation Policy
- CSSA Considers Information Item to Amend CSSA/AS-ASI MOU

February 2015
- CHESS XX

March 2015
- CSSA Takes Action on Update to Budget Policy, Executive Director Performance Evaluation Policy, and Scholarship Policy
- CSSA Takes Action to Adopt New Officer Evaluation Policy
- CSSA Continues Information Item to Amend Constitution
- CSSA Continues Information Item to Amend CSSA/AS-ASI MOU

April 2015
- CSSA Takes Action to Amend Constitution
- CSSA Takes Action to Amend CSSA/AS-ASI MOU
- CSSA Considers Information Item Regarding New CSSA/CSU MOU
- CSSA Conducts Training on Use of SIRF Toolkit
- Begin Student Outreach

May 2015
- CSSA Adopts Fiscal Year 2015-16 Budget
- CSSA Considers Information Item Regarding New CSSA/CSU MOU
- CSSA Conducts Training on Use of SIRF Communications Toolkit
- Continue Student Outreach

June 2015
- CSSA Meeting Focuses on Board Member Transition and Orientation
- CSSA Meeting Focuses on Organizational Development and Expansion Plan
- Continue Student Outreach

July 2015
- CSSA Meeting Focuses on Board Member Orientation
- CSSA Considers Information Item on Organizational Development and Expansion Plan
August 2015
  • CSSA Takes Action on Organizational Development and Expansion Plan

September - December 2015
  • CSSA Implements Board-Adopted Development and Expansion Plans

Revised Constitution Timeline
Pending approval of SIRF by the CSU Board of Trustees, the CSSA Constitution will be placed on the CSSA plenary agenda as an information item in March, and action item in April of 2015.

The following constitutional revisions are recommended by CSSA Chair, Devon Graves, to be acted upon by the CSSA Board of Directors for the anticipation of the implementation for the Student Involvement and Representation Fund (SIRF).

Article II, Section A, 2-
Strike out the following “,upon paying the membership dues,”

Article II, Section A, 2(i)-
Strike out the following “(non dues paying campuses may host a conference if no dues paying campus choose to do so).

Article IV, Section A, 1-
Strike out the following “1. All executive and special officers of CSSA shall be from a campus that is a full dues paying member for the current fiscal year.”

Article IV, Section A, 1 (e)-
Strike out the following “equivalent to 50% of the cost of attendance at that student's CSU campus.”
Insert the following: “established by the board in the Scholarship Policy.

Article IV, Section C 2, 3, 4-
Insert the following: “Shall be paid a scholarship established by the board in the Scholarship Policy.”
Insert the following “ Shall have all travel for per-approved official business paid by CSSA.

Article VIII, Section A, 4
Strike Out the Following:
  • “Shall present financial statements for the prior fiscal year at the first IAC meeting”
  • “Shall carry out changes and adjustments to revenues and/or expenditures in the previous fiscal year approved budget, as deemed necessary.”

Article VIII, Section A, 5
Insert the Following:
  “5. Finance Committee
  • The Vice President of Finance shall preside over the Finance Committee meetings and they shall be vested with the authority to make decisions on behalf of the committee when it is not in session.
  • Shall uphold and protect the financial affairs of the CSSA.
- Shall ensure the CSSA’s financial processes are legal, efficient and comply with sound business practices.
- Shall consist of six (6) voting members of the board, who are not serving on the Internal Affairs Committee concurrently, and three advisors. Advisors to the Finance Committee shall include the CSSA President, the CSSA Executive Director and the Chancellor’s Office Liaison.
- Shall have members serve for one fiscal year, ending their term on June 30th.
- Shall elect a Vice Chair at the first meeting of the fiscal year.
- In the absence of the chair, the Chair of the Board shall serve as the chair of the Finance Committee. In the event that both the Vice President of Finance and Chair are absent, the Vice Chair of the Finance Committee shall preside over committee meetings.
- Shall elect a Vice Chair at the first meeting of the fiscal year.
  - In the absence of the chair, the Chair of the Board shall serve as the chair of the Finance Committee. In the event that both the Vice President of Finance and Chair are absent, the Vice Chair of the Finance Committee shall preside over committee meetings.
- Shall ensure that organizational finance policies are adequately enforced.
- Shall meet during each CSSA plenary meeting.
- Shall have the authority to review, develop, recommend, and revise financial policies, procedures, and budget.
- Shall be considered to be advisory to the board and shall bring any action items for approval to the Board, unless the board provides the committee with written decision-making authority over a specific project(s) and/or issue(s).
- Shall develop a schedule of projects and goals to accomplish for the year.
- Shall present financial statements for the prior fiscal year at the first committee meeting.
- Shall carry out changes and adjustments to revenues and/or expenditures in the previous fiscal year approved budget, as deemed necessary.
- Shall ensure that generally accepted accounting principles (GAAP) are followed by management.”

**Article VIII, Section A, 7**
Strike out all references to the Fundraising Advisory Committee.

**Article XII**
Strike out the entire article

**Proposal for Changes to CSSA/Associated Students MOU**
The following represents proposed changes to the MOU based on conversations among several AS presidents and members of the Roundtable on Policies and Procedures. These recommendations are made by CSU Chico’s ASI President, Taylor Herren with input from the policies and procedures roundtable.

Further suggestions can be incorporated into a new MOU, which would be considered by the CSSA Board as information and action prior to May 2015.

*Pending approval of SIRF by the CSU Board of Trustees, the new MOU between CSSA and each campus’ Associated Students will be placed on the CSSA plenary agenda as an information item and action in 2015 prior to the implementation of SIRF*
If the funding model of CSSA becomes fee-based the MOU agreement with campuses in its current form is no longer relevant or satisfactory. CSSA in its current structure is a dues-based organization that collects fees from each Associated Students. If SIRF is approved and adopted the MOU between CSSA and each respective campus must address accountability. We are proposing that the CSSA Staff and Executive Officers (EO) and each campuses representation will be held to the standards outlined in this contract.

Below are recommendations that should be considered for language in the post-SIRF MOU.

**Signatories**
This contract needs to include a signature from the AS Executive Director, AS President and External Campus Representative (if applicable)

**Annual Campus Outreach**
SIRF is a voluntary fee that is collected from each CSU student which gives them the choice as an individual as to whether they want to pay it or not. In theory this increases the accountability that CSSA has directly through the students but concerns are that many students do not review their itemized tuition bill prior to payment, especially for those that receive financial aid (which is an automated process once a student accepts their financial aid).

(How do ASIs reconcile this issue of students not reviewing their bills?)

For this reason, every CSU student needs to directly receive information regarding CSSA and the Student Involvement and Representation Fee (SIRF).

The Rules, Policies and Procedures working group has suggested several means of outreach that would attempt to proactively reach every student. Regardless of how the message is distributed it will need to be sent to students on a bi-annual basis and prior to them being charged the fee.

1) A system-wide message that is distributed via email and is authored by the CSSA President and/or Executive Director with signatories from the previous year’s CSSA Board of Directors. ** Having the previous year’s BOD ensures that the approval is coming from someone with sufficient understanding of CSSA and its efforts (versus a newly elected AS Representative)

2) A system-wide message that is on each student’s portal. It could be located on the home page or pop-up when student register for classes, accept their financial aid and/or pays tuition.

**Campus Participation**
Staff and Executive Officers are responsible for providing CSSA campus representatives with the information and resources they need inform and outreach to their campus. The representatives are responsible for ensuring this information is communicated and feedback is brought back to the CSSA staff, Executive Officers and the Board of Directors.

The Rules, Policies and Procedures working group has suggested several means of engaging and gathering feedback from each campuses AS's BOD.

*All materials for presentations will be provided by CSSA staff and Executive Officers as a means of supporting*
1) CSSA Transition Orientation for each campus at the beginning of their fall semester or quarter. CSSA staff and Executive Officers and responsible for giving the CSSA board a transitional orientation in June and providing materials and support to campus representatives so that they can give a similar presentation to their AS's BOD and other relevant groups.

Since the Policy Agenda (PA) is the document that provides the CSSA staff, EO and BOD with the priorities and goals for the year it is important that each AS’s BOD is aware and has the opportunity to engage in the development process. The campus representative is responsible for giving an overview of this process and explaining the purpose of a PA (materials are provided by CSSA) and subsequently bringing draft versions of the PA to their AS’s BOD for a discussion. Campuses are requested to submit qualitative feedback to the CSSA Chair prior to the plenary meeting(s) in which the PA will be agendized.

Since the constitution requires that the PA is approved by October this process the following timeline is proposed:

June: Transition Orientation for the CSSA Board of Directors at Plenary Meeting

July: Discussion: PA Overview and Initial Development Discussion at Plenary Meeting

August: First-reading of PA at Plenary Meeting CSSA Orientation and PA Presentation for AS BODs begin (semester campuses)

September: Second-reading of Policy Agenda at Plenary Meeting Orientation and PA Presentation for AS BOD's begin (quarter campuses)

October: Final-reading of PA and Vote for Approval at Plenary Meeting

2) Participation in the Budget Approval Process

Since the operating budget determines how student fees are being spent by CSSA it is important that each Associated Students (AS) Board is aware and has the opportunity to engage in the development and approval process. The campus representative is responsible for giving an overview of the development and approval of CSSA's annual operating budget and subsequently bringing draft versions of the budget to their AS's Board for a discussion. Campuses are requested to submit qualitative feedback to the CSSA Chair prior to the plenary meeting(s) in which the budget will be agendized.

3) Nonprofit Corporation Law

Each campus will commit to the provisions outlined in the Nonprofit Corporation Law and submit a voter designee form. This includes the language in AB 1233 which can be found by clicking here: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml
The board will have the opportunity to discuss the concern of only having one voting member per campus. Suggestions include campus ability to re-submit a voting designee form at the beginning of a new calendar year (mid-way through the academic year) in case of ineligibility or change in internal AS structure. Once the board has come up with a few scenarios they will need to be submitted to legal counsel for review to ensure the suggestions are in compliance with the law.

Proposal for Changes to MOU Between CSU and CSSA
Pending approval of SIRF by the CSU Board of Trustees, CSSA and the CSU will need to revisit their Memorandum of Understanding (MOU), and implement revisions by May 2015. The overarching objective of the CSSA-CSSU MOU is currently to “develop financial support for the organization independent of the Chancellor's Office.” Therefore, the following items are suggested as changes:

Financial Support
• Eliminate the financial support provided in the MOU, currently in the amount of $289,255, in its entirety. Affirm in the Agreement that the MOU is designed to stipulate the functional and operational relationship between CSSA and the CSU.

Administration and Human Resources
• Reiterate that the MOU is designed to ensure CSSA staff have the obligation to manage the association's business and finance functions, in conjunction with Chancellor's Office support. Affirm the executive directors' role with human resources management and budget oversight.
• Amend the MOU to identify an office space/lease arrangement that adequately serves the needs of the association.
• Affirm and articulate that the CSSA Board of Directors and Personnel Committee have sole oversight over the CSSA executive director's performance.
• Explain the relationship of CSSA staff as “state employees” who serve the interests of the CSSA Board of Directors.

Accountability
• Add a section requiring CSSA to conduct an annual independent audit that assesses fiscal procedures and ensures accountable governance and management of resources
• Subject CSSA Trust Fund account to CSU system auditing processes, since funds are now derived from CSU student fees (this is current practice, but should be stated in MOU).
• Require CSSA accounting to operate through CSU Trust Fund accounting to ensure shared oversight between CSSA management and Chancellor’s Office administration (this is current practice but should be clarified in MOU).

Student Governance and Policy Participation
• Affirm that the MOU is designed to explain the collaborative role the Chancellor’s Office and CSSA management assume in carrying out systemwide student governance, student participation in policy development, and leadership development and training.
• Affirm CSSA's role in conducting the search for student trustees.
Student Learning Outcomes

- Update the student learning outcomes associated with CSSA's major programs.
- Following implementation of new programs and structures within CSSA, revisit the MOU annually to update program objectives.

Proposal to Improve the Executive Director Performance Evaluation Process

Much discussion has taken place around the executive director performance evaluation process and procedure. In October, the Internal Affairs Committee formally discussed the current policy and affirmed that it provides for thorough discussion, debate, and campus input into the annual performance evaluation.

However, there are items that can improve the process for obtaining campus input, and they are listed below:

- Prior to the beginning of the evaluation process, conduct a board information item clearly outlining the timeline and process for the executive director’s evaluation.
- After the executive director has completed a self-evaluation, the first phase is to invite campus input through the implementation of official campus evaluation forms. These will be turned in to the President and Personnel Committee prior to the drafting of the initial performance evaluation from the board.

Upon the Trustees’ adoption of SIRF, any changes to this policy will be considered as information and then action prior to May 2015.

Recommended Policy on Officer Evaluations

Upon the adoption of SIRF by the CSU Trustees, the Board intends to adopt a policy outlining executive officer scholarship levels, duties, and an ongoing and annual evaluation process. This policy is being recommended by the Policies and Procedures Roundtable to increase organizational accountability.

An appendix to this memo is a draft policy informed by the process utilized at CSU Stanislaus. But the following main components should be included.

Recommendations

- Allow for transparent, board of directors’ discussions regarding officer performance
- Provide for a quarterly, biannually, and/or annual process to evaluate and provide constructive feedback to executive officers
- Ensure responsible leadership and ethical use of scholarship funds afforded to executive officers. Recognize that scholarship funds are afforded to officers for academic related expenses during terms when student leadership limits their time to maintain employment.

Recommended Executive Officer Compensation

Pending approval of SIRF by the CSU Board of Trustees, the CSSA Constitution, the scholarship policy will be placed on the CSSA plenary agenda as an information item in March, and action item in April of 2015.
The following revisions are recommended to be acted upon by the CSSA Board of Directors for the anticipation of the implementation for the Student Involvement and Representation Fund (SIRF).

- **1. Executive Officer Compensation**
  - All Executive Officers receive scholarship equaling to half the cost of attendance

- **2. Executive Officer Compensation**
  - President scholarship is full amount. $23,323.13

Chair and VP Officers receive scholarship equaling to half the cost of attendance

**CSSA Fiscal Policies’ Updates and Proposals for SIRF**

Pending approval of SIRF by the CSU Board of Trustees and revision of the CSSA Constitution, the fiscal policies below will be placed on the CSSA plenary agenda as an information item in April, and an action item in May of 2015.

The following policy revisions are recommended to be acted upon by the CSSA Board of Directors with implementation of the Student Involvement and Representation Fee (SIRF).

**Budget Policy & Procedure, main objectives:**

**1. Creation of a Finance Committee (see Constitutional revisions)**

This committee will be able to work strictly on the development and creation of a budget post SIRF. The finance committee shall consist of elected board members, who will be tasked with consulting board members to determine funding priorities, develop a line by line budget based on board directed priorities, and recommend that budget to the full board for approval.

**2. Board member funding requests**

All members of the board will be able to propose specific funding allocations for desired programs. These requests will be vetted by the finance committee to determine financial impact and feasibility, and then brought forward to the full board for consideration into the adopted budget during the budget approval process.

**3. Budget as information item for two plenary meetings**

Per the current process, a line item budget is presented by the Internal Affairs Committee to the full board in early spring as information, with approval and revision from the board the following month. Revision of the policy will include the budget as an information item for two months before action. This additional month will begin the budget planning process with board member input on program priorities at the first stage of development. The finance committee will then take those program recommendations to develop a line by line budget as an information item the second month, with approval by the full board the third month.

**4. Audit of line item budget requests**

At any point in the fiscal year, board members will be able to request a breakdown of budget expenses for any program or operational line item via a line-item budget request form. Board
members are already afforded the right to make inquiries, but a formalized process will be developed to make the process simple for both board members and staff.

**Clean-up language:**

Article II, Section III, A1-A3 and B1-B2

Replace “Internal Affairs Committee (IAC)” and “IAC” with “Finance Committee”

Article III, Section D

Strike out entire section regarding CSSA MOU with the Chancellor’s Office
The California State Student Association (CSSA) is seeking a statewide Student Involvement and Representation Fee (SIRF) as part of a long-term effort to achieve improved organizational stability and longevity. The fee would broaden opportunity for student input and participation in governance, which supports the CSU’s mission to provide opportunities for individuals to develop intellectually, personally, and professionally through active participation in student governance.

This plan outlines organizational efforts to engage and communicate with CSU students and other stakeholders about the proposal as well as next steps.

Objectives

• Provide accurate information on the proposal to interested parties.
• Engage and consult with students about the possibility and parameters of the fee.
• Provide opportunities for feedback on the proposal.
• Achieve implementation of SIRF through CSU Board of Trustees policy.

Audiences

• CSU Students - primary
• CSSA Board of Directors
• CSU Student Body Organizations
• CSU Stakeholders (Faculty, Administration, Alumni)
• CSU Board of Trustees
• Government
• Coalition Partners (Nonprofit, Advocacy, Higher Education Associations)
• Student media
• Media

Messaging

• Incorporate messaging into print collateral distributed at all CSU campuses.
• Provide information on the proposal and key components on the CSSA website.
• Distribute information on key points to CSSA leadership and member campuses.
• Identify spokespersons when/where applicable at a campus level. Prepare them with FAQs to ensure their success in communicating effectively in all communications settings.

Messaging Points

• The fee is proposed by students
• The fee is voluntary; all students can choose not to pay
• The fee is low-cost at $4 per year
• The fee revenue will stabilize CSSA and create more independence
• The fee will result in increased student involvement, shared governance and advocacy
• The fee will enrich students’ experiences by enabling them to govern their own education, and will create new opportunities for student engagement in programming.
Student Outreach/Consultation
It is important to conduct outreach on CSU campuses regarding the proposal. Through the CSSA website/social media, public meetings, and collaboration with ASIs to engage students on campuses, CSSA will conduct effective outreach/consultation while also considering financial and organizational capacity issues.

- Highlight the proposal during pre-scheduled student trustee campus visits and at public meetings (Associated Students board/senate meetings, CSSA meetings, CSU Board of Trustees meetings).
- Provide information on the CSSA website and through social media and the monthly newsletter.
- Hold open forums on CSU campuses in partnership with Associated Students organizations:
  - CSU Long Beach, Date
  - CSU Northridge, March 4
  - Sacramento State, Date
  - San Bernardino, Date
  - Dominguez Hills, Date
  - San Francisco State, Date
  - CSU Bakersfield, Date

Media Relations
Over the past five years, CSSA has successfully engaged local, statewide, and campus media to ensure coverage of issues important to CSSA and CSU students. CSSA archives selected coverage on its website: http://www.csustudents.org/index.php/what-we-do/news-and-media/media-coverage/.

Some of the campus papers have already begun coverage of the systemwide student representation fee proposal, including CSU Long Beach’s Daily 49er, CSU Northridge’s Daily Sundial, and CSU Sacramento’s Daily Hornet. CSSA will continue to seek campus media coverage on the proposal by working directly and indirectly with campus media.

- Broadly distribute the media release to appropriate student and traditional media.
- Repurpose the media release through social media and the CSSA website.
- Fully engage students through social media.
- Add a testimonial section to the website where students can submit short video vignettes supporting the fee, adding some personal insight
- Identify student spokespersons at as many campuses as possible who can work with the student media to carry constructive stories
- Coordinate with Chancellor’s Office Public Affairs to maximize constructive media opportunities
- Monitor print, broadcast and social media on this issue. Conduct phone and in-person interviews, as needed.

External/Public Relations
Seize every available opportunity to share the facts about the proposed fee and how it will benefit students at a campus level.
External/Public Relations
Seize every available opportunity to share the facts about the proposed fee and how it will benefit students at a campus level.

- CSU faculty, including ASCSU and CFA leadership.
- CSU executive leadership, including campus Vice Presidents for Student Affairs and Chancellor’s Office administration.
- CSU alumni, including Alumni Council leadership.
- CSSA alumni

Communications Toolkit
The Communications roundtable has discussed how to bolster communication to campuses and better inform students of CSSA and the work it does. One idea that was to develop a communications toolkit that could be re-branded for every campus including presentation and marketing materials to highlight what CSSA is, how it works, how students fund the organization, and how they can get involved.

Additionally, placing the website in CSSA’s control would allow for better administration of the content on the website, as well as using it to leverage special pages for campaigns and additional information.

The following is an outline of the items that are recommended to be included in the communications toolkit, branded for each campus. Additional information can be found in the following appendix item:

1) Presentations (Keynote & Prezi)
   - About CSSA
   - About SIRF

2) Video/Motion Graphics
   - About CSSA
   - About SIRF

3) Social Media (Facebook & Twitter)
   - Banner Images
   - Profile Images

4) Printed Materials
   - Posters
   - Flyers
   - Brochures
   - Buttons
   - Shirts

5) CSSA Website
   - About SIRF/FAQ

APPENDIX: Draft Communication Toolkit
Student Involvement and Representation Fee (SIRF)

**PURPOSE OF SIRF**

SIRF will modify CSSA’s funding model so that students are directly investing in their student association, rather than through ASIs and the Chancellor’s Office. This will create greater stability and independence, which will enable CSU students to receive stronger, consistent representation and involvement on crucial matters affecting their education.

SIRF will ensure that student voices are included in the policy making process; that more students and student leaders will be enabled to advocate to policy makers in Long Beach, Sacramento and DC; and that student leadership experiences across the system and state levels will be enriched by an adequately funded and represented statewide student body organization.

Tangible benefits include funding for student participation at trustees meetings; on systemwide committees; at hearings and meetings at the Capitol; for internship program at the state and national levels; for attendance at conferences on issues such as sustainability, academic technology, and leadership development; for expanded communication efforts to campus student bodies; and support for local campaigns such as voter registration efforts.

**Who is CSSA?**

CSSA is an independent, nonprofit, 501(c)(3) organization comprised of elected student leaders from all of the 23 CSU campuses with the sole purpose of representing CSU students to the California State University system and to the state and federal government, ensuring students are active participants in the decisions that shape their education.

**FINANCIAL/BUDGET**

What is CSSA’s current budget and funding model?

CSSA’s current budget is $656,177.55. Primary revenue is derived from voluntary membership dues ($282,000) paid by the 23 Associated Students organizations and an annual general fund allocation ($289,000) from the CSU Chancellor’s Office. Other revenue includes fundraising and conference fees.

How would CSSA’s budget change if the SIRF was implemented?

SIRF revenue could total $1,786,000 if paid by 100% of students. 63% of students would need to decline to pay the fee for it to match our current budget. The maximum amount CSSA could possibly collect is equivalent to less than one tenth of a percent of total tuition fee revenue collected systemwide.

Why is the CSU/CSSA requesting a 270% increase in CSSA’s budget?

In order for CSSA to adequately represent the large CSU student body, as well as enrich statewide student life and involvement, it requires a stable and adequate funding level. Under the current model, revenues and membership levels have fluctuated and the organization relies on the CSU system to provide its most stable revenue stream. These fluctuations and dependencies limit the ability of CSSA to effectively serve as an advocate for CSU students and coordinate involvement systemwide.

The fund will pay for student-led education advocacy at the state and US capitol, student travel to the CSU headquarters to participate in higher education decisions, student leadership training, internship programs, scholarships, student sustainability projects, and other student-initiated programs and efforts.

Why doesn’t the Chancellor’s Office kick in more money? Why come to the students?
Students in the CSU benefit from statewide and national representation and involvement opportunities and, therefore, should be funding the costs associated with those services. By allowing them to directly fund CSSA, they have the ongoing choice of whether or not to pay.

What happens to the Associated Students membership dues and the Chancellor’s Office funding as a result of SIRF being implemented?
The purpose of assessing a fee from each CSU student is to enable students to fund their own student association. Therefore, if SIRF is implemented, it is the goal of CSSA to discontinue collection of Associated Students membership dues and university funds through the Chancellor’s Office. While this change will result in cost savings for the university and the campus Associated Students auxiliaries, there will need to be a transition period to ensure CSSA budget stability, with the ultimate goal of achieving financial independence from both campus ASI organizations and the Chancellor’s Office.

What will that transition period look like?
CSSA will maintain its current revenue sources until it determines the actual amount of revenue collected through the SIRF. Then it will revisit those funding sources with the intent of eliminating them, dependent on its overall need. During this time, the CSU will back up the CSSA budget to the amount currently provided until both current sources of funding are revisited.

Why is CSU/CSSA advocating for the implementation of a fee via the Trustees as opposed to conducting ballot referenda on the 23 campuses?
There is no systemwide framework, only a local campus framework, to conduct a ballot referendum. CSSA does not have authority to coordinate said referenda. CSSA’s authority to propose this fee is derived from the student representatives elected by the campuses, who decided to bring this proposal forward for trustee consideration.

Establishing this systemwide Category I fee will not preclude the students’ desire to make the fee voluntary. California Ed Code 89300 already allows the trustees to fix fees for voluntary membership in student body organizations without a referendum requirement. Ed Code also allows for the revenue raised by the fee to be used for support of governmental affairs representatives who may be attending upon the State legislature or upon offices and agencies in the executive branch of the state government, in addition to other lawful expenditures of the student body organization.

FINANCIAL AID
How is the SIRF affected by financial aid?
The modest fee level of SIRF makes it inconsequential for financial aid purposes. SIRF would be covered by Federal financial aid, student loans, and scholarships, but not state financial aid. See a list of types of financial aid and what they cover here.

If my financial aid covers the fee before I can opt-out, can I get my $4 back?
If financial aid has already covered the fee, a student can opt-out before their campus census date (which is typically several weeks after the first day of classes). Students will receive a credit on their following semester/quarter statement.

ACCOUNTABILITY/OVERSIGHT
Will there be oversight of this fee? How can we guarantee that student fees will be used in an accountable way?
SIRF revenue will be collected centrally by the chancellor’s office and passed through for CSSA use within the management of a Chancellor’s Office trust fund. As it does now, CSSA will continue to maintain an operating agreement with the CSU, utilize Generally Accepted Accounting Principles (GAAP) in
partnership with the CSU Accounting Department, conduct an *annual independent fiscal audit*, and only expend funds as a result of CSSA’s student leaders determining and approving an annual budget. CSSA’s current auditor is *Vasin, Heyn & Company*, the same firm that currently, or has in the past, audited CSU auxiliary organizations.

**Why is the chancellor provided authority over adjusting the fee?**
The proposal to delegate adjustments to the chancellor, upon the request of the CSSA Board, is consistent with the spirit of ensuring CSSA management of its student-derived funds. This process will require a determination of budget needs that will be informed by the annual CSSA budgeting process.

**Why is it the trustees’ responsibility to levy this fee for CSSA?**
The trustees are the only body that have the authority to levy a fee *(EO 1054)* that every CSU student pays.

**IMPLEMENTATION/PROCESS**

**How will the fee be collected?**
The SIRF will be collected by the 23 campuses at the time all other tuition and fees are collected.

**What is the process for students choosing to not pay the fee?**
When paying a balance online, an “opt-out” button will be placed next to SIRF on the breakdown of your tuition and fees statement. It will ask you to select the reason for opting-out (including decline to state), and the $2 amount will be removed from your balance.

**Are any students exempt from paying the fee?**
Every matriculated student will be assessed the fee unless they elect to not pay it. Students will be able to make that choice for any reason. Students enrolled in *extended education* will not be assessed the fee. Students enrolled in CourseMatch will not be double assessed.

**Why can’t students opt IN to the fee instead of out? Is this fair?**
The opt-out process allows students to take action to decline to pay the fee, while also allowing the CSU to create a process that is most efficient.

The goal of SIRF is to create stability, predictability, and independence for CSSA’s funding. An opt-in fee is not a reliable source in which to fund critical components of an organization, such as programs, administration, and infrastructure. Because CSSA is automatically working on behalf of all CSU students, creating an opt-out fee is appropriate, as it allows for general funding stability and predictability, while also allowing for students to elect not to pay if they so choose.

**How will students become educated about the fee?**
CSSA/CSU have developed a communications plan that outlines outreach and education efforts with students, as well as other stakeholders. The plan is comprehensive in reaching students indirectly via campus media and social media, as well as direct interaction with student leadership groups and student forums. Efforts may include a direct communication from campuses to all students enrolled.

**SIRF VS. STUDENT SUCCESS FEES**

**What is CSSA’s position on student success fees?**
CSSA’s representatives have discussed student success fees and passed a resolution with the following elements:
• Students should remain involved as the primary voice, as it states in EO 1054, in determining whether success fees are implemented.
• CSSA seeks clarification on the definition of “meaningful consultation” for Category II fees.
• These are local issues; therefore, decisions should remain at the local level.
• Student concern continues regarding the state’s decreased level of CSU investment and its impact on the campus’ ability to operate adequately and ensure quality for students.

Why is the CSU proposing this fee when it is being criticized for student success fees?
The CSU recognizes the importance of stable and functional student participation on matters of importance. Both the CSSA and the CSU have been working for many years on stabilizing and growing CSSA, and this year a significant amount of progress has been made on that front. We believe this proposal is a strong one for the benefit of the system’s policy making process and individual student enrichment.

The fee also has a low impact on students paying it. That low amount assures that student voices are heard in policy making environments from the campus level all the way to the federal government.

Why are fees seemingly always rising?
This is a unique fee for a specific service that will be provided to students across the CSU system. It is the only fee in the CSU being proposed by students for the purpose of ensuring that current students have a role/voice in the CSU decision-making process and in ensuring access to an affordable, high quality education in the CSU system for themselves, their peers, and future generations of students.

This particular fee will never rise absent the built in consultative mechanism between the Chancellor’s Office and CSSA leadership.
I. CALL TO ORDER – at 11:00 AM

II. ROLL CALL – all campuses present except San Luis Obispo.

III. ACTION ITEM - APPROVAL OF THE AGENDA – Channel Islands moved to approve, Dominguez Hills seconded. Motion carried.

IV. ACTION ITEM - APPROVAL OF THE MINUTES – San Bernardino moved to approve, Monterey Bay seconded. Motion carried.

V. PUBLIC COMMENT

VI. SPECIAL PRESENTATIONS

VII. REPORTS
A. Daniel Thomas Clark, Vice President of Legislative Affairs - Present
   • Sonya Soltani, Vice Chair – no report
B. Special Officer Reports
   • Allison Gallagher, Financial Aid Officer - Present
   • Jordan Leopold, Lobby Corps Officer - Present
C. Meredith Vivian, Director of Government Relations - Present

VIII. UNFINISHED BUSINESS
A. ACTION ITEM: CHAMPIONS OF THE CSU
   The committee discussed the Champions of the CSU project.

B. ACTION ITEM: LEGISLATIVE SCORECARD
   The committee discussed the Legislator Scorecard project.
   Sacramento moved to approve moving forward with developing Legislator Scorecards, Sonoma seconded. Motion carried unanimously.

C. ACTION ITEM: MARCH IN MARCH
   The committee discussed the level of participation CSSA will have with the event. The committee discussed the lack of specific message that the March would carry in light of the recent passage of Proposition 30. The committee discussed the finding alternative ways to work with SCCCC and UCSA. Fresno moved for CSSA to not officially participate in the March in March, seconded by Dominguez Hills. Motion carried with abstention from Humboldt.

D. INFORMATION ITEM: CSSA LEGISLATIVE AGENDA
   The committee discussed policy proposals submitted by the board.
The committee discussed the legislative proposal for a voluntary systemwide representation fee, brought forward by John Haberstroh and Jonathan Bolin of Long Beach.

Northridge commented on their support, noting the potential savings for ASI should the fee come directly from students, rather than indirectly via ASI. San Bernardino inquired on how the proposal would affect the CSSA MOU with the campuses, and commented on their support. Stanislaus asked what the administrative process would be for opting-out. Staff responded by explaining a potential fee would most likely be included with other student fees, and would likely follow the same process the CSU already has in place for waivers. In addition, a discussion with the CSU would be necessary to determine an efficient process that makes sense for both CSSA and the CSU. Maritime commented on their support. San Marcos commented on their support. Bakersfield requested insight on the past attempts for a similar fee, and the staff responded with a brief overview of how a systemwide fee idea has been a recurring theme with previous boards in CSSA’s history, but never materialized. San Diego commented on their support. Dominguez Hills raised the question that if students decide to opt-out, would ASI be penalized in regards to still paying dues? The discussion concluded that CSSA would not change the current ASI funding model until potential legislation was enacted, and that ASI’s would not be penalized, as individual students are given the choice to opt-out. San Jose commented on the possibility of a referendum on each individual campus. It was noted that Title 5, California Code of regulations, restricts CSSA, a separate nonprofit entity, from running individual referendum on campuses. Alternatively, ASI’s running referendums on their campuses would create an ASI fee, which would potentially interfere with it being a fee going to CSSA, and would still call into question long-term stability. Monterey Bay commented on their support. Channel Islands commented on their support. Fullerton stated they did not have an official position yet, but has concerns about the process. The discussion concluded with the staff and officers committing to doing more research on the proposal, informing the board of findings, and bringing the proposal to action at the January Plenary.

IX. NEW BUSINESS

X. ANNOUNCEMENTS

XI. ADJOURNMENT – at 12:58 pm
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
Devon Graves, Chair
Sunday, January 26, 2014

Titan Student Union Pavilion ABC
CSU Fullerton

I. CALL TO ORDER – AT 10:19 AM.

II. ROLL CALL – ALL CAMPUSES PRESENT.

III. ACTION ITEM - APPROVAL OF THE AGENDA – Sacramento moved to approve, Northridge seconded. Motion carried.

IV. PUBLIC COMMENT
Public comment is intended as a time for any member of the public to address the Board of Directors on issues affecting CSSA and/or the California State University.

V. SPECIAL PRESENTATIONS

VI. CSU STUDENT TRUSTEE REPORTS
A. Cipriano Vargas (voting student trustee) - Present
B. Talar Alexanian (non-voting student trustee) - Present

VII. PRESIDENT’S REPORT, SARAH COUCH - Present

VIII. CHAIR’S REPORT, DEVON GRAVES - Present

IX. VICE PRESIDENT OF FINANCE’S REPORT, JERRY CHANG - Present

X. EXECUTIVE DIRECTOR’S REPORT, MILES J. NEVIN - Present

XI. UNFINISHED BUSINESS
A. ACTION ITEM: FY 2013 INDEPENDENT AUDIT REPORT
The board considered approval of the report presented by Vasin, Heyn & Co., as recommended by the Executive Committee.

Time-Certain, 11:00 a.m.
Dominguez Hills moved to approve, Monterey Bay seconded. Motion carried unanimously.

B. ACTION ITEM: SYSTEMWIDE VOLUNTARY FEE PROPOSAL
The board considered approval of the systemwide voluntary fee proposal (state and CSU legislation) and a statement of intent.

The Internal Affairs Committee gave a presentation reviewing the proposal, potential impact, and possible outcomes. Monterey Bay demonstrated their support. Sacramento demonstrated their support. San Bernardino demonstrated their support. Channel Islands demonstrated their support. Stanislaus demonstrated their support.
East Bay moved to amend the statement of intent to include the statement, “the Board would eliminate this funding source [ASI dues] based on the amount of funds from the fee” San Luis Obispo seconded. The Board discussed the amendment. Stanislaus commented that the amendment may be appropriate if it gains more Board support for the proposal. Long Beach noted that future boards will have to decide on the final outcome ASI dues, and the conversation will be had in the future. The issue at hand is deciding on the fee in general. San Francisco said they were in favor of the amendment. Fullerton said they were in favor of the amendment. San Jose said they were in favor of the amendment. Motion carried with 19 in favor of the amendment to the statement of intent, 3 against, and 1 abstention.

Fresno demonstrated their support in favor of the main motion. San Luis Obispo moved to table the action item to the end of the agenda, seconded by Los Angeles. Northridge stated that they would rather finish discussion, which was echoed by Long Beach. The Chair overruled San Luis Obispo’s motion as the agenda was already unanimously approved by the Board.

Northridge moved to approve the main motion, seconded by San Bernardino.

Stanislaus moved to amend the statement of intent to include “-greater resources for business services (finance director), including formation of student finance committee” under organizational budget. Long Beach seconded. Motion to amend the statement of intent carried unanimously.

San Luis Obispo moved to amend the statement of intent to include a clause that the fee would be enacted only by a student majority vote by majority of campuses. Dominguez Hills seconded. Long Beach commented that in the proposal the fee is voluntary for each individual, and that the Board members need to make the decision to decide what is best for their students knowing that they will still have the individual choice to decide on the fee. Humboldt mentioned that student leaders/ASIs make decisions on behalf of students that affect fees regularly—this is no different. Sacramento added that smaller campuses cannot afford to put this to a campus vote, and CSSA does not have the resources either. Northridge called the question on the amendment. San Bernardino seconded. 6 campuses voted in favor of the amendment, 17 against. Amendment failed.

Chico moved to amend the statement of intent to include: “We strongly encourage that as an integral component of this process, individual campuses educate and consult students about the possibility of a fee, be it through an advisory measure or survey on the spring ballot or form of alternative consultation student consultation.” Stanislaus seconded. Long Beach commented on their support of the amendment. San Diego called the question, San Bernardino seconded, motion carried. Northridge moved to approve, Sacramento seconded. Motion to amend the statement of intent carried unanimously.

Fresno called the question on the main motion, seconded by Long Beach. Motion carried, with 18 campuses in favor, 5 opposed.
C. **ACTION ITEM: LEGISLATION**
The board considered action on legislation, as recommended by the Legislative Affairs Committee:
- SB 845 (CORREA) – Electronic Disbursement of Student Financial Aid
- S.1803 (Durbin) – Student Loan Borrower Bill of Rights
Monterey Bay moved to approve the committee’s recommendations, Northridge seconded. Motion carried with opposition from Humboldt.

D. **ACTION ITEM: ONLINE EDUCATION WHITE PAPER**
The board considered approval of the proposed white paper on online education, as recommended by the University Affairs Committee.
*Third-reading*
Sacramento moved to approve, Fresno seconded. Motion carried unanimously.

E. **ACTION ITEM: PROPOSED AMENDMENTS TO RESOLUTION IN SUPPORT OF AMENDING THE CSU SUSTAINABILITY POLICY**
The committee considered approval of proposed amendments to the existing resolution, as recommended by the University Affairs Committee.
*Third-reading*
Monterey Bay moved to approve, Sacramento seconded. Motion carried unanimously.

F. **ACTION ITEM: RESOLUTION CONDEMNING HATE CRIMES AT SAN JOSE STATE**
The board considered approval of a resolution concerning reports of race-based harassment and hate crimes at San Jose State University.
*The board waived the resolutions policy in order to take immediate action in light of the serious nature of the issue.*
*Second-reading*

Northridge moved to amend the resolution to include an additional *WHEREAS* as follows:
WHEREAS, A resident and a student in the San Jose Univeristy dorms has been allegedly abused multiple times by their dorm-mates:
- “The residents of #704 chose to nickname (Victim) ‘3/5,’ in reference to the 3/5 compromise at the 1787 Constitutional Convention deeming a black slave to count as 3/5 of a person toward representation and taxation.”
- The suitemates of the victim “locked a bicycle ‘U’ lock around his neck and hid the key before (victim) found it and was able to unlock and remove the device” and the “suitemates tried, unsuccessfully, to lock the ‘U’ lock around his neck again.”
- The victim was lured “Into a closet and lock[ed] inside of it with the suitemates going as far as to remove a closet door knob in the process.”
- “The writing of the word, ‘N*****,’ on a dry erase board in a common area of the suite…”

Sacramento moved to approve the resolution as amended, Channel Islands seconded. Motion carried unanimously.

G. **ACTION ITEM: POLICY REVISIONS**
The board considered approval of proposed revisions to the following policies, as recommended by the Internal Affairs Committee:
- Awards and Recognition Policy, *Third-reading*
- *Membership and Privileges Code*, *Third-reading*
- Membership Policy, *Third-reading*
- Membership Dues Policy, *Third-reading*

Sacramento moved to approve the policy revisions, Monterey Bay seconded. Motion carried unanimously.

**H. ACTION ITEM: MID-YEAR BUDGET ADJUSTMENT**

The board considered proposed adjustments, as recommended by the Internal Affairs Committee.

Sacramento moved to approve, Channel Islands seconded. Motion carried unanimously.

**XII. NEW BUSINESS**

**XIII. CLOSING COMMENTS**

**XIV. ADJOURNMENT AT 1:15 PM**
EXECUTIVE COMMITTEE MINUTES
REGULAR MEETING MINUTES
Sarah Couch, President
Friday, January 24, 2014 | 10:00 a.m.

TSU President’s Room
Teleconference portion begins at 12:00 p.m.
Dial in #: (712) 775-7200
Access Code: 176538

I. CALL TO ORDER: The meeting was called to order at 11:01 a.m.

II. ROLL CALL: Members present included Graves, Chang, Mason, Gibson, Couch, Nevin and Gibson.

III. ACTION ITEM - APPROVAL OF THE AGENDA: It was moved by Devon, with an amendment to move Item F prior to reports, and seconded by Mason, to approve the agenda. The motion carried unanimously.

IV. ACTION ITEM - APPROVAL OF THE MINUTES: It was moved by Mason and seconded by Graves, to approve the minutes. The motion carried unanimously.

V. PUBLIC COMMENT: None.

VI. SPECIAL PRESENTATIONS: None.

VII. EXECUTIVE OFFICER REPORTS: All officers refered to their written reports, included in the agenda.
   A. Sarah Couch, President
   B. Devon Graves, Chair
   C. Jerry Chang, Vice President of Finance
   D. Daniel Thomas Clark, Vice President of Legislative Affairs
   E. Dwayne Mason, Vice President of University Affairs

VIII. CHIEF OF STAFF’S REPORT, ANTHONY GIBSON: Gibson referred to his written report, but highlighted the development of an Online Education White Paper to be approved by the board at the January 2014 plenary.

IX. EXECUTIVE DIRECTOR’S REPORT, MILES J. NEVIN: Nevin referenced his written report in the agenda packet.

X. UNFINISHED BUSINESS
   A. ACTION ITEM: 2013 INDEPENDENT AUDIT REPORT AND EXIT CONFERENCE
      The committee received the annual independent audit report, considered action, and satisfied the requirement of an exit conference, which was facilitated by Rolland Vasin of Vasin Heyn & Co. and Executive Director, Miles J. Nevin. Nevin highlighted the cost allocation sections and defined the categories. Nevin also highlighted the significant change in expenses associated with outside services and community relations, which were affected by personnel expenses and changes in conference planning sites, respectively.
B. INFORMATION ITEM: JANUARY AGENDA REVIEW
The committee reviewed the January 2014 plenary agenda. No changes or concerns with agenda items were indicated.

C. INFORMATION ITEM: POLICY AGENDA PROGRESS REPORT
The committee reviewed a PowerPoint, developed by President Couch, covering the 2013-14 Higher Education Policy Agenda. The PowerPoint will be delivered at the plenary session scheduled for tomorrow, Saturday, January 25, 2014.

D. INFORMATION ITEM: PERSONNEL COMMITTEE
The committee received an update from Executive Director, Miles J. Nevin, regarding the association’s personnel. Nevin highlighted that the association’s effort to adjust the employment status of two employees continues to be worked on at the Chancellor’s Office.

E. ACTION ITEM: SYSTEMWIDE VOLUNTARY FEE PROPOSAL
The committee considered the systemwide voluntary fee proposal, as introduced at the November 2013 Legislative Affairs Committee meeting by CSU Long Beach, review specific implementation language (bill and policy language), and a statement of intent.

F. ACTION ITEM: MID-YEAR BUDGET REVIEW AND ADJUSTMENTS
The committee reviewed the mid-year financials and considered proposed adjustments outlined by Sarah Vagts and Jerry Chang. It was moved by Chang and seconded by Mason to approve the item. It was approved unanimously.

XI. NEW BUSINESS: None.

XII. CLOSING COMMENTS: None.

XIII. ADJOURNMENT: The meeting was adjourned at 2:12 p.m.
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
Devon Graves, Chair
Saturday, January 25, 2014

Titan Student Union Pavilion ABC
CSU Fullerton

I. CALL TO ORDER - AT 9:00 AM

II. ROLL CALL – All campuses present, San Francisco was recognized at 9:38 am.

III. ACTION ITEM - APPROVAL OF THE AGENDA – San Bernardino moved to approve, San Marcos seconded. Motion carried.

IV. ACTION ITEM - APPROVAL OF THE MINUTES – Northridge moved to approve, Sacramento seconded. Motion carried.

V. PUBLIC COMMENT
Public comment is intended as a time for any member of the public to address the Board of Directors on issues affecting CSSA and/or the California State University.

VI. SPECIAL PRESENTATIONS
A. Local Representative Visit: Assemblymember Sharon Quirk-Silva
   Time-certain, 9:00 a.m.
B. Trustee Visit: Lou Monville, Vice Chair, Board of Trustees, California State University
   Time-certain, 10:00 a.m.
C. Alumni Attitudes Study: Aaron Moore, Executive Director, CSU Alumni Council and Arthur Silverstein, CSSA Alumni Council Liaison
   Time-certain, 11:30 a.m.

VII. ORGANIZATIONAL LIAISON REPORTS
A. Dr. Diana Guerin, Academic Senate CSU (ASCSU)
B. Sabrina Sanders, Associate Director of Student Programs, Ray Murillo, Director of Student Programs, CSU Office of the Chancellor

IX. UNFINISHED BUSINESS
A. ACTION ITEM: SYSTEMWIDE COMMITTEE APPOINTMENTS
The board reviewed the president’s recommendations for committee vacancies. Sacramento moved to approve the appointment recommendations, San Marcos seconded. Motion carried unanimously.

X. NEW BUSINESS
A. INFORMATION ITEM: 2012-13 ANNUAL REPORT
The board reviewed the association’s annual report for 2012-13.

B. INFORMATION ITEM: MID-YEAR REVIEW OF 2013-14 POLICY AGENDA PROGRESS
The board reviewed the association’s progress on the 2013-14 Higher Education Policy Agenda goals and strategies.
C. INFORMATION ITEM: SYSTEMWIDE VOLUNTARY FEE PROPOSAL

The board discussed the systemwide voluntary fee proposal, as introduced at the November 2013 Legislative Affairs Committee meeting by CSU Long Beach, reviewed specific implementation language (bill and policy language), and a statement of intent. John Haberstroh from CSU Long Beach introduced the item and various campuses indicated initial positions of support or opposition, as well as discussed details relevant to the proposal and its future implications.

XI. CLOSING COMMENTS

XII. ADJOURNMENT AT 12:36 PM.
LEGISLATIVE AFFAIRS COMMITTEE AGENDA
REGULAR MEETING
Daniel Thomas Clark, Vice President of Legislative Affairs
Saturday, January 25, 2014

Titan Student Union Pavilion ABC
CSU Fullerton

I. CALL TO ORDER – at 1:42 pm.

II. ROLL CALL – All campuses present. Chico was recognized at 1:43 pm, Humboldt was recognized at 1:53pm.

III. ACTION ITEM - APPROVAL OF THE AGENDA – San Bernardino moved to approve, San Marcos seconded. Motion carried.

IV. ACTION ITEM - APPROVAL OF THE MINUTES – Northridge moved to approve, Sonoma seconded. Motion carried.

V. PUBLIC COMMENT
Public comment is intended as a time for any member of the public to address the committee on any issues affecting CSSA and/or the California State University.

VI. SPECIAL PRESENTATIONS
A. Cal State DC Internship Program: Leo Otero and Dr. Stephen Stambough
   Time-certain, 1:15 p.m.
B. Up to Us: A national competition sponsored by the Clinton Global Initiative

VII. REPORTS
A. Daniel Thomas Clark, Vice President of Legislative Affairs - present
   • Sonya Soltani, Vice Chair – no report
B. Special Officer Reports
   • Allison Gallagher, Financial Aid Officer – no report
   • Jordan Leopold, Lobby Corps Officer - present
C. Meredith Vivian, Director of Government Relations - present

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS
A. INFORMATION ITEM: RESOLUTION ON 2014-15 BUDGET
   The committee discussed the Governor’s 2014-15 State Budget, however a resolution was not introduced.

B. INFORMATION ITEM: RESOLUTION ON THE COLLEGIATE HOUSING AND INFRASTRUCTURE ACT
   The committee reviewed and discussed a resolution on the Collegiate Housing and Infrastructure Act.
   First-reading
C. **ACTION ITEM: LEGISLATION**
The committee discussed legislation took action.
- **SB 845 (Correa) – Electronic Disbursement of Student Financial Aid**
  Fullerton moved to approve support of SB 845, Dominguez Hills seconded. Motion carried with opposition from Humboldt.
- **S.1803 (Durbin) – Student Loan Borrower Bill of Rights**
  Northridge moved to approve support of S.1803, Monterey Bay seconded. Motion carried unanimously.

X. **ANNOUNCEMENTS**

XI. **ADJOURNMENT – at 3:10 PM**
I. CALL TO ORDER – AT 3:15 PM

II. ROLL CALL – All campuses present.

III. ACTION ITEM - APPROVAL OF THE AGENDA - Motion to strike Unfinished Business: Item C, from the agenda, moved by Sacramento seconded by San Francisco. San Marcos moved to approve the amended agenda, Channel Islands second. Motion carried.

IV. ACTION ITEM - APPROVAL OF THE MINUTES – Moved by Sacramento seconded by Northridge. Motion carried.

V. PUBLIC COMMENT

VI. REPORTS
A. Dwayne Mason, Vice President of University Affairs - Present
B. Chris Woolett, Vice Chair - Present
C. Special Officer Reports
   • Agatha Gucyski, Academic Senate Liaison - Present
   • Arthur Silverstein, Alumni Council Liaison - Present
   • Taylor Herren, Environmental Affairs Officer - Present
   • Brett Roberts, Technology Officer - Present
D. Sarah Vagts, Assistant Executive Director - Present

VII. SPECIAL PRESENTATIONS
A. Greenovation Fund Approved Project Review
B. Shared Governance Assessment

VIII. UNFINISHED BUSINESS
A. ACTION ITEM: ONLINE EDUCATION WHITE PAPER
   The committee considered approval of the proposed white paper on online education. Long Beach moved to approve, Sonoma seconded. Motion carried with abstention from Humboldt.
   Second-reading

B. ACTION ITEM: PROPOSED AMENDMENTS TO RESOLUTION IN SUPPORT OF AMENDING THE CSU SUSTAINABILITY POLICY
   The committee considered approval of proposed amendments to the existing resolution, as proposed by the CSSA Sustainability Officer.
Long Beach moved to approve, San Marcos seconded. Motion to approve the resolution carried.

**Second-reading**

C. **INFORMATION ITEM: CSU BOARD OF TRUSTEES AGENDA REVIEW**

IX. **NEW BUSINESS**

A. **INFORMATION ITEM: RESOLUTION REGARDING PROPOSED QUARTER-TO-SEMESTER CONVERSION FOR CSU SYSTEM**
   The committee reviewed a resolution on the proposed quarter-to-semester conversion for the CSU system.
   **First-reading**

B. **INFORMATION ITEM: CSU/SJSU AUXILIARY MERGERS**
   The committee discussed student involvement in governance of CSU auxiliaries.

X. **ADJOURNMENT AT 4:09 PM**
I. CALL TO ORDER – at 4:17 pm.

II. ROLL CALL – Member present included Banus, Gomez, Bahena, Salameh, Woolett, and Nielson.

III. ACTION ITEM - APPROVAL OF THE AGENDA - Bahena moved to approve, Gomez seconded. Motion carried.

IV. ACTION ITEM - APPROVAL OF THE MINUTES - Bahena moved to approve, Gomez seconded. Motion carried.

V. PUBLIC COMMENT
East Bay suggested having all meetings being recorded and posted to hold CSSA board members accountable. Woolett commented that significant resources, funding, and campus cooperation would be all necessary, but it is an option that can be explored.

VI. SPECIAL PRESENTATIONS

VII. REPORTS
A. Devon Graves, Chair - Present
B. Jerry Chang, Vice President of Finance – not present
C. Nielsen Gabriel, Vice Chair - yield
D. Sarah Vagts, Assistant Executive Director - Present

VIII. UNFINISHED BUSINESS
A. ACTION ITEM: POLICY REVISIONS
The committee considered approval of proposed revisions to the following policies:

- Awards and Recognition Policy, Second-reading
- Membership and Privilege Code, Second-reading proposed elimination of the policy, as it exists in the Constitution
- Membership Policy, Second-reading
- Membership Dues Policy, Second-reading

Bahena moved to approve policies as amended, Gomez seconded. Motion carried.

IX. NEW BUSINESS
A. ACTION ITEM: MID-YEAR BUDGET REVIEW AND ADJUSTMENTS
The committee reviewed the mid-year financials and considered proposed adjustments. Gomez moved to approve the budget adjustments, Gabriel seconded. Motion carried.

B. INFORMATION ITEM: 2014-15 BUDGET
The committee reviewed key dates and the procedure for the 2014-15 budget cycle.

X. STANDING ITEMS
A. INFORMATION ITEM: ORGANIZATIONAL ACCOUNTABILITY
The committee discussed any internal issues the association may need to address.

- Funding source for executive officer travel
- Meeting Policy Implementation
- Statement of Intent Regarding the Implications of a CSSA Systemwide Voluntary Fee

X. CLOSING COMMENTS

XII. ADJOURNMENT AT 6:01 PM
I. CALL TO ORDER: The meeting was called to order at 9:05 a.m.

II. ROLL CALL: Members present included Brown, Bukowski, Garcia, Jeffrey, Herrera, Legget, and Soltani.

III. ACTION ITEM - APPROVAL OF THE AGENDA: It was moved by Bukowski and seconded by Jeffrey, to approve the agenda. The motion carried unanimously.

IV. ACTION ITEM - APPROVAL OF THE MINUTES: It was moved by Jeffrey and seconded by Herrera, to approve the minutes. The motion carried unanimously.

V. PUBLIC COMMENT: NONE.

VI. SPECIAL PRESENTATIONS: NONE.

VII. REPORTS
   A. Erica Brown, CHESS Committee Chair: Brown reported that information is on Podio, the Facebook group is being used, and that Sac State is preparing for the Welcome Reception.
   
   B. Meredith Vivian Turner, Director of Government Relations: Turner highlighted in her report the updates to the workshop sessions and keynote speakers layout.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS
   A. INFORMATION ITEM: CHESS WORKSHOPS
      The committee heard an update from Turner, who noted that most sessions have been filled and that she and Nevin are firming up final speakers.
   
   C. INFORMATION ITEM: COMMITTEE ROLES
      The committee discussed the need for volunteers during the conference program, mainly to escort speakers to and from their workshop rooms as well as to ensure the completion of evaluation forms, to prepare swag bags on Saturday prior to the conference, and for registration activities. Brown agreed to create a volunteer worksheet and to maintain that list of people and roles.
D. INFORMATION ITEM: CHESS LOGISTICS
The committee discussed final details on logistics, including identifying volunteers and their roles, the event format and timing, and the spirit competition to take place during lunch on Sunday, March 9.

X. CLOSING COMMENTS: Sean del Rossi, AOA Liaison, recommended that the committee hold a wrap up meeting to discuss event details, identify improvements, and begin early planning for the following year.

XI. ADJOURNMENT: THE MEETING WAS ADJOURNED AT 9:55 A.M.
INITIAL REVIEW BOARD MINUTES
REGULAR MEETING
Devon Graves, Chair
Sunday, January 26, 2014

Titan Student Union Hetebrink AB
CSU Fullerton

I. CALL TO ORDER – AT 9:18 AM

II. ROLL CALL - Voting members present including Banus, Bath, McAllister, McConville, Pereda Graves, liaisons present include Vagts, Alexanian, Vargas.

III. ACTION ITEM - APPROVAL OF THE AGENDA – Bath moved to approve, Banus seconded. Motion carried.

IV. ACTION ITEM - APPROVAL OF THE MINUTES – Banus moved to approve, Bath seconded. Motion carried.

V. PUBLIC COMMENT
Public comment is intended as a time for any member of the public to address the Initial Review Board on any issues affecting CSSA and/or the California State University.

VI. SPECIAL PRESENTATIONS

VII. REPORTS
A. Devon Graves, Chair - Present
B. Sarah Vagts, Assistant Executive Director - Present

VIII. UNFINISHED BUSINESS
A. INFORMATION ITEM: PUBLICIZING THE SEARCH
The committee discussed progress in publicizing the search.

IX. NEW BUSINESS
A. INFORMATION ITEM: APPLICATION SCREENING PROCESS
The committee discussed the process and date for application screening.

B. INFORMATION ITEM: INTERVIEW QUESTIONS AND RATING CRITERIA
The committee began formulating interview questions and rating criteria.

X. CLOSING COMMENTS

XI. ADJOURNMENT AT 10:05 AM.
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
Devon Graves, Chair
Sunday, January 26, 2014

Titan Student Union Pavilion ABC
CSU Fullerton

I. CALL TO ORDER – AT 10:19 AM.
II. ROLL CALL – ALL CAMPUSES PRESENT.

III. ACTION ITEM - APPROVAL OF THE AGENDA – Sacramento moved to approve, Northridge seconded. Motion carried.

IV. PUBLIC COMMENT
Public comment is intended as a time for any member of the public to address the Board of Directors on issues affecting CSSA and/or the California State University.

V. SPECIAL PRESENTATIONS

VI. CSU STUDENT TRUSTEE REPORTS
A. Cipriano Vargas (voting student trustee) - Present
B. Talar Alexanian (non-voting student trustee) - Present

VII. PRESIDENT’S REPORT, SARAH COUCH - Present

VIII. CHAIR’S REPORT, DEVON GRAVES - Present

IX. VICE PRESIDENT OF FINANCE’S REPORT, JERRY CHANG - Present

X. EXECUTIVE DIRECTOR’S REPORT, MILES J. NEVIN - Present

XI. UNFINISHED BUSINESS
A. ACTION ITEM: FY 2013 INDEPENDENT AUDIT REPORT
The board considered approval of the report presented by Vasin, Heyn & Co., as recommended by the Executive Committee.

Time-Certain, 11:00 a.m.
Dominguez Hills moved to approve, Monterey Bay seconded. Motion carried unanimously.

B. ACTION ITEM: SYSTEMWIDE VOLUNTARY FEE PROPOSAL
The board considered approval of the systemwide voluntary fee proposal (state and CSU legislation) and a statement of intent.

The Internal Affairs Committee gave a presentation reviewing the proposal, potential impact, and possible outcomes. Monterey Bay demonstrated their support. Sacramento demonstrated their support. San Bernardino demonstrated their support. Channel Islands demonstrated their support. Stanislaus demonstrated their support.
East Bay moved to amend the statement of intent to include the statement, “the Board would eliminate this funding source [ASI dues] based on the amount of funds from the fee” San Luis Obispo seconded. The Board discussed the amendment. Stanislaus commented that the amendment may be appropriate if it gains more Board support for the proposal. Long Beach noted that future boards will have to decide on the final outcome ASI dues, and the conversation will be had in the future. The issue at hand is deciding on the fee in general. San Francisco said they were in favor of the amendment. Fullerton said they were in favor of the amendment. San Jose said they were in favor of the amendment. Motion carried with 19 in favor of the amendment to the statement of intent, 3 against, and 1 abstention.

Fresno demonstrated their support in favor of the main motion. San Luis Obispo moved to table the action item to the end of the agenda, seconded by Los Angeles. Northridge stated that they would rather finish discussion, which was echoed by Long Beach. The Chair overruled San Luis Obispo’s motion as the agenda was already unanimously approved by the Board.

Northridge moved to approve the main motion, seconded by San Bernardino.

Stanislaus moved to amend the statement of intent to include “-greater resources for business services (finance director), including formation of student finance committee” under organizational budget. Long Beach seconded. Motion to amend the statement of intent carried unanimously.

San Luis Obispo moved to amend the statement of intent to include a clause that the fee would be enacted only by a student majority vote by majority of campuses. Dominguez Hills seconded. Long Beach commented that in the proposal the fee is voluntary for each individual, and that the Board members need to make the decision to decide what is best for their students knowing that they will still have the individual choice to decide on the fee. Humboldt mentioned that student leaders/ASIs make decisions on behalf of students that affect fees regularly—this is no different. Sacramento added that smaller campuses cannot afford to put this to a campus vote, and CSSA does not have the resources either. Northridge called the question on the amendment. San Bernardino seconded. 6 campuses voted in favor of the amendment, 17 against. Amendment failed.

Chico moved to amend the statement of intent to include: “We strongly encourage that as an integral component of this process, individual campuses educate and consult students about the possibility of a fee, be it through an advisory measure or survey on the spring ballot or form of alternative consultation student consultation.” Stanislaus seconded. Long Beach commented on their support of the amendment. San Diego called the question, San Bernardino seconded, motion carried. Northridge moved to approve, Sacramento seconded. Motion to amend the statement of intent carried unanimously.

Fresno called the question on the main motion, seconded by Long Beach. Motion carried, with 18 campuses in favor, 5 opposed.
C. **ACTION ITEM: LEGISLATION**
The board considered action on legislation, as recommended by the Legislative Affairs Committee:
- SB 845 (CORREA) – Electronic Disbursement of Student Financial Aid
- S.1803 (Durbin) – Student Loan Borrower Bill of Rights
Monterey Bay moved to approve the committee’s recommendations, Northridge seconded. Motion carried with opposition from Humboldt.

D. **ACTION ITEM: ONLINE EDUCATION WHITE PAPER**
The board considered approval of the proposed white paper on online education, as recommended by the University Affairs Committee.
*Third-reading*
Sacramento moved to approve, Fresno seconded. Motion carried unanimously.

E. **ACTION ITEM: PROPOSED AMENDMENTS TO RESOLUTION IN SUPPORT OF AMENDING THE CSU SUSTAINABILITY POLICY**
The committee considered approval of proposed amendments to the existing resolution, as recommended by the University Affairs Committee.
*Third-reading*
Monterey Bay moved to approve, Sacramento seconded. Motion carried unanimously.

F. **ACTION ITEM: RESOLUTION CONDEMNING HATE CRIMES AT SAN JOSE STATE**
The board considered approval of a resolution concerning reports of race-based harassment and hate crimes at San Jose State University.
The board waived the resolutions policy in order to take immediate action in light of the serious nature of the issue.
*Second-reading*
Northridge moved to amend the resolution to include an additional *WHEREAS* as follows:
WHEREAS, A resident and a student in the San Jose University dorms has been allegedly abused multiple times by their dorm-mates:
- “The residents of #704 chose to nickname (Victim) ‘3/5,’ in reference to the 3/5 compromise at the 1787 Constitutional Convention deeming a black slave to count as 3/5 of a person toward representation and taxation.”
- The suitemates of the victim “locked a bicycle ‘U’ lock around his neck and hid the key before (victim) found it and was able to unlock and remove the device” and the suitemates tried, unsuccessfully, to lock the ‘U’ lock around his neck again.”
- The victim was lured “Into a closet and lock[ed] inside of it with the suitemates going as far as to remove a closet door knob in the process.”
- “The writing of the word, ‘N*****,’ on a dry erase board in a common area of the suite…”
Sacramento moved to approve the resolution as amended, Channel Islands seconded. Motion carried unanimously.

G. **ACTION ITEM: POLICY REVISIONS**
The board considered approval of proposed revisions to the following policies, as recommended by the Internal Affairs Committee:
- Awards and Recognition Policy, *Third-reading*
- *Membership and Privileges Code*, *Third-reading*
B. Membership Policy, *Third-reading*
   Membership Dues Policy, *Third-reading*
Sacramento moved to approve the policy revisions, Monterey Bay seconded. Motion carried unanimously.

H. **ACTION ITEM: MID-YEAR BUDGET ADJUSTMENT**
   The board considered proposed adjustments, as recommended by the Internal Affairs Committee.
   Sacramento moved to approve, Channel Islands seconded. Motion carried unanimously.

XII. **NEW BUSINESS**

XIII. **CLOSING COMMENTS**

XIV. **ADJOURNMENT AT 1:15 PM**
Statement of Intent Regarding the Implications of a CSSA Systemwide Voluntary Fee

Organizational Funding Model

If a systemwide fee were approved and implemented, the CSSA Board of Directors would need to examine and make changes to the association’s funding structure:

• **State Funds** Awarded via a Memorandum of Understanding with the CSU Chancellor
  The board would reconsider and likely eliminate this funding source as would the CSU system.

• **Membership Dues** via Memoranda of Understanding with Association Students organizations
  The board would reconsider and likely eliminate or greatly reduce this funding source.

Organizational Budget

If a systemwide fee were approved and implemented, the board of directors would need to approve a budget that allocated the revenues CSSA collects from the fee and other sources. The authority over fund allocation would remain with the Internal Affairs Committee and Board of Directors.

Various campuses have proposed and discussed possible activities that could be made possible if the organization had a more stable funding source. Ideas that have been discussed by member campuses that would need to be approved by the board via a budget document include:

- Executive officer travel funding for monthly meetings
- Ability to provide on-campus trainings, development, and program support on ASI and CSSA programs and campaigns.
- Greater student involvement in state and federal advocacy
  - Implementation of internship programs in Sacramento and Washington, DC
  - Expanded advocacy days in Sacramento and Washington, DC
  - Ability to monitor more legislation and potentially sponsor/support more legislation
  - Ability to create and broadly distribute issue-oriented education material to students
- Greater student involvement in CSU Board of Trustees meetings
- Greater student involvement in higher education conferences and events
- Ability to recruit additional student and professional staff to create greater capacity
- Expansion of Sustainability programs
- Allocate additional revenue for Greenovation Fund
- Implement program to establish Sustainability Coordinators on every campus
  - Publish ongoing white papers on issues pertinent to students
  - Publish media reports on issues pertinent to students
  - Establish a Development Office

**Organizational Governance Structure**

There have not been any changes to the governance structure proposed or discussed. The association would continue to be governed by a student board of directors consisting of one representative selected by the campus Associated Students bylaws/decision-making process. The association would continue to be subjected to an annual independent audit to ensure fiscal accountability.

If a member campus wishes to propose a change to the organization's governance structure, the proposal would have to be approved by the Internal Affairs Committee and Board of Directors. For example, there will likely be new reporting requirements that allow state officials to ensure compliant and legal use of CSSA funds.
COMMITTEE ON FINANCE

Policy on Voluntary Statewide Student Involvement and Representation Fee (SIRF)

Presentation By
Sally Roush
Interim Vice Chancellor
Business & Finance

Sarah Couch
CSSA President

John Haberstroh
AS President
CSU Long Beach

Summary

The California State Student Association (CSSA) is the recognized statewide student organization for California State University students. CSSA currently relies on funding from two sources: a portion of Student Body Association dues collected from campus Associated Students, Incorporated (ASI) and an annual funding augmentation from the Chancellor’s Office. These funds have supported student participation in campus and system level decision-making, but current funding levels limit broad student participation across the state and nationally. In an effort to expand systemwide student engagement, consultation, and representation on issues of importance, CSSA is seeking long-term, direct funding that will ensure all CSU students are more consistently and actively represented before policymakers at the university, state, and federal levels.

This information item presents a proposal to establish, following consultation with campus ASI representatives and Chancellor’s Office staff, a voluntary Statewide Student Involvement and Representation Fee (SIRF). As proposed, the fee shall be assessed during the fall and spring terms of each academic year with a fully disclosed option to not pay if the student does not support the fee charge. The fee would be required of all matriculated regular, limited, and special session students attending the CSU. Students registering solely in extension courses would be exempt.
Background

The CSSA was founded in 1958 as the California State College Student President’s Association (CSCSPA). In 1979, the organization renamed itself to the California State Student Association. CSSA was established by the campus associated student body organizations so that students may have a formal and effective means for participating in the formulation of systemwide, state, and national policies that have or may have an effect on students. The CSSA, or its successor, is recognized as the official representative of the students of the CSU before the Board of Trustees and the Chancellor’s Office. CSSA provides a collective voice for CSU students to the state government, the California State University system, and other state boards and commissions. CSSA student leaders are part of the CSU shared leadership process; they contribute during the CSU’s decision-making process and are vital to the well-being and life of the university. In 2001, the trustees adopted the Student Participation in Policy Development (SPPD) statement developed by the California State University Advisory Committee on Student Participation in Policy Development. The statement established CSSA responsibility in both local and system CSU policymaking processes.

Justification for Voluntary Statewide Student Involvement and Representation Fee (SIRF) Proposal

As the longstanding statewide student association for the largest four-year university system in the nation, CSSA is positioned to positively impact the future of the CSU system. The SPPD calls on the CSU system to make greater strides toward student participation in policy development in order to enhance institutional effectiveness and responsiveness to student needs. Currently CSSA is dependent on a voluntary portion of membership fees collected by the 23 local student associations, which has in recent years been augmented by an annual allocation from the Chancellor's Office. However, to ensure the broadest possible participation of students in policy development CSSA should have revenue that supports the long-term financial stability of the organization.

CSSA receives an annual funding augmentation from the CSU Chancellor to ensure its ability to fund student engagement in university governance (Board of Trustees, systemwide committees, task forces, and workgroups); student representation to policy makers; student leadership development opportunities; and other education and training programs. Furthermore, the CSSA’s intention to broaden opportunity for input and participation in governance supports the CSU’s mission to provide opportunities for individuals to develop intellectually, personally, and professionally through active participation in student governance. Through authorization of a
voluntary student fee, the trustees would create a long-term, stable revenue stream to implement fully the student participation responsibilities outlined in the SPPD, enable the association to establish a higher degree of financial independence from the CSU system, and would allow students the individual choice to contribute financially to statewide student representation.

**Purpose for which revenue from SIRF will be used**

The proposed SIRF recommendation ensures the opportunity for students to have comprehensive and effective involvement in the development of policies and procedures that have or will have an effect on current and future students.

Revenue from the fee will be used to ensure students are able to fund the activities of the CSSA and thereby ensure the overall ability of students to participate in policy development at the system, state and national levels. Revenue from the fee will provide additional funding support for development of student policy recommendations, expenses in support of student participation and representation activities, and CSSA professional and support staff expenses.

The SIRF would be established at the rate of $2 per student, to be assessed each fall and spring term. The Chancellor is delegated specified authority for the oversight and adjustment of the SIRF Category I fee in consultation with the CSSA and its constituents. Adjustments to the SIRF shall be made in consideration with the annual percentage change in the Higher Education Price Index (HEPI) and in consideration of a revenue and expenditure plan for the adjusted fee. Implementation and administration of this fee shall be consistent with the parameters identified in this board item, including the ability for students to voluntarily elect to not support the fee charge, and shall be made with adequate disclosure to allow students the opportunity to make informed decisions when assessing the total cost of education.

**Fiscal Impact and Efforts to Mitigate Impact of SIRF on Students with Need**

The fiscal impact of this policy on the overall cost of attendance is neutral to modest. Any student, including those with financial need, who is unable to cover the additional cost of the SIRF has the ability to not pay the fee. Implementation of the SIRF could result in a cost savings for the CSU system and campus ASI organizations, as funds currently provided by both in support of CSSA student participation could be decreased or eliminated. Development of the administrative procedures necessary to manage the voluntary nature of this systemwide fee may require modest increases to student financial services staff workloads.
MEMORANDUM

Date: February 24, 2014

To: CSU Presidents

From: Miles J. Nevin
Executive Director
California State Student Association (CSSA)

Re: Student Involvement and Representation Fee (SIRF) Proposal

At its January 2014 plenary, the CSSA Board of Directors approved a proposal authorizing the implementation of a voluntary systemwide fee to fund the association’s operations. This action has resulted in CSSA’s leadership working with the Chancellor’s Office to determine the most appropriate method of implementing a fee to fund statewide student involvement, representation and participation in policy development. After much consideration, it has been determined that this proposal will be considered by the CSU Board of Trustees as an information item at the March 25-26, 2014 meeting, followed by action at the May 6-7, 2014 meeting.

The California State Student Association, formerly known as the CSU Student Presidents Association (CSUSPA), was established in 1959 and recognized by the trustees as the official CSU student representative body in 1963. The association ensures the CSU’s most important stakeholders – its students – are involved and represented in systemwide policy development. This role of our student body was further upheld in 2001 when the trustees adopted a policy on Student Participation in Policy Development, which states that, “The Board of Trustees and the Chancellor will provide CSSA an opportunity to offer opinions and make recommendations to the Board of Trustees and the Chancellor and/or the Campus Presidents with regard to university policies and procedures that have or will have an effect on students at the systemwide level.”

Across the nation, established statewide student associations have funding models that yield student fee revenues through three primary avenues—voluntary membership dues, mandatory fees, and voluntary fees. CSSA’s current funding model is unique in that it consists of voluntary membership dues (paid voluntarily by campus associated student organizations, generally using local campus student activity fees)
and system funding (Chancellor’s Office). CSSA has been part of the CSU’s shared governance model for over 55 years, advocating for students and working with the Chancellor’s Office on policies that affect the CSU and its students. Authorization of a voluntary systemwide student involvement and representation fee would establish a more predictable annual revenue amount and thereby ensure that CSU students are represented in perpetuity before the legislature and in Congress, as well as the CSU Board of Trustees and Chancellor’s Office.

The Student Involvement and Representation Fee (SIRF) would ensure that students have the individual choice to fund the activities of the association and, therefore, ensure the overall ability to participate in policy development at the system, state and national levels. The proposed fee amount is $2 per semester, or $4 per year; campuses on the quarter system would assess the fee in the fall and spring terms only. The fee amount, implementation and administration details, a student-targeted communications plan, and other relevant information will be shared with the trustees during an information item on the Committee on Finance agenda, presented by a combination of student leaders, CSSA staff, and Chancellor’s Office staff.

Should you have any questions prior to the meeting, please do not hesitate to contact me by e-mail at mnevin@calstate.edu, or by cell phone at (562) 533-6312.

c: Chancellor Timothy P. White  
Vice Chancellors  
Vice Presidents for Administration and Finance  
Vice Presidents for Student Affairs
FOR IMMEDIATE RELEASE

Date: March 27, 2014
Contact: Sarah Couch, CSSA President
Phone: (916) 799-2003
E-mail: president@csustudents.org

CSSA ASKS BOARD OF TRUSTEES TO CONSIDER
STUDENT INVOLVEMENT AND REPRESENTATION FEE

The modest fee would ensure student voice within legislative and university decision-making

Long Beach, CA – The California State Student Association (CSSA), the recognized student body organization for all California State University (CSU) students, recently approved a proposal to establish a voluntary systemwide student involvement and representation fee of $4 per year. This is an effort to ensure that CSU students have a permanent voice and representation before the California Legislature, in Congress, as well as with the CSU Board of Trustees. The proposal was considered this past Tuesday, March 25 by the Board of Trustees, and will be voted on at the Board’s regularly scheduled meeting in May.

CSSA currently relies on funding from the CSU Chancellor’s Office and from voluntary dues paid by the individual campus Associated Students (AS) organizations. Through authorization of a small voluntary fee, CSSA could maintain financial independence from the CSU. In addition, the proposal encourages opportunities for students to be involved in the development of university policies and procedures that have or will have an effect on both current and future students, as well as the policymaking that occurs in Sacramento and Washington, D.C.

“CSSA has been working behind the scenes on behalf of CSU students for more than 55 years,” said CSSA president Sarah Couch, a graduate student at Sacramento State. “We’re constantly educating the Legislature about the value of the CSU and its students, as well as its needs, such as impacted classes, shortage of financial aid officers, unsafe classrooms, and much more. It’s crucial that there is always an avenue for students to carry legislation or work directly with the chancellor and board of trustees on important issues, and the only way that happens is by creating independence and stability for CSSA.”

Since 1958, CSSA has been instrumental in pushing for legislation and internal CSU policies that are in the best interest of students. For example, CSSA successfully sponsored legislation to create fee installment plans for students, raise the Cal Grant eligibility age from 24 to 27, and add a student to the CSU Board of Trustees. CSSA helped guarantee language interpreters for students with hearing
impairments, improved student fee policies, and secured a second student trustee position, among others.

Unlike most other fees within the CSU, the systemwide student representation fee would provide students the individual choice to contributing financially to their statewide student association each year.

About CSSA

It is the mission of the California State Student Association (CSSA) to maintain and enhance access to an affordable, quality public higher education for the people of California to the California State University (CSU). As the single recognized voice for the 412,000 students of the CSU system, CSSA is the acknowledged statewide student association representing, serving and protecting the collective interests of students in the CSU system.
Resolution to Reimburse the CSSA Campus Membership Dues
Pending Approval of the Voluntary Fee

WHEREAS, The California State Student Association (CSSA) is the single recognized voice for the 437,000 students in the California State University (CSU) System; and,

WHEREAS, During the 2012-13 academic year, the CSSA collected: $263,227 from the CSU campus membership fee of $.65 per enrolled student; $189,638 in support from the Chancellor's office; $72,485 in other contributions; and, $3,753 in dividend and interest. The total revenue in 2013 was $528,887; and

WHEREAS, On January 26, 2014, the CSSA Board of Directors voted 18 to 5 in favor of initiating a voluntary $4.00 fee (per academic year), to be made official by a Board of Trustees resolution or by enactment of the California Legislature; therefore, be it

RESOLVED, By the CSSA, that if the voluntary fee is approved by the CSU Board of Trustees as an opt-out fee, the CSSA will eliminate all mandatory campus membership dues. Campus membership dues will not be eliminated until such a time that the CSSA begins to collect revenue from the opt-out fee, and that this revenue proves to be equal to or greater than the CSSA revenue from the 2014-15 fiscal year (or fiscal in which SIRF is enacted), less the revenue received from the CSU Chancellor's office in accordance with our Memorandum of Understanding; and, be it further

RESOLVED, Prior to the collection of an opt-out voluntary fee, each CSU campuses ASI or AS governing body must appoint two campus ASI or AS representatives to serve on the CSSA Board of Directors annually with one serving as the voting member to represent the respected campus. Should an ASI or AS choose not to elect for such representatives a voluntary fee shall not be collected from that campuses students; and be it further

RESOLVED, That the CSSA shall reimburse individual campuses for the membership dues for the 2014-15 fiscal year (or fiscal year within which the SIRF is enacted,) at any point that the CSSA receives an amount in revenue from opt-out fees for the 2014-15 fiscal year that are equal to or greater than the revenue from the 2014-2015 fiscal year (or the fiscal within which SIRF is enacted), less the revenue received from the CSU Chancellor's office in accordance with our Memorandum of
Understanding and less the cost of administrative services rendered by the Chancellor's office in the initial administration of the voluntary fee. A campus ASI Board of Directors may indicate to the CSSA that they do not wish to be reimbursed for 2014-15 membership dues (or the fiscal year within which SIRF is enacted); and, be it further

RESOLVED, That copies of this resolution shall be distributed to CSU Chancellor Timothy White; the CSU Board of Trustees; CSU Presidents, and the CSU Associated Students.

Verified By:

_____________________________
Sarah Couch, President, 2013-14
Dissenting Opinion

Voting Campuses Submitting Form
CSU Channel Islands, CSU Fresno, CSU Long Beach, California Maritime Academy, CSU Northridge, Sacramento State, CSU San Bernardino, San Diego State University, Cal State San Marcos

Resolution or Action Item in Question
Resolution to Reimburse the CSSA Campus Membership Dues Pending Approval of the Voluntary Fee and Redefine A.S.I. Responsibility

Brief Rationale for Submitting Dissenting Opinion
First, the campuses authoring this dissenting opinion feel that the resolution that was passed contained drastic adjustments that fully altered the intent and purpose of the original resolution. Secondly, the method by which the resolution was amended and passed did not allow sufficient time for it to be vetted by the Board and CSSA stakeholders before a final vote.

Supporting Documents Reference
- Resolution to Reimburse the CSSA Campus Membership Dues Pending Approval of the Voluntary Fee and Redefine A.S.I. Responsibility
- California State Student Association

Dissenting Opinion
The California State Student Association approved a resolution titled Resolution to Reimburse the CSSA Campus Membership Dues Pending Approval of the Voluntary Fee and Redefine A.S.I. Responsibility by a vote of 11-8 with 4 voting representatives not present during the Sunday portion of the April plenary meeting at San Diego State University. The resolution in question contained an amendment, proposed by San José State University, that significantly altered the intent and purpose of the resolution, changing it from a resolution that would reimburse AS/ASI campus dues should the Student Involvement and Representation Fee be approved by the CSU Board of Trustees to a resolution instead that called for significant structural changes of the organization. These changes were in relation to how board members were selected by member campuses and how campuses could withdraw from the organization. This is a Dissenting Opinion authored by the campuses that opposed both the amendment and the amended resolution. If the amendment had not been implemented, we would have fully supported the resolution as revised through the committee process and presented in the agenda.
With the amendment by San José State University, the resolution contradicts both the spirit and intention of the supermajority decision that the board of directors took in January regarding the implementation of the on the Student Involvement and Representation Fee. The vote in January to approve SIRF was the result of a two-month process to develop a sustainable and stable funding model for the association, allowing for numerous opportunities for individual board members to raise concerns and include them in the proposal. We are proud of this slow and steady process to include all of our boards and stakeholders in the conversation for such a monumental moment in the organization’s history. Without such forethought and development, it would not have been as strong as it was and benefited from such time and effort to make it the best possible option for our organization. The proposed change by San José State University bypassed our process and superseded the groundwork being done by our Internal Affairs Committee who had been precluded by the CSSA Board of Directors to develop said revisions to our governing structure, constitution and memorandum of understanding with the campuses.

In regard to the first portion of the amendment, we are opposed to the dictate that this forces upon the campuses of our association. The California State Student Association has never been an organization that sought to force the actions of the individual AS or ASI’s, as reflected in our constitution: “Each campus paying full membership dues shall be afforded one vote. The Associated Students organization’s elected president or CSSA representative shall be the official voting member in accordance with that campus’ constitution and/or bylaws” (Article II). It is up to campuses to decide their own process as to who will be the official voting delegate for the entire year. However, the amended resolution called for specific actions to be taken by each AS/ASI board of directors in relation to how voting and non-voting representatives are selected to represent their campuses. The amendment reads: “… each CSU campuses AS/ASI governing body must appoint two campus ASI or AS representatives to serve on the CSSA board of directors annually with one serving as the voting member to represent the respective campus.” CSSA has no authority to impose such a request to individual campuses, as well as this language is in direct conflict of the constitution and bylaws of the California State Student Association, placing unneeded bureaucracy on a process that works. This process of appointment would remove the charge of specific student government positions that are delegated to attend CSSA meetings and instead make it an arbitrary decision.

In addition to this, we are concerned that there were several campuses that had students voting for their campuses who were either at their first CSSA plenary and not an official student body president or official CSSA representative, as prescribed in the CSSA constitution. As such, they were not a part of the multi-month development process that had led to the creation of SIRF and all of the work that had built upon each other to get to this point.

The amendment in question was proposed during a final hearing on the resolution, after the resolution had been approved by the Internal Affairs Committee and had a lengthy discussion, as the last item on the agenda of the last day of the plenary meeting at a time when campuses were starting to have to leave due to time restrictions and travel bookings. This amendment was in no way previously publicly mentioned to the board of directors or the Internal Affairs Committee. As such, board members did not
have an opportunity to take this proposal back to their campuses and receive any input from their stakeholders. Because of the amendment being proposed at the very last possible opportunity, as well as how significantly it altered the resolution. The amendment was so significant, that a portion of the amendment was to adjust the title of the resolution, proving the depth of changes to the resolution, and how it changed its intent.

The amendment brought forward by San José State changed the intent of the resolution from one in regard to the refund of membership dues to campuses, to instead a resolution calling for drastic structural changes to the organization in regard to the process of selecting voting representatives and the undermining of a previous board decision regarding a fee that would bring stability to the organization. This amendment from San Jose State University would no longer provide a stable funding source for CSSA.

This resolution now undermines the process by which items are considered and taken action upon by the board of directors. It requires AS/ASI organizations to operate in a specific manner, impacts the consistency of previous board decisions, and was approved with votes from members that sat at the table for the first time, without being the recognized voting representatives from their campuses. The resolution was amended last minute, and in a significant manner that drastically altered its intent and purpose, which goes directly against the previous intent and purpose of the multi-month process that determined the specifics of SIRF.

It is the belief of CSU Channel Islands, CSU Fresno, CSU Long Beach, California Maritime Academy, CSU Northridge, Sacramento State, CSU San Bernardino, San Diego State University, and Cal State San Marcos that this resolution was should not have been approved for these reasons and should not be an official representation of the California State Student Association for the aforementioned reasons.
Today’s Law As Amended by AB 2736

SECTION 1. Section 89007.7 of the Education Code is amended to read:

89007.7. (a) The Legislature finds and declares that the California State University Early Start Program was adopted pursuant to Executive Order No. 1048 at the May 2010 meeting of the Trustees of the California State University (CSU) with the stated goal of facilitating a student’s graduation through changes in policies on fulfilling entry-level proficiencies in mathematics and English.

(b) Commencing on January 1, 2014, and every two years on or before July 1 every even-numbered year thereafter, the Legislative Analyst's Office, in consultation with CSU, shall submit a report to the Legislature detailing the impact of the CSU Early Start Program on student mathematics and English proficiency. The report to the Legislature required by this subdivision shall include, but not necessarily be limited to, all of the following:

(1) Information on how the CSU Early Start Program increases successful remediation rates as compared to the remediation rates that existed in the 2010–11 academic year.

(2) Information on how the CSU Early Start Program expedites the student remediation process, or otherwise reduces the length of time that students spend on remediation.

(3) Demographic information on participants in the CSU Early Start Program, including information relating to race or ethnicity, eligibility for financial aid, geographic origins, and other pertinent data.

(4) The number of enrollees in the CSU Early Start Program, counted statewide and by campus, including the number who eventually earned credit from the program.

(5) As observed one year after participating in the CSU Early Start Program, counted statewide and by campus, how many enrollees became proficient, how many did not remediate successfully, and how many were disenrolled from CSU.

(c) This section shall remain in effect only until January 1, 2018, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2019, deletes or extends that date.

SEC. 2. Section 89282 of the Education Code is amended to read:

89282. (a) If the California State University establishes a Doctor of Nursing Practice degree pilot program pursuant to Section 89281, the California State University, the Legislative Analyst's Office, and the Department of Finance shall jointly conduct a statewide evaluation of the degree pilot program CSU Doctor of Nursing Practice degree pilot programs authorized pursuant to Section 89281 and implemented under this article. The results of the evaluation shall be reported, in writing, to the Legislature and the Governor on or before January 1, 2017. The evaluation shall consider all of the following:

(1) The number of Doctor of Nursing Practice degree pilot programs implemented, including information regarding the number of applicants, admissions, enrollments, degree recipients, time-to-degree, attrition, and public school and community college program partners, and attrition.

(2) The extent to which the post-master’s degree pilot programs are fulfilling identified state needs for training doctorally prepared nurses.
(2) (3) The extent to which the degree pilot program is fulfilling identified state needs for training in nursing practice, including statewide supply and demand data that considers capacity at the University of California and in California's independent colleges and universities.

(3) (4) Information on the place of employment of students and the subsequent job placement of graduates.

(4) (5) Any available evidence on the effects that the graduates of the degree pilot program are having on addressing the state's nursing shortage.

(5) (6) Pilot program costs and the fund sources that were used to finance the program, including a calculation of cost per degree awarded.

(6) (7) The costs of the degree pilot program to students, the amount of financial aid offered, and student debt levels of graduates of the program.

(7) (8) The extent to which the degree pilot program is in compliance with the requirements of this article.

(8) (9) Recommendations for the degree pilot program, including whether the program should be continued or modified.

(b) (1) A report to be submitted pursuant to subdivision (a) shall be submitted in compliance with Section 9795 of the Government Code.

(2) This section shall remain in effect only until January 1, 2021, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2021, deletes or extends that date.

SEC. 3. Section 89300 of the Education Code is amended to read:

89300. (a) A student body organization may be established at any state university under the supervision of the university officials for the purpose of providing essential activities closely related to, but not normally included as a part of, the regular instructional program of the university. The organization may also operate a campus store, a cafeteria, and other projects not inconsistent with the purposes of the university, and property of the university may be leased to the organization for those purposes.

(b) (1) The trustees may fix fees for voluntary membership in the organization established at a state university.

(2) (A) Notwithstanding any law to the contrary, if a student body organization is established at any state university, upon the favorable vote of two-thirds of the students voting in an election held for this purpose, in a manner that the trustees shall prescribe, and open to all regular students enrolled in the university, the trustees shall fix a membership fee which shall be required of all regular, limited, and special session students attending the university. No fees shall be charged to students registering solely in extension classes.

(B) The trustees may approve an increase or decrease in the student body fee only after the fee increase or decrease has been approved by a majority of students voting in a referendum established for that purpose.

(C) The required fee shall be subject to referendum at any time upon the presentation of a petition to the
president of the university containing the signatures of 10 percent of the regularly enrolled students at the university. A successful referendum shall take effect with the beginning of the academic year following that in which the election was held.

(D) Payment of membership fees pursuant to this section shall be a prerequisite to enrollment in the university, except that if sufficient funds are available, any state university student, subject to the regulations of the trustees establishing standards in that regard, may agree to work off the amount of the fee at the prevailing rate of the university for student assistants. The trustees may adopt regulations setting standards for determining which students shall be eligible to work off the amount of the fee.

(c) The revenues raised pursuant to this section may, in addition to expenditures for other lawful purposes involved in the operations of the student body organization, be expended to provide for the support of governmental affairs representatives who may be attending upon the State Legislature or upon offices and agencies in the executive branch of the state government.

(d) The trustees may fix a fee for voluntary membership in a statewide student organization that represents the students of the California State University and the student body organizations of the campuses of the California State University. The trustees shall provide students either the ability to affirmatively elect to pay this fee, or a clear and unambiguous means to decline the payment of this fee, each time the fee is assessed.

SEC. 4. Section 89720 of the Education Code is amended to read:

89720. The trustees may accept on behalf of the state any gift, bequest, devise, or donation of real or personal property whenever the gift and the terms and conditions thereof will aid in carrying out the primary functions of the California State University as specified in subdivision (b) of Section 66010.4. Neither Section 11005 of the Government Code nor any other law requiring approval by a state officer of gifts, bequests, devises, or donations shall apply to these gifts, bequests, devises, or donations. These gifts, bequests, devises, or donations, and the disposition thereof, shall be annually reported to the California Postsecondary Education Commission, the Joint Legislative Budget Committee, and the Department of Finance by January 5 31 of each year.

Notwithstanding Sections 11005.2 and 14664 of the Government Code or any other law to the contrary, the trustees may sell or exchange interests in real property received pursuant to this section when, in the judgment of the trustees, the sale or exchange is in the best interests of the California State University. No sale or exchange of an interest in real property made pursuant to this section shall exceed ten million dollars ($10,000,000) per transaction.

Notwithstanding Sections 11005 and 15853 of the Government Code or any other provision of law to the contrary, the trustees may purchase interests in real property from moneys received pursuant to this section, including those moneys received from the sale or exchange of interests in real property pursuant to this section. Any such purchase shall be consistent with any restrictions placed upon the gift, bequest, devise, or donation and shall be in the best interests of the California State University, as determined by the trustees.

No interest in any real property that is part of a main campus of any of the institutions of the California State University listed in Section 89001 shall be sold or exchanged pursuant to this section.

Any sale or exchange of interests in real property carried out pursuant to this section shall be reported
annually to the California Postsecondary Education Commission, Commission or a successor agency, the Joint Legislative Budget Committee, and the Department of Finance, by January 5, 31 of each year.
COMMITTEE ON FINANCE

Policy on Voluntary Statewide Student Involvement and Representation Fee (SIRF)

Presentation By
Steve Relyea
Executive Vice Chancellor
Business & Finance

Daniel Clark
President
California State Student Association

Miles Nevin
Executive Director
California State Student Association

Summary

The California State Student Association (CSSA) is the recognized statewide student organization for California State University students. CSSA currently relies on funding from two primary sources: a portion of Student Body Association dues collected from campus Associated Students, and an annual funding augmentation from the Chancellor’s Office. These funds have supported student participation in campus and system level decision-making, but current funding levels limit broad student participation across the system, state, and nationally.

In an effort to expand opportunities for student involvement and representation on issues of importance, CSSA is seeking long-term, direct funding through the implementation of a voluntary Student Involvement and Representation Fee. The proposal recommends a voluntary, $2 assessment to be included in each regularly enrolled student’s list of charges in both the fall and spring terms ($4 per year). Students electing not to pay the fee will have a clear and unambiguous means to do so each time it is assessed.

This proposal was considered as an information item at the March 25, 2014 Committee on Finance meeting. That proposal came after a formal request of, and action item by, the CSSA Board of Directors, comprising official representatives of the Associated Students organizations. Following that meeting, CSSA and the Chancellor’s Office have worked together to further
consult with Associated Students leaders, identify a specific process for implementation, and clarify the Trustees’ authority regarding fees through the Education Code.

**CSSA Background**

The CSSA was founded in 1958 as the California State College Student President’s Association (CSCSPA). In 1979, the organization renamed itself to the California State Student Association. CSSA was established by the campus associated student body organizations so that students would have a formal and effective means for participating in the formulation of systemwide, state, and national policies that have, or may have, an effect on students. The CSSA, or its successor, is recognized as the official representative of the students of the CSU before the Board of Trustees and the Chancellor’s Office. CSSA provides a collective voice for CSU students to the state government, the California State University system, and other state boards and commissions. CSSA student leaders are part of the CSU shared leadership process; they contribute during the CSU's decision-making process and are vital to the well-being and life of the university. In 2001, the trustees adopted the Student Participation in Policy Development (SPPD) statement developed by the California State University Advisory Committee on Student Participation in Policy Development. The statement established CSSA responsibility in both local and system CSU policymaking processes.

**Justification**

CSSA is positioned to positively impact the future of the CSU system. The SPPD calls on the CSU system to make greater strides toward student participation in policy development in order to enhance institutional effectiveness and responsiveness to student needs. Currently, CSSA is dependent on a voluntary portion of membership fees collected by the 23 local student associations that has, in recent years, been augmented by an annual allocation from the Chancellor's Office. However, to ensure the broadest possible participation of students in policy development, CSSA should have revenue that supports the long-term financial stability of the organization.

Through authorization of a voluntary student fee, the trustees would create a long-term, stable revenue stream to implement fully the student participation responsibilities outlined in the SPPD, enable the association to establish a higher degree of financial independence from the CSU system, and would allow students the individual choice to contribute financially to statewide student representation.
Purpose For and Use of Funds

Revenue from the fee will be used to ensure that students are able to meaningfully fund the activities of the CSSA and thereby ensure the overall ability of students to participate in policy development and higher education initiatives at the system, state, and national levels. Revenue from the fee will provide additional funding support for the development of student policy recommendations, participation in system, state, and national governance, involvement in leadership development activities, and program support through student and professional staff administration.

Because CSSA is an independent, not-for-profit organization governed by Associated Students leaders, all programmatic objectives and budget decisions are democratically determined by its board of directors, with input from institutional stakeholders. Although future decisions on use of funds have yet to be determined, CSSA has provided an attachment on possible use of funds based on proportional expansion of those programmatic priorities. This attachment is informed by a statement of intent regarding the use of funds adopted by the CSSA Board on January 26, 2014.

CSU Authority and Oversight

In May, 2010, the Board adopted the “CSU Fee Policy,” which incorporated the earlier document, established categories of fees and specified which entity has authority over each category. Pursuant to these policies, the Board of Trustees retains unto itself the authority to establish fees charged at the same rate to every enrolled student at each university throughout the system. Additionally, the Education Code authorizes the trustees to establish “voluntary fees.” Because the code language was ambiguous with regard to the Trustees authority on systemwide voluntary fees, the CSU sponsored legislation in the most recent legislative session to clarify that provision. As reported by Assistant Vice Chancellor Karen Zamarripa at the September meeting of the Committee on Government Relations, that bill, AB 2736, was signed by the Governor in late September.

With the passage of AB 2736, the Education Code clearly outlines the Trustees’ authority in recognizing the statewide student association and establishing a voluntary fee for its use. This education code section does not apply to any other fee category in the CSU.
In order to maintain a level of accountability and oversight from the Chancellor’s Office, we are proposing that the revenue from these voluntary fees be held in a trust fund account - the Student Involvement and Representation Fund - at the system budget office. Activities of this fund will be subject to an annual independent audit.

This proposal allows adjustments to the fee in consideration with the annual percentage change in the Higher Education Price Index (HEPI) and in consideration of a revenue and expenditure plan for the adjusted fee. Authority over said adjustments shall be held by the chancellor in consultation with the CSSA. Any decision to adjust the fee should be reported to the Board of Trustees prior to its scheduled adjustment.

**Fiscal Impact and Efforts to Mitigate Impact on Students**

The fiscal impact of this policy on the overall cost of attendance is neutral to modest. Any student, including those with financial need, may elect to not pay the fee. Implementation of the fee could result in a cost savings for the CSU system and campus Associated Students organizations, as funds currently provided by both in support of CSSA student participation could be decreased or eliminated. Development of the administrative procedures necessary to manage the voluntary nature of this systemwide fee may require modest increases to student financial services staff workloads.

**Trustee Resolution and Recommended Action**

This item resolves that the trustees act to implement the voluntary Student Involvement and Representation Fee at a rate of $2 per term. Collection of the fee shall occur twice annually in the fall and spring academic terms. Collection of revenue from this fee shall commence in the fall of 2015.
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October Roundtable Discussions

Communication
Group Facilitator Sasha Perez | Members Jerry Dinzes & Jacqueline Karczewski
Executive Committee Liaison Anthony Gibson

The Roundtables on Communication will discuss ideas that will guide how CSSA communicate to, for, and from students. During the Communications Roundtable the group will discuss current processes and needed improvements for CSSA communication in that months project area theme.

The focus of the working group meeting this month will be on the following area:

*The group will review the items needed in the SiRF Tool Kit and ideas to grow the Tool Kit:*

1. Educational Presentation
2. SiRF Informational Brochure
3. FAQ handout and website link
4. Social Media Images & Other Materials
5. Promotional Materials
6. CSSA Brochure & Annual Reports
7. Style Guide & Usage
8. Tips for Success
Finance

Group Facilitator Vanessa Bahena | Members Mariam Salameh & Anthony Gallino
Executive Committee Liaison Agatha Gucyski

The Roundtables on Finance will discuss the CSSA Budget in each month’s particular project area theme. During the Finance Roundtables the group will discuss how the budget can be expanded or decreased in a specific program area.

The focus of the working group meeting this month will be on the following area:

_The group will review possible program budget expansions and prioritize funding levels on the following:_

1. Executive Officer Compensation
2. Executive Officer Travel Expenses
3. Expansion of Made in the CSU campaign
4. Expansion of CHESS
5. Expansion of Greenovation
6. Expansion of Federal Relations (trips and/or staffing in DC)
7. Livestreaming meetings
8. Web site overhaul
9. Office Space Lease
10. Scholarships for Students at Large
11. Campus Outreach
Rules & Procedures

Group Facilitator Taylor Herren | Members Mitchell Kobayashi & Harpreet Bath
Executive Committee Liaison Devon Graves

The Roundtables on Rules & Procedures will discuss positions of leadership, involvement and communication with campuses. During the Rules & Policies Roundtables the group will discuss necessary changes in operation of the organization and current governing documents.

The focus of the working group meeting this month will be on the following areas:

1. Discuss the elimination of ASI Dues once SIRF is implemented. Propose Policy on reimbursing ASI dues upon implementation of SIRF

2. Review of CSSA Attendance Policy
   - Attendance Policy

3. Review of Constitutional Recall Process
   - CSSA Constitution | Article VII. Recall of Elected or Appointed Offices

4. Review of Executive Director Performance evaluation process
   - Executive Director Performance Evaluation Policy

5. Proposal to adopt an Executive Officer compensation
   - CSSA Constitution | Section C. Duties of the Executive Officers
   - Scholarships Policy

6. Review process for the CSSA President

**Please consult your respective Associated Students and campus leaders before this meeting. Review your campus bylaws and be prepared to share what kinds of accountability measures exist at your campus. Feel free to send information to me before and I will make sure and disperse it to the group.
Rules & Procedures – Notes
Focus: Accountability

(1) Opting Out Process
   • Opt out process would not be sustainable
   • Potential of having a mechanism for ASI and University referendum to have entire university opt out
   • Potential 2/3 vote to opt out

(2) Accountability with staff
   • Executive Director evaluation

(3) Accountability with Executives & Officers
   • How to remove from office
   • President evaluation process

(4) Accountability with Budget
   • Annual voting on budget
   • Creating a larger role with AS allocation of funding

(5) Accountability with Campuses
   • Have a member from each ASI on the CSSA Board of Directors

(6) Accountability Measures at ASI’s
   • Campuses research about ASI accountability that could be used for CSSA

Finance – Notes
Focus: University Affairs

(1) Made in the CSU Campaign
   • Tag along with the public figures who are made in the CSU
   • Website
   • Refresh the campaign

(2) Scholarships
(3) Student employment
(4) SJEC campaigns (grants for campaigns and projects)
(5) CSSA campus visits
(6) CSU open forums
(7) Info packet for the topics we cover AND about the process
(8) Community outreach
(9) Student leadership development hosted by us – program development staff
   • Regional programs, gatherings

Questions
(1) How much is needed to actually support the growth of these programs?
(2) Anticipation of future discussion (information packet)
(3) Reference current budget
(4) Notes from the meeting
(5) Start FB
(6) Timeline – what's the urgency?

**Communication – Notes**

Focus: On Campus Communication

(1) Print Materials
   • Buttons, shirts, and other tangible items
   • Bookmarks in Libraries

(2) Tabling
   • During the first few weeks of school
   • Collaborate with other ASI events

(3) Marketing Toolkit
   • SIRF & CSSA materials created by CSSA

(4) Communication Intern
   • Student that works with CSSA and individual Campuses

(5) Campus-wide Presentations
   • New student orientation

(6) CSSA Educational Materials
   • Tools for Board Member to educate other ASI members

(7) Campus Newspaper
   • Collaborating with campus news to have a CSSA section

(8) Infographics
   • Present information about the worth of CSSA dollars on students education

(9) Senate in a Minute
   • Video recaps of meetings

(10) Campus Calendars
    • Create a master calendar with CSSA/ASI events to collaborate and table
August Roundtable Overview
CSSA Plenary Meeting in Sonoma

At this meeting board members were asked to select one Roundtable to join for the remainder of the year

Rules & Procedures – Notes
Focus: Memorandum of Understanding (MOU)

(1) Dissolve Campus Dues
   • Double dipping in student fees
   • Timeline for dissolving current MOU set up
   • Return campus and CO funding after SIRF is collected

(2) Voting Membership
   • Campuses pick a single voting member
   • Must state who member is to CSSA

(3) Board Consultation
   • Consult members about solutions moving forward
   • Strategic planning

(4) Chancellor’s Office MOU
   • Dissolve CO funds – become independent organization
   • CO can back us as long as we need
   • No CO funding means that there would be no conflict of interest in Legislative Affairs and University Affairs

Finance – Notes
Focus: Governmental Relations

(1) Travel In State
   • Campus Outreach/ Awareness about CSSA on a Statewide Level
     ▪ The roundtable suggest having CSSA presence at campus orientations, welcome celebrations, involvement fairs etc. either through materials or through an outreach representative.
(2) Travel Out of State
- Expand Hill Day Fund for more students to attend during both the fall and spring visits.
- Send student to CSU events-Funding to send students to, Sustainability Conferences, Special Officer relevant conferences, Alcohol and Other Drugs Conference
- Board Leadership Development
- Lobbying more than just legislators-Connect with Chancellors office to identify business leaders and community members who are affected by legislation and collaborate with to strengthen lobbying effort, Lobby interest groups

Communications – Notes
Focus: Online Communication

(1) Problems
- Few students know about CSSA website

(2) Websites
- Incorporate CSSA website on ASI websites
- Emphasize SIRF on CSSA website
- Emphasize CSSA on Campus websites
- Create infographics about SIRF and CSSA
- Use videos and “5 ways CSSA helps you”

(3) Apps
- Smart phone and tablets

(4) Social Media
- Facebook
  - Tabling during welcome week
  - Encourage students to attend meetings
- Twitter
  - Live tweet meetings
- Creating social media #s

(5) Campaign Ideas
- Slogan: What can 4 do for you?
- Slogan: 4 can do more
- What can CSSA do for you?
- How can CSSA help you?
- Emphasize CSSA accomplishments
July Roundtable Overview
CSSA Plenary Meeting in Long Beach

_During this meeting the board members had the chance to be a part of each Roundtable so that they could learn more about the focus and identify the group they wanted to be a part of for the remainder of the year_

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Rules & Procedures – Notes
Focus: None

(1) Opt Out
- Student opt out process will be more successful than opt in
- Opt out process is determined by Chancellors Office
- Process must be clear and unambiguous (online)

(2) Organizational Structure
- Will have to have accountability measures
- Focus on education of students
- Reorganization of organization structure

(3) MOU
- Phase out ASI and CO funds
- Develop fallback plan

(4) Independence
- No more funds from the COs office creates true independence

---

Finance – Notes
Focus: None

(1) Government Relations
- What are we doing well
- What can be improved
- Lobbying training workshops
- Voter registration and election drives

(2) Travel
- Increase funding for travel

(3) Fundraising
• Put resources into fundraising
• Work with Alumni
• Staff grant writing

(4) University Affairs
• Campus visits
• CSSA welcome booths and tabling
• CSSA reps visit and educate at campuses

(5) CSSA Scholarships

---

**Communication – Notes**

Focus: None

(1) How are we planning on reaching out to students?
(2) Word of Mouth
  • How do students learn about programs?
(3) Discuss how CSSA can better advocate on behalf of students in specific ways
  • Use social media
  • Use Websites
  • Campaigns
(4) Brand it as “Funded for the Students by the Students”
(5) Having open forums
  • On campus communication
(6) Have campuses visit each other to promote the fund – tap into lobby corps resources
(7) Using voter registration and education drive as a way to integrate CSSA education
Background

CSSA Budget (2014/2015)

<table>
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<tr>
<th>REVENUE</th>
<th>TOTALS</th>
<th>NOTES</th>
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<tr>
<td>Membership Dues</td>
<td>293,940.90</td>
<td>Membership dues for 23 campuses</td>
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<td>CSSA-CSU MOU</td>
<td>295,040.00</td>
<td>CSU system funding</td>
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<td>Project Revenue</td>
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<td>Conference registration fees</td>
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<td>Fundraising</td>
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<td>Fundraising for use in 2015/2016 (not included in total)</td>
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<td>System-wide Investment Fund (SWIFT)</td>
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<td>Carryover</td>
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<td>Fundraising and carryover from 2013/2014</td>
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<td><strong>TOTAL REVENUE</strong></td>
<td><strong>648,780.90</strong></td>
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<tr>
<th>OPERATING EXPENSES</th>
<th>TOTALS</th>
</tr>
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<tbody>
<tr>
<td><strong>Salaries &amp; Benefits</strong></td>
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<tr>
<td>Professional &amp; Student Staff</td>
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<td>Benefits</td>
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<td><strong>Administrative Costs</strong></td>
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<td>Administrative Cost (CO* Accounting)</td>
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<td>Contractual Services</td>
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<td>Printing (CO*-copy machines)</td>
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<td>Cell Phone Usage Chargers</td>
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<td>Supplies &amp; Services</td>
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<td>Expense</td>
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<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Other Expenses</td>
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<td>Membership Dues</td>
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<td>Subscriptions</td>
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**Leadership Programs, Communications, Development**

<table>
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<td>Community Relations</td>
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<td>Professional Development</td>
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<td>Conventions, Conferences, and Meeting</td>
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<td>Travel in state</td>
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<td>Travel out of state</td>
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<td>Student Scholarships</td>
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**Miscellaneous**

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<tr>
<td>State Pro Rata Charge</td>
<td>13,350.00</td>
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<tr>
<td>Unallocated funds for Reserves (5% of membership dues collected)</td>
<td>14,697.05</td>
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</table>

**TOTAL OPERATING EXPENSES** 648,780.90

*CO – Chancellor’s Office

**Full 2014-2015 Budget**

PROJECTED REVENUE

CAMPUS DUES REVENUE 2014/2015

Estimated CSU Enrollment | 445,365
MOU Dues Rate | $0.66 per student

Total: 293,940.90

CAMPUS DUES REVENUE 2014/2015

CSSA-CSU MOU 2014/2015

Total: 295,040.00

SIRF REVENUE 2014/2015

This is a hypothetical estimate

Estimated CSU Enrollment | 445,365
SIRF | $4 per student

Total: 1,781,460

<table>
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<th>Percent of Students who opt out</th>
<th>Total Revenue</th>
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<tr>
<td>10%</td>
<td>1,603,314</td>
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<td>25%</td>
<td>1,336,095</td>
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<td>50%</td>
<td>890,730</td>
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<tr>
<td>64%</td>
<td>641,325.60</td>
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</table>

---

1 SIRF would not be applied to the 2014/2015 year; this estimate is made to give an idea of what the numbers could look like hypothetically

2 Between 63% and 64% opt out CSSA would have approximately the same revenue as the Campus Dues and Chancellor’s Office Funds
Program Areas

Government Relations
  • State Advocacy
    ▪ Made in the CSU Campaign
    ▪ California Higher Education Student Summit (CHESS) Conference
    ▪ State Legislative Advocacy
    ▪ Voter Registration
  • Federal Advocacy
    ▪ Federal Legislative Visits
    ▪ CSSA Hill Week

University Affairs
  • System Advocacy
    ▪ Student Trustee Search
    ▪ Shared Governance
    ▪ System-wide Committees
  • Sustainability
    ▪ Greenovation Fund

Leadership Development
  • Executive Committee Leadership
  • Special Officer Leadership
  • Board Leadership
    ▪ CSUnity Conference
    ▪ Board Orientation
    ▪ Plenary Meetings
  • Internship Programs
    ▪ Government Relations
    ▪ Public Policy & Administration
    ▪ Communications & Graphic Design

Communication & Development
  • Marketing
  • Alumni Relations
  • Member Relations
  • Fund Development
  • Graphic Design
  • Media Relations
Estimated hour staffing rate is $55/hour.

Nicole Louie  
Project Manager  
California State University  
Common Management Systems  
Phone: (562) 951-4273  
Email: nlouie@calstate.edu

From: Nevin, Miles J.  
Sent: Friday, October 31, 2014 10:07 AM  
To: Louie, Nicole  
 Subject: RE: SIRF CSSA Fee - Summary of Meeting

Nicole,

Are you able to estimate the hourly rate for the staffing time referenced below? I know the low impact on workload is something the CO is prepared to assume within normal work duties, but I’m still trying to monetize the staff time in order to understand the “cost” associated with developing this system.

Miles J. Nevin, MPA  
Executive Director  
California State Student Association (CSSA)  
401 Golden Shore #135  
Long Beach, CA 90802  
O (562) 951-4025  
C (562) 533-6312  
www.csustudents.org

From: Louie, Nicole  
Sent: Monday, October 13, 2014 10:26 AM  
To: Nevin, Miles J.  
Cc: McBride, Michael; Rosenfeld, Marlene  
Subject: FW: SIRF CSSA Fee - Summary of Meeting

Hi Miles, here is the update for the SIRF – development is currently in process anticipating approval of the fund by the Board of Trustees in November. Here is the most recent budget/time estimate for the project, per the developer:
160 hours for development add another 40 for other activities like testing/release activities. And for yearly:
60 hours + 40 hours per year (15 hours per bundle/retrofit/fix + testing)

• Today: CSSA will give me the description of the fee
• 9/19: I will mock up the self service screenshots for their approval
• Week of 9/26: meet with CSSA to finalize spec
• Oct-Nov: Discuss spec with developer, develop and test the modification (estimate 4 weeks for development)
• March 27: Scheduled MP 16 Posting
• Implementation April/May 2015 for Fall 2015 registration

Nicole Louie
Project Manager
California State University
Common Management Systems
Phone: (562) 951-4273
Email: nlouie@calstate.edu
6. **Account Summary**: The student can decide to view his account either via Summary or Detail. Both pages allow the student to go directly to making a payment.

7. **Account Activity**: When a student enrolls in state-support classes, applicable Term Fees from the Tuition Group are charged, including the SIRF for $2. The student may review his fees on the Account Activity page.
**Account Activity**

8. **Account Activity:** The SIRF will have an informational icon – when clicked, the following will appear:

   *Note: Clicking “Make a Payment” on Account Summary or after completing enrollment will bypass the Account Activity page, which shows the opt out feature.*
9. **Account Activity:** The SIRF will also have an opt out icon - when clicked, the following will appear:

Your $2 contribution ensures that CSU students have a say on tuition, financial aid, student services, course availability, and academic advising.

Your elected student leaders oversee involvement and representation dollars through the [California State Student Association](http://cssa.org). CSSA is the official student voice at the university system, state, and federal level. In addition to supporting student representation, your contribution increases opportunities for students to acquire relevant career skills, apply for scholarships, participate in internships, and advocate on issues that are important to you.

Thank you for contributing to a stronger voice on behalf of all CSU students.

![Opt Out Student Representation Fund](image)

Both the GO BACK and NEXT buttons will return to the Account Activity page. The GO BACK will leave the fee as is; the NEXT button will zero out the charge.

The following will be stored as a result of clicking Next:

1) Emplid (Student’s Unique Campus ID)
2) Term
3) Institution (Campus)
4) Career
5) Level (Freshman, Sophomore, etc)
6) Program (Major)
7) Reason for Opting Out

10. Clicking the NEXT button and answering the questionnaire with one of the radio buttons will check the Equation Variable User Variable Y/N Flag #10 to a value of Y for the term enrolled and recalculate the fees, zeroing out the Student Representation Fund.
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<tr>
<th></th>
<th>Up to 6 units</th>
<th>Above 6 units</th>
<th>Health Facilities</th>
<th>Health Services</th>
<th>Instructionally Related Activities</th>
<th>Materials Services &amp; Facilities</th>
<th>Student Body Association</th>
<th>Student Body Center</th>
<th>Tuition Fee + Campus Fees</th>
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<td>$5,472</td>
<td>$6</td>
<td>$285</td>
<td>$162</td>
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<td><strong>Average</strong></td>
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<td>$19</td>
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<td>$195</td>
<td>$275</td>
<td>$145</td>
<td>$395</td>
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**Average Campus Mandatory Fees**: $1,287

Credential Program Tuition Fee*: $3,684
Graduate/Post Baccalaureate Tuition Fee*: $3,906
Education Doctorate Tuition Fee*: $11,118
Nursing Practice Doctorate Tuition Fee*: $14,340
Physical Therapy Doctorate Tuition Fee*: $16,148

Graduate Business Professional Fee*: $169/quarter unit, $254/semester unit in addition to graduate tuition fee and non-resident tuition fee if applicable.

Non Resident Tuition Fee*: $248/quarter unit or $372/semester unit in addition to applicable tuition fee rates.

*The campus mandatory fees are paid in addition to the above tuition fees.
Revenue and Membership Trends

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>CO Revenue</th>
<th>Membership Rate</th>
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<td>17.00 0.60</td>
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<tr>
<td>2008-9</td>
<td>$136,350</td>
<td>$189,255</td>
<td>12.00 0.70</td>
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<td>2009-10</td>
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<td>2010-11</td>
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<td>2011-12</td>
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<td>2012-13</td>
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### Statewide Student Associations Comparison Chart

<table>
<thead>
<tr>
<th>Association</th>
<th>State</th>
<th>Yr. Founded</th>
<th>Student Represented</th>
<th>Member Campuses</th>
<th>Annual Budget</th>
<th>Rep $ Per student</th>
<th>$ amt</th>
<th>Funding System</th>
<th>Fee Frequency</th>
<th>Fee/dues total</th>
<th>FT Staff</th>
<th>Regent/Tr ustee</th>
<th>Voting Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA</td>
<td>Arizona</td>
<td>1974</td>
<td>250</td>
<td>6</td>
<td>603,000</td>
<td>2,412</td>
<td></td>
<td>member dues</td>
<td>585,000</td>
<td>2.5</td>
<td>2</td>
<td>1</td>
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<td>CSSA</td>
<td>CA</td>
<td>1959</td>
<td>447,000</td>
<td>23</td>
<td>656,000</td>
<td>1</td>
<td>0.66</td>
<td>member dues/chancellor</td>
<td>annually</td>
<td>4</td>
<td>2</td>
<td>1</td>
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<tr>
<td>UCSA</td>
<td>CA</td>
<td>1971</td>
<td>240,000</td>
<td>10</td>
<td>657,707.00</td>
<td>3</td>
<td>hybrid</td>
<td>varies</td>
<td>6-7</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>MSUSA</td>
<td>Minnesota</td>
<td>1967</td>
<td>75,000</td>
<td>7</td>
<td>777,000</td>
<td>10</td>
<td>$0.43</td>
<td>mandatory fee</td>
<td>per credit hour</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td></td>
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<tr>
<td>OSA</td>
<td>Oregon</td>
<td>1975</td>
<td>110,000</td>
<td>7</td>
<td>819,500</td>
<td>5</td>
<td>1.17</td>
<td>member dues</td>
<td>per term</td>
<td>13</td>
<td>2</td>
<td>1</td>
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<tr>
<td>UC UW</td>
<td>Wisconsin</td>
<td>1960</td>
<td>181,000</td>
<td>26</td>
<td>819,500</td>
<td>5</td>
<td>3</td>
<td>mandatory refundable</td>
<td>twice annually?</td>
<td>13</td>
<td>2</td>
<td>1</td>
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</table>

**=MSUSA revenues, budget?
THIS AGREEMENT, made and entered into this 1st day of May, 2015, in the State of California, by and between the Trustees of the California State University, which is the State of California acting in a higher education capacity, through its duly appointed and acting officer, hereinafter called CSU and the California State Student Association (CSSA), hereafter called Contractor,

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulation of the University hereinafter expressed, does hereby agree to furnish to the University services and materials as follows:

Contractor shall provide full management oversight and administrative services for the California State Student Association; facilitate statewide student engagement and shared governance opportunities and programs; and coordinate student leadership development and training on public and education policy issues for student representatives and other student leaders. Contractor shall perform said services in accordance with the following Riders, which are incorporated by reference herein. In case of conflict between the documents, the following order of precedence shall apply:

Rider A – General Provisions for Service Acquisitions, consisting of five (5) pages;
Rider B – Additional Terms and Conditions, consisting of four (4) pages.
Rider C – Addendum on Student Learning Outcomes Associated with CSSA Programs, consisting of one (1) page.

This term of this Agreement shall be June 30, 2015 through June 30, 2018.

Reporting Lines:
Contractor shall report via the CSSA Executive Director to Ray Murillo, Director of Student Programs, Student Academic Support, Academic Affairs. This reporting line is "dotted" and serves to ensure a level of CSU oversight over CSSA’s business and human resources processes. The CSSA Executive Director additionally reports directly ("straight-line") to the CSSA Executive Committee.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.
Annual compensation for these services shall be as follows:

2013-14: Two Hundred Eighty-Nine Thousand, Two Hundred Fifty-Five Dollars and 00/100 ($289,255.00).

2014-15: Two Hundred Eighty-Nine Thousand, Two Hundred Fifty-Five Dollars and 00/100 ($289,255.00) multiplied by the Higher Education Price Index (HEPI), not to exceed 2%.

2015-16: 2014-15 annualized amount multiplied by the Higher Education Price Index (HEPI), not to exceed 2%.

The total amount of this Agreement shall not exceed Eight Hundred Eighty-One Thousand, Two Hundred Thirty-Six Dollars and 00/100 ($881,236). The annual compensation shall increase based on multiplying it by the Higher Education Price Index (HEPI). Determination of subsequent year funding amounts shall be made each May.
CSU GENERAL PROVISIONS for SERVICE ACQUISITIONS

1. Commencement of Work
Work shall not commence under the Contract until a fully executed Contract has been received by the Contractor and the Contractor has been given approval to proceed. Any work performed by the Contractor prior to the date of approval shall be considered as having been performed at the Contractor’s own risk and as a volunteer.

2. Invoices
(a) Invoices shall be submitted, in arrears, to the address stipulated in the Contract. The Contract number must be included on the invoice. Final invoice shall be marked as such.
(b) In the event that additional services are performed as authorized, the Contractor shall submit invoices for additional services in accordance with provisions herein.
(c) For work of a continuing nature, the Contractor shall submit invoices in arrears, upon completion of each phase. Contractor shall be reimbursed for travel, subsistence and business expenses necessary for the performance of services pursuant to the Contract in accordance with CSU policy.
(d) Unless otherwise specified, the CSU shall pay properly submitted invoices not more than 45 days after (i) the performance completion date of services; or (ii) receipt of an undisputed invoice, whichever is later. Late payment penalties shall not apply to this Contract.
(e) The consideration to be paid Contractor, as described within the Contract, shall be in full compensation for all of Contractor’s expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

3. Appropriation of Funds
(a) If the term of the Contract extends into fiscal years subsequent to that in which it is approved such continuation of the Contract is subject to the appropriation of funds for such purpose by the Legislature. If funds to effect such continued payment are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to the CSU under the Contract, and relieve the CSU of any further obligation therefore.
(b) CSU agrees that if provision (a) above is involved, commodities shall be returned to the Contractor in substantially the same condition in which they were delivered, subject to normal wear and tear. CSU further agrees to pay for packing, crating, transportation to Contractor's nearest facility and for reimbursement to Contractor for expenses incurred for its assistance in such packing and crating.

4. Cancellation
CSU reserves the right to cancel this Contract at any time upon thirty (30) days written notice to the Contractor.

5. Independent Status
The Contractor, and the agents and employees of Contractor, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the State of California. While Contractor may (or may not) be required under the terms of this Contract to carry Worker’s Compensation Insurance, Contractor is not entitled to unemployment or workers’ compensation benefits from the CSU.

6. Conflict of Interest
(a) Should the Contractor provide services for preparation or development of recommendations for the actions which are required, suggested or otherwise deemed appropriate, and which include the provision, acquisition or delivery of products or service; then the Contractor must provide full disclosure of any financial interest including but not limited to service agreements, OEM, and/or remarketing Agreement that may foreseeably allow the Contractor to materially benefit from the adoption of such recommendations.
(b) The CSU requires a Statement of Economic Interests (Form 700) to be filed by any Consultant (or Contractor) who is involved in the making, or participation in the making, of decisions which may foreseeably have a material effect on any CSU financial interest [reference G.C. 82019].

7. Governing Law
To the extent not inconsistent with applicable federal law, this Contract shall be construed in accordance with and governed by the laws of the State of California.

8. Assignments
Without written consent of the CSU, the Contract is not assignable by Contractor either in whole or in part.

9. Time
Time is of the essence of the Contract.

10. Contract Alterations & Integration
No alteration or variation of the terms of the Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or Contract not incorporated here in shall be binding on any of the parties hereto.

11. General Indemnity
The Contractor agrees to indemnify, defend and save harmless the CSU, its officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the Contractor in the performance of this Contract.

12. Use of Data
The Contractor shall not utilize any information, not a matter of public record, which is received by reason of this Contract, for pecuniary gain not contemplated by the terms of this Contract, regardless of whether the Contractor is or is not under contract at the time such gain is realized. CSU specific information contained in the report, survey, or other product developed by the Contractor pursuant to this Contract is the property of the CSU, and shall not be used in any manner by the Contractor unless authorized by the CSU.

13. Termination for Default
The CSU may terminate the Contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the CSU may proceed with the work in any manner deemed proper by the CSU. The cost to the CSU shall be deducted from any sum due the Contractor under the Contract, and the balance, if any, shall be paid the Contractor upon demand.

14. Personnel
The Contractor shall make every effort consistent with sound business practices to honor the specific requests of the CSU with regard to assignment of its employees; however, the Contractor reserves the sole right to determine the assignment of its employees.
CSU GENERAL PROVISIONS for SERVICE ACQUISITIONS

If a Contractor employee is unable to perform due to illness, resignation, or other factors beyond the Contractor’s control, the Contractor shall make every reasonable effort to provide suitable substitute personnel.

15. Nondiscrimination
(a) During the performance of this Contract, Contractor and its subcontractors shall not deny the Contract’s benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

(b) Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.), the regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0 et seq.), and the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Government Code Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

(c) Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the Trustees upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information, and its facilities as said Department or Trustees shall require to ascertain compliance with this clause.


(e) Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

(f) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract. (Gov. Code Section 12990, 11135 et seq.; Title 2, California Code of Regulations, Section 8107).

16. Drug-Free Workplace Certification
By accepting a contract or purchase order, the Contractor certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8355 et seq.) and will provide a drug-free workplace by doing all of that which Section 8355 et seq. require.

17. Severability
It is expressly agreed and understood by the parties hereto that if any provision of this Contract is held to be unconscionable or invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of the Contract shall remain in full force and effect.

18. Dispute
Any dispute arising under the terms of this Contract which is not resolved within a reasonable period of time by authorized representatives of the Contractor and the CSU shall be brought to the attention of the Chief Executive Officer (or designated representative) of the Contractor and the Chief Business Officer (or designee) of The CSU for joint resolution. At the request of either party, The CSU shall provide a forum for discussing the disputed item(s), at which time the Vice Chancellor, Business and Finance (or designated representative) of The CSU shall be available to assist in the resolution by providing advice to both parties regarding The CSU contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either party may seek resolution employing whatever remedies exist in law or equity beyond this Contract. Despite an unresolved dispute, the Contractor shall continue without delay to perform its responsibilities under this Contract. The Contractor shall keep accurate records of its services in order to adequately document the extent of its services under this Contract.

19. Privacy of Personal Information
Contractor expressly acknowledges the privacy rights of individuals to their personal information that are expressed in the State’s Information Practices Act (California Civil Code Section 1798 et seq.) and in California Constitution Article 1, Section 1. Contractor shall maintain the privacy of personal information. Contractor shall not release personal information contained in CSU records without full compliance with applicable state and federal privacy laws. Contractor further, acknowledges Federal privacy laws such as Gramm-Leach-Bliley Act (Title 15, United States Code, Sections 6801(b) and 6805(b)(2)) applicable to financial transactions and Family Educational Rights and Privacy Act (Title 20, United States Code, Section 1232g) applicable to student records and information from student records. Contractor shall maintain the privacy of protected personal information and shall be financially responsible, if and to the extent that any security breach relating to protected personal information results from acts or omissions of Contractor, or its personnel, for any notifications to affected persons (after prompt consultation with CSU), and to the extent requested by CSU, administratively responsible for such notification.

20. Waiver of Rights
Any action or inaction by the CSU or the failure of the CSU on any occasion to enforce any right or provision of the Contract shall not be construed to be a waiver by the CSU of its rights hereunder and shall not prevent the CSU from enforcing such provision or right on any future occasion. The rights and remedies of the CSU provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law.

21. Endorsement
Nothing contained in this Contract shall be construed as conferring on any party hereto, any right to use the other party’s name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other party. Furthermore nothing in this Contract shall be construed as endorsement of any commercial product or service by the CSU, its officers or employees.

22. Patent, Copyright, and Trade Secret Indemnity
Deleted 6/7/13.

23. Compliance with NLRB Orders
Contractor declares under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board. This
provision is required by, and shall be construed in accordance with, Public Contract Code Section 10296.

24. Examination and Audit
For contracts in excess of $10,000, the Contractor shall be subject to the examination and audit of (a) the Office of the University Auditor, and (b) the State Auditor, for a period of three (3) years after final payment under the contract in accordance with Government Code Section 8546.7 and with Education Code Section 89045(c & d), respectively. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the costs of administering the Contract.

25. DVBE and Small Business Participation
Deleted 6/7/13

Deleted 6/7/13

27. Americans With Disabilities Act (ADA)
Contractor warrants that it complies with California and federal disabilities laws and regulations.

28. Child Support Compliance Act
For any contract in excess of $100,000, the contractor acknowledges in accordance with Public Contract Code Section 7110, that:
(a) The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
(b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

29. Document Referencing
All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show the Contract number. If factory shipment, the factory must be advised to comply. Invoices not properly identified with the contract number and contractor identification number may be returned to contractor and may cause delay in payment.

30. Forced, Convict, Indentured and Child Labor
Deleted 6/7/13

31. Covenant Against Gratuities
The Contractor shall warrant that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the CSU with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the CSU shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by the CSU in procuring on the open market any items which the Contractor agreed to supply shall be borne and paid for by the Contractor. The rights and remedies of the CSU provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

32. Rights and Remedies of CSU for Default
Deleted 6/7/13

33. Contractor's Power and Authority
The Contractor warrants that it has full power and authority to grant the rights herein granted and will hold the CSU hereunder harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty. Further, Contractor avers that it will not enter into any arrangement with any third party which might abridge any rights of the CSU under this Contract.

34. Recycled Content Certification
Deleted 6/7/13

35. Entire Contract
This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

36. Safety and Accident Prevention
In performing work under this Contract on CSU premises, Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. Contractor shall take any additional precautions as the CSU may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of this Contract in accordance with default provisions hereof.

37. Follow-On Contracts
Deleted 6/7/13

38. Expatriate Corporations
Deleted 6/7/13

39. Insurance Requirements
Contractor shall furnish to the CSU prior to the commencement of work an underwriter’s endorsement with a certificate of insurance stating that there is General Liability insurance presently in effect for the contractor with a combined single limit of not less than $1,000,000 per occurrence, and $2,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of $1,000,000 per occurrence.
(a) The certificate of insurance shall provide:
(i) That the insurer has an AM Best rating of A: VII or equivalent.
(ii) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the CSU;
(iii) That the insurer will not raise the premium or assessment for the insured without thirty (30) days prior notice to the CSU;
(iv) That the insurer will not reduce the limits of insurance without thirty (30) days prior notice to the CSU;
(b) Contractor agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for not less than the remainder of the term of the contract, or for a period of not less

CRL 050 3 8/3/06 Revised 6/7/13 MC
than one (1) year. New certificates of insurance are subject to
the approval of the CSU, and the contractor agrees that no work
or services shall be performed prior to the giving of such
approval. In the event contractor fails to keep in effect at all
times insurance coverage as herein provided, the CSU may in
addition to any other remedies it may have, terminate this
contract upon the occurrence of such event.

40. Rights in Work Product

a) All inventions, discoveries, intellectual property, technical
communications and records originated or prepared by the
Contractor pursuant to this Contract including papers, reports,
charts, computer programs, and other Documentation or
improvements thereto, and including Contractor's
administrative communications and records relating to this
Contract (collectively, the "Work Product"), shall be
Contractor's exclusive property. The provisions of this sub-
section a) may be revised in a Statement of Work.

b) Software and other materials developed or otherwise obtained
by or for Contractor or its affiliates independently of this
Contract or applicable purchase order ("Pre-Existing
Materials") do not constitute Work Product. If Contractor
creates derivative works of Pre-Existing Materials, the elements
of such derivative works created pursuant to this Contract
constitute Work Product, but other elements do not. Nothing in
this Clause will be construed to interfere with Contractor's or its
affiliates' ownership of Pre-Existing Materials. The CSU will
give Government Purpose Rights to the Work Product as
Deliverable or delivered to the CSU hereunder. "Government
Purpose Rights" are the unlimited, irrevocable, worldwide,
perpetual, royalty-free, non-exclusive rights and licenses to use,
modify, reproduce, perform, release, display, create derivative
works from, and disclose the Work Product. "Government
Purpose Rights" also include the right to release or disclose the
Work Product outside the CSU for any CSU purpose and to
authorize recipients to use, modify, reproduce, perform, release,
display, create derivative works from, and disclose the Work
Product for any CSU purpose. Such recipients of the Work
Product may include, without limitation, CSU Contractors,
California State government, California local governments, the
U.S. federal government, and the State and local governments
of other states. "Government Purpose Rights" do not include
any rights to use, modify, reproduce, perform, release, display,
create derivative works from, or disclose the Work Product for
any commercial purpose.

The ideas, concepts, know-how, or techniques relating to data
processing, developed during the course of this Contract by the
Contractor or jointly by the Contractor and the State may be
used by either party without obligation of notice or accounting.
This Contract shall not preclude the Contractor from
developing materials outside this Contract that are competitive,
irrespective of their similarity to materials which might be
delivered to the State pursuant to this Contract.

41. Confidentiality of Data

All financial, statistical, personal, technical and other data and
information relating to CSU's operation which are designated
confidential by the CSU and not otherwise subject to disclosure
under the California Public Records Act, and made available to
the Contractor in order to carry out this Contract, or which
become available to the Contractor in carrying out this
Contract, shall be protected by the Contractor using the same
level of care in preventing unauthorized disclosure or use of the
confidential information that it takes to protect its own
information of a similar nature, but in no event less than
reasonable care. The Contractor shall not be required under the
provisions of this clause to keep confidential any data or
information that is or becomes publicly available, is already
rightfully in the Contractor's possession, is independently
developed by the Contractor outside the scope of this Contract,
or is rightfully obtained from third parties.
Rider B - Additional Terms and Conditions

It is the intent of the California State University Office of the Chancellor (CSUCO) to provide support to the California State Student Association (CSSA) in order to enable the organization to improve CSU student life by ensuring strong business management, retention of professional staff, support in facilitating programs and priorities, and ensuring broad student engagement and participation in university initiatives and policy development:

I. Administration

The CSU-CSSA Memorandum of Understanding (MOU) provides a level of oversight from the Office of the Chancellor with regard to CCSA’s administration of programs and services. The goal of this oversight is to ensure the overall health of the CSSA in collaboration with CSSA management by:

• Ensuring strong internal management of human resources, business and finance, strategic planning, and policy agendas through senior management (Executive Director et al.).

• Encouraging greater longevity for staff due to an enhanced benefit package and professional management that is afforded through employment through the State of California, (note: CSSA employees report to either the CSSA Executive Director or CSSA Personnel Committee, not to the CSU).

• Providing a better ability to respond to campus questions/needs regarding university-related policies and procedures, initiatives, and general student-support needs.

• Ensuring that student leaders from the 23 campuses may carry out their shared governance and shared leadership roles by participating in policy development, interacting with the Board of Trustees, and obtaining leadership development skills through participation in the CSSA.

II. Human Resources Management

Supervisory Authority

The MOU Agreement is not intended to provide direct oversight of CSSA personnel from the CSU Office of the Chancellor. Excepting the Executive Director, all CSSA staff shall report to the Executive Director. In the case of the Executive Director, the incumbent shall solely report to the CSSA Personnel Committee. The Executive Director shall interact with a Chancellor’s Office Liaison, however, to ensure monthly attendance reporting and accurate and timely filing of annual performance evaluations since CSSA’s executive officers do not have access to the CSU Human Resources online personnel management system.

Strategic Human Resources Planning

Since CSSA is an independent, not-for-profit organization governed by the students of the CSU System, it is crucial for the association to maintain the

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authority to annually identify, assess and control personnel needs in the context of long-term planning, recruitment, staff retention, and ensuring the success of CSU student’s initiatives. The CSSA Personnel Committee, therefore, shall have the authority to assess duties and position descriptions and make necessary adjustments to the employment status of said personnel, including but not limited to making salary adjustments within the parameters of the CSSA budget. For salary matters that are not permitted by available funding within the CSSA budget, the CSSA Board of Directors must work in conjunction with the Chancellor’s Office to affect changes to employment statuses.

Employment Status of CSSA Employees

All CSSA staff are considered Chancellor’s Office employees who report to the CSSA Executive Director or the CSSA Personnel Committee. The employees are subject to all other applicable laws, regulations, and policies regarding the recruitment, evaluation, compensation, and termination processes for Chancellor’s Office employees.

The applicable CSSA policies shall govern the employment terms and conditions of the CSSA staff including day-to-day supervision and authority. Those CSSA policies, however, shall not contradict the CSU policies that govern the terms and conditions of CSU employees. In the event of any discrepancy in the two policies, the CSU policy shall govern.

III. Coordinating Student Participation in Policy Development and Shared Governance

CSSA is the coordinating body for a variety of student participation and student shared governance programs. The CSU contribution to CSSA is intended to support these efforts, as follows.

a. Coordination of the Search for the CSU Student Trustee: CSSA coordinates the search and has full participation in the student trustee search process. Facilitation of student office space at the two student trustees’ campuses of origin, upon appointment to the Board of Trustees, is included as a provision of this agreement. CSSA and the campus of origin shall equally share the cost of said office space up to an amount of $5,000 per party. The office spaces shall include, at a minimum, furniture, a desktop or laptop computer, telephone, and fax machine.

Education Code 66602(b)

b. Coordination of Student Involvement and Advisement: CSSA coordinates and advises students participating in CSU system wide committees, task forces, and initiatives. The CSSA-CSU Memorandum of Understanding (MOU) agreement supports communication between students and the Chancellor’s Office, provision of training materials, and participation in meetings.

Trustees’ Resolution, RGPA 63-17: Student Participation in Policy Development
Trustees’ Resolution, EP 07-01-04

04/20/2013
c. Facilitating Student Participation at the CSU Chancellor’s Office: CSSA coordinates student involvement with the CSU Chancellor and administration, Academic Senate CSU, and CSU Alumni Council. CSU student leaders maintain a role in developing joint education campaigns with the CSU, developing certain policies as stipulated by statute, and participating in executive personnel searches. *Trustees’ Resolution, EP 07-01-04*

IV. Facilitating Student Leadership Development and Training

As a supplement to their general education, students benefit from leadership development and training opportunities that allow critical analysis of higher education issues, involvement in education policy reform and creating student-led initiatives. The CSSA-CSU Memorandum of Understanding (MOU) agreement is intended to support these efforts, as follows.

a. Designing and Implementing Leadership Development Trainings and Activities

CSSA manages this function at the system and campus levels. By carrying out leadership conferences, education policy issues trainings, and providing developmental activities for student leaders, CSSA is supporting the mission of the CSU in providing a quality education for students. *Examples: CSSA plans and implements the annual California Higher Education Student Summit, the CSUnity Student Leadership Conference, on-campus trainings related to public policy issues and university initiatives, and supporting student-governed auxiliaries by providing governance trainings.*

b. Student Involvement in Federal Relations

Facilitating student involvement in national higher education matters is important for maintaining student representation as well as educating student leaders on relevant issues emanating from the Federal government. CSSA coordinates education and representation activities with the Department of Education, the United States Congress, the CSU Office of Federal Relations, and a variety of higher education stakeholders located in Washington, DC.

c. Voter Registration

Civic and community engagement are a cornerstone to the education received by CSU students. Furthermore, it is crucial for students to take initiative in engaging their peers, particularly through voter registration and education efforts. As it is a priority for institutions of public higher education, CSSA maintains as one of its priorities to facilitate a biannual voter registration and education effort. *20 U.S.C. § 1094(a)(23)(A)*

V. Financial Accountability Guidelines

The following guidelines shall govern the use and management of funds:

04/20/2013
• CSSA shall conduct an annual independent fiscal audit and report findings to the Chancellor and Board of Trustees.

• CSSA may terminate the contract with 30 days written notice to CSU. A pro-rated share of this funding provided by the Chancellor’s Office will be returned to the Chancellor’s Office based on the termination date.

• CSSA will submit budget proposals on an annual basis to Academic Affairs, Student Academic Support, for comment and advice. This provision is not intended to usurp the budget authority of the CSSA Board of Directors, but rather provide input.

• The Chancellor’s Office will be responsible for providing limited CSSA fund accounting services (general fund support, fundraising collections, conference fees and donations). CSSA agrees to a fee of 3% of all Trust Fund revenue collected for accounting services. This provision is subject to revision in 2017/18 and annually thereafter between CSSA and the Chancellor’s Office.

• CSSA will apply metrics to its programmatic objectives, thereby providing an opportunity for outcome assessment, constant quality improvement, and analysis of return on investment. CSSA management shall retain records on the program learning outcomes.

This agreement is intended to support the administrative, operational, and program implementation functions of the CSSA.

This Agreement will be executed every three (3) years to obtain the signatures of the current CSSA President and Executive Director and the CSU Chancellor.
Metrics / Student Learning Outcomes Associated with CSSA Programs

**Shared Governance: Student Participation in CSU Policy Development**
- Students will be able to negotiate compromises on difficult policy issues.
- Students will develop strong knowledge of the CSU system’s executive management culture.
- Students will be able to work collaboratively.
- Students will be able to effectively communicate policy positions.

**CSU Student Trustee Search**
- Students will be able to execute a high-level, confidential search process.
- Students will understand how the Governor’s appointments process works.

**Student Involvement and Advisement / Student Participation at the CSU Chancellor’s Office**
- Students will develop strong networks of trustees, administrators, faculty and peer students.
- Students will be able to set and achieve broad goals.
- Students will better recognize higher education policy issues as a result of committee and initiative involvement.
- Students will observe and obtain skills from government business practices and bureaucratic systems.

**California Higher Education Student Summit**
- Students will be able to conduct an effective legislative visit.
- Students will be able to navigate the State Capitol for meetings and legislative hearings.
- Students will gain peer colleagues at other CSU campuses.

**CSUnity Leadership Conference**
- Students will walk away with the skills and information to serve on a nonprofit board of directors.
- Students will improve their leadership skills.
- Students will understand how the CSU fits into the state government structure.
- Students will be able to navigate the processes and procedures utilized in the CSU system.
- Students will understand how the state budget and policy making process works.

**State Government Relations**
- Students will gain an advanced aptitude in dealing with California’s three-tier governance process: legislative, executive, and special interest (lobby groups)
- Students will develop relationships with legislators and constitutional officers.
- Students will be able to effectively articulate policy positions and testimonials on higher education issues.

**Federal Government Relations**
- Students will understand the role of the President and the Congress in public higher education policy.
- Students will be able to identify the practical differences between advocating on the federal level and the state level.
- Students will develop relationships with Department of Education administrators.

**Systemwide Greenovation Fund / Sustainability Initiative**
- Students will be able to review and prioritize grant applications.
- Students will increase their knowledge of sustainability practices.


4/20/2013
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Sources: HEPI, Research Associates of Washington and Consumer Price Index, July 1 – June 30 data
CPI, U.S. Department of Labor, data is calculated to July 1 – June 30 (annual published CPI is computed over the calendar 12-month period)
Date: Nov. 3, 2014

To: CSSA Board

From: Miles J. Nevin

Re: Recommended Policy on Officer Evaluations

Upon the adoption of SIRF by the CSU Trustees, the Board intends to adopt a policy outlining executive officer scholarship levels, duties, and an ongoing and annual evaluation process. This policy is being recommended by the Policies and Procedures Roundtable to increase organizational accountability.

Attached to this memo is a draft policy informed by the process utilized at CSU Stanislaus. But the following main components should be included.

Recommendations

- Allow for transparent, board of directors’ discussions regarding officer performance
- Provide for a quarterly, biannually, and/or annual process to evaluate and provide constructive feedback to executive officers
- Ensure responsible leadership and ethical use of scholarship funds afforded to executive officers. Recognize that scholarship funds are afforded to officers for academic related expenses during terms when student leadership limits their time to maintain employment.
ASI/ USU Executive Performance Evaluation Policy

PURPOSE

The primary purpose of a performance evaluation is to encourage communication regarding the performance among individuals who hold Executive positions between the Board of Directors and/or his or her supervisor. Additionally, the performance evaluation is to address performance strengths, improvements, and/or disciplinary measures up to and including removal from office.

POLICY

The performance evaluation is to determine the effectiveness of the Associated Students Inc. and University Student Union as Executives in their respective duties and leadership roles. The individuals who hold Executive positions will be evaluated by their respective Board of Directors and/or his or her supervisor at midyear. The performance evaluations can include strengths, improvements, and/or disciplinary measures up to and including removal from office.

This policy was voted on and approved by the ASI Board of Directors on:
This policy was voted on and approved by the USU Board of Directors on:

The following signature by the Chair of the USU Board of Directors, verifies the approval of the USU Board of Directors:

______________________  _______________________  _________________
Print Name     Signature                         Date
*This policy may be amended by a two-thirds vote of the ASI and/or USU Board of Directors.*

PROCEDURE

Self-Evaluation Process

1.0 Each Executive will have the opportunity to do a self-evaluation. In a self-evaluation, an Executive responds to the Executive Performance Review form and series of questions. The self-evaluation will help the Executive evaluate his or her performance during the evaluation period. This guides the Executive through a thought process that allows him or her to focus on the many aspects of their performance in their respective duties and leadership roles. The self-evaluation needs to be completed in the month of December. The issuer for the self-evaluation is the HR-Specialist and/or his or her supervisor. All Executives need to turn in their completed self-evaluation to direct supervisor or the HR-Specialist so it can be reviewed placed in their personnel files.

ASI President and USU Chair Evaluation Process

1. After completion of the self-evaluation, the ASI President and USU Chair will be evaluated by their respective boards. Board of Directors members will complete the Executive Performance Review form before the annual winter retreat or by the end of January, whichever comes first. The HR Specialist is responsible for sending the Executive Performance Review form via-email to all the Board of Directors. The Board of Directors can turn in their completed Executive Performance Review form at the ASI/USU office located in 2nd floor of the University Student Union or via-email to the HR Specialist.

2. Once the Executive Performance Review results are compiled from the respective Board of Directors, the HR Specialist will share the overall findings with the appropriate Executive.

1.2 The HR Specialist will then present the results of the self-evaluation and the Executive Performance Review during closed session portion at the first board meeting in February. The performance evaluation can include strengths, improvements, and/or disciplinary measures up to and including removal from office.

1.3 Once the closed session is over, any disciplinary action and/or decision made by the Board of Directors will be shared with the executive.

ASI Vice President and USU-Vice Chair President Evaluation Process
2.0 After the implementation of the self-evaluation, the individuals who hold Executive positions will be evaluated by their respective supervisor. The supervisor needs to complete the Executive Performance Review form by the end of January.

2.1 Once the Executive Performance Review form is completed, the supervisor has to set a meeting in the beginning of the month of February with the individual who holds the Executive position to review the results from the self-evaluation and the executive performance evaluation. The performance evaluation can include strengths, improvements, and/or disciplinary measures up to and including removal from office.

Records

3.0 All documentation from ASI/USU Executive Performance Evaluation must be stored in the executive’s personnel file which is located in the HR Specialist office.
Executive Director’s Annual Performance Evaluation
Policy & Procedure

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>The purpose of this policy is to provide guidelines on how to check the progress of the Executive Director.</th>
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<tr>
<td>New/ Revised Policy:</td>
<td>Revised March 2009</td>
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I. Background
A. The Board of Directors of the California State Student Association, a non-profit organization, has one senior management staff position, Executive Director.
B. The Executive Director reports to the board of directors via the President of the board and is responsible for the day-to-day operations of the association.
C. The Board of Directors, through its President and Executive Committee, has the authority and responsibility to administer the annual evaluation process of the Executive Director.
D. The Board is required to comply with the existing California State University Management Personnel Plan (MPP) performance evaluation process along with CSSA’s Policies and Procedures outlined below.

II. Policy
A. The purpose of the annual evaluation is to check on the progress of the Executive Director. A better than average performance needs to be recognized by the CSSA Board of Directors through positive action. A lesser than average performance requires the Executive Director to give acceptable explanations; as well as, initiation of prompt corrective measures.
B. It is necessary that all Executive Committee members give full written input on all general criteria; as well, as specific areas under the Executive Director's control.

A. Procedure
The members of the Executive Committee (EC) shall complete the annual Executive Director evaluation by the May meeting of CSSA using the following procedures:

A. All outgoing voting members of the Executive Committee members and Chancellor’s Office staff shall be requested to supply written input on all evaluation forms;
B. The EC shall establish the evaluation and weighted criteria in consultation with the Executive Director. Any changes in the criteria or weighting of the criteria in addition, to goals submitted shall become effective after mutual agreement between the Committee and the Executive Director has been reached;
C. The Evaluation Form is to be used for collection of input and shall allow for standard ratings and space for written comments. The MPP Narrative Evaluation Form used by
the Chancellor’s Office Human Resources Office shall be used by the EC and may be modified on a timely basis to ensure proper evaluation criteria;

D. The overall results of the feedback survey from co-workers selected by the Executive Director with the mutual agreement of the President of the board may be used as a possible source of input for the Executive Committee’s scoring of sections of the Executive Director’s Evaluation Form;

E. The CSSA Board of Directors shall be given the opportunity to complete a Narrative Evaluation Form, the overall score and written comments of which shall become the basis for the scoring by the Executive Committee;

F. The input from these evaluation forms, as well as the forms themselves, shall be kept confidential;

G. The final draft of the evaluation is then presented to the Executive Director. The written statement portion of the evaluation shall include a compilation of the majority opinion as well as significant minority points of view, if any;

H. The Executive Director shall have one week to review the final draft of the evaluation and develop written comments in response to it. These comments will be submitted first to the Executive Committee and then to CSSA Board of Directors with the proposed evaluation by the meeting in May;

I. The evaluation shall at all times be reviewed by the Executive Committee and the Board of Directors in a closed session meeting;

J. If the Executive Director has expressed any disagreement in writing, the evaluation shall be discussed with him/her during this session;

K. The board of directors shall review and accept or reject the evaluation or any portion thereof as developed by the Executive Committee. At this time, on the basis of a recommendation from the President of the board, the board of directors shall determine the amount of salary increase (if any) in the Executive Director’s compensation to be awarded in the next fiscal year (July 1);

L. The evaluation, once approved by the Board of Directors, is then presented to the Executive Director for his/her files and to the ED Personnel File kept in the Chancellor’s Office Human Resources. This is to be done prior to the end of the spring semester, while current board members are in office;

M. With the evaluation complete, the President shall then destroy the evaluation forms submitted by each member of the Executive Committee;

N. The evaluation then becomes, along with previous evaluations; available to the Executive Committee for its use when determining compensation and other related personnel matters. The evaluations are also available to other board members for their review through the President of the board.

O. The annual evaluation timeline shall be created by the Executive Committee and approved by the Board of Directors in December.
PROPOSED TIMELINE (Established for 2004-2005)

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<th>Activity</th>
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**New Executive Committee Review**

Executive Committee reviews Executive Director Job Description, most recent annual evaluation and performance goals. The Executive Director is required to submit goals to the Executive Committee at the beginning of the fiscal year. These goals will be used to evaluate the Executive Director the following year.

**Goals provided from the Executive Director shall include:**
- Overall guiding goals
- Professional development goals
- Internal goals that make the association function and manageable;
- Set goals for next fiscal year and have the new Executive Committee and Board conduct performance evaluation on prior year goals.

**Annual Evaluation Timeline for FY __________:**

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<td>Copies of evaluation procedure, evaluation form, and Board of Directors Feedback distributed to Executive Committee for information. (Actual distribution- date here.)</td>
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<td>Feedback request is distributed to pre-selected group of co-workers and Board members with return due date of Friday, May_______. Results delivered to President with copy to the Executive Director. (Actual distribution, date here for President/ ED)</td>
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<td>Feedback results delivered to President with copy to the Executive Director. (Actual delivery-Date here)</td>
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<td>Executive Committee meeting to obtain oral feedback and consensus on other feedback obtained from board of directors and staff. (date.) Executive Committee acts on Evaluation. Evaluation presented to Executive Director by President by the following day in a private meeting.</td>
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California State Student Association (CSSA)
Policy & Procedure Manual

DATE TBD   Response by Executive Director regarding proposed evaluation reviewed with Executive Committee.

DATE TBD   Proposed evaluation and response by Executive Director reviewed by board of directors in closed session; The CSSA board acts to approve final evaluation in open session.

DATE TBD   Last regular CSSA meeting.

**New Executive Committee Review (subject to confirmation by new President)**

Monday, August xx  Executive Committee reviews Executive Director Job Description, most recent annual evaluation and performance goals. Committee will establish goals for the FY ______________Considering the CSSA strategic plan and Executive Director’s goals.
Why?

Stability

What?

By the time the Systemwide Voluntary Fee passes, thought the BOF or Legislature, there will be a new trend.

How?

Timeline

1/26/14 Pass Statement of Intent

Board of Trustees

3/25/2014 Introduced as an information item to the Board of Trustees

5/20/21/14 Action item at Board of Trustees

After It Passes Finalization & Implementation

State Legislator

2/21/14 Last day to introduce a bill to the State Legislator

March - September Legislative Process

If approved by Legislator It goes to the Governor’s desk for a final signature

After It Passes Finalization & Implementation
CSSA
California State Student Association
Systemwide Voluntary Fee

Why?

Stability

What?

By the time the Systemwide Voluntary Fee passes through the BOG or Legislature, there will be a new bond.

How?

It is the mission of the California State Student Association (CSSA) to maintain and enhance access to affordable, quality public higher education for the people of California to the California State University (CSU).

Timeline

1/26/14
Pass Statement of Intent

Board of Trustees

3/25/14
Introduced as an information item to the Board of Trustees

5/20/14
Action item at Board of Trustees

State Legislator

2/21/14
Last day to introduce a bill to the State Legislator

March - September
Legislative Process

If approved by Legislator
It goes to the Governor’s desk for a final signature

After It Passes
Finalization & Implementation

152
Why?
CSSA Programs
Government Relations
State Advocacy
Lack of resources to send students to testify for important legislation and the ability to genuinely mobilize students
Federal Advocacy
Increase our involvement in federal higher education advocacy through much needed staff and resources
Leadership Development
Executive Committee Leadership
Allow for equal opportunity for executive officer positions
Leadership

Board Development

Internship
Increase professional development and team-building
University Affairs
System Advocacy
Student Trustee Search
Raise student awareness of CSU Board of Trustees Student position
Goverance

Systemwide Committees
Provide scholarships for students serving on system wide committees and in other shared governance roles
Sustainability
Increase funding in order to expand sustainability programs and grants
Communications & Development

Alumni Relations
How?
Timeline
1/26/14
Pass Statement of Intent

Board of Trustees
3/25&26/14
Introduced as an information item to the Board of Trustees
5/20&21/14
Action item at Board of Trustees
After It Passes
Finalization & Implementation

State Legislator
2/21/14
Last day to introduce a bill to the State Legislator
March - September
Legislative Process
If approved by Legislator
It goes to the Governor’s desk for a final signature
After It Passes
Finalization & Implementation
What?
The financial MOUs with the CSU Chancellor and Associated Student organizations would be reconsidered or eliminated by the CSSA Board.

By the time the Systemwide Voluntary Fee passes though the BOT or Legislature there will be a new board.
It is the mission of the California State Student Association (CSSA) to maintain and enhance access to an affordable, quality public higher education for the people of California to the California State University (CSU).
Why?
Stability

How?

What?

1/26/14 Pass Statement of Intent

Board of Trustees
3/25/2014 Introduced as an information item to the Board of Trustees
5/20/2014 Action item at Board of Trustees
After it passes: Finalization & Implementation

State Legislator
2/21/14 Last day to introduce a bill to the State Legislator
March - September Legislative Process
If approved by Legislator: It goes to the Governor’s desk for a final signature
After it passes: Finalization & Implementation

By the year the Systemwide Voluntary Fee passes, though the ASI or Legislative Reform will be a new trend.

It is the intention of the California State Student Association (CSSA) to maintain and enhance access to an affordable, quality public higher education for the people of California in the California State University (CSU).
STUDENT INVOLVEMENT & REPRESENTATION FEE
Sarah Couch
CSSA President
CSU Sacramento

John Haberstroh
ASI President, CSSA Board Member
CSU Long Beach
OUR BOARD OF DIRECTORS
1958
Founded
CSU Student Presidents Association

1960
Recognized
By Trustees
Bill Hauck

1970
Student Trustees
CSSA Sponsored Legislation
$4 Per Student Per Year Voluntary
Proposed by CSU Long Beach

John Haberstroh
ASI President

Jonathon Bolin
ASI Vice President
Rationale

Increased Student Voice

Increased Student Participation
Students are positioned to positively impact the CSU system

CSSA should have the revenue that supports meaningful representation of 446,000 CSU students
**Current Funding Model**

Membership Dues: $282,572

CSU Contribution: $289,255

Other Revenue: $84,350

Total Revenue: $656,177

*2013 - 2014 Budget*
Revenue

<table>
<thead>
<tr>
<th>Year</th>
<th>AS Dues</th>
<th>CSU</th>
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<tbody>
<tr>
<td>2001-02</td>
<td>$0</td>
<td>$81,250</td>
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<tr>
<td>2002-03</td>
<td>$162,500</td>
<td>$243,750</td>
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<tr>
<td>2003-04</td>
<td>$243,750</td>
<td>$325,000</td>
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Graph showing revenue from AS Dues and CSU from 2001-02 to 2013-14.
## Projected revenue based on participation:

<table>
<thead>
<tr>
<th>Program Areas/Spending Categories</th>
<th>Subprogram areas</th>
<th>Amount</th>
<th>90% Participation</th>
<th>Current Budget</th>
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<tbody>
<tr>
<td><strong>University Affairs</strong></td>
<td>Shared Governance/Participation</td>
<td>$1.20</td>
<td>$482,252.40</td>
<td>$196,853.27</td>
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<tr>
<td></td>
<td>Campus Programming</td>
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<td></td>
<td>Human Resources (student &amp; professional)</td>
<td></td>
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<tr>
<td><strong>Leadership Development</strong></td>
<td>Representative Government</td>
<td>$1.20</td>
<td>$482,252.40</td>
<td>$196,853.27</td>
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<td></td>
<td>Student Internships</td>
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<tr>
<td></td>
<td>Student trainings/conferences</td>
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<td></td>
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<tr>
<td></td>
<td>Human Resources (student &amp; professional)</td>
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<tr>
<td><strong>Government Relations</strong></td>
<td>State Relations</td>
<td>$0.40</td>
<td>$160,750.80</td>
<td>$65,617.76</td>
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<td></td>
<td>Federal Relations</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Human Resources (student &amp; professional)</td>
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<tr>
<td><strong>Administration</strong></td>
<td>Business and Finance</td>
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<td></td>
<td>Information Technology</td>
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<td></td>
<td>Human Resources (student &amp; professional)</td>
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</tr>
<tr>
<td><strong>Communications &amp; Development</strong></td>
<td>Fund development</td>
<td>$0.40</td>
<td>$160,750.80</td>
<td>$65,617.76</td>
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<tr>
<td></td>
<td>Alumni Relations</td>
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<tr>
<td></td>
<td>Member Relations</td>
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<td>Media Relations</td>
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<td></td>
<td>Human Resources (student &amp; professional)</td>
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<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>$4.00</td>
<td>$1,607,508.00</td>
<td>$656,177.55</td>
</tr>
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</table>

Projections based on fall 2013 enrollment statistics
Minnesota State University Student Association

75,000 Students
7 Universities
1982 Year Fee Established
Long-Term Stability

Proposed by Students

Strengthens Student Involvement
CALIFORNIA STATE STUDENT ASSOCIATION
CONSTITUTION

We, the student representatives of the California State University (CSU), in order to advance the quality of education, promote the co-curricular interest and develop the necessary understanding and cooperation of member universities, and serve as informed and responsible advocates of students’ concerns by creating awareness of student needs in the CSU system among state agencies and public officials, do hereby ordain and establish this constitution for the California State Student Association.

Article I. Name, Mission, Purpose, and Fiscal Year

Section A: Name
The name of this association shall be the California State Student Association, hereafter referred to as CSSA.

Section B: Mission
It is the mission of the California State Student Association (CSSA) to maintain and enhance access to an affordable, quality public higher education for the people of California, to the California State University (CSU).

Section C: Purpose
The purpose of CSSA shall be to foster and coordinate communication among campus student associations to develop unity in addressing campus and statewide issues affecting the individual campuses and campus student associations as well as the CSU system. This association shall not carry on activities that would jeopardize its status as an organization exempt for taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section D: Fiscal Year
The CSSA’s fiscal year shall run from July 1 to June 30.

Article II. Membership and Privileges

The membership of CSSA shall be all students of the CSU. Those students shall be represented before CSSA by the recognized Associated Students organization from each CSU campus. Each student of the CSU shall have the ability to become a delegate or officer of CSSA in adherence with the requirements of the policies of their respective campus’ Associated Students organization.

Section A: Membership
1. All students of the CSU shall, in compliance with CSU policies, be entitled to the activities of CSSA, including but not limited to, the following:
   a. Seek nomination from CSSA to be Student Trustee of the CSU, California Student Aid Commission (CSAC) and other CSU systemwide and/or statewide positions authorizing or requesting student representation.
   b. Participate in the educational and service opportunities provided by CSSA.
   c. Address the CSSA Board of Directors and seek action on education issues.
   d. Upon request, review any and all public information, including, but not limited to agenda and minutes of the CSSA Board of Directors’ meetings, financial statements, and rules and policies of CSSA.

CSSA Constitution Revised and Approved by the Board in October 2013
Page 1 of 17
2. Associated Students organizations, upon paying the membership dues, shall be entitled to all the privileges of full membership as outlined in the Membership Policy, including but not limited to the following:
   a. A vote on all matters before the CSSA Board of Directors and standing committees.
   b. Each campus paying full membership dues shall be afforded one vote. The Associated Students organization’s elected president or CSSA representative shall be the official voting member in accordance with that campus’ constitution and/or bylaws.
   c. The right to address the California or United States legislatures as a recognized participant of CSSA.
   d. The right to address the CSU Board of Trustees as a recognized participant of CSSA.
   e. The right to guide and influence legislation and systemwide policy.
   f. The ability to seek CSSA executive or special officer positions.
   g. Special assistance, analysis, and support on relevant issues (outside of the staff’s normal day-to-day activities) including legislation, higher education policy, voter registration efforts, incorporation efforts and other research needs.
   h. Association rates for monthly meetings, trainings and special services.
   i. The right to host a monthly meeting of CSSA (non-dues paying campuses may host a conference if no dues paying campus choose to do so).
   j. The right to sponsor or introduce legislation to the CSSA Board of Directors.
   k. The ability to submit a dissenting opinion for CSSA legislation in accordance with the Dissenting Opinion Policy

Article III. Composition of the CSSA Board of Directors
The powers and responsibilities of CSSA shall be vested in a board of directors, the official name of which is the California State Student Association Board of Directors, hereinafter “the board.”

Section A: The board shall consist of one representative from each of the member Associated Students organizations, in accordance with Article II.

Section B: Advisors and Liaisons to the Board
1. Advisors and liaisons to the board shall consist of:
   a. The President of CSSA.
   b. The Executive Director of CSSA.
   c. The Student Trustees of the CSU Board of Trustees.
   d. One liaison from the CSU Chancellor’s Office appointed annually by the CSU Chancellor.
   e. One liaison from the Academic Senate California State University (ASCSU) appointed annually by the ASCSU Chair.
   f. One southern and northern liaison from the Auxiliary Organization Association (AOA), appointed annually by the AOA.
   g. All CSSA Special Officers, provided that he or she does not already occupy a seat on the board.
   h. Parliamentarian to the board.

2. Advisors and liaisons shall have the right to speak as a regular board member on any item before the board, but shall not have voting privileges unless they are the
designated voting representative for their CSU campus Associated Students organization.

3. With the exception of the President and Executive Director, CSSA shall not be responsible for providing transportation or lodging for the liaisons to the Board of Directors meetings.

Section C: Duties and Powers of the Board.

1. The Board shall:
   a. Be empowered to employ and discharge the CSSA Executive Director consistent with CSU and CSSA employment policies and procedures. The Executive Committee shall prepare written evaluations of the Executive Director in accordance with established policies and forward final evaluations to the board for approval.
   b. Hold powers subject to the limitations imposed by state and federal laws that govern non-profit 501(c) 3 organizations; the business affairs of CSSA shall be controlled by the executive officers and the board, and all powers shall be exercised jointly by them.
   c. Be empowered to make appropriations from CSSA funds as stipulated by the Fiscal Policy and subject to provisions in the California Education Code.
   d. Be empowered to draft CSSA governing documents and attach maximum and minimum penalties for violations thereof.
   e. Act as the policymaking body of CSSA by creating governing documents that will further the mission of the association and will act in accordance with this Constitution.
   f. Conduct the affairs and manage the assets of CSSA.
   g. Receive a report from the Executive Director or Executive Committee on any or all of the activities of the CSSA at the beginning of the fiscal year and at any other time deemed necessary.
   h. Authorize the Executive Director to contract or execute any instrument in the name of and on behalf of CSSA. Such authority shall be conferred and limited to a specific instance unless so authorized by the majority of the board.
   i. Approve the annual budget, expenditures of funds, levying of fees for special events, and annual audits of CSSA’s accounts.
   j. Establish all personnel procedures in accordance with state and federal requirements.
   k. Approve standing rules of the board.
   l. Have the power to create or abolish committees, caucuses, or task forces of CSSA.
   m. Take positions on issues of concern to CSSA and the students it represents.

Article IV. Officers

Section A: Executive and Special Officers

1. All executive and special officers of CSSA shall be from a campus that is a full dues-paying member for the current fiscal year.

2.1. Executive officers and all other officers who serve on the CSSA Executive Committee may be the voting representative from their campus for the current fiscal year, with the exception of the CSSA President.

3.2. All executive officers shall be elected for a one-year term corresponding with the...
fiscal year by a majority vote of the members present at the June board meeting.

4.3. All individuals seeking an officer position must have a Memorandum of Understanding (MOU) on file with CSSA. All MOU documents must be turned in prior to the date of the election.

Section B: The executive officers of the board shall be the:
1. President
2. Chair
3. Vice President of Finance
4. Vice President of University Affairs
5. Vice President of Legislative Affairs

Section C: Duties of the Executive Officers.
1. President
   a. Is authorized to act as the public representative of CSSA and its students. The President is authorized to collaborate with the executive director in overseeing day-to-day operations of the organization and the implementation of board policy and directives.
   b. May not be an executive officer or board member of an Associated Students organization.
   c. It is required that the president served as either an executive or special officer, board member, or official campus representative at two or more CSSA meetings on the previous year’s CSSA board.
   d. Shall have all travel for pre-approved official business paid by CSSA.
   e. Shall be paid a scholarship equivalent to 50% of the cost of attendance at that student’s CSU campus.
   f. Is authorized to carry out the Executive Director’s performance evaluation with the executive committee, in accordance with the Executive Director’s Annual Performance Evaluation Policy.
   g. Is authorized to supervise all CSSA executives with the exception of the chair of the board.
   h. Is authorized to sign, date, and verify the vote of all successful legislation.
   i. Is authorized to coordinate the monthly agenda with the chair of the board.
   j. Shall preside over the Executive Committee and act as a voting member.
   k. Is authorized to represent CSSA at CSU Board of Trustees meetings and speak as its official representative during those meetings.
   l. Is authorized to call special meetings of the board and its standing committees.
   m. Is authorized to provide a monthly written report to the board.
   n. Is authorized to coordinate of the selection, training, and reporting of all appointed, non-paid representatives of CSSA.
   o. Is authorized to collaborate with the executive director on media relations, internal communications, web site and all other correspondences.
   p. Shall assume the duties of the Vice President of Finance in the event of their resignation, removal from office or incapacitation.

2. Chair
   a. The Chair of the Board will preside over all meetings of the CSSA Board of Directors.
b. Is authorized to act in concert with the CSSA President to ensure that all directives of the board are implemented as intended.

c. Is authorized to vote to break a tie.

d. Is authorized to act as a liaison member of all standing and subcommittees of the board.

e. Is authorized to act as a voting member of the Executive Committee and act as chair of the Executive Committee in the absence of the President.

f. Is authorized to preside over the Internal Affairs Committee (IAC) meetings.

g. Is authorized to prepare the Internal Affairs Committee agenda.

h. Is authorized to preside over the Initial Review Board (IRB) meetings.

i. Is authorized to preside over the interview panel charged with selecting CSU Student Trustee finalists for gubernatorial appointment.

j. Is authorized to be responsible for ensuring that all legislation is numbered and presented in correct form before it is introduced to the floor for discussion.

k. Is authorized to oversee the creation of agendas for the monthly plenary meetings.

l. Is authorized to appoint standing committee and subcommittee members when rules call for appointment.

m. Is authorized to prepare the agenda and minutes of the Executive Committee and see to the distribution of the same in the manner required of the other standing committees of CSSA, per the Gloria Romero Open Meetings Act.

n. Is authorized to be responsible for dissemination of information to members regarding CSSA’s policies and procedures.

o. Is authorized to provide a monthly written report to the board.

p. Shall have all travel for pre-approved official business paid by CSSA.

p.a. Shall be paid a scholarship established by the board in the Scholarship Policy.

p.f. Shall assume the duties of the President in the event of resignation, removal from office, or incapacitation.

3. Vice President of Finance

a. Is authorized to be responsible for the establishment and maintenance of CSSA fiscal policies and procedures.

b. Is authorized to oversee the collection and disbursement of all CSSA funds under the direction of the board and shall be responsible for the annual development of the CSSA budget.

c. Is authorized to, on a monthly basis, review the financial status of CSSA with the Executive Director and provide quarterly financial reports to the board.

d. Is authorized to ensure compliance with the procedures established under all fiscal policies.

e. Is authorized to provide a monthly written report to the board.

f. Is authorized to act as a voting member of the Executive Committee.

g. Is authorized to act as a voting member of the board if they are the designated voting representative for their CSU campus Associated Students organization.

h. Is authorized to preside over the CSSA Fundraising Advisory Committee.

h.a. Shall have all travel for pre-approved official business paid by CSSA.

h.f. Shall be paid a scholarship established by the board in the Scholarship Policy.

h.b. Shall assume the duties of the Chair in the event of their resignation, removal from office or incapacitation.
4. Vice President of University Affairs
   a. The Vice President of University Affairs shall preside over all regular and special meetings of the University Affairs Committee.
   b. Is authorized to be responsible for the process of establishing the University Affairs policy agenda by the third regularly scheduled meeting of the year.
   c. Is authorized to be responsible for the implementation of policy agenda elements related to university affairs issues.
   d. Is authorized to be vested with the authority to appoint subcommittees to carry out the policy agenda and other tasks.
   e. Is authorized to be responsible for the creation of the monthly agenda of the University Affairs Committee.
   f. Is authorized to hold weekly standing meetings with the Assistant Executive Director.
   g. Is authorized to be vested with the authority to make decisions on behalf of the University Affairs Committee, when not in session.
   h. Is authorized to be responsible for updates and recommendations to the committee on all university developments.
   i. Is authorized to deliver a monthly update to the CSSA Board of Directors on university developments.
   j. Is authorized to provide, in January, a mid-year update and recommendations to the board on the state of the policy agenda and other University Affairs priorities.
   k. Is authorized to attend all regularly scheduled meetings of the CSU Board of Trustees on behalf of CSSA.
   l. Is authorized to attend appropriate university meetings and or hearings, as needed.
   m. Is authorized to provide a monthly written report to the Board.
   n. Is authorized to act as a voting member of the Executive Committee.
   o. Shall have all travel for pre-approved official business paid by CSSA.
   o.q. Shall be paid a scholarship established by the board in the Scholarship Policy.
   o.q. Is authorized to act as a voting member of the board, if they are the designated voting representative for their CSU campus Associated Students organization.

5. Vice President of Legislative Affairs
   a. Is authorized to preside over all regular and special meetings of the Legislative Affairs Committee.
   b. Is authorized to be responsible for the process of establishing the Legislative Affairs policy agenda by the third regularly scheduled meeting of the year.
   c. Is authorized to be responsible for the implementation of policy agenda elements related to legislative issues.
   d. Is authorized to be vested with the authority to appoint subcommittees to carry out the legislative agenda, as needed.
   e. Is authorized to be responsible for the creation of the monthly agenda of the Legislative Affairs Committee.
   f. Is authorized to hold regular meetings with the Director of Government Relations.
Section D: Duties of Council Speaker

1. Speaker of Social Justice and Equity Council (SJEC)
   a. There shall be a Speaker of the Social Justice and Equity Council, who shall be subject to the bylaws of the council.
   b. The Speaker of the Social Justice and Equity Council is subject to the SJEC Bylaws, however the CSSA Constitution supersedes.
   c. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

Section E: Officers and Liaisons of the Board

1. Chief of Staff
   a. Shall be appointed by the President with confirmation of a simple majority of the Board.
   b. Is authorized to oversee all special officers and ensure they are discharging their duties.
   c. Shall serve as the organization’s chief communications officer and is authorized to collaborate with the CSSA President and Executive Director in implementing the organization’s communications plan.
   d. Is authorized to serve as an advisor to the Executive Committee.
   e. Is authorized to serve as a voting member of the Fundraising Committee.
   f. Is authorized to assist the President as directed.
   g. Is authorized to attend monthly CSSA plenary meetings.
   h. Is authorized to provide a monthly written report to the board.
   i. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

2. Academic Senate Liaison
a. Is authorized to be responsible for attending the bimonthly meeting of the Academic Senate CSU (ASCSU).
b. Is authorized to report to the CSSA board on matters of importance.
c. Is authorized to advocate CSSA’s position(s) on matters considered by ASCSU.
d. Is authorized to build a collaborative relationship between the ASCSU and CSSA.
e. Is authorized to bring back to CSSA any positions that will affect agenda items of the CSSA.
f. Is authorized to attend monthly CSSA plenary meetings.
g. Is authorized to provide a monthly written report to the board.
h. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

3. Alumni Council Liaison
   a. Is authorized to be responsible for attending the quarterly meetings of the California State University (CSU) Alumni Council and reporting back on matters of importance.
   b. Is authorized to be the liaison advocating CSSA’s position(s) on matters taken up by the council.
   c. Is authorized to build a collaborative relationship between CSSA and the CSU Alumni Association.
   d. Is authorized to serve as a voting member of the Fundraising Advisory Committee.
   e. Is authorized to bring back to CSSA any positions that will affect agenda items of CSSA.
   f. Is authorized to attend monthly CSSA plenary meetings.
   g. Is authorized to provide a monthly written report to the board.
   h. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

4. Sustainability Officer
   a. Is authorized to track all matters related to the sustainable operations of the CSU.
   b. Is authorized to be responsible for serving on any CSU committees or taskforces considering issues of campus planning and sustainability.
   c. Is authorized to be the liaison advocating the CSSA’s position on matters taken up by CSU administration or any formal or informal systemwide committees.
   d. Is authorized to oversee the CSSA Greenovation Fund.
   e. Is authorized to recommend sustainable organizational practices for the board to consider implementing.
   f. Is authorized to attend the monthly CSSA plenary meetings.
   g. Is authorized to provide a monthly written report to the board.
   h. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

5. Financial Aid Officer
   a. Is authorized to track all matters related to financial aid at the state and national levels.
b. Is authorized to serve on the CSU Financial Aid Advisory Committee and any other committees or taskforces related to financial aid policy. Is authorized to build a collaborative relationship between CSSA and any CSU committees dealing with financial aid issues.
b. Is authorized to track the California Student Aid Commission (CSAC) actions.
c. Is authorized to be responsible for attending meetings of the CSAC and providing the board information on any matters of importance.
d. Is authorized to communicate regularly with CSAC student commissioners and students appointed to CSAC committees.
e. Is authorized to bring back to the CSSA any positions that will affect agenda items of the CSSA’s monthly meeting.
f. Is authorized to attend the monthly CSSA plenary meetings.
g. Is authorized to provide a monthly written report to the board.
h. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

6. Lobby Corps Officer
a. Is authorized to coordinate the formation of Lobby Corps (LC) units on each of the CSU campuses.
b. Is authorized to advocate CSSA’s legislative and systemwide positions.
c. Is authorized to coordinate the collective efforts of the individual LC for maximum efficiency and effectiveness in presenting efforts before the State Legislature and CSU Board of Trustees.
d. Is authorized to be the contact person for LC information.
e. Is authorized to build a strong student presence at the State Capitol by coordinating monthly lobby visits to the Capitol, including broad CSU student participation.
f. Is authorized to appoint an aid to assist with the LC efforts from a northern or southern Campus opposite from where the coordinator is stationed.
g. Is authorized to supply necessary materials or information concerning LC efforts in response to CSU campus requests.
h. Is authorized to bring back to the CSSA any positions that affect the CSSA.
i. Is authorized to attend the monthly CSSA plenary meetings.
j. Is authorized to provide a monthly written report to the board.
k. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

7. Technology Officer
a. Is authorized to track issues related to technology that may affect CSU students.
b. Is authorized to track issues related to technology affecting the system.
c. Is authorized to serve as the student representative on the Academic Technology Advisory Committee (ATAC) or its successor committee.
d. Is authorized to advocate CSSA’s position(s) on matters taken up by the committee.
e. Is authorized to build a collaborative relationship between CSSA and the committee.
f. Is authorized to bring back to the CSSA any positions that will affect agenda items of the CSSA.

CSSA Constitution Revised and Approved by the Board in October 2013
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g. Is authorized to attend the monthly CSSA plenary meetings.

h. Is authorized to provide a monthly written report to the board.

i. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

8. California Higher Education Student Summit (CHESS) Committee Chair
   a. Is authorized to preside over the CHESS Committee.
   b. Is authorized to provide a general vision for the theme, content and desired outcomes of the summit.
   c. Is authorized to work in collaboration with the Director of Government Relations to ensure timelines are met, resources are procured and staff and volunteer levels are adequate to execute the summit.
   d. Is authorized to communicate with and motivate CSSA members and at-large CSU students to participate in the summit.
   e. Is authorized to coordinate marketing and outreach efforts to ensure student participation and to encourage the support of organization partners and donors.
   f. Is authorized to provide a monthly written report to the board.

Article V. Collective Bargaining Representatives
   a. Are authorized to track issues related to labor relations that may affect students.
   b. Are authorized to attend collective bargaining sessions.
   c. Shall adhere to general provisions of the Higher Education Employer-Employee Relations Article 1 and Section 3597 (a-d).
   e. Are authorized to serve solely as a representative of the CSSA Board of Directors.
   f. Are authorized to provide a written report to the CSSA President.
   g. There may be one northern California representative and one southern California representative (see Regions Policy). Both representatives may be appointed by the CSSA President from the membership of the current year CSSA Board of Directors.
   h. Shall have all travel for pre-approved official business outside of monthly plenary meetings paid by CSSA.

Article VI. External Liaisons

1. Auxiliary Organizations Association (AOA) Liaison
   a. The CSSA Executive Director shall serve as the AOA Liaison.
   b. Shall be responsible for attending the meetings of the AOA Associated Students-Student Union (AS-SU) Committee, and when feasible the AOA Executive Committee meetings, reporting back on matters of importance.
   c. Shall be the liaison advocating CSSA's position to the AOA on matters taken up by the CSSA board.
   d. Shall collaborate with the CSSA President in building a collaborative relationship between CSSA and the AOA.
   e. Shall bring back to CSSA any positions that will affect agenda items of the CSSA monthly meetings.

Article VII. Recall of Elected or Appointed Officials

Section A: Any officer may be removed by a two-thirds (2/3) vote of the board.
Section B: Each campus representative must receive written notice of a recall election at least ten (10) working days before the meeting at which the recall election will take place.

Article VIII. Standing Committees of the Board of Directors
Section A: Standing Committees
Standing committees named within this Constitution shall operate in accordance with the direction approved by the board. Members of the individual committees shall consist of each Associated Students organization seated on the CSSA Board of Directors and comply with the eligibility requirements stated in Article II, Section A, (2).

1. The Executive Committee:
   a. Shall be chaired by the CSSA President.
   b. Shall assume the powers of the CSSA Board of Directors when the board is not in session.
   c. Shall be accountable to the CSSA Board of Directors.
   d. Shall serve as the audit committee.
   e. Shall serve as the personnel committee and shall be responsible for personnel matters as outlined in the CSSA and CSU Personnel Policies and Procedures. Under the guidance of the CSSA President, the executive committee shall serve as the primary supervisor of the CSSA Executive Director.
   f. Shall review, research and make recommendations on, but not limited to, the CSSA budget, CSSA policies and procedures, CSSA personnel, the CSSA Constitution, and standing rules of operations.
   g. The voting membership of the Executive Committee shall consist of the following members:
      i. President.
      ii. Chair.
      iii. Vice President of Finance.
      iv. Vice President of University Affairs.
      v. Vice President of Legislative Affairs.
   h. The Executive Director shall serve as an advisor to the Executive Committee.

2. Legislative Affairs Committee
   a. The Vice President of Legislative Affairs shall preside over the Legislative Affairs Committee.
   b. The Director of Government Relations shall serve as an advisor to the Legislative Affairs Committee.
   c. It shall be the duty of the Legislative Affairs Committee to review, research and make recommendations on legislation affecting the CSU that emanates from the California Legislature and United States Congress.
   d. Shall elect a Vice Chair no later than September of the current fiscal year. The Vice Chair may be responsible for taking minutes and shall assume all duties assigned by the Chair or Committee. The Vice Chair shall assume the duties of the Chair in the event of the Chair’s resignation, removal from office or incapacitation.
   e. Shall provide direction to the Vice President of Legislative Affairs.
   f. Shall take action on all legislation deemed appropriate or otherwise act on recommendations by the chair.
g. Shall, by the third regularly scheduled meeting of the year, create a list of legislative priorities and recommend this policy agenda to the board.

h. Shall create a plan to implement the legislative agenda and any other issues deemed appropriate by the Vice President of Legislative Affairs or CSSA Board of Directors.

i. Shall assist with statewide Lobby Corps efforts.

j. Shall put on a Lobby Corps Clinic annually.

k. Voting membership of the Legislative Affairs Committee shall consist of all dues-paying members of the CSSA.

3. University Affairs Committee
   a. The Vice President of University Affairs shall preside over the University Affairs Committee.
   b. The Assistant Executive Director shall serve as an advisor to the University Affairs Committee.
   c. It shall be the duty of the University Affairs Committee to review, research and make recommendations on university specific or shared governance issues and policies emanating from the CSU Board of Trustees, Chancellor’s Office, or CSU campuses.
   d. Shall elect a Vice Chair no later than September of the current fiscal year. The Vice Chair may be responsible for taking minutes and shall assume all duties assigned by the Chair or Committee.
   e. The Vice Chair shall assume the duties of the Chair in the event of the Chair’s resignation, removal from office or incapacitation.
   f. Shall provide direction to the Vice President of University Affairs.
   g. Shall take action on all university-related items deemed appropriate or otherwise act on recommendations by the chair.
   h. Shall create a plan to implement the university affairs agenda and any other issues deemed appropriate by the Vice President of University Affairs or CSSA Board of Directors.
   i. Voting membership of the University Affairs Committee shall consist of all dues paying members of the CSSA.

4. Internal Affairs Committee (IAC)
   a. The Chair of the Board of Directors shall preside over the Internal Affairs Committee meetings and the Vice President of Finance shall be vested with the authority to make decisions on behalf of the committee when it is not in session.
   b. Shall uphold and protect the internal affairs of the CSSA.
   c. Shall ensure the CSSA’s internal processes are legal, efficient and comply with sound business practices.
   d. Shall ensure members of the CSSA derive the maximum benefit from the association by ensuring that the board stays focused on its mission and purpose.
   e. Shall consist of six (6) voting members of the board and three advisors. Advisors to the IAC shall include the CSSA President, the CSSA Executive Director and the Chancellor's Office Liaison.
   f. Shall have members serve for one fiscal year, ending their term on June 30th.
   g. Shall elect a Vice Chair at the first meeting of the fiscal year.
i. In the absence of the Chair, the Vice President of Finance shall serve as the chair of the IAC. In the event that both the Chair and the Vice President of Finance are absent, the Vice Chair of the IAC shall preside over committee meetings.

ii. The Vice Chair shall support the Chair by providing research and development of documents as needed and/or assigned.

iii. The Vice Chair shall track attendance of all elected and appointed officers in order to ensure compliance with the Attendance Policy.

h. Shall ensure that organizational policies are adequately enforced.

i. Shall meet during each CSSA plenary meeting.

j. Shall have the authority to review, develop, recommend, and revise this Constitution, policies and procedures, budget, and all governing documents of the CSSA.

k. Shall audit financial revenues and expenditures of CSSA, as directed by the Board of Directors.

l. Shall make recommendations, as needed, to the board on issues related to the usage of the logo, intellectual property or representations of CSSA by external organizations or individuals.

m. Shall be considered to be advisory to the board and shall bring any action items for approval to the Board, unless the board provides the committee with written decision-making authority over a specific project(s) and/or issue(s).

n. Shall develop a schedule of projects and goals to accomplish for the year. Ongoing projects shall include review and revision of governing documents.

o. Shall follow revision timelines of internal documents as specified.

p. Shall present financial statements for the prior fiscal year at the first IAC meeting.

q. Shall carry out changes and adjustments to revenues and/or expenditures in the previous fiscal year approved budget, as deemed necessary.

r. Shall ensure that generally accepted accounting principles (GAAP) are followed by management.

5. Finance Committee

a. The Vice President of Finance shall preside over the Finance Committee meetings and they shall be vested with the authority to make decisions on behalf of the committee when it is not in session.

r. Shall uphold and protect the financial affairs of the CSSA.

s. Shall ensure the CSSA’s financial processes are legal, efficient and comply with sound business practices.

t. Shall consist of six (6) voting members of the board, who are not serving on the Internal Affairs Committee concurrently, and three advisors. Advisors to the Finance Committee shall include the CSSA President, the CSSA Executive Director and the Chancellor’s Office Liaison.

u. Shall have members serve for one fiscal year, ending their term on June 30th.

v. Shall elect a Vice Chair at the first meeting of the fiscal year.
iv. In the absence of the chair, the Chair of the Board shall serve as the chair of the Finance Committee. In the event that both the Vice President of Finance and Chair are absent, the Vice Chair of the Finance Committee shall preside over committee meetings.

w. Shall ensure that organizational finance policies are adequately enforced.

x. Shall meet during each CSSA plenary meeting.

y. Shall have the authority to review, develop, recommend, and revise financial policies, procedures, and budget.

z. Shall be considered to be advisory to the board and shall bring any action items for approval to the Board, unless the board provides the committee with written decision-making authority over a specific project(s) and/or issue(s).

aa. Shall develop a schedule of projects and goals to accomplish for the year.

bb. Shall present financial statements for the prior fiscal year at the first committee meeting.

c. Shall carry out changes and adjustments to revenues and/or expenditures in the previous fiscal year approved budget, as deemed necessary.

d. Shall ensure that generally accepted accounting principles (GAAP) are followed by management.

6. Initial Review Board (IRB)

a. Shall consist of at least five (5) members elected in the fall by the board from its membership.

b. Shall create a plan to publicize the search for the next CSU Student Trustee.

c. Shall make rules governing the submission of CSU Student Trustee applications.

d. Shall select the sub-finalists to appear for in-person interviews.

e. Shall set the date for in-person interviews of sub-finalists.

f. Shall make rules regarding the conduct of in-person interviews.

g. Shall adjudicate any disputes over naming of campus representatives to the CSU Student Trustee Interview Panel.

6.8. California Higher Education Student Summit (CHESS) Committee

a. The California Higher Education Student Summit (CHESS) Committee shall consist of at least six (6) members elected in the fall by board from its membership.

b. Shall be responsible for assisting the Director of Government Relations in marketing and promoting the summit to CSU students.

c. Shall support the CHESS Chair in developing ideas regarding a theme, summit workshop content and speakers.

d. Shall assist the Executive Director in identifying potential partners and sponsors.

e. Shall be responsible for developing the banquet program and identifying volunteers to assist with banquet logistics.

7. Fundraising Advisory Committee

a. Shall be chaired by the CSSA Vice President of Finance.

b. Shall advise the board on the annual fundraising goal of the organization. This includes in-kind and monetary donations.

c. Shall assist in the development of the non-political marketing and business strategies for the organization, with the goal of cultivating donors and increasing the business appeal of the organization.
d. Shall be advisory to and accountable to the CSSA Board of Directors.
e. Shall be responsible for maintaining relationships with the CSU Alumni Council.
f. The voting membership of the Fundraising Committee shall consist of the following members:
   i. CSSA President.
   ii. CSSA Vice President of Finance (votes only to break a tie).
   iii. CSSA Alumni Council Liaison.
   iv. Three members of the CSSA Board of Directors, elected by the board.
g. The liaisons to the Fundraising Advisory Committee shall consist of the following members:
   i. CSSA Executive Director.
   ii. A CSSA alumni representative, as selected by the voting membership of the Fundraising Advisory Committee.
   iii. A representative from the CSU Office of the Chancellor, as selected by the Chancellor.
   iv. Any additional alumni liaisons.

Article IX. Standing in Relationship to Other Governing Documents and Law

Section A: This Constitution shall supersede all policy, procedures, statements, resolutions or other governance related action items approved by the board. Furthermore, this Constitution shall supersede the Bylaws of the Social Justice and Equity Council and all documents governing ad-hoc committees, task forces or other councils.

Section B: Should this Constitution come into conflict with CSU policy, local, state, federal or international law, the latter shall be held valid and the offending provision(s) shall not be enforced.

Article X. Strategic Planning and Policy Agenda

Section A: Strategic Plan

The strategic plan shall address the long-term goals and concerns of the organization and outline specific courses of action to resolve these goals and concerns. This shall include, but are not be limited to fiscal stability, marketing and outreach strategies, acquisition of capital assets, staff reorganization and fundraising goals. The timeline for approval of the strategic plan is as follows:

1. The board shall receive a report on the current strategic plan on an annual basis.
2. The strategic plan shall be reviewed and revised every three (minimum) to five (maximum) years.
3. During the year that the strategic plan is scheduled for review, the Executive Director shall be the planning officer who guides the board through the process of reviewing the strategic plan.

Section B: Amendments to the Strategic Plan

1. The strategic plan may only be amended with both the approval of the Internal Affairs Committee and a two-thirds vote of approval by the board. The CSSA Board of Directors shall vote on amendments to the strategic plan one month after the Internal Affairs Committee formally recommends a proposal.
2. Written notice of any changes to the strategic plan must be distributed at least ten working days before the meeting where the amendment(s) is (are) proposed.
Section C: Policy Agenda
1. There shall be a policy agenda outlining current, high-priority policy issues.
2. The Executive Committee shall be responsible for developing and presenting to the board a policy agenda proposal. The board has final authority for approval and implementation.
3. The policy agenda must be ratified annually by majority vote of the CSSA Board of Directors by the September plenary meeting.
4. The board will continually review the policy agenda to ensure priorities reflect the existing issues of the student population.
5. The board shall, at the January plenary meeting, assess the progress in achieving action items and provide feedback on how to satisfy the remaining objectives of the policy agenda.
6. Throughout the year, the Executive Director and appropriate executive officers shall be the planning officers who guide the board through the process of reviewing and implementing the policy agenda.

Section D: Amendments to the Policy Agenda
1. The policy agenda may be amended at any time upon the vote of two-thirds of the Board.
2. The specific action items related to the policy agenda may be amended at any time upon a majority vote of the board.
3. Written notice of any changes to the policy agenda must be distributed at least ten (10) working days before the meeting where the amendment(s) is (are) proposed.

Article XI: Meetings
Section A: There shall be a regularly scheduled meeting of the board held once a month, unless the board determines otherwise during the annual process of scheduling the meetings.

Section B: There shall be a meeting at least two days prior to each regularly scheduled meeting of the CSU Board of Trustees, except if those days fall on a holiday or a conflict is determined by the board during the annual process of scheduling meetings.

Section C: Special meetings may be called by the President or must be called by the Chair at the request of a majority of the voting members of the board.

Section D: In the absence of any specific rule, regulation, policy or procedure, Robert’s Rules of Order Newly Revised shall govern the proceedings of the Board.

Article XII: Dues
Section A: Dues shall be determined according to the provisions of the Membership Dues Policy.

Section B: Upon the Chancellor’s Office completion of the campus enrollment data report, each campus shall be notified by the Vice President of Finance within seven days.

Section C: Dues shall be paid in accordance with the Membership Dues Policy.

Section D: A campus that fails to make current its financial obligation, or fails to follow any other requirements as stated in this Constitution, shall lose its voting privilege and therefore any officer position.
held, though not its membership in the CSSA, until such time that the balance is paid in full and its obligations are made current.

Section F: A campus without voting privileges shall be required to pay for the direct costs of any and all materials and/or services rendered by the CSSA for said campus, excluding the mailing of CSSA agendas or other goods/services in accordance with the Article II, Section A and all other applicable policies and procedures.

Section F: The board shall reserve the right to waive the Membership Dues Policy with a two-thirds vote, given extenuating circumstances and following a successful appeal as stated:

1. Appeals must be received in writing by the Chair and Vice President of Finance at least 30 days prior to the specified obligations due date.
2. Upon receipt of said appeal, the Vice President of Finance shall schedule the appeal for hearing by the Executive Committee at the next regularly scheduled CSSA meeting.
3. At the time of the hearing, the Executive Committee shall determine the merits of the appeal, assemble all pertinent information surrounding the appeal, establish a new payment schedule, and present the appeal to the board.

Article XIII: Codes
Section A: All section codes created by a two-thirds (2/3) vote of the CSSA Board of Directors shall be supplementary working documents of the Constitution. Amendments to the Codes shall require a two-thirds (2/3) vote of the board.

Article XIV: Amendments
Section A: Written notice of the constitutional change must be provided at least ten (10) working days before the meeting where the amendment(s) is/are to be proposed.

Section B: First readings of amendments to the Constitution shall take place in the Internal Affairs Committee with debate. Should an amendment be submitted to the board, the first reading shall be introduced as an information item, with no debate.

Section C: Amendments shall be submitted for second reading to the board and shall require a two-thirds (2/3) vote of the CSSA Board of Directors.

Article XV. Ratification
Section A: This constitution must be ratified by a two-thirds (2/3) vote of the board before it is implemented.

Section B: The constitution must be reviewed by the Internal Affairs Committee for recommendation and ratified by the board a minimum of every three years.

Article XVI. Non-profit Status
The CSSA is not organized for, nor shall it be operated for, pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to its members or to any private individual. The property, assets, profits and net income of CSSA are irrevocably dedicated to educational and charitable purposes.

Article XVII. Dissolution
Upon dissolution of CSSA, net assets shall be distributed to one or more nonprofit organizations, determined by the Board. Such nonprofit organizations must be qualified for
federal tax exemption under Section 501 (a) and 501 (c) (3) of the United States Revenue Code of 1954 and be organized and operated exclusively for educational and charitable purposes.

Revised ********: Devon Graves, Chair of the Board of Directors
Revised 10/13/13: Devon Graves, Chair of the Board of Directors
Revised 01/20/13: Aaron Jimenez, Chair of the Board of Directors
Revised 11/06/11: Aissa Canchola, Chair of the Board of Directors
Revised 9/19/10: Bridgette Dussan, Chair of the Board of Directors
Revised 3/14/10: Zoë Carter, Chair of the Board of Directors
Revised 3/22/09: Timothy Snyder, Chair of the Board of Directors
Revised 5/11/08: Dina Cervantes, Chair of the Board of Directors
Revised 6/11/06: Jennifer Reimer, Chair of the Board of Directors
Revised 4/13/03: Artemio Pimentel, Chair of the Board of Directors
Revised 5/10/02 and 11/01: Robert Garcia, Chair of the Board of Directors
Revised 10/98 and 5/99: Mette Adams, Chair of the Board of Directors
Revised 11/97 and 5/98: Celinda Vazquez, Chair of the Board of Directors
Revised 6/97: Toni Teresi, Chair of the Board of Directors
Revised 4/96 and 8/95: Marc Levine, Chair of the Board of Directors
Revised 8/95
Revised 7/94
Revised 6/94
Revised 8/91

CSSA Constitution Revised and Approved by the Board in October 2013
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Scholarship Policy

Purpose: To establish guidelines for providing aid to CSU student leaders in pursuit of their studies.

New/Revised Policy: New

Effective Date: February 2012

I. BACKGROUND AND PURPOSE
The purpose of the Scholarship Policy is to identify procedures for managing scholarship disbursement and to differentiate between scholarships and wages.

II. DEFINITIONS
Scholarship: An amount provided to an undergraduate or graduate student to aid them in pursuit of their studies.
a. Qualified Scholarship: A scholarship for tuition and fees, books, supplies and equipment required for coursework. These are typically non-taxable to the student.
b. Non-Qualified Scholarship: A scholarship for room, board, or other living costs that does not meet the qualified scholarship criteria. These are typically taxable to the student.

III. POLICY AND PROCEDURE
CSSA Scholarships disbursed to CSU students are intended to support his or her education. Scholarship stipulations such as amounts, requirements and qualifications are determined on an individual basis.

The executive director will determine a process to ensure that regulatory requirements for scholarship information reporting are met. Typically, the executive director will notify both the scholarship recipient and the financial aid office at their campus.

For the CSSA President’s scholarship, the resource shall be allocated evenly over two semesters or three quarters to ensure that the president remains eligible each term to receive the scholarship.

IV. REGULATIONS
Scholarship Eligibility: Unless otherwise indicated for a particular scholarship, eligibility for all scholarships is restricted to current students enrolled in a CSU.
Fiscal Responsibility: All monies awarded shall be approved as outlined in the signature authority policy.

Payment Procedure: Scholarships made available through CSSA shall be issued in the form of a check and may be allocated through a campus financial aid office or directly to the student, in which case the executive director shall send a letter to the student’s financial aid office to report relevant information.
Budget Policy & Procedure

PURPOSE: To provide general guidelines on the budget process for CSSA.

NEW/REVISED POLICY: Revised March 2009

EFFECTIVE DATE: October 19, 2003

I. BACKGROUND
This policy outlines the proper procedure for budget development and approval process. This policy also provides information on the role that executives and staff play in developing the financial commitment of the association on the budget for the current fiscal year.

This policy outlines a clear understanding of board and staff roles and responsibilities for effective and responsible financial management.

II. PURPOSE
The purpose of the budget policy is to create stability and consistency. With direction from the Board of Directors, the Executive Director is responsible for the implementation and continuity of the CSSA budget cycle.

III. POLICY AND PROCEDURE
A. Timeline
1. In January, the Internal Affairs Committee (IAC) will review and evaluate the current fiscal year’s budget and make any re-allocations, as deemed necessary.
2. In February, the IAC will begin preparing the budget projections for the next fiscal year.
3. In March, a preliminary budget shall be completed and the IAC will present the proposed budget to the Board of Directors for feedback and information.
4. In May, the budget for the next fiscal year shall be approved by the Board of Directors. Approval of the new budget requires a majority vote of the voting members present.
5. The previous year’s budget shall remain in force until the new budget has been approved.
6. The Executive Director will communicate the approved budget for the upcoming fiscal year to the fiscal agent* maintaining CSSA accounts prior to July 1.
B. Approval Process

1. The Internal Affairs Committee, in consultation with the Executive Director, will prepare a budget for the following fiscal year in accordance with the schedule identified in Article III, Section A.

2. On a quarterly basis, the Vice Chair of Internal Affairs will present a fiscal report. A written explanation will be included if discrepancies occur.

3. Approvals for the annual budget, mid-year budget revisions, quarterly budget/fiscal reports and emergency expenditures are to be recorded in the CSSA meeting minutes under the Vice President of Finance report.

4. The Executive Director, with oversight of the Vice President of Finance, is responsible for maintaining a balanced budget.

*Chancellor’s Office Accounting Department*
Student Involvement & Representation Fund

Tool Kit & Templates

Examples
CUSTOM CAMPUS BASED LOGOS

- CSU Bakersfield
- Channel Islands
- California State University, Chico
CUSTOM CAMPUS BASED LOGOS
CUSTOM CAMPUS BASED LOGOS

California State University Fullerton

Humboldt State University

California State University Long Beach

SIRF

SIRF

SIRF
CUSTOM CAMPUS BASED LOGOS
CUSTOM CAMPUS BASED LOGOS
CUSTOM CAMPUS BASED LOGOS

California State University Stanislaus

SIRF

SIRF
PRESENTATIONS
PRESENTATIONS

ASI Trainings

Orientation

Classroom Presentations

Tabling
Social Media

Banners & Profile Pictures

Banners
How did SIRF help you this past year?
Posters

Student Involvement & Representation Fund
Information Session

May 20, 2015
2:00PM
Event Center

Learn More About
Student Involvement & Representation Fund

MAY 15, 2015 | 2:00PM | SMSU Events Center
BUTTONS
Tool Kit & Templates

All materials are in template form so campuses can edit them for their specific events and student needs. Materials would be a collaboration between CSSA and Campus ASIs, depending on resources available and a SIRF Information and Style Guide will be provided for campuses.

1) Presentations (Keynote & Prezi)
   • About CSSA
   • About SIRF

2) Video/Motion Graphics
   • About CSSA
   • About SIRF

3) Social Media (Facebook & Twitter)
   • Banner Images
   • Profile Images

4) Printed Materials
   • Posters
   • Flyers
   • Brochures
   • Buttons
   • Shirts

5) CSSA Website
   • About SIRF/FAQ