



Associated Students, Incorporated Consolidated Operating Budget

2019-2020

ASI Mission and Goals

Mission Statement

Committed to the principle of student self-determination in the shared governance of the university, the Associated Students of California State University, Long Beach seeks to facilitate the achievement of students' educational objectives and life goals through programs, services, and facilities that advocate student needs and interests, compel student representation in campus decision-making, and provide students with the resources that they identify as necessary for their intellectual, social, and physical development.

Goals

- To enable students to pursue learning objectives beyond the formal classroom setting, the Associated Students, Incorporated will provide a program of both professionally managed and self-directed student activities that complement the academic curriculum of the university and develop career-related skills.
- To ensure the effective participation of students in the shared governance of the campus, the Associated Students, Incorporated will provide leadership training and development opportunities that produce knowledgeable, ethical, and confident student leaders.
- To preserve the rich diversity of our student body, the Associated Students, Incorporated will provide programs that promote cultural awareness, enhance appreciation of human diversity, and encourage university practices that ensure educational access and equity.
- To aid in the development of a vibrant student community, the Associated Students, Incorporated will provide social and recreational programs that contribute to healthy lifestyles, create a sense of belonging, promote campus spirit, and cultivate an enduring regard for the university.
- To foster among students an appreciation for the value of volunteerism and community service, the Associated Students, Incorporated will provide both on- and off-campus programs that support and augment the public service efforts of the university.
- To help alleviate the economic hardship that pursuing a university education poses, the Associated Students, Incorporated will work both on- and off-campus to make affordable those goods and services necessary for satisfying students' consumer needs.
- To carry out the efficient and effective administration of human, financial and physical resources, the Associated Students, Incorporated will employ a professional workforce characterized by ingenuity, productivity, and commitment to student service; will maintain a modern and attractive physical plant capable of meeting student needs; and will demonstrate the highest ethical conduct and integrity in all its business dealings.

Motto

Keeping Students First

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Introduction

Presented for University review and approval is the 2019-2020 Consolidated Operating Budget for Associated Students, Incorporated of California State University, Long Beach (ASI). The budget is the culmination of several months of preparation, deliberation, and teamwork among ASI staff, student leadership, and our campus partners. As is customary for ASI, department managers collaborated with their respective oversight boards and student representative colleagues to ensure that student concerns and objectives were reflected in the budget priorities. Similar to 2018-2019, these priorities included addressing pay equity for full-time staff and maintaining ASI's student workforce while minimizing potentially negative impacts to student programs and services resulting from increased fixed costs.

The 2019-2020 Consolidated Operating Budget includes operating budgets for two discrete funds supported by the Associated Students (AS) fee and the University Student Union (USU) fee, respectively. The budget proposes expenditures of \$18,350,575, an increase of \$1,199,585 from the prior year. The AS Board of Control approved the AS budget proposal on April 9, 2019. The USU Board of Trustees approved the USU budget proposal on April 12, 2019. The 2019-2020 ASI Consolidated Operating Budget received final approval from the AS Senate/Board of Directors at its regularly scheduled meeting on May 8, 2019.

Budget Opportunities, Challenges & Operating Priorities

The following section highlights the budget opportunities ASI will experience in the coming year and the actions the organization is taking to capitalize on those opportunities to address operating challenges. It also provides updates to issues cited in last year's budget digest.

Increase in Student Headcount

Mandatory student fees constitute roughly 75% of the revenue supporting the ASI budget. With the exception of those who are eligible for fee waivers, these fees are paid by every student regardless of the number of units in which they are enrolled. Understandably, the ASI operating budget is sensitive to fluctuations in headcount.

The operating budget presented herein is based on projected student headcount of 73,042 for the 19-20 academic year. This is a 0.99% increase from the enrollment projection used in preparing the FY 18/19 budget. Although this increase, however slight, is welcomed news, it is not enough to offset increases in the fixed costs supported by the AS fee. Therefore, targeted cuts were made to operations supported by the AS fund in order to minimize disruptions to current programs and services.

Inflationary Adjustment of the USU Fee

Both the AS fee and USU fee are indexed to the Consumer Price Index and adjusted accordingly every three years. An inflationary adjustment of the USU fee was authorized in spring 2019 resulting in an increase of \$18 per semester (\$13 for summer session). When combined with the increase in headcount, this adjustment will yield an additional \$1.4 million in revenue to support the operations of the University Student Union and Student Recreation & Wellness Center.

The AS fee was last adjusted in 2017, resulting in a \$2 increase per semester. This fee will be subject to an inflationary adjustment in FY 19/20 to become effective in summer 2020. Based on the current rate of inflation and existing enrollment figures, we anticipate that this increase will yield approximately \$450,000 in additional revenue beginning in FY 20/21.

Pay Equity for Full-Time Staff

ASI has historically attempted to mirror salary adjustments provided by the California State University for CSULB staff, using the California State University Employees Union (CSUEU) as a benchmark. In keeping with this objective, ASI awarded a 3.34% cost-of-living adjustment in July 2017 in an effort to bring ASI salaries in alignment. ASI subsequently learned that in addition to a 2% general salary increase (GSI) awarded on June 30, 2017, the CSU awarded another 3% GSI on July 1, 2017. An additional 3% GSI was awarded July 1, 2018 to CSULB full-time staff, which will be followed by another 3% GSI effective July 1, 2019. As a result, ASI salary adjustments will trail CSULB's by 9% as of July 1, 2019.

To help address this issue, ASI contracted with the consulting firm Employers Group to conduct a compensation market review for all of its full-time positions. The project involved reviewing 53 full-time position descriptions covering 66 employees. For each position, the consultants identified an external market benchmark using five published sources. These included surveys published by the CSU Auxiliary Organizations Association, the Center for Non-Profit Management, the National Intramural and Recreational Sports Association, and two proprietary surveys conducted by Employers Group on public sector employers. The current salary and salary range of each ASI employee was compared to the market survey benchmark derived from these sources. The results of the survey indicate that overall, the salaries provided by ASI trail the market by four percentage points, and that almost 30% of employees are below market by at least seven percent.

In light of these findings, the budget includes a four percent cost of living adjustment for all full-time staff to become effective July 1, 2019. Positions that were identified as being more than four percent below market will be addressed individually and will be subject to adjustment on a case-by-case basis.

Based on the recommendations of Employers Group, ASI will be reviewing its current practice of trying to mirror adjustments made to the CSU Salary Schedule and will consider basing future salary adjustments on compensation market reviews rather than on increases negotiated through CSU's collective bargaining units.

Minimum Wage Increases

The minimum wage in the State of California will increase on January 1, 2020 for the fifth time since 2014. This will be followed by subsequent increases of \$1 per hour every year until January 1, 2022, when the minimum wage reaches \$15 per hour

ASI is one of the largest employers of student assistants on the CSULB campus. With over 500 students on its payroll, minimum wage increases have a substantial impact on ASI's operating budget, particularly when they are extended across-the-board to prevent wage compression. For FY 19/20, this represents an increased cost of over \$325,000.

To help offset these wage increases, the AS fund has been compelled to increase participant fees and user charges for programs with substantial student payrolls, specifically those operated by the Isabel Patterson Child Development Center.

Operating Priorities

In order to meet ASI's priorities of addressing pay equity for full-time staff and preserving its student workforce while minimizing cuts to student programs and services, AS departments engaged in a rigorous review of their operating expenditures and made significant reductions in expenses deemed non-critical, such as non-capital equipment, office supplies, program supplies, printing and telecommunications. Still, these reductions were not enough to meet the challenges described above. As a result, certain operational changes were necessitated among programs supported by the AS fee.

AS Capital Outlay

One of the objectives of the last AS fee referendum approved in 2014 was to provide a regular source of funding for capital outlay. Specifically, funding would be made available to replace depreciated fixed assets and to address deferred maintenance on facilities operated under the AS General Fund, which includes the Isabel Patterson Child Development Center (IPCDC) and Recycling Center. As of now, AS has completed all deferred maintenance formally identified as "critical and necessary" in the most recently completed facility condition analysis of the IPCDC. In addition, AS has accumulated unspent capital outlay funds into a Reserve for Capital Outlay, which has a balance of over \$350,000. In light of these factors, ASI management and student leadership determined it would be acceptable to once again suspend the AS capital outlay program for FY 19/20. This resulted in a savings of roughly \$63,000.

As previously noted, the AS fee will be subject to adjustment in FY 19/20. ASI anticipates that the additional revenue generated from the adjustment will permit the restoration of funding for Capital Outlay, while also addressing continuing minimum wage increases and increases in fixed operating costs.

Realignment of Operations

The implementation of the After Hours Study Center and the ASI Beach Pantry were made possible by the general AS fee increase approved in a spring 2014 student referendum. Beginning fall 2014, the additional revenue generated by the increase permitted ASI to extend the hours of operation of the west wing of the USU so that students could continue studying past the USU's 11 PM closing time all way up to 7 AM when the entire USU facility re-opens. The service has been provided and supervised by USU personnel with AS reimbursing USU for the associated payroll costs.

The 2014 AS fee increase also allowed ASI to fund the staffing and operation of the Beach Pantry. The program has been a phenomenal success and has witnessed significant growth since its grand opening in fall 2016. That growth and success has necessitated expanded hours of operation, additional staffing, and when food donations fall short of demand, increased expenditures for groceries to fill the pantry shelves. The program's success has also required the oversight of full-time professional staff to provide an increased level of supervision and management.

Both programs were initiated at a time when enrollment was reaching record highs. In fall 2015, headcount reached 37,430 compared to 36,994 for fall 2018. Likewise, headcount for spring 2016 was 35,018 compared to 34,341 for spring 2019. These reductions in student headcount have taken a financial toll on the AS fund, making it extremely difficult to continue these programs while still addressing an increasing minimum wage, increasing fixed costs, and the need to ensure that ASI's professional staff are being compensated equitably.

To confront this challenging situation, ASI management has worked collaboratively to realign operations between the two funds so that both programs can continue without interruption. As presented in this budget, financial support for both the Beach Pantry and After Hours Study Center are being moved from the AS fund to the USU fund. With the recent inflationary adjustment to the USU fee, the USU fund is well-positioned to handle these additional commitments. The realignment results in a \$73,177 savings for the AS fund.

Update on Prior Year Challenges and Priorities

AS Capital Outlay

As noted in last year's budget, all deferred maintenance identified as critical and necessary had been completed or otherwise planned and funded of June 30 2018. No additional capital outlay funding was needed or requested during FY 18/19. As noted above, AS has accumulated unspent capital outlay funds into a Reserve for Capital Outlay, which has a balance of over \$350,000.

VEBA Contributions

In FY 11/12, ASI established voluntary employees' beneficiary association (VEBA) trust accounts into which funds are being deposited for the purpose of funding ASI's Other Post-Employment Benefits (OPEB) liability in future years. As of June 30, 2018, that liability was calculated at \$8,717,732 for ASI as a whole. Based on the most recent annual OPEB contribution analysis, fully funding the net OPEB obligation would require annual contributions of \$321,000 from the USU and \$162,000 from AS over a period of 15 years. This assumes a 5% annual rate of return on plan assets.

USU has consistently made annual contributions of \$100,000 since the opening of the trust accounts several years ago. As of April 30, 2019, USU had accumulated \$1,196,212 in its VEBA account. On the other hand, AS has not contributed on a consistent basis and had accumulated only \$267,090 as of the same date.

As presented in the 2018-2019 budget, ASI has authorized a \$500,000 contribution to its VEBA account, which will take place prior to the end of the current fiscal year. This total is intended to cover three years of \$162,000 contributions for FY's 17/18, 18/19, and 19/20. For its part, the USU has included a \$200,000 contribution as part of its operating budget for FY 19/20.

Revenue and Support Detail

Revenue from Student Fees

Associated Students Fees

The 2019-2020 AS budget includes net revenue of \$4,751,868 in AS fees based on enrollment projections provided by the CSULB Office of Budget and University Services. This represents an increase of \$22,186 over the amount budgeted for FY 18/19. The increase is attributable to the slight growth in headcount noted earlier. Table 1 below provides an accounting for the revenue generated.

	Summer '19	Fall '19	Spring '20
Enrollment Data			
Gross Headcount Enrollment	5,700	38,006	35,036
Fee	<u>X \$47</u>	<u>X \$62</u>	<u>X \$62</u>
Financial Data			
Collections	\$267,900	\$2,356,372	\$2,172,232
Less: Fee Waivers	(1,355)	(26,679)	(24,594)
Plus: CSUEU Fee Waivers Reimbursed	184	4,487	4,841
<u>Less: Allowance for Bad Debt/Disenrollment</u>	<u>(85)</u>	<u>(747)</u>	<u>(689)</u>
Total Fee Revenue by Session	\$266,644	\$2,333,433	\$2,151,790
Projected Fee Revenue Available for Allocation			\$4,751,868
Projected Fee Revenue Allocated			<u>4,751,868</u>
Surplus/(Deficit) Transferred to/(from) Reserves			\$0

Table 1 Enrollment and AS Fee Revenue Projection

University Student Union Fees

The USU budget includes net revenue of \$15,356,416 in USU fees – an increase of \$1,480,023 from the FY 18/19 adopted budget. The increase is attributable to the previously discussed increase in the USU fee as well as the slight increase in headcount enrollment. Added to this amount is \$70,000 in revenue from the investment of these fees by the university. \$6,163,807 is subsequently apportioned to provide for payment of debt service and Chancellor's Office overhead, as well as contributions to reserve accounts. This results in a remaining balance of \$9,192,609 available for allocation, which represents an increase of \$1,071,232 over the FY 18/19 adopted budget. Table 2 below provides an accounting for the revenue generated from the USU fee and its subsequent application.

	Summer '19	Fall '19	Spring '20
Enrollment Data			
Gross Headcount Enrollment	5,700	38,006	35,036
Fee	<u>X \$150</u>	<u>X \$201</u>	<u>X \$201</u>
Financial Data			
Collections	\$855,000	\$7,639,206	\$7,042,236
LESS: Fee Waivers	(5,080)	(101,983)	(94,014)
Plus: CSUEU Fee Waivers Reimbursed	544	13,573	14,810
<u>LESS: Bad Debt/Disenrollment</u>	<u>(433)</u>	<u>(3,873)</u>	<u>(3,570)</u>
Total Fee Revenue by Session	<u>\$850,031</u>	<u>\$7,546,923</u>	<u>\$6,959,462</u>
Projected Annual Fee Income			<u>\$15,356,416</u>
PLUS: Income from Investment of CSULB-Held Funds			70,000
LESS: Debt Service			(4,803,569)
LESS: Chancellor's Office Overhead			(55,000)
LESS: Transfer to Reserve for Repair and Replacement			(500,229)
LESS: Transfer to Reserve for Catastrophic Event			(385,000)
LESS: Transfer to Reserve for Capital Improvement			(490,009)
Projected Fee Revenue Available for Allocation			\$9,192,609
Projected Fee Revenue Allocated			<u>9,192,609</u>
Surplus/(Deficit) Transferred to/(from) Reserves			\$0

Table 2 Enrollment and USU Fee Revenue Projection

Revenue from Operations

In addition to revenue from mandatory student fees, AS anticipates the generation of \$2,432,971 in revenue from operations, an increase of 6.53%. This includes a 9.05% increase in revenue from childcare fees, a 3.27% increase in gross sales of recyclable commodities at the Recycling Center, an 18.85% increase in income from investments, and a 17.11% increase in indirect cost recovery for support of USU operations.

The USU expects to generate approximately \$1,973,127 in revenue from operations, a minor decrease of 2.13%. This decrease is attributable to lower revenues from SRWC membership fees and reduction in lease income resulting from the relocation of the Dream Success Center and Basic Needs Programs to the Student Success Center. Figure 1 provides a chart illustrating ASI's sources of operating revenue by percentage.

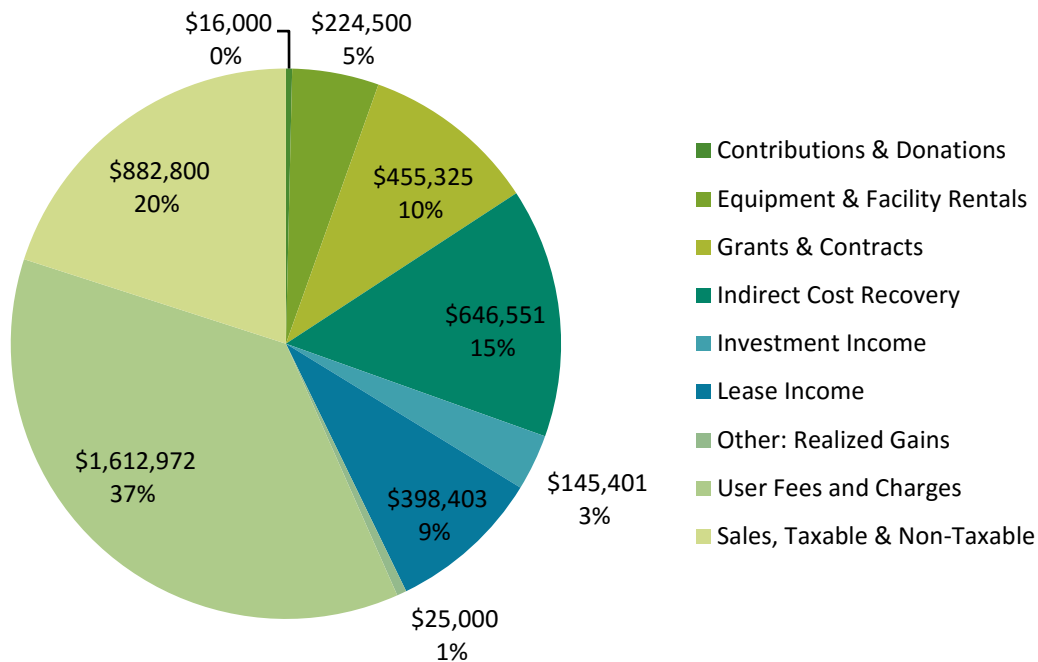


Figure 1 Composition of Income from Operations

Source	2018-2019 Budget	2019-2020 Budget	Change	Percent Change
Contributions and Donations	\$16,000	\$16,000	\$0	0.00%
Government Grants and Contracts	465,501	455,325	(10,176)	-2.19%
Recovered Expense/User Charge	1,583,597	1,612,972	29,375	1.85%
Indirect Cost Recovery	553,508	645,697	92,189	16.66%
Non-Taxable Sales	839,800	842,800	3,000	0.36%
Taxable Sales	45,000	40,000	(5,000)	-11.11%
Lease Income	418,583	398,403	(20,180)	-4.82%
Equipment Rental	69,500	67,500	(2,000)	-2.88%
Facility Rental	150,000	157,000	7,000	4.67%
Investment Income	133,442	145,401	11,959	8.96%
Other	25,000	25,000	0	0.00
Total	\$ 4,229,931	\$4,406,098	\$106,167	2.47%

Table 3 Combined Sources of Income from Operations

Expense Detail

Personal Services Overview

As indicated in Table 4 below, the total budget for personal services has increased by 6.82% compared to the current year's budget. Full-time payroll has increased by 4.17%, and part-time payroll has increased by 11.25%, chiefly as a result of the increase in the California minimum wage effective January 1, 2020. Full-time benefit expenses have increased by 4.42% due to increases in health insurance premiums, dental insurance premiums, and employer contributions to the Public Employees' Retirement System. Part-time benefit expenses have decreased by 3.10%, driven by a reduction in unemployment insurance rates from 0.22% to 0.21% of payroll, as well as reductions in workers' compensation rates for certain classifications.

Line Item	2018-2019 Budget	2019-2020 Budget	Change	Percent Change
Full-Time Payroll	\$ 3,678,352	\$ 3,831,592	\$153,240	4.17%
Temporary Help	52,524	59,004	6,480	12.34%
Part-Time Payroll	3,601,709	4,006,908	405,199	11.25%
Full-Time Benefits	2,083,204	2,175,220	92,016	4.42%
Part-Time Benefits	150,497	145,839	(4,658)	-3.10%
Total	\$9,566,286	\$10,218,563	\$652,277	6.82%

Table 4 Combined Personal Service Costs

Authorized Positions

The budget includes a 0.5 increase in employee headcount. The time-base of the Graphic Designer position housed in ASI Communications has been increased from half-time to full-time. In addition, several new Graduate Assistant positions have been included in the budget for the USU general fund to help address increased workload and expand employment opportunities for graduate students. These positions will be assigned to Student Media, ASI Human Resources Office, the Student Recreation & Wellness Center, Beach Balance, Sustain U/Grow Beach, and the Beach Pantry.

Salaries

The 2019-2020 operating budget includes a 4% cost-of-living increase for all full-time positions. No merit-based salary increases have been included in the budget. However, the budget does permit enough flexibility to address necessary market adjustments identified in the compensation study completed by Employers Group that was referenced earlier.

Part-Time Wages

The budget includes \$4,006,908 for part-time and student assistant wages. The minimum wage increase noted earlier has been included in the operating budget for each department. To avoid wage compression, the minimum wage adjustment has been applied to all student assistant positions, effectively providing a \$1 per hour increase across the board effective January 1, 2020. The budget does not include funding for student assistant merit increases.

ASI has formally adopted the CSULB Student Assistant/Work-Study Salary Schedule that became effective January 1, 2019 and will continue to follow that schedule once it is revised for the increase on January 1, 2020.

Mandated Benefits

Unemployment insurance rates have decreased for FY 19/20, from 0.22% to 0.21% of wages. Workers' compensation rates have decreased for employees performing clerical and administrative duties and for those performing recreational and childcare duties. Rates have increased for staff performing manual labor and sales activities. Employer contributions for FICA and Medicare have been budgeted at 7.65% of applicable wages.

Discretionary Benefits

Based on information provided by our insurance providers, we anticipate increases of 3.0% in medical insurance premiums for the second half of FY 19/20. Vision and life insurance premiums will not increase since ASI is under a multi-year contract. ASI's contribution for employee and dependent coverage has been budgeted at the corresponding contribution rate for CSU employees.

The USU budget includes \$83,592 for the payment of medical and dental benefits for six retirees. The AS budget also includes \$64,455 for the payment of medical and dental benefits for seven retirees.

ASI has withdrawn from the PERS medical insurance program and discontinued its provision of retiree health benefits for employees hired on or after January 1, 2013. The corporation has also established VEBA trust accounts into which funds are being deposited for the purpose of funding this liability in future years. The 2019-2020 operating budget includes a \$200,000 contribution to these accounts from the USU. As noted earlier, AS contributed \$500,000 during FY 18/19.

Pension Benefits

The proposed budget continues ASI's participation in the Public Employees' Retirement System (PERS). ASI will continue to deduct mandatory employee contributions from each salaried employee's semi-monthly paycheck. As in the past, ASI will cover the first \$50 of each employee's contribution amount for those hired before January 1, 2013. This results in an annual benefit expense of \$20,400 that has been included in the budget. AS will also pay employer contributions to PERS at the rate of 12.868% of Tier 1 wages, 10.668% of Tier 2 wages, and 7.072% of wages for those employees who are subject to the Public Employee Pension Reform Act (PEPRA). These rates represent the Employer Normal Cost rate only. In a departure from previous years, the annual Employer Unfunded Accrued Liability (UAL) Contribution has not been included in the rate. Instead, this amount has been presented separately under Post-Employment Benefits in an amount of \$155,914 for AS and \$195,285 for USU. The total expense for pension contributions is budgeted at \$743,251.

Operating Expense and Equipment

The total budget for operating expenses has increased by 7.56% compared to FY 18/19. Overall, expenses supported by the AS fund were reduced by \$11,236 or 0.40%, while those supported by the USU fund increased by \$549,444 or 12.67%. Table 5 below provides a line-by-line comparison of proposed operating expenditures.

Object of Expenditure (listed alphabetically)	2018-2019 Budget	2019-2020 Budget	Change	Percent Change
Advertising/Promotions	\$88,021	\$98,956	\$10,935	12.42%
Assigned Contingency	402,767	644,956	242,189	60.13%
Audit Fees	50,550	51,550	1,000	1.98%

Object of Expenditure (listed alphabetically)	2018-2019 Budget	2019-2020 Budget	Change	Percent Change
Building Occupancy	112,382	104,497	(7,885)	-7.02%
Building Supplies/Materials	295,600	304,100	8,500	2.88%
Contracted Services	945,998	1,127,553	181,555	19.19%
Equipment/Facility Rentals	29,378	42,199	12,821	43.64%
Event Costs	684,329	711,898	27,569	4.03%
Fees, Dues & Subscriptions	114,834	110,594	(4,240)	-3.69%
Fixed Assets	-	-	-	-
Food & Beverage Supplies	52,000	52,000	-	0.00%
Grants/Scholarships	721,940	727,320	5,380	0.75%
Hospitality	33,875	41,445	7,570	22.35%
Indirect Cost Allocation	677,623	753,175	75,552	11.15%
Insurance Premiums	138,745	167,719	28,974	20.88%
Legal Fees	15,000	52,050	37,050	247.00%
Maintenance Service Agreements	535,423	563,183	27,760	5.18%
Non-Capitalized Equipment	140,500	223,418	82,918	59.02%
Office Supplies	50,825	51,846	1,021	2.01%
Printing/Duplicating	65,840	58,194	(7,646)	-11.61%
Program Supplies/Materials	190,950	185,480	(5,470)	-2.86%
Repairs & Maintenance	762,627	628,137	(134,490)	-17.64%
Staff Development	57,330	70,913	13,583	23.69%
Telecommunications/Postage	89,796	92,185	2,389	2.66%
Travel	136,021	151,844	15,823	11.63%
Utilities	723,150	638,500	(84,650)	-11.71%
Total	\$7,115,504	\$7,653,712	\$538,208	7.56%

Table 5 Combined Operating Expenses

Operating expenses that have significantly changed include the following:

- Assigned Contingency – the \$242,189 increase reflects the \$100,000 increase in USU’s contribution to its VEBA trust account bringing the total contribution to \$200,000 for FY 19/20. It also includes the transfer of \$150,000 to USU’s local reserve for capital replacement.
- Contracted Services – the \$181,555 increase represents the expanded outsourcing of custodial and fitness equipment maintenance services previously performed by in-house staff who since have left ASI employment.
- Equipment/Facility Rentals – the increase includes \$9,653 for the rental of off-site facilities for conducting the annual student teacher/caregiver training for employee of the Isabel Patterson Child Development Center (IPCDC). The site previously used by the IPCDC was lost in the recent wildfires, and the cost for alternative facilities is significantly higher.
- Hospitality – the \$7,570 increase reflects actual costs incurred by Beach Pride Events and USU Administration during the current and prior fiscal years.
- Insurance – the \$28,794 increase reflects rising premiums for liability and property insurance issued through the California State University Risk Management Authority.

- Legal Fees – the \$37,050 increase is based on actual expenditure history for the current and prior fiscal years. Although the expenditures from these two years may be an anomaly, management decided it was prudent to ensure sufficient funding for this line item just in case.
- Non-Capitalized Equipment – the \$77,635 increase is primarily attributable to the planned purchase of new waste and recycling receptacles throughout the University Student Union and Student Recreation & Wellness Center.
- Staff Development – the \$13,583 increase is due primarily to the continuing development and implementation of a student staff development program intended to provide student employees with professional development opportunities that will enhance their preparation for careers after college.
- Travel – the \$15,823 increase is intended to increase staff attendance at professional conferences, including the Auxiliary Organizations Association (AOA), Association of College Unions – International (ACU-I), National Intramural and Recreational Sports Association (NIRSA), International Broadcasting System (IBS), National Association for Campus Activities (NACA), College Media Association (CMA), and Student Affairs Administrators in Higher Education (NASPA).
- Utilities – through its installation of hydration stations, energy efficient lighting, and other sustainability efforts, the USU has realized significant savings in utility costs resulting in an \$84,650 budget reduction.

Indirect Cost Allocation

Both AS and the USU incur indirect costs for the provision of services to and from each other. The corporation accounts for the payment of these costs through expense line item #798 Indirect Cost Allocation. Table 6 and Table 7 disclose the sources of these costs and the budget areas to which the costs have been allocated.

Source of AS Cost	AS Budget Area	Annual Amount
Oversight of ASI Programming	Beach Pride Events	\$31,629
Oversight of ASI Communications	Communications	34,728
Oversight of ASI Development Office	Development Office	3,269
Oversight of ASI Recycling Center	Recycling Center	15,282
Oversight of Student Media	Student Media	52,138
	Total	\$137,046

Table 6 Costs Incurred by USU for Services Provided to AS

Source of USU Cost	USU Budget Area	Annual Amount
Provision of bookkeeping, accounting, and financial management	USU Administration	\$139,063
Provision of executive and administrative oversight	USU Administration	49,220
Provision of human resources management and payroll services	USU Administration	184,804
Provision of information technology services	USU Administration	48,570
Provision of web programming and development services	USU Administration	46,196
Provision of fundraising and development services	USU Administration	40,064
	Total	\$507,917.00

Table 7 Costs Incurred by AS for Services Provided to USU

In addition, indirect costs incurred by CSULB for services provided to ASI have been calculated as presented in Table 8 and are included in the operating budgets for the Business Office, Information Technology, and USU Administration under line item 798.

Source of CSULB Cost	Annual Amount
CSULB EO 1000 Cost Allocation Plan (based on audited 17/18 revenues of \$2,941,731 x 1.58 %)	\$46,358
Additional Services (Information Technology)	52,094
Total	\$98,452

Table 8 Costs Incurred by CSULB for Services Provided to ASI

The additional services provided by Information Technology include Backup Services of \$24,151, Exchange (Outlook) Services of \$2,302, and Network Support Services of \$25,641.

Reserves

Fiscal Viability Report

In accordance with California State University policy governing auxiliary organizations and ASI policies on reserves, the Fiscal Viability Report below is presented as part of the 2019-2020 ASI Consolidated Operating Budget.

Associated Students Reserves

AS maintains the reserves presented in Table 9 in the accounting records of Associated Students, Incorporated. In the event any of the reserves fall below their targeted reserve levels, the shortfall must be eliminated within a minimum of three years, with at least one third of the deficit balance being funded in each of the three subsequent years' operating budgets. As presented below, all AS reserves will be at their target levels for FY 19/20.

ASI-Held Reserves	Ending Balance as of 06/30/18	FY 18/19 Transfers To/(From)	FY 19/20 Transfers To/(From)	Reserve Balance FY 19/20
Retained Earnings	\$624,404	(411,313)	(22,368)	\$190,723
Reserve for Enrollment Shortfall	468,871	1,790	4,526	475,187
Reserve for Self-Insurance	67,100	(4,950)	25,000	87,150
Reserve for Catastrophic Events	46,817	(224)	9,386	55,979
Reserve for Loss of External Funding	190,191	23,767	(16,544)	197,414
Reserve for Future Business Requirements	0	500,000	(500,000)	0
Reserve for Capital Expenditures	470,155	(109,070)	0	361,085
Totals	\$1,867,538	\$ 0	(\$500,000)	\$1,367,538

Table 9 Schedule of Associated Students Reserves and Target Levels

University Student Union Reserves

The USU continues to contribute to the reserve balances required by policy and maintained by the university. The 2019-2020 operating budget provides significant contributions to both ASI-held and university-held reserves as indicated in Table 10 and Table 11.

ASI-Held Reserves	Ending Balance as of 06/30/18	FY 18/19 Transfers To/(From)	FY 19/20 Transfers To/(From)	Reserve Balance FY 18/19
Retained Earnings	\$4,779,914	(3,804,539)	0	975,375
Reserve for Minor Capital Outlay	276,411	57,075	0	333,486
Reserve for Working Capital	497,487	14,933	0	512,420
Reserve for Capital Development	2,250,000	39,755 ¹	150,000	2,439,755
Total	\$7,803,812	(\$3,692,776)	\$150,000	\$4,261,036

Table 10 Schedule of USU Local Reserves and Target Levels

The USU maintains the reserves identified in Table 10 in the accounting records of ASI. An increase to the Reserve for Working Capital was made to be consistent with university practice. Current policy dictates that the USU fund should maintain cash on hand to meet operating expenditures for 90 days at a level not to exceed 25% of the prior year's income from operations. The reserve for Minor Capital Outlay is established at an amount equal to the projected accumulated depreciation expense for the coming fiscal year. The reserve for Capital Development for New Projects will be \$2,439,755. This includes a \$150,000 transfer from the 2019-2020 operating budget. According to ASI policy, this reserve is fully funded.

With respect to the university-held reserves listed in Table 11, ASI management worked with the Chancellor's Office on developing a plan for fully funding these reserve levels over a ten-year period. Accordingly, this budget features funding of reserves at slightly higher levels than previously practiced. Furthermore, the Catastrophic Event Reserve has been recalculated to add an amount equivalent to the property insurance deductible for each facility (\$100K per occurrence) plus six months of salary, wages, and benefits for all staff. This brings the target balance for this reserve up to \$4,077,762, which management plans on attaining within the next three fiscal years. The General Reserve-Debt Service reserve target level is \$5,955,893 and is fully funded.

Reserve levels were reduced in 2018-19 with the impact of the Mechanical, Engineering, and Plumbing (MEP) infrastructure project with a total cost of \$6.2M. In order to replenish reserves for future renovation and/or expansion projects within the USU and SRWC, reserves were additionally funded this year.

University-Held Reserves	Ending Balance as of 06/30/18	FY 18/19 Transfers To/(From)	FY 19/20 Transfers To/(From)	Reserve Balance 19/20
Reserve for Major Repair and Replacement	1,000,000	(367,909)	500,229	1,132,320
Reserve for Catastrophic Event	3,081,957	0	385,000	3,466,957
Reserve for Capital Improvement/Construction	3,892,351	(2,500,000)	490,009	1,882,360
General Reserve - Debt Service	5,955,893	0	0	5,955,893
Total	\$13,930,201	(\$2,867,909)	\$1,375,238	\$12,437,530

Table 11 Schedule of USU Reserves Held by the University.

¹ Amount represents the net of \$3,732,531 transferred in from retained earnings and \$3,692,776 transferred out for payment for the Mechanical, Electrical, and Plumbing (MEP) infrastructure project.

Document Organization

The remainder of the budget document presents budget detail for each department and funded activity. Budget details for each fund are presented in separate sections. Each section begins with a “Fund” spreadsheet detailing budget information by department or functional unit. Following the Fund spreadsheets are the budget narratives and budget spreadsheets for each department or unit within that fund. Please note that the Beach Pride Events and ASI Communications departments appear under both the AS fund and the USU fund as those operations are funded from both fees.

We thank you for consideration of the budget and look forward to your feedback and suggestions on how we can improve the budget presentation. Comments or request for additional information or assistance may be directed to ASI Executive Director Richard Haller at extension 5-4996.

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FUND
ASSOCIATED STUDENTS GENERAL FUND

Revenue		Fund Total	Beach Pride Events	Business Office	Capital Outlay	ASI Communications	Development Office
503	Contributions & Donations	\$16,000	0	0	0	0	0
507	Federal Grants & Contracts	\$170,357	0	0	0	0	0
509	State Grants & Contracts	\$284,968	0	0	0	0	0
511	Recovered Expense/User Charge	\$727,327	7,500	470	0	3,000	0
513	Indirect Cost Recovery	\$507,918	0	139,064	0	46,196	40,064
521	Non-Taxable Sales	\$620,000	0	0	0	0	0
523	Taxable Sales	\$0	0	0	0	0	0
543	Lease Income	\$6,000	0	0	0	0	0
545	Equipment Rental	\$0	0	0	0	0	0
547	Facility Rental	\$0	0	0	0	0	0
595	Investment Income	\$75,401	0	45,000	0	0	0
598	Other:	\$25,000	0	0	0	0	0
Total Revenue		\$2,432,971	\$7,500	\$184,534	\$0	\$49,196	\$40,064
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$392,750	0	0	0	0	0
Personal Services							
701	Full-Time Payroll	\$1,668,432	0	299,976	0	137,904	50,220
706	Temporary Help	\$59,004	0	0	0	0	0
707	Part-Time Payroll	\$1,258,212	50,522	43,610	0	70,422	6,430
709	Full-Time Benefits	\$1,006,160	0	125,752	0	45,018	32,132
711	Part-Time Benefits	\$34,292	1,139	1,067	0	1,306	157
Subtotal		\$4,026,100	\$51,661	\$470,405	\$0	\$254,650	\$88,939
Operating Expense							
713	Grants/Scholarships	\$718,920	0	0	0	0	0
714	Food & Beverage Supplies	\$52,000	0	0	0	0	0
715	Printing/Duplicating	\$31,004	7,228	3,852	0	1,363	925
716	Building Supplies/Materials	\$1,100	250	0	0	0	0
717	Office Supplies	\$30,271	1,810	7,866	0	1,900	500
718	Program Supplies/Materials	\$59,730	20,667	0	0	0	1,510
719	Travel	\$83,226	1,200	1,500	0	2,700	2,000
720	Staff Development	\$19,513	1,400	2,500	0	1,700	1,000
723	Hospitality	\$18,470	5,700	720	0	0	5,000
725	Advertising/Promotions	\$33,356	9,674	0	0	4,200	0
726	Equipment/Facility Rentals	\$25,199	9,000	0	0	0	0
727	Contracted Services	\$240,720	46,254	15,016	0	4,000	0
728	Maintenance Service Agreements	\$37,951	0	0	0	0	0
738	Telecommunications/Postage	\$30,108	0	3,519	0	1,419	600
739	Utilities	\$3,500	0	0	0	0	0
748	Fees, Dues & Subscriptions	\$18,474	0	2,943	0	225	1,500
763	Insurance Premiums	\$42,655	0	4,395	0	0	0
764	Audit Fees	\$30,250	0	19,000	0	0	0
765	Legal Fees	\$7,050	0	0	0	0	0
767	Building Occupancy	\$104,497	12,310	14,778	0	5,170	1,352
772	Event Costs	\$639,498	0	0	0	300	5,000
791	Fixed Assets	\$0	0	0	0	0	0
792	Non-Capitalized Equipment	\$27,418	0	1,000	0	1,500	0
793	Repairs & Maintenance	\$30,129	0	354	0	0	0
798	Indirect Cost Allocation	\$185,994	31,629	18,453	0	34,728	3,269
799	Assigned Contingency	\$294,956	200,000	0	0	0	0
Subtotal		\$2,765,989	\$347,122	\$95,896	\$0	\$59,205	\$22,656
Total Expense		\$7,184,839	\$398,783	\$566,301	\$0	\$313,855	\$111,595
NET SUBSIDY FROM STUDENT FEES		(\$4,751,868)	(\$391,283)	(\$381,767)	\$0	(\$264,659)	(\$71,531)

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Revenue		Executive Director's Office	Government Affairs	Human Resources Office	Information Technology Services	Isabel Patterson Child Development Center	Post Employment Benefits
503	Contributions & Donations	0	0	0	0	13,000	0
507	Federal Grants & Contracts	0	0	0	0	170,357	0
509	State Grants & Contracts	0	0	0	0	224,468	0
511	Recovered Expense/User Charge	0	500	10,000	0	688,994	0
513	Indirect Cost Recovery	49,220	0	184,804	48,570	0	0
521	Non-Taxable Sales	0	0	0	0	0	0
523	Taxable Sales	0	0	0	0	0	0
543	Lease Income	0	0	0	0	0	0
545	Equipment Rental	0	0	0	0	0	0
547	Facility Rental	0	0	0	0	0	0
595	Investment Income	0	0	30,401	0	0	0
598	Other:	0	0	0	0	0	0
Total Revenue		\$49,220	\$500	\$225,205	\$48,570	\$1,096,819	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	0	0	0	0	6,000	0
Personal Services							
701	Full-Time Payroll	136,392	113,148	179,832	75,672	561,876	0
706	Temporary Help	0	0	0	0	59,004	0
707	Part-Time Payroll	0	31,220	14,505	23,839	633,418	0
709	Full-Time Benefits	39,602	48,946	91,539	29,550	327,313	220,369
711	Part-Time Benefits	0	576	356	580	16,931	0
Subtotal		\$175,994	\$193,890	\$286,232	\$129,641	\$1,598,542	\$220,369
Operating Expense							
713	Grants/Scholarships	0	205,920	0	0	0	0
714	Food & Beverage Supplies	0	0	0	0	52,000	0
715	Printing/Duplicating	500	8,390	1,135	0	6,700	0
716	Building Supplies/Materials	0	0	0	0	850	0
717	Office Supplies	675	3,527	4,615	621	6,265	0
718	Program Supplies/Materials	0	9,269	505	0	16,013	0
719	Travel	358	19,500	2,000	1,200	300	0
720	Staff Development	613	2,000	2,500	800	0	0
723	Hospitality	750	2,500	1,800	300	0	0
725	Advertising/Promotions	0	9,040	5,680	0	0	0
726	Equipment/Facility Rentals	0	500	0	0	9,653	0
727	Contracted Services	0	6,300	45,470	0	5,710	0
728	Maintenance Service Agreements	0	0	0	18,000	18,151	0
738	Telecommunications/Postage	660	5,704	2,257	4,167	7,700	0
739	Utilities	0	0	0	0	0	0
748	Fees, Dues & Subscriptions	880	1,379	1,150	0	8,497	0
763	Insurance Premiums	0	0	0	0	31,387	0
764	Audit Fees	0	0	0	0	11,250	0
765	Legal Fees	3,050	0	0	0	4,000	0
767	Building Occupancy	1,689	32,144	6,228	3,086	0	0
772	Event Costs	0	25,200	20,000	0	3,000	0
791	Fixed Assets	0	0	0	0	0	0
792	Non-Capitalized Equipment	0	0	0	9,418	0	0
793	Repairs & Maintenance	0	0	0	3,000	11,575	0
798	Indirect Cost Allocation	0	0	0	20,736	9,759	0
799	Assigned Contingency	0	0	0	0	0	0
Subtotal		\$9,175	\$331,373	\$93,340	\$61,328	\$202,810	\$0
Total Expense		\$185,169	\$525,263	\$379,572	\$190,969	\$1,807,352	\$220,369
NET SUBSIDY FROM STUDENT FEES		(\$135,949)	(\$524,763)	(\$154,367)	(\$142,399)	(\$710,533)	(\$220,369)

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Revenue		Recycling Center	Student Media	Student Organization Activities	Student Support Services	University Athletics
503	Contributions & Donations	0	3,000	0	0	0
507	Federal Grants & Contracts	0	0	0	0	0
509	State Grants & Contracts	60,500	0	0	0	0
511	Recovered Expense/User Charge	5,705	11,158	0	0	0
513	Indirect Cost Recovery	0	0	0	0	0
521	Non-Taxable Sales	600,000	20,000	0	0	0
523	Taxable Sales	0	0	0	0	0
543	Lease Income	0	6,000	0	0	0
545	Equipment Rental	0	0	0	0	0
547	Facility Rental	0	0	0	0	0
595	Investment Income	0	0	0	0	0
598	Other:	0	0	0	25,000	0
Total Revenue		\$666,205	\$40,158	\$0	\$25,000	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	386,750	0	0	0	0
Personal Services						
701	Full-Time Payroll	52,008	61,404	0	0	0
706	Temporary Help	0	0	0	0	0
707	Part-Time Payroll	163,500	220,746	0	0	0
709	Full-Time Benefits	27,045	18,894	0	0	0
711	Part-Time Benefits	9,841	2,339	0	0	0
Subtotal		\$252,394	\$303,383	\$0	\$0	\$0
Operating Expense						
713	Grants/Scholarships	0	0	0	175,000	338,000
714	Food & Beverage Supplies	0	0	0	0	0
715	Printing/Duplicating	0	911	0	0	0
716	Building Supplies/Materials	0	0	0	0	0
717	Office Supplies	500	1,992	0	0	0
718	Program Supplies/Materials	10,866	900	0	0	0
719	Travel	0	12,000	0	0	40,468
720	Staff Development	0	7,000	0	0	0
723	Hospitality	0	1,700	0	0	0
725	Advertising/Promotions	0	4,762	0	0	0
726	Equipment/Facility Rentals	0	1,100	4,946	0	0
727	Contracted Services	8,000	33,920	10,000	0	66,050
728	Maintenance Service Agreements	0	1,800	0	0	0
738	Telecommunications/Postage	982	3,100	0	0	0
739	Utilities	3,500	0	0	0	0
748	Fees, Dues & Subscriptions	0	1,900	0	0	0
763	Insurance Premiums	6,429	0	0	0	444
764	Audit Fees	0	0	0	0	0
765	Legal Fees	0	0	0	0	0
767	Building Occupancy	0	27,740	0	0	0
772	Event Costs	0	4,500	581,498	0	0
791	Fixed Assets	0	0	0	0	0
792	Non-Capitalized Equipment	3,500	12,000	0	0	0
793	Repairs & Maintenance	13,000	2,200	0	0	0
798	Indirect Cost Allocation	15,282	52,138	0	0	0
799	Assigned Contingency	0	0	84,956	10,000	0
Subtotal		\$62,059	\$169,663	\$681,400	\$185,000	\$444,962
Total Expense		\$701,203	\$473,046	\$681,400	\$185,000	444,962
NET SUBSIDY FROM STUDENT FEES		(\$34,998)	(\$432,888)	(\$681,400)	(\$160,000)	(\$444,962)

Department	Beach Pride Events
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Department Function

The purpose of Beach Pride Events is to coordinate and promote Associated Students and Beach Pride throughout the CSULB campus. Beach Pride Programs is the programming entity of the ASI and is charged with providing quality programs for students and the campus community. Beach Pride Programs educates students, faculty, staff and guests on the opportunities within the ASI.

ASI Personnel

Last Name	Title	Classification

Department Services

Beach Pride Events

Beach Pride Events is in charge of producing several annual and bi-annual campus events. Beach Pride Events board collaborates and co-sponsors events with campus departments, university colleges and student organizations throughout the academic year. Beach Pride Events is also at the behest of the ASI President and will implement programs they deem necessary.

- Week of Welcome
- Homecoming
- ASI Awards Banquet
- Earth Week
- Belmont Shore Christmas Parade
- Long Beach Marathon
- Major concert/event

Beach Pride Center

Disseminates information relating to Associated Students. Receives visitors and directs them to the appropriate office(s). Houses the Beach Pride Events members and provides work space for the day to day operations.

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Department	Beach Pride Events
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Revenue		Department Total	Department Overhead	Beach Pride Programs	Beach Pride Center		
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$7,500		7,500			
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$7,500	\$0	\$7,500	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$0					
706	Temporary Help	\$0					
707	Part-Time Payroll	\$50,522		28,002	22,520		
709	Full-Time Benefits	\$0					
711	Part-Time Benefits	\$1,139		663	476		
	Subtotal	\$51,661	\$0	\$28,665	\$22,996	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$7,228		5,536	1,692		
716	Building Supplies/Materials	\$250			250		
717	Office Supplies	\$1,810		982	828		
718	Program Supplies/Materials	\$20,667		16,566	4,101		
719	Travel	\$1,200		1,000	200		
720	Staff Development	\$1,400		1,000	400		
723	Hospitality	\$5,700		5,450	250		
725	Advertising/Promotions	\$9,674		8,174	1,500		
726	Equipment/Facility Rentals	\$9,000		9,000			
727	Contracted Services	\$46,254		45,254	1,000		
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$0					
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$0					
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$12,310	12,310				
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$31,629	31,629				
799	Assigned Contingency	\$200,000		\$200,000			
	Subtotal	\$347,122	\$43,939	\$292,962	\$10,221	\$0	\$0
Total Expense		\$398,783	\$43,939	\$321,627	\$33,217	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$391,283)	(\$43,939)	(\$314,127)	(\$33,217)	\$0	\$0

Department	Business Office
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Department Function

The Business office provides accounting and financial reporting services for the University Student Union, Recycling Center, Student Recreation & Wellness Center, Child Development Center, and other ASI programs and departments. It monitors the operating budgets for all of the ASI programs and departments. It also serves as a bank for all of the University's student organizations as well as providing disbursement services for those organizations.

ASI Personnel

Last Name	Title	Classification
Ware, M.	Director, Administrative Services	Administrator II
Aydin, I.	Accounting Manager	Administrator I
Musselman, J.	Business Services Coordinator	Accounting Technician II
Ohanesian, S.	Accounting Analyst	Accounting Technician III
Nguyen, Kristy	A/R Technician	Accounting Technician II

Department Services

Accounts Payable

This service audits disbursement requests for proper supporting documentation and arithmetic accuracy prior to the printing and disbursement of checks. We also prepare purchase orders to facilitate the ordering goods and services. We ensure that IRS form W-9 and California EDD Form 542 are submitted for all service agreements and performing artists. We withhold taxes for all non-resident alien disbursements.

At year end we compile, print, and distribute IRS Form 1099's to all providers of services to whom we paid \$600 or more during the calendar year. We also assist budget area representatives with purchasing and procurement policies and procedures. We identify and enter all new capital expenditures in the fixed asset software, and conduct periodic inventories to ensure asset accountability.

Accounts Receivable

This service establishes customer accounts and produces invoices for the Isabel Patterson Child Development Center, Conference and Event Center, Union Newspaper, program council, ASI communications, and USU vendor rents and utility billings. This service also distributes past due notices on unpaid invoices, and notifies department managers of older past due invoices for which they need to pursue collection efforts.

General Accounting

We enter all journal entries and process budget adjustments that are approved by the Board of Control, USU Board of directors, and the Senate. We maintain the chart of accounts and integrate those accounts with the operating budgets. We produce financial statements that measure actual expenditures and revenues against those budgets. We review monthly trial balance reports to ensure they agree with the general ledger balance sheet accounts to ensure that the financial statements are accurate.

At year end, we report all financial activity to the university for the purpose of integrating our financial statements into the University financial statements. We work with external auditors on the publication of our annual audited financial statements. Audit preparation involves reconciling balance sheet accounts. We prepare and post correcting and adjusting journal entries, and supply audit schedules and work papers that support our financial statements.

We reconcile checking and investment accounts and resolve discrepancies. We monitor the organization's cash flow requirements to ensure that enough funds are in our bank accounts to fund our anticipated disbursements. We transfer excess funds to our investment accounts. We prepare quarterly sales tax returns and assist our outside accounting firm in the preparation of our annual IRS 990 information return, and the States 199 information return. We perform audits of petty cash funds and examine the financial records of the Food Vendors having contracts with the USU for revenue sharing. We conduct periodic counts of the vault and imprest funds, and conduct physical inventories of fixed assets.

Cashiering

We serve as a bank for all of the student organizations. They deposit their money into agency accounts, and we process their disbursements from those accounts. We also process internal departmental budget area deposits and disbursements. Every disbursement request is audited for proper approval authorization, adequate funding, and supporting disbursement paperwork. We assist the student organizations and departmental budget areas by answering questions regarding account balances and disbursement policies. We also process payments for Child Care, Conference & Event Center, Union News ads, and Student Union Vendor rents.

We maintain cash funds in our vault for the Recycling Center and University Student Union's commercial service activities. On a daily basis the cash from all commercial service areas is reconciled and deposited at our bank. We also provide cash boxes for special events in the building and house amusement park tickets in our vault until issued for sale. Notary services are also provided to the campus community, as well as the public.

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Department	Business Office
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Revenue	Department Total	Department Overhead	General Accounting	Accounts Receivable	Accounting Supervision	Cashiering
503 Contributions & Donations	\$0					
507 Federal Grants & Contracts	\$0					
509 State Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$470	470				
513 Indirect Cost Recovery	\$139,064	6,967	24,671	22,113	43,847	41,466
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$45,000	45,000				
598 Other:	\$0					
Total Revenue	\$184,534	\$52,437	\$24,671	\$22,113	\$43,847	\$41,466
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$299,976	93,072	49,572	37,560	75,240	44,532
706 Temporary Help	\$0					
707 Part-Time Payroll	\$43,610	43,610				
709 Full-Time Benefits	\$125,752	41,021	21,048	13,347	32,212	18,124
711 Part-Time Benefits	\$1,067	1,067				
Subtotal	\$470,405	\$178,770	\$70,620	\$50,907	\$107,452	\$62,656
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$3,852	3,852				
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$7,866	7,866				
718 Program Supplies/Materials	\$0					
719 Travel	\$1,500	1,500				
720 Staff Development	\$2,500	2,500				
723 Hospitality	\$720	720				
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$15,016	15,016				
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$3,519	3,519				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,943	2,943				
763 Insurance Premiums	\$4,395	4,395				
764 Audit Fees	\$19,000	19,000				
765 Legal Fees	\$0					
767 Building Occupancy	\$14,778	9,742	1,014	1,014	1,014	1,994
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$1,000	1,000				
793 Repairs & Maintenance	\$354	354				
798 Indirect Cost Allocation	\$18,453	18,453				
799 Assigned Contingency	\$0					
Subtotal	\$95,896	90,860	1,014	1,014	1,014	1,994
Total Expense	\$566,301	\$269,630	\$71,634	\$51,921	\$108,466	\$64,650
NET SUBSIDY FROM STUDENT FEES	(\$381,767)	(\$217,193)	(\$46,963)	(\$29,808)	(\$64,619)	(\$23,184)

Department Function

As a condition of the recently approved ASI fee increase referendum, ASI has adopted a policy to budget adequately for the acquisition, repair, and replacement of capital assets. To accomplish this, ASI will include in its annual operating budget a capital expenditures allocation. This allocation will be funded in an amount no less than the estimated depreciation expense for the coming fiscal year. The Capital Expenditure Planning Process will be initiated each year by the Office of the Executive Director in a memo to the division Directors that contains instructions for the capital budgeting process. The memo will request that each Director solicit, review, and prioritize initial capital budget requests for those departments that fall under his/her responsibility.

ASI Personnel

Name	Title	Classification

Department Services

Fixed Asset Purchases

The first priority for funding of fixed asset purchases will be given to equipment replacement. To be considered a replacement item, the purchase must be for the same item or an item that performs the same function as the item it replaces. Any item that expands the scope or purpose of the item it replaces will be considered a new piece of capital equipment.

Capital Projects

The first priority for funding of capital projects will be given to the completion of deferred maintenance identified in facility condition reports. Deferred maintenance is maintenance that was not performed when it should have been or was scheduled to be.

The Capital Expenditures allocation process will be subject to the following steps:

1. Initial Development and Review of Capital Proposals: June-July
2. Executive Director’s Review of Capital Proposals: August
3. Board of Control Review: September
4. Project Authorized for Spending to Begin: Throughout the remaining fiscal year

Due to the need to accommodate student assistant minimum wage increases and cost-of-living adjustments for full-time staff, funding of ASI's Capital Outlay program from the operating budget has again been suspended for the 19/20 fiscal year. Should expenditures for capital outlay become necessary, they will be funded from ASI's Reserve for Capital Outlay.

**Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget**

Department	Capital Outlay
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Revenue	Department Total	Department Overhead	Capital Projects	Fixed Asset Purchases		
503 Contributions & Donations	\$0					
507 Federal Grants & Contracts	\$0					
509 State Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Indirect Cost Recovery	\$0					
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$0					
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$0					
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$0					
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$0					
718 Program Supplies/Materials	\$0					
719 Travel	\$0					
720 Staff Development	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$0					
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	\$0	\$0	\$0	\$0	\$0	\$0

Department	ASI Communications
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Department Function

Associated Students, Inc. (ASI) Communications is a department working to enhance communication throughout the organization and with the CSULB community. ASI Communications oversees and directs ASI's marketing, public relations, design, writing and website efforts. To do this, we work with each of ASI's seven major departments to assist with their communication needs. Our number one priority is to make sure that students, then faculty, staff and general campus community, can easily access information about ASI news, programs and events.

ASI Personnel

Last Name	Title	Classification
Ahumada, J.	Senior Communications Mgr	Public Affs/Comm Specialist III
Aceituno, E.	Web & Applications Developer	Analyst/Programmer II

Department Services

Internal and External Communications

ASI Communications offers a variety of services for our ASI departments and for the CSULB community. Our services include, but are not limited to: Campus Newsletters, Archives, BeachSync, Photography, Media and Public Relations, Marketing Campaigns, Writing and Editing Copy, Websites and Marketing/Advertising.

Specifically regarding newsletters, ASI Communications will manage the curation, content development and distribution of 4-6 monthly publications including, but not limited to: Beachfront, Rec Report, Beach Balance updates, student-run media updates, weekly event/program updates, the student and full-time employee recognition programs and other spotlights as requested.

Web Development

The web development service area of ASI Communications is responsible for developing and maintaining websites promoting the news, programs, services and events of ASI to the students, faculty and staff of CSULB. Currently, there are seven websites within the ASI corporate website, including SRWC, Beach Pride Programs, Student Government, 22 West Media, and the ASI/USU site. The functionality of the websites is to easily access information, engage the campus community and provide an opportunity for students to interact with the organization. The websites are maintained by the web development team comprised of the communications manager, webmaster and two web developer student assistants.

**Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget**

Department ASI Communications

Revenue	Department Total	Department Overhead	Internal and External Communications	Web Development		
503 Contributions & Donations	\$0					
507 Federal Grants & Contracts	\$0					
509 State Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$3,000		3,000			
513 Indirect Cost Recovery	\$46,196			46,196		
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$49,196	\$0	\$3,000	\$46,196	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$137,904	75,252		62,652		
706 Temporary Help	\$0					
707 Part-Time Payroll	\$70,422		39,318	31,104		
709 Full-Time Benefits	\$45,018	19,669		25,349		
711 Part-Time Benefits	\$1,306		583	723		
Subtotal	\$254,650	\$94,921	\$39,901	\$119,828	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,363		1,363			
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,900		1,900			
718 Program Supplies/Materials	\$0					
719 Travel	\$2,700		2,700			
720 Staff Development	\$1,700		1,700			
723 Hospitality	\$0					
725 Advertising/Promotions	\$4,200		4,200			
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$4,000		4,000			
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,419		1,419			
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$225		225			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$5,170	5,170				
772 Event Costs	\$300		300			
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$1,500		1,500			
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$34,728	34,728				
799 Assigned Contingency	\$0					
Subtotal	\$59,205	\$39,898	\$19,307	\$0	\$0	\$0
Total Expense	\$313,855	\$134,819	\$59,208	\$119,828	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$264,659)	(\$134,819)	(\$56,208)	(\$73,632)	\$0	\$0

Department Function

The Associated Students Development Office is responsible for the planning and implementation of fundraising activities to benefit AS programs and services. It seeks funds to strengthen existing AS programs such as Student Government, University Student Union, Isabel Patterson Child Development Center, CSULB Recycling Center, Student Recreation and Wellness Center, and Student Media.

Grant writing and the solicitation of businesses and individuals are the two primary fundraising strategies. The fundraising plan will incorporate grant writing, direct mail, face-to-face solicitations, use of volunteers, sponsorships, and friend raising among its activities. Supporters of Associated Students are in a unique position to have a direct impact on

ASI Personnel

Name	Title	Classification
Limon, C.	Development Associate	Public Affs/Comm Specialist II

Department Services

Fundraising

The Development Office fundraising plan will incorporate the following strategies to raise money (external support) for Associated Students and CSULB.

1. Grant writing. Research and identify potential foundations, businesses, state, and federal funding opportunities to partner with to benefit AS affiliated programs.
2. Direct mail. Appeal letters will be personalized and appropriate signatures obtained for solicitation.
3. Face-to-face solicitations. Identify and cultivate donors. Perform personal "asks" to raise money. Build relationships for planned gifts.
4. Use of volunteers and sponsorships to generate revenue.
5. Research alternative giving methods for capital funds (special projects/building), endowment funds and planned giving

Friend Raising

These activities are meant to attract student, alumni and external support to AS programs and services.

1. Implement donor relations and gift stewardship processes. Generate gift acknowledgement letters for donors and gift reports as needed.
2. Assist with AS Awards and Scholarship administration each spring
3. Reconnect with alumni on a one-to-one basis, personal visits
4. Attend and participate in University Relations & Development meetings and events
5. Attend and participate in community functions to help promote AS programs and services
6. Events - such as Open Houses or receptions to showcase programs and build relationships

Department	Executive Director's Office
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Department Function

As the senior staff member of the Associated Students, Incorporated the Executive Director is responsible for the overall financial, programmatic and administrative management of the corporation. The Executive Director serves as the organization's chief administrative and operating officer and heads its professional staff.

ASI Personnel

Last Name	Title	Classification
Nevin, M.	Executive Director	Administrator III

Department Services

This office facilitates the effective fulfillment of corporate governance functions by the Senate and Executive Officers and provides direction and leadership toward the achievement of the Associated Students' philosophy, mission, strategy, and goals and objectives.

The Executive Director exercises direct oversight of the Associated Students and oversees the management of Student Government, University Student Union/SRWC, Isabel Patterson Child Development Center, and ASI Administrative Services through subsidiary managers. This office is responsible for the overall coordination and integration of ASI programs and services with other campus functions.

**Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget**

Department	Executive Director's Office
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Revenue		Department Total	Department Overhead				
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$0					
513	Indirect Cost Recovery	\$49,220	49,220				
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$49,220	\$49,220	\$0	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$136,392	136,392				
706	Temporary Help	\$0					
707	Part-Time Payroll	\$0					
709	Full-Time Benefits	\$39,602	39,602				
711	Part-Time Benefits	\$0					
Subtotal		\$175,994	\$175,994	\$0	\$0	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$500	500				
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$675	675				
718	Program Supplies/Materials	\$0					
719	Travel	\$358	358				
720	Staff Development	\$613	613				
723	Hospitality	\$750	750				
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$0					
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$660	660				
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$880	880				
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$3,050	3,050				
767	Building Occupancy	\$1,689	1,689				
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
Subtotal		\$9,175	\$9,175	\$0	\$0	\$0	\$0
Total Expense		\$185,169	\$185,169	\$0	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$135,949)	(\$135,949)	\$0	\$0	\$0	\$0

Department Function

Associated Students Government facilitates development and successful involvement of students governing a nonprofit corporation serving CSULB students. This is accomplished by providing professional leadership development, historical perspective, and administrative guidance while serving with continuity in an organization driven by annual turnover of student leaders. Our goal is to be the opportunity of choice for students seeking to enhance their university education through extra-curricular activities, explore and develop their leadership abilities, and serve their fellow students.

ASI Personnel

Last Name	Title	Classification
San Miguel, L.	Asst Director, Govt Affairs & Init	Student Services Professional III
Butt, L.	Govt Affairs Admin Coordinator	Admin Support Coordinator II

Department Services

A.S. Executive Officers

The 3 Executive Officers includes the President, Vice President & Treasurer

- The President is responsible for the proper conduct and efficient administration of student government activities, serving as the Chief Executive Officer of ASI and the official representative of students to the University. They are supported by a Cabinet of Presidential Commissioners, Chief Academic Officer, Chief Government Relations Officer and the Chief Diversity Officer.
- The Vice President assists the AS President and serves as Chair of the AS Board of Directors/Senate. They work to ensure that each AS Senator is properly oriented and trained in their responsibilities as Senator and that they maintain regular attendance and involvement in AS Senate meetings.
- The Treasurer is responsible for the financial administration of the Associated Students, serves as Chair of the Board of Control, and oversees the preparation of the annual operating budgets of the corporation.

The **A.S. Presidential Cabinet** is supervised by the Chief Diversity Officer and the AS President. Students are interviewed by the President and Chief Diversity Officer, and confirmed by the AS Senate. The purpose of the Cabinet is to establish specific connections with various groups on campus and assist the President in campus, city, or state- wide related duties. The Commissioner positions are outlined in the current copy of the AS Bylaws and include: Commissioner for AB540 & Undocumented Students, Cultural Affairs, Disability Affairs, Environmental Justice, International Student Affairs, LGBTQ+ Affairs, Pregnant & Parenting Students, Wellness Affairs, Women & Gender Equity Affairs, and Veterans Affairs.

The **A.S. Senate** serves as the Board of Directors to the corporation, as well as a legislative body representing the students in CSULB's system of shared governance. Senators are responsible for determining opinions, needs and desires of their respective constituents on a broad range of issues affecting students. Senators attend weekly meetings during the academic year and maintain a minimum of three office hours per week to remain accessible to their public. All Senators must serve on at least two university/ASI committees and/or boards. For Senators representing specific colleges, their College Council meetings count as one board. With the inclusion of Year-Round Operations, Senators attend monthly meetings during the summer.

The **Board of Control (BOC)** develops and recommends policy to the AS Senate in the administration of business affairs, finance and human resources. The BOC is also responsible for the preparation of ASI's annual operating budget. Two Senators serve on the BOC, elected by the AS Senate. The BOC meets weekly during the academic year and monthly in the summer.

The **A.S. Judiciary** consists of the Chief Justice and six Associate Justices, all appointed by the President and confirmed by the Senate. The Judiciary is responsible for interpreting the provisions of the AS Bylaws and all other AS documents when a dispute arises. They are empowered to review the actions of any AS agency, body, organization or officer upon request by a petitioner in the form specified in the AS Judiciary Operating Manual. The AS Judiciary is responsible for approving the Elections Handbook, assisting the Government Elections Officer with monitoring campaign activities and is the final authority in all contested elections.

Lobby Corps is a sub-committee under the Senate that is responsible for lobbying locally and statewide on behalf of CSU students. It meets weekly to track and review bills that help the overarching success of higher education in the State of California. Three Senators and three students-at-large serve on Lobby Corps, elected by the AS Senate. Lobby Corps is chaired by the Chief Government Relations Officer.

Social Justice & Equity Committee (SJEC) is a sub-committee under the Senate that is responsible for developing programs and policies that advance social justice and equity on campus and serves as a liaison between students and the university regarding campus climate issues. Two Senators and three students-at-large serve on SJEC, elected by the AS Senate.

The **Beach Team** is a mentoring and volunteer program for first year and transfer students interested in getting involved on campus, particularly with student government. The Government Affairs Graduate Assistant is in charge of selecting and fostering cohesiveness of the Beach Team. One of the goals of the program is to volunteer at ASI events and programs. Beach Team members are also paired with a mentor who is currently in student government. Another goal is to encourage members to apply for student government positions the following year. Beach Team meets weekly.

The **University Student Union Board of Trustees (USUBOT)** is responsible for the oversight of the University Student Union (USU) and Student Recreation & Wellness Center (SRWC), as well as programs designed to benefit CSULB students. The five student Trustees-at-Large are elected by the CSULB student body during the ASI General Election. There are four sub-committees of the USUBOT, campus relations, facilities, program evaluation and services. Each student trustee chairs one of the sub-committees and one student is elected by the USUBOT to chair the formal board meetings. Two Senators serve on the USUBOT, elected by the AS Senate. The USUBOT meets once a month, including summer.

The **Isabel Patterson Child Development Board of Trustees (IPCDC BOT)** is responsible for the oversight of an early childhood education and childcare program for the children of CSULB students. The four student Trustees-at-Large are elected by the AS Senate. One Senator serves on the IPCDC BOT, elected by the AS Senate. The IPCDC BOT meets once per during the academic year.

Associated Students, Incorporated
California State University, Long Beach
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Department	Government Affairs
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Revenue		Department Total	Department Overhead	Executive Officers	Board of Directors/Senate	Judiciary	Systemwide Affairs
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$500					
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$500	\$0	\$0	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$113,148	113,148				
706	Temporary Help	\$0					
707	Part-Time Payroll	\$31,220	31,220				
709	Full-Time Benefits	\$48,946	48,946				
711	Part-Time Benefits	\$576	576				
	Subtotal	\$193,890	\$193,890	\$0	\$0	\$0	\$0
Operating Expense							
713	Scholarships	\$205,920	5,000	147,920	32,400	4,600	
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$8,390	2,000	575	1,777	854	288
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$3,527	1,727	500	1,000	300	0
718	Program Supplies/Materials	\$9,269		1,462	500	560	500
719	Travel	\$19,500					12,000
720	Staff Development	\$2,000	2,000				
723	Hospitality	\$2,500	1,000	500			
725	Advertising/Promotions	\$9,040	931				
726	Equipment/Facility Rentals	\$500					
727	Contracted Services	\$6,300					
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$5,704	2,582	3,122			
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$1,379	879	500			
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$32,144	32,144				
772	Event Costs	\$25,200	14,700	2,500	1,000		
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$331,373	\$62,963	\$157,079	\$36,677	\$6,314	\$12,788
Total Expense		\$525,263	\$256,853	\$157,079	\$36,677	\$6,314	\$12,788
NET SUBSIDY FROM STUDENT FEES		(\$524,763)	(\$256,853)	(\$157,079)	(\$36,677)	(\$6,314)	(\$12,788)

**Associated Students, Incorporated
California State University, Long Beach
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Revenue		Presidential Cabinet	ASI Lobby Corp	Beach Team	Government Elections Officer
503	Contributions & Donations				
507	Federal Grants & Contracts				
509	State Grants & Contracts				
511	Recovered Expense/User Charge		500		
513	Indirect Cost Recovery				
521	Non-Taxable Sales				
523	Taxable Sales				
543	Lease Income				
545	Equipment Rental				
547	Facility Rental				
595	Investment Income				
598	Other:				
Total Revenue		\$0	\$500	\$0	\$0
Expense					
Costs of Goods Sold					
600	Cost of Goods Sold				
Personal Services					
701	Full-Time Payroll				
706	Temporary Help				
707	Part-Time Payroll				
709	Full-Time Benefits				
711	Part-Time Benefits				
	Subtotal	\$0	\$0	\$0	\$0
Operating Expense					
713	Scholarships	12,000	2,400		1,600
714	Food & Beverage Supplies				
715	Printing/Duplicating	478	500		1,918
716	Building Supplies/Materials				
717	Office Supplies				
718	Program Supplies/Materials	1,793		954	3,500
719	Travel		7,500		
720	Staff Development				
723	Hospitality	1,000			
725	Advertising/Promotions	857	252	2,000	5,000
726	Equipment/Facility Rentals	500			
727	Contracted Services				6,300
728	Maintenance Service Agreements				
738	Telecommunications/Postage				
739	Utilities				
748	Fees, Dues & Subscriptions				
763	Insurance Premiums				
764	Audit Fees				
765	Legal Fees				
767	Building Occupancy				
772	Event Costs	6,000	1,000		
791	Fixed Assets				
792	Non-Capitalized Equipment				
793	Repairs & Maintenance				
798	Indirect Cost Allocation				
799	Assigned Contingency				
	Subtotal	\$22,628	\$11,652	\$2,954	\$18,318
Total Expense		\$22,628	\$11,652	\$2,954	\$18,318
NET SUBSIDY FROM STUDENT FEES		(\$22,628)	(\$11,152)	(\$2,954)	(\$18,318)

Department Function

The Human Resources Department provides centralized support to ASI, its students, staff and student governance. We work with employees and management as a liaison between all involved to keep the company running smoothly. We assess and revise all part-time/full-time position descriptions as well as accomplish ASI's equal opportunity staffing objectives by recruiting, interviewing, and evaluating candidates for all part- or full-time positions as well as conducting background verifications for full-time staff. We are responsible for ensuring ASI's pay scale complies with ever changing State and Federal laws and regulations, as well as administering the performance evaluation system. We advise employees regarding benefit enrollment, insurance claims for workers' compensation, State and Long Term Disability, unemployment insurance, and Leaves of Absence. We initiate competitive bidding processes through AOA and an insurance broker to obtain the best possible benefits at lowest possible cost. The Human Resources Department is instrumental in providing Labor Law compliance, record keeping, selection and retention, classification and compensation, staff recruitment, employee training, professional development, employee relations, risk management, time and attendance and payroll.

ASI Personnel

Last Name	Title	Classification
Gammage, D.	Human Resources Manager	Administrator I
Avella, Jessa	Empl Training & Safety Coord	Admin Specialist - Non-Exempt
Barnes, M. V.	Payroll Services Coordinator	Payroll Technician III

Department Services

Employee Training and Safety Administers all safety activities to ensure compliance with ASI's Occupational Health and Safety program. This includes providing annual reports and distribution of Employee Safety Manuals and organizing safety training for staff. We administer the workers' compensation program and issue reports related to occupational illness and injury. We also identify and assess training needs within ASI by meeting with supervisor/manager. We develop, organize, conduct, evaluate programs and activities, and create monitored simulations and various problem solving scenarios.

Human Resources Information Systems HRIS ensures compliance with Federal and State compensation laws, statutes, and regulations. We develop compensation programs, policies and procedures to meet the needs of ASI users. We evaluate positions consistently by classifying into appropriate job titles and ensuring they are internally equitable, while being market competitive. We develop and maintain classification and compensation structures. We provide and administer all ASI benefit programs, tax deferred annuities, and retirement programs. We maintain employee and retiree database. We maintain all employee records to ensure compliance and confidentiality. We advise all HR liaisons and managers on employee-related matters, including processing of all HR transactions, and respond to record requests in timely manner.

Payroll and Benefits Administration The Human Resources Department administers payroll processing and fringe benefit payments for all ASI employees, requiring current understanding of Federal, State and local regulations regarding payroll to provide accurate information to customers. We monitor, edit and process two (2) semi-monthly payrolls from an automated time and attendance system as well as administer the direct deposit program. Payroll ensures all deductions, benefits and taxes are correctly deducted, and reported timely to appropriate agencies. We advise HR liaisons and supervisors in payroll related matters, including processing salary payment, time and leave reporting as well as other related reporting. We calculate and remit all monthly premiums for fringe benefits, various insurances, and retirement payments for all eligible full-time employees.

Employee Relations The Human Resources Department facilitates the resolution of employee grievances through coordination of conflict resolution procedures. We provide supervisors sound and consistent advice in all employee labor related matters to increase job productivity, engage employees, improve job performance, and reduce turnover. We consult with and assist employees with issues, concerns, or difficulties they may be experiencing at the workplace. We consult with and advise management on the progressive disciplinary process and implement actions accordingly. We serve as a liaison with the Faculty Staff Assistance Program. We coordinate the Employee Service Award Program and other recognition programs. We develop, update, and distribute Personnel Policies and Procedures Manuals, the Student Employee Handbook, and develop and administer the On-Boarding programs.

**Associated Students, Incorporated
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Department	Human Resources Office
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Revenue		Department Total	Department Overhead	Employee Training & Safety	Human Resources Information Systems	Payroll and Benefits Administration	Employee Relations
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$10,000					10,000
513	Indirect Cost Recovery	\$184,804	82,764	42,685		59,355	
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$30,401		30,401			
598	Other:	\$0					
Total Revenue		\$225,205	\$82,764	\$73,086	\$0	\$59,355	\$10,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$179,832	75,276	47,724		56,832	
706	Temporary Help	\$0					
707	Part-Time Payroll	\$14,505	14,505				
709	Full-Time Benefits	\$91,539	40,973	17,291		33,275	
711	Part-Time Benefits	\$356	356				
Subtotal		\$286,232	\$131,110	\$65,015	\$0	\$90,107	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$1,135	1,135				
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$4,615	4,615				
718	Program Supplies/Materials	\$505	505				
719	Travel	\$2,000	2,000				
720	Staff Development	\$2,500	2,500				
723	Hospitality	\$1,800	1,800				
725	Advertising/Promotions	\$5,680	5,680				
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$45,470			45,470		
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$2,257	2,257				
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$1,150	1,150				
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$6,228	6,228				
772	Event Costs	\$20,000					20,000
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
Subtotal		\$93,340	\$27,870	\$0	\$45,470	\$0	\$20,000
Total Expense		\$379,572	\$158,980	\$65,015	\$45,470	\$90,107	\$20,000
NET SUBSIDY FROM STUDENT FEES		(\$154,367)	(\$76,216)	\$8,071	(\$45,470)	(\$30,752)	(\$10,000)

Department Function

ASI Information Technology is responsible for providing all computer users within the ASI access to department computers. Information Technology is responsible for computer acquisition, installation of operating systems, installation of application software, and defensive measures against virus and cracking attacks. We are responsible for providing support for all ASI Databases, all video and audio systems, and computer systems. We provide solution storage in partnership with ITS for software media and ensure licensing compliance throughout the organization. ASI Information Technology is also responsible for providing a disaster recovery plan that meets the needs of ASI. ASI Information Technology acts as a consultant to all division departments on technical matters, and as a liaison to the campus technology team.

ASI Personnel

Last Name	Title	Classification
Mac, D.	Network Administrator	Information Tech Consultant

Department Services

Network Administration

ASI Information Technology is responsible for providing all computer users within the ASI access to department computers. Information Technology is responsible for computer acquisition, installation of operating systems, installation of application software, and defensive measures against virus and cracking attacks. We are responsible for providing support for all ASI Databases, all video and audio systems, and computer systems. We provide solution storage in partnership with ITS for software media and ensure licensing compliance throughout the organization. ASI Information Technology is also responsible for providing a disaster recovery plan that meets the needs of ASI. ASI Information Technology acts as a consultant to all division departments on technical matters, and as a liaison to the campus technology team.

Department Function

The IPCDC provides access and opportunity for CSULB student parents. Services include affordable childcare, parent education, employment for CSULB students, & a developmentally appropriate high quality program for infants, toddlers, preschool and school age children. The CDC is accredited by the National Association for the Education of Young Children. The CDC is licensed by the CA Department of Health and Social Services & regulated by Title 22 and Title 5. Grants from the CA Department of Education-Child Development Division & the U.S. Department of Education Child Care Access Means Parents in School Program (CCAMPIS) help low income parents afford childcare. Nutritious meals are served to children each day. The Child and Adult Care Food Program (CACFP) from Nutrition Services Division-CA Department of Education provides reimbursement for food costs. The ASI, CSULB, CA and US Departments of Education all help the CSU mission that the Isabel Patterson Child Development Center provides high quality early education and development programs rooted in relationships based on trust, respect, and acceptance which enable student parents to achieve their educational goals while allowing their children to reach their full potential.

ASI Personnel

Last Name	Title	Classification
Colchico, A.	CDC Director	Administrator II
Rivera, M.	CDC Assistant Director	Student Services Prof I III
Harris, L.	Infant/Toddler Assistant Director	Student Services Prof I III
Peru, D.	Administrative Assistant	Administrative Support Assistant II
Petrovich, H.	CDC Cook	Cook II
Gaskill, L.	Head Teacher	Early Education Master Teacher
Dearing, M.	Head Teacher	Early Education Master Teacher
Aguilar, N.	Head Teacher	Early Education Master Teacher
Udarbe, A.	Program Teacher	Instructional Support Assistant I
Nance, C.	Program Teacher	Instructional Support Assistant I
Liang, S.	Program Teacher	Instructional Support Assistant I

Department Services

The **Infant-Toddler Program** allows student parents to attend classes while their young children receive quality care and education in a nurturing and developmentally appropriate environment. Facility capacity is 28. Block scheduling allows an average of 45 children to attend each semester. The adult/child ratio is 1:3 and 1:4. Hours of operation are 7:30am to 5:00pm. Monday through Friday. The program and the part time teaching staff are supervised by 3 full time child care and development professionals. The part time staff is composed of 16 CSULB student employees. Additionally, the infant-toddler program is a resource for CSULB and other academic programs and is used for fieldwork, observation, and class projects. Approximately 150 student utilize the infant and toddler program as an academic resource and an average of 15 groups tour the facility each year. Additional services include: parent education and involvement, family support and referral services, professional development and staff training.

The purpose of the IPCDC is to provide services which support student parents while they pursue their academic goals. The **Preschool Program** allows student parents to attend classes while their children receive quality care and education in a nurturing, high quality developmentally appropriate environment. The preschool facility capacity is 100. Flexible scheduling allow approximately 150 children to attend each semester. The adult/child ratio is 1:7 for the younger preschool and 1:8 for the older group. Hours of operation are 7:00am to 6:00pm. The program and the part time staff (approx. 40 CSULB student employees) are supervised by six child care and development professionals. The preschool program is a resource for CSULB and other academic programs and is used for fieldwork, observation and class projects. Approximately 150 students use the preschool programs an academic resource and an average of 15 groups tour the facility

The **School age Program** includes a before and after school program for kindergarten, 1st & 2nd grade children. The facility capacity is 40. Block scheduling allows approx. 50 children to attend each semester. The adult/child ratio is 1:10. Hours of operation are 7:30am to 6:00pm. The program and the part time staff (7 student assistant employees) are supervised by 2 full time school age child care and development professionals. The school age program is a resource for CSULB academic programs and is used for fieldwork, observation and class projects. Approximately 150 students use the school age program as an academic resource and an average of 15 groups tour the facility each year. Additional services include parent education and involvement, family support and referral services, professional development and staff training.

The **Children's Meal Program** provides nutritious meals for infants, toddlers, preschool and school age children. The meal program encourages healthy eating habits, offers nutrition education, and the development of social skills. Breakfast, lunch and snacks are served to infants on an individual meal plan, and are offered at set times for the older children. Alternate preparation is offered to children with special dietary needs. The full time cook is responsible for the implementation of the nutrition program for approximately 200 preschool and school age children. The infant and toddler cook is a part time employee supervised by the full time cook. Approximately 45 children are served in the infant and toddler program. All meals are prepared on the premises. The CDC receives a financial supplement from the CA Department of Education/Nutrition Services Division: CACFP Child and Adult Care Food Program. The CACFP requires daily/weekly/monthly planning, purchasing, monitoring and reporting. On site visits and CACFP reviews are scheduled every 3 years. Participation in nutrition education workshops are required.

Revenue		Department Total	Department Overhead	Infant-Toddler Program	Preschool Program	Schoolage Program	Meal Program
503	Contributions & Donations	\$13,000	13,000				
507	Federal Grants & Contracts	\$170,357		48,889	68,946	7,521	45,000
509	State Grants & Contracts	\$224,468		74,070	128,273	22,125	
511	Recovered Expense/User Charge	\$688,994		120,196	432,131	136,667	
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$1,096,819	\$13,000	\$243,155	\$629,350	\$166,313	\$45,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$6,000	6,000				
Personal Services							
701	Full-Time Payroll	\$561,876	167,160	88,584	222,096	45,372	38,664
706	Temporary Help	\$59,004	59,004				
707	Part-Time Payroll	\$633,418		190,432	373,290	69,696	
709	Full-Time Benefits	\$327,313	104,589	48,603	115,065	28,211	30,845
711	Part-Time Benefits	\$16,931		5,124	10,042	1,765	
Subtotal		\$1,598,542	\$330,753	\$332,743	\$720,493	\$145,044	\$69,509
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$52,000					52,000
715	Printing/Duplicating	\$6,700	6,700				
716	Building Supplies/Materials	\$850	175	225	225	225	
717	Office Supplies	\$6,265	6,265				
718	Program Supplies/Materials	\$16,013		2,333	10,000	3,680	
719	Travel	\$300		100	100	100	
720	Staff Development	\$0		0	0	0	
723	Hospitality	\$0					
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$9,653	9,653				
727	Contracted Services	\$5,710	5,710				
728	Maintenance Service Agreements	\$18,151	18,151				
738	Telecommunications/Postage	\$7,700	7,700				
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$8,497	8,497				
763	Insurance Premiums	\$31,387	31,387				
764	Audit Fees	\$11,250	11,250				
765	Legal Fees	\$4,000	4,000				
767	Building Occupancy	\$0					
772	Event Costs	\$3,000	3,000				
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$11,575	11,575				
798	Indirect Cost Allocation	\$9,759	9,759				
799	Assigned Contingency	\$0					
Subtotal		\$202,810	133,822	2,658	10,325	4,005	52,000
Total Expense		\$1,807,352	\$470,575	\$335,401	\$730,818	\$149,049	\$121,509
NET SUBSIDY FROM STUDENT FEES		(\$710,533)	(\$457,575)	(\$92,246)	(\$101,468)	\$17,264	(\$76,509)

Department Function

The Post Employment Benefits program provides for the accumulation and investment of resources to pay for the cost of pension and the medical and dental benefits for staff hired before January 1, 2013 at which time ASI eliminated this portion of the benefits due to escalating costs.

ASI Personnel

Name	Title	Classification

Department Services

Retiree Health Benefits

For staff hired before January 1, 2013, ASI provides full-time employees two (2) post-retirement medical vesting plans and two post retirement dental insurance plans. Plan eligibility is based on specific requirements determined by the employee’s date of full-time employment, years of service, date of retirement, and any applicable crossover provisions between medical plans.

PERS Unfunded Accrued Liability

This budget item represents the annual required payment on the Unfunded Accrued Liability (UAL), which is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. Previously, this amount was included as part of line item 709 Full-Time Benefits. It is now being disclosed separately to allow for better tracking and monitoring. The amount indicated in the budget represents the current year portion needed to fully fund the liability over a 30 year amortization schedule. It represents 40% of the total amount needed, with the remaining 60% being included in the budget for the University Student Union.

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Department	Post Employment Benefits
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Revenue		Department Total	Department Overhead	PERS Unfunded Accrued Liability	Retiree Medical & Dental Benefits		
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$0					
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipmental Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$0	\$0	\$0	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$0					
706	Temporary Help	\$0					
707	Part-Time Payroll	\$0					
709	Full-Time Benefits	\$220,369		155,914	64,455		
711	Part-Time Benefits	\$0					
	Subtotal	\$220,369	\$0	\$155,914	\$64,455	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$0					
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$0					
718	Program Supplies/Materials	\$0					
719	Travel	\$0					
720	Staff Development	\$0					
723	Hospitality	\$0					
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$0					
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$0					
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$0					
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Total Expense		\$220,369	\$0	\$155,914	\$64,455	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$220,369)	\$0	(\$155,914)	(\$64,455)	\$0	\$0

Department Function

ASI Recycling facilitates recycling and sustainability operations for CSULB and the surrounding communities. The program fosters student involvement in environmental issues while providing convenient options for recycling on campus. Student employees learn valuable resource management skills while developing other skills in operational management and customer service.

ASI Personnel

Last Name	Title	Classification
Bryan, E.	Recycling Coordinator	Admin Analyst/Specialist I

Department Services

The ASI Recycling Center provides the University and surrounding populaces with various recycling services. These services include:

- A multi-material drop-off facility for recyclable items.
- Operation of a State Certified Recycling Center for the redemption of beverage container deposits.
- Beverage container collection bins distributed throughout the campus grounds.
- Multi-material recovery from the University Student Union.
- Multi-material recovery from the Student Recreation and Wellness Center .
- Multi-material recovery from the Isabell Patterson Child Development Center.
- Multi-material recovery from the Residence Halls.
- Cardboard collection from the dining facilities.
- Sustainability planning and direction for ASI owned facilities.
- Educational tours and presentations to CSULB students and community organizations.
- Processing of cardboard collected by PPFM throughout campus.
- Permanent collection facility for food and other donations to Beach Pantry.
- Management of Grow Beach Garden.
- Research and pilot recycling and composting projects as needed for other campus entities (i.e., PPFM and Dining Halls).
- Zero Waste research, planning and operations.

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Department	Recycling Center
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Revenue		Department Total	Department Overhead	Recycling Center Operations			
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$60,500		60,500			
511	Recovered Expense/User Charge	\$5,705		5,705			
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$600,000		600,000			
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipmental Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other	\$0					
	Total Revenue	\$666,205	\$0	\$666,205	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$386,750		386,750			
Personal Services							
701	Full-Time Payroll	\$52,008	52,008				
706	Temporary Help	\$0					
707	Part-Time Payroll	\$163,500		163,500			
709	Full-Time Benefits	\$27,045	27,045				
711	Part-Time Benefits	\$9,841		9,841			
	Subtotal	\$252,394	\$79,053	\$173,341	\$0	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$0					
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$500	500				
718	Program Supplies/Materials	\$10,866		10,866			
719	Travel	\$0					
720	Staff Development	\$0					
723	Hospitality	\$0					
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$8,000		8,000			
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$982	982				
739	Utilities	\$3,500	3,500				
748	Fees, Dues & Subscriptions	\$0					
763	Insurance Premiums	\$6,429	6,429				
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$3,500		3,500			
793	Repairs & Maintenance	\$13,000		13,000			
798	Indirect Cost Allocation	\$15,282	15,282				
799	Assigned Contingency	\$0					
	Subtotal	\$62,059	\$26,693	\$35,366	\$0	\$0	\$0
	Total Expense	\$701,203	\$105,746	\$595,457	\$0	\$0	\$0
	NET SUBSIDY FROM STUDENT FEES	(\$34,998)	(\$105,746)	\$70,748	\$0	\$0	\$0

Department	Student Media
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Department Function

Student Media is comprised of three student run services: 22 West Radio, 22 West Video and 22 West Magazine. All three services are advised by a faculty advisor and coordinated by a full-time ASI staff member. Included in these services are training, education, practicum and hands-on experience in all three media platforms: radio, television and publication, both off and online. In addition to daily, weekly content production, a full schedule of extra-curricular workshops provide a practical learning environment for students, staff, faculty, alumni and community volunteers. 15 internships are available each semester, all internships are available for class credit.

ASI Personnel

Last Name	Title	Classification
Lemos, D.	Student Media Coordinator	Student Services Professional II

Department Services

22 West Radio

22 West Radio provides 24/7 programming on 88.1 FM HD 3, and on three internet streams on 22westmedia.com, FM HD stream and 22 West Workout, programmed for the Student Recreation and Wellness Center. 22 West Radio streams are programmed with music, talk; sports talk and live Long Beach State sports broadcasting. Paid student employees and volunteers provide the management and staffing of the radio facility.

22 West Radio provides employment opportunities for nine students, and includes programming and services from 50+ student volunteers. 22 West Radio Sports serves students, the Athletics Dept. and the community by providing the broadcasts for live streaming of play-by-play for men's basketball, women's basketball, baseball, volleyball and softball.

22 West Radio provides 15 internships a semester through a partnership with the College of Liberal Arts and Dept. of Journalism and Public Relations. 22 West Radio also provides extra-curricular workshops in basic broadcasting skills, ethics, writing and production, copyrights and FCC regulations. 22 West Radio provides commercial production, public service announcements and DJ services for all departments, campus organizations, and clubs.

22 West Radio now provides Spanish Language programming in news, sports and contemporary topics. 22 West Radio works with closely with the Student Media Coordinator and a Journalism Dept. faculty advisor.

22 West Magazine

22 West Magazine publishes a magazine format paper in print and online during the academic year. From its inception in 1977 as "The LB Union Weekly", 22 West Magazine has been a staple of the campus community. 22 West Magazine is proudly student-run, curated solely by students, for students.

Anyone - student, alumnus, faculty or staff - is welcome to contribute to 22 West Magazine. All students have an opportunity to participate and are provided with hands-on training in the latest digital publication software, and in the creation and publication of written and online content. 22 West Magazine is accessible to the CSULB campus through print distribution and on its website, and is responsible for off-setting the number of issues printed by generating revenue through advertising sales.

Currently the magazine is printed in hard copy edition once a month, and publication is nearly daily in the web edition online at www.22westmedia.com. The 22 West Magazine staff is advised by ASI staff, media professionals as well as University faculty.

22 West Video

22 West Video produces video content for 22 West Media and delivers them on the 22 West website, YouTube and on social media platforms. It's purpose is to allow students from various disciplines the opportunity to be involved in the production of a both cinematic and journalistic content that is of specific interest to students at Long Beach State.

22 West Video has incorporated new ideas from its highly talented contributors, made up of both paid and volunteer student staff. 22 West video is a learning laboratory for students. It offers 8 internships a semester, available for class credit through the Dept. of Film and Electronic Arts. Weekly workshops in lighting, video editing, camera work, and audio recording provides the bulk of extra curricular training and are lead by the student leadership of 22 West Video. 22 West Video works with closely with the Student Media Coordinator and a Journalism department faculty adviser.

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Department	Student Media
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Revenue		Department Total	Department Overhead	22 West Magazine	22 West Radio	22 West Video	
503	Contributions & Donations	\$3,000			3,000		
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$11,158			11,158		
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$20,000		10,000	10,000		
523	Taxable Sales	\$0					
543	Lease Income	\$6,000		6,000			
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$40,158	\$0	\$16,000	\$24,158	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$61,404	61,404				
706	Temporary Help	\$0					
707	Part-Time Payroll	\$220,746	10,360	57,413	85,757	67,216	
709	Full-Time Benefits	\$18,894	18,894				
711	Part-Time Benefits	\$2,339	110	518	1,001	710	
Subtotal		\$303,383	\$90,768	\$57,931	\$86,758	\$67,926	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$911	200	136	275	300	
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$1,992	250	750	750	242	
718	Program Supplies/Materials	\$900	0	0	600	300	
719	Travel	\$12,000	3,000	3,000	3,000	3,000	
720	Staff Development	\$7,000	4,000	1,000	1,000	1,000	
723	Hospitality	\$1,700	200	500	500	500	
725	Advertising/Promotions	\$4,762	0	1,362	1,700	1,700	
726	Equipment/Facility Rentals	\$1,100			800	300	
727	Contracted Services	\$33,920	11,000	15,500	7,020	400	
728	Maintenance Service Agreements	\$1,800			1,800		
738	Telecommunications/Postage	\$3,100	727	452	1,500	421	
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$1,900	400	300	650	550	
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$27,740		9,607	9,461	8,672	
772	Event Costs	\$4,500		1,500	1,500	1,500	
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$12,000		3,000	4,500	4,500	
793	Repairs & Maintenance	\$2,200		200	1,000	1,000	
798	Indirect Cost Allocation	\$52,138	52,138				
799	Assigned Contingency	\$0					
Subtotal		\$169,663	71,915	37,307	36,056	24,385	0
Total Expense		\$473,046	\$162,683	\$95,238	\$122,814	\$92,311	\$0
NET SUBSIDY FROM STUDENT FEES		(\$432,888)	(\$162,683)	(\$79,238)	(\$98,656)	(\$92,311)	\$0

Department Function

Associated Students is committed to the development and preservation of a vibrant student community, and believes firmly that student clubs and organization play a vital role in that effort. Although not formally organized as a "department" of Associated Students, services for student organizations have been aggregated here for budget presentation purposes. Services include grants of financial assistance for student organization programs and activities, as well as budget reserves to fund new requests or augment existing grants.

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

Athletic Facility Fee Waivers

This service offsets costs incurred by university-recognized student organizations for their use of CSULB athletic facilities. Fee waivers are issued on a first-come, first-served basis. Student organizations must be university-recognized, not on probation, and currently registered with the Office of Student Life and Development in the semester during which the waiver is requested. Fee waivers are issued for athletic or recreational events only and can only be issued for events in which CSULB students, faculty, or staff are the intended participants or audience.

Club Sports

Many students who come to this university would like to continue in their athletic pursuits. As a major college institution, with one of the best Intercollegiate Athletic Programs on the West Coast, this is not always possible with only the top one percent able to participate at the Division I level. Through the Club Sports Program, the Recreational Sports Department offers these students, as well as students wishing to explore new interests, an opportunity to continue in their athletic endeavors. Each club offers something unique – from the highly competitive club that travels throughout the United States to the recreational club that teaches basic skills and promotes social gatherings.

College Council Grants

For funding the programs of academically related organizations, the Associated Students delegates authority to the coordinating councils of the seven colleges of the university. These College Councils are authorized to evaluate grant applications submitted by their respective member organizations and determine appropriate funding levels for them within guidelines established by the Associated Students.

Student Organization Grants

The Associated Students makes grants of money available to student organizations to assist in their programming efforts. These grants are used to produce events and activities to meet the educational, social, and recreational needs of the student body. Student organizations that are not affiliated with one of the seven college councils may appeal for funding directly to the A.S Board of Control. The Board reviews programs for quality and cost-effectiveness then makes funding recommendations for Senate approval. The programs for which funds are requested must have the intent of accomplishing any of the following:

- Promoting an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures;
- Aiding in the retention and graduation of currently enrolled CSULB students;
- Providing students with opportunities for on-campus social interaction; promoting discussion or debate of public issues from a variety of perspectives or viewpoints;
- Supplementing or enhancing academic preparation or development;
- Promoting students' physical and emotional well being;
- Promoting or sponsoring public service to the surrounding community;
- Developing professional or career-related skills; or
- Promoting academic performance and excellence.

Current Year Unallocated Fund

As part of the annual budget, the Associated Students maintains a Current Year Unallocated Fund for augmenting existing budgets or funding new requests that may arise during the course of the fiscal year. Applications for funding are reviewed by the Board of Control, which forwards its recommendations to the A.S. Senate for final approval.

Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget

Department	Student Organization Activities
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Revenue		Department Total	Athletic Facility Fee Waivers	Club Sports	College Council Grants	Student Organization Grants	Current Year Unallocated Fund
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$0					
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$0	\$0	\$0	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$0					
706	Temporary Help	\$0					
707	Part-Time Payroll	\$0					
709	Full-Time Benefits	\$0					
711	Part-Time Benefits	\$0					
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$0					
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$0					
718	Program Supplies/Materials	\$0					
719	Travel	\$0					
720	Staff Development	\$0					
723	Hospitality	\$0					
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$4,946	4,946				
727	Contracted Services	\$10,000		10,000			
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$0					
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$0					
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$581,498		200,616	137,516	243,366	
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$84,956		25,000			59,956
	Subtotal	\$681,400	\$4,946	\$235,616	\$137,516	\$243,366	\$59,956
Total Expense		\$681,400	\$4,946	\$235,616	\$137,516	\$243,366	\$59,956
NET SUBSIDY FROM STUDENT FEES		(\$681,400)	(\$4,946)	(\$235,616)	(\$137,516)	(\$243,366)	(\$59,956)

Department Function

A substantial portion of income derived from mandatory student fees is returned to the student body in various forms of financial assistance. Although not formally organized as a "department" of Associated Students, these efforts have been combined for budget presentation purposes to provide a clearer picture of ASI's contributions to educational access and student retention. Including the Athletic Scholarship program housed under the Beach Pride Fund, the Associated Students provides over \$800,000 in financial assistance to students in the form of scholarships, book grants, and travel subsidies.

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

After Hours Study Center

In response to popular student demand, this budget provides funding to staff an After Hours Study Center. The study center includes a designated 24-hour "study room" in the West Wing of the USU and for the designation of the entire West Wing as an after hours study center for the hours of 11:00 PM to 7:00 AM. **Beginning this year, this program is being funded through the University Student Union operating budget and therefore appears with a zero allocation from Associated Students.**

ASI Scholarships

In order to help offset the financial impact of increasing tuition and fees, the Associated Students is re-establishing a Scholarship Fund to provide scholarships for currently enrolled CSULB students. The scholarships are funded from capital gains on ASI's investment portfolio.

Beach Pantry

The ASI Beach Pantry provides students in need with a sustainable program to support their basic necessities. The ASI Beach Pantry houses other programs in its location, such as the Swap Shop and Cal Fresh counselor, as well as promotional supplies regarding other Basic Needs programs offered on CSULB. **Beginning this year, this program is being funded through the University Student Union operating budget and therefore appears with a zero allocation from Associated Students.**

EOP Book Grants

Each year, approximately 100-150 low-income, first-generation students experience financial aid disqualification at the end of the previous academic year or encounter complications in the renewal of their financial aid. To ensure these students are able to keep pace with their coursework, a grant is made available so books and other necessary class materials may be purchased. The students are identified by a report provided by the Financial Aid Office. These are students who were on financial aid disqualification but have since made up their unit deficiencies and their reinstatement is pending.

Student Emergency Fund

The allocation represents ASI annual contribution to the university's Student Emergency Fund, which has been established to assist students who are experiencing temporary financial distress whether it be in the form of loss of housing, medical emergencies, food insecurity, car accidents, theft, etc.

Student Research Grants

This allocation provides funds to eligible and qualifying students who need financial assistance in order to conduct academically-related research projects, including field research expenses.

Student Travel Fund

Through this program, the ASI underwrites the transportation expenses of students who have been invited to present original, scholarly works or performances at academic and professional conferences, institutes, and exhibitions. Whether performing an original musical composition or presenting research findings in microbiology, the Student Travel Fund enables CSULB students to establish academic reputations both for themselves and for the university, while advancing the reputation of CSULB as a first-rate institution of higher learning and academic excellence, both domestically and internationally.

Study Abroad Grants

This allocation provides funds to eligible and qualifying students who need financial assistance in order to participate in Study Abroad programs. ASI's \$50,000 allocation is matched by the College of International and Professional Education, providing a total pool of \$100,000 to help underwrite students' study abroad expenses.

Revenue		Department Total	After Hours Study Center	ASI Scholarships	Beach Pantry	EOP Book Grants
503	Contributions & Donations	\$0				
507	Federal Grants & Contracts	\$0				
509	State Grants & Contracts	\$0				
511	Recovered Expense/User Charge	\$0				
513	Indirect Cost Recovery	\$0				
521	Non-Taxable Sales	\$0				
523	Taxable Sales	\$0				
543	Lease Income	\$0				
545	Equipment Rental	\$0				
547	Facility Rental	\$0				
595	Investment Income	\$0				
598	Other: Capital Gains	\$25,000		25,000		
Total Revenue		\$25,000	\$0	\$25,000	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	\$0				
Personal Services						
701	Full-Time Payroll	\$0				
706	Temporary Help	\$0				
707	Part-Time Payroll	\$0	0		0	
709	Full-Time Benefits	\$0				
711	Part-Time Benefits	\$0	0		0	
Subtotal		\$0	\$0	\$0	\$0	\$0
Operating Expense						
713	Grants/Scholarships	\$175,000		35,000		40,000
714	Food & Beverage Supplies	\$0				
715	Printing/Duplicating	\$0				
716	Building Supplies/Materials	\$0				
717	Office Supplies	\$0	0			
718	Program Supplies/Materials	\$0	0		0	
719	Travel	\$0				
720	Staff Development	\$0				
723	Hospitality	\$0				
725	Advertising/Promotions	\$0			0	
726	Equipment/Facility Rentals	\$0				
727	Contracted Services	\$0				
728	Maintenance Service Agreements	\$0				
738	Telecommunications/Postage	\$0			0	
739	Utilities	\$0				
748	Fees, Dues & Subscriptions	\$0				
763	Insurance Premiums	\$0				
764	Audit Fees	\$0				
765	Legal Fees	\$0				
767	Building Occupancy	\$0			0	
772	Event Costs	\$0				
791	Fixed Assets	\$0				
792	Non-Capitalized Equipment	\$0	0			
793	Repairs & Maintenance	\$0				
798	Indirect Cost Allocation	\$0			0	
799	Assigned Contingency	\$10,000				
Subtotal		\$185,000	\$0	\$35,000	\$0	\$40,000
Total Expense		\$185,000	\$0	\$35,000	\$0	\$40,000
NET SUBSIDY FROM STUDENT FEES		(\$160,000)	\$0	(\$10,000)	\$0	(\$40,000)

**Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget**

Revenue		Student Emergency Fund	Student Research Grants	Student Travel Fund	Study Abroad Grants
503	Contributions & Donations				
507	Federal Grants & Contracts				
509	State Grants & Contracts				
511	Recovered Expense/User Charge				
513	Indirect Cost Recovery				
521	Non-Taxable Sales				
523	Taxable Sales				
543	Lease Income				
545	Equipment Rental				
547	Facility Rental				
595	Investment Income				
598	Other: Capital Gains				
Total Revenue		\$0	\$0	\$0	\$0
Expense					
Costs of Goods Sold					
600	Cost of Goods Sold				
Personal Services					
701	Full-Time Payroll				
706	Temporary Help				
707	Part-Time Payroll				
709	Full-Time Benefits				
711	Part-Time Benefits				
Subtotal		\$0	\$0	\$0	\$0
Operating Expense					
713	Grants/Scholarships		25,000	25,000	50,000
714	Food & Beverage Supplies				
715	Printing/Duplicating				
716	Building Supplies/Materials				
717	Office Supplies				
718	Program Supplies/Materials				
719	Travel				
720	Staff Development				
723	Hospitality				
725	Advertising/Promotions				
726	Equipment/Facility Rentals				
727	Contracted Services				
728	Maintenance Service Agreements				
738	Telecommunications/Postage				
739	Utilities				
748	Fees, Dues & Subscriptions				
763	Insurance Premiums				
764	Audit Fees				
765	Legal Fees				
767	Building Occupancy				
772	Event Costs				
791	Fixed Assets				
792	Non-Capitalized Equipment				
793	Repairs & Maintenance				
798	Indirect Cost Allocation				
799	Assigned Contingency	10,000			
Subtotal		\$10,000	\$25,000	\$25,000	\$50,000
Total Expense		\$10,000	\$25,000	\$25,000	\$50,000
NET SUBSIDY FROM STUDENT FEES		(\$10,000)	(\$25,000)	(\$25,000)	(\$50,000)

Department Function

Our mission is to cultivate leaders and champions. We accomplish this by providing the best possible experience for our students in the classroom and on their respective fields of competition, building and sustaining winning programs, and by doing things the right way.

The Department of University Athletics sponsors a diverse program of intercollegiate athletics for both women and men at the Division I level, competing under the rules of the National Collegiate Athletic Association (NCAA). We are comprised of 19 sports teams that compete in three different conferences, which provide 350 student-athletes the opportunity to participate in intercollegiate Athletics. ASI's support of University Athletics also includes operating funds for the Long Beach State Spirit Teams, consisting of the Cheer and Dance teams, and the Beach Pep Band.

ASI Personnel

Last Name	Title	Classification

Department Services

Athletic Scholarships

Associated Students, Inc. provides a baseline funding of \$300,000 annually allocated specifically to student-athlete scholarships. This funding allows LBSU to compete on a national level. Of our 350 students, approximately 260 receive aid in one, way, shape or form be it tuition, books, or stipend.

Spirit Team

Approximately 20 students comprise the cheer and dance teams. Through the ASI resources these students work to build campus pride while performing at home athletic games in the Walter Pyramid, Blair Field, pep rallies, conference tournament play, and various other University events. The Cheer Team and Dance Team participate in national competitions on behalf of the University. Tryouts are held annually in the spring followed by mandatory summer camp. Students are required to keep up their academics and meet a demanding practice and performance schedule throughout the academic year.

Pep Band

Sitting adjacent to the student section in the Pyramid, the Beach Pep Band brings the LBSU Athletics War Song to life. "You don't wanna go to war... with the Niners... LET'S GO BEACH!" Brass instruments harmonize the melody; a lonely drummer keeps the tempo, and everyone around claps and shouts those lyrics during a game. Without the financial resources provided by ASI, these student musicians would not be able to make the in-game experience possible for our students and fans and show overall pride in our university.

Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget

FUND UNIVERSITY STUDENT UNION GENERAL FUND
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Revenue		Fund Total	USU Administration	Commercial Services	Facility Operations	Beach Pride Events	ASI Communications	ASI Recreation
503	Contributions & Donations	\$0	0	0	0	0	0	0
507	Federal Grants & Contracts	\$0	0	0	0	0	0	0
509	State Grants & Contracts	\$0	0	0	0	0	0	0
511	Recovered Expense/User Charge	\$885,645	0	87,000	103,145	10,000	4,000	681,500
513	Indirect Cost Recovery	\$137,779	55,474	0	8,866	48,596	24,843	0
521	Non-Taxable Sales	\$222,800	0	192,300	0	0	9,500	21,000
523	Taxable Sales	\$40,000	0	40,000	0	0	0	0
543	Lease Income	\$392,403	0	392,403	0	0	0	0
545	Equipment Rental	\$67,500	0	28,000	31,000	0	0	8,500
547	Facility Rental	\$157,000	0	150,000	0	0	0	7,000
595	Investment Income	\$70,000	70,000	0	0	0	0	0
598	Other:	\$0	0	0	0	0	0	0
Total Revenue		\$1,973,127	\$125,474	\$889,703	\$143,011	\$58,596	\$38,343	\$718,000
Expense								
Costs of Goods Sold								
600	Cost of Goods Sold	\$85,550	0	79,000	0	0	2,500	4,050
Personal Services								
701	Full-Time Payroll	\$2,163,160	232,776	313,200	839,232	168,504	148,780	460,668
706	Temporary Help	\$0	0	0	0	0	0	0
707	Part-Time Payroll	\$2,748,696	69,705	520,680	625,514	120,035	159,045	1,253,717
709	Full-Time Benefits	\$1,169,060	359,329	153,716	388,912	46,938	50,649	169,516
711	Part-Time Benefits	\$111,547	988	20,186	36,075	2,713	3,872	47,713
Subtotal		\$6,192,463	\$662,798	\$1,007,782	\$1,889,733	\$338,190	\$362,346	\$1,931,614
Operating Expense								
713	Grants/Stipends	\$8,400	8,400	0	0	0	0	0
714	Food & Beverage Supplies	\$0	0	0	0	0	0	0
715	Printing/Duplicating	\$27,190	3,450	10,440	1,800	4,300	2,700	4,500
716	Building Supplies/Materials	\$303,000	0	5,500	284,500	0	0	13,000
717	Office Supplies	\$21,575	3,150	5,575	3,150	1,700	5,000	3,000
718	Program Supplies/Materials	\$125,750	17,600	28,000	4,000	10,000	1,250	64,900
719	Travel	\$68,618	33,800	7,400	6,793	2,575	3,150	14,900
720	Staff Development	\$51,400	22,200	3,000	2,600	3,750	2,300	17,550
723	Hospitality	\$22,975	7,800	2,975	500	7,250	1,250	3,200
725	Advertising/Promotions	\$65,600	3,600	14,000	1,500	3,500	20,000	23,000
726	Equipment/Facility Rentals	\$17,000	0	0	0	17,000	0	0
727	Contracted Services	\$886,833	107,990	600	529,283	222,460	11,500	15,000
728	Maintenance Service Agreements	\$525,232	15,525	10,500	413,460	0	3,510	82,237
738	Telecommunications/Postage	\$62,077	3,950	18,477	17,900	5,000	3,500	13,250
739	Utilities	\$635,000	0	0	635,000	0	0	0
748	Fees, Dues & Subscriptions	\$92,120	33,900	25,000	0	2,100	2,250	28,870
763	Insurance Premiums	\$125,064	75,414	0	0	0	0	49,650
764	Audit Fees	\$21,300	21,300	0	0	0	0	0
765	Legal Fees	\$45,000	45,000	0	0	0	0	0
767	Building Occupancy	\$0	0	0	0	0	0	0
772	Event Costs	\$72,400	52,000	2,000	0	0	900	17,500
791	Fixed Assets	\$0	0	0	0	0	0	0
792	Non-Capitalized Equipment	\$196,000	41,000	31,500	106,000	0	3,500	14,000
793	Repairs & Maintenance	\$598,008	150,000	8,600	429,150	0	0	10,258
798	Indirect Costs	\$567,181	567,181	0	0	0	0	0
799	Assigned Contingency	\$350,000	350,000	0	0	0	0	0
Subtotal		\$4,887,723	\$1,563,260	\$173,567	\$2,435,636	\$279,635	\$60,810	\$374,815
Total Expense		\$11,165,736	\$2,226,058	\$1,260,349	\$4,325,369	\$617,825	\$425,656	\$2,310,479
NET PROFIT / (SUBSIDY)		(\$9,192,609)	(\$2,100,584)	(\$370,646)	(\$4,182,358)	(\$559,229)	(\$387,313)	(\$1,592,479)

Department	USU Administration
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Department Function

The USU Administration department works to ensure that the operation of the University Student Union is conducted in accordance with sound business practices, bond requirements, professional college union standards, and system-wide regulations governing auxiliary organizations of the California State University. Activities include management of all USU staff, programs, and facilities, preparation and submission of budget and cash flow statements to the Chancellor's Office, participation in the professional associations such as ACUI, AOA, and NACAS, strategic and operational planning, and routine assessment of USU facilities, programs, and services. The USU Administration department also undertakes activities to ensure that the USU Board of Trustees complies with all campus and State regulations. Activities include record preparation, distribution and approval of minutes for USUBOT meetings, as well as follow-up and monitoring of compliance with board directives and request for information.

ASI Personnel

Last Name	Title	Comparable CSU Classification
Cicero, Sylvana	Director, USU & SRWC	Administrator II
Eres, J.	Special Projects Coordinator	Administrative Analyst/Specialist I
Heitzhaus, C.	USU Administration Coordinator	Administrative Analyst/Specialist I

Department Services

Investment Program
Surplus funds not needed for current operations are deposited in investment accounts as authorized by the California Education Code and ASI policy. Earnings from investments help to offset the general administrative costs of the University Student Union.

Retiree Benefits
The corporation is responsible for providing medical and dental insurance to qualified annuitants who retire from service with ASI. By July 1, 2017, eight such persons qualified for this benefit.

University Student Union Board of Trustees (USUBOT)
The USUBOT is responsible for the oversight of the USU facility and programs. The duties include approving and monitoring the annual budget of the USU, establishing fees for facility use and services, and approving policy for all phases of operation.

PERS Unfunded Accrued Liability
This budget item represents the annual required payment on the Unfunded Accrued Liability (UAL), which is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. Previously, this amount was included as part of line item 709 Full-Time Benefits. It is now being disclosed separately to allow for better tracking and monitoring. The amount indicated in the budget represents the current year portion needed to fully fund the liability over a 30 year amortization schedule. It represents 40% of the total amount needed, with the remaining 60% being included in the budget for the University Student Union.

Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget

Department	USU Administration
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Revenue		Department Total	Division Overhead	Investment Program	Retiree Benefits Program	USU Board of Trustees	PERS Unfunded Accrued Liability
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$0					
513	Indirect Cost Recovery	\$55,474	55,474				
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$70,000		70,000			
598	Other:	\$0					
		-					
Total Revenue		\$125,474	\$55,474	\$70,000	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$232,776	232,776				
706	Temporary Help	\$0					
707	Part-Time Payroll	\$69,705	69,705				
709	Full-Time Benefits	\$359,329	77,452		83,592		198,285
711	Part-Time Benefits	\$988	988				
	Subtotal	\$662,798	\$380,921	\$0	\$83,592	\$0	\$198,285
Operating Expense							
713	Grants/Scholarships	\$8,400				8,400	
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$3,450	3,200			250	
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$3,150	3,000			150	
718	Program Supplies/Materials	\$17,600	17,600				
719	Travel	\$33,800	29,800			4,000	
720	Staff Development	\$22,200	20,000			2,200	
723	Hospitality	\$7,800	7,000			800	
725	Advertising/Promotions	\$3,600	3,400			200	
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$107,990	107,990				
728	Maintenance Service Agreements	\$15,525	15,525				
738	Telecommunications/Postage	\$3,950	3,500			450	
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$33,900	33,900				
763	Insurance Premiums	\$75,414	75,414				
764	Audit Fees	\$21,300	21,300				
765	Legal Fees	\$45,000	45,000				
767	Building Occupancy	\$0					
772	Event Costs	\$52,000	52,000				
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$41,000	41,000				
793	Repairs & Maintenance	\$150,000	150,000				
798	Indirect Cost Allocation	\$567,181	567,181				
799	Assigned Contingency	\$350,000			200,000	150,000	
	Subtotal	\$1,563,260	\$1,196,810	\$0	\$200,000	\$166,450	\$0
Total Expense		\$2,226,058	\$1,577,731	\$0	\$283,592	\$166,450	\$198,285
NET SUBSIDY FROM STUDENT FEES		(\$2,100,584)	(\$1,522,257)	\$70,000	(\$283,592)	(\$166,450)	(\$198,285)

Department Function

The purpose of the Commercial Services department is to offer members of the campus community products and services for their convenience and benefit. These include food service, recreational activities, general campus information, computer printout service, and other revenue-generating activities.

ASI Personnel

Name	Title	Comparable CSU Classification
Venegas, I.	Assistant Director, Services	Administrator I
Carranza, R.	Commercial Services Coordinator	No Comparable CSU Classification
Sierra-Leeds, E.	Building Coordinator	Community Service Specialist II
Macavinta, A.	Campus Events Office Supervisor	Administrative Analyst/Specialist II
Barfield, D.	Audio Visual Specialist	Performing Arts Technician I
Sherbanee, C.	Event Coordinator	Administrative Support Coordinator I

Department Services

Games Center
The University Student Union Games Center offers bowling, billiards, table tennis, swimming pool and console/pc gaming. The Games Center also offers rental space for university bowling classes as a supplement to campus programs. The student staff supervises and oversees the daily operation for this area, gaining valuable experience in customer service, programming, cash handling, computerized registers, marketing, and assisting with special events and tournaments.

Information/Copy Center
The University Student Union Information/Copy Center provides access to PC's and printers, sells discount amusement park and movie tickets, and serves as a centralized location to obtain information or directions about the campus or ASI/USU programs and services.

Lease Operations
The University Student Union subleases space to university departments and commercial vendors with the intent of providing services which the USU could not provide, financially or operationally. Revenue generated from these subleases are included in this budget.

Retail Services
The University Student Union Commercial Services department provides oversight of the Candy Corner. The students working in this area gain experience with customer services, cash handling, computerized registers, inventory and sales. The Candy Corner offers a variety of snacks, candy, sundries and drinks.

Campus Events Office
The Campus Events Office receives, records, and confirms reservations in the University Student Union and CSULB campus. The staff assists event planners with selection for appropriate space, equipment, staff support and room set-ups to maximize the effectiveness of programs and activities. The staff advises and assists event planners in obtaining proper clearances, securing approvals for their events, and ensuring they are appropriately invoiced for the services rendered by the University Student Union.

Building Management
This service ensures the safety and security for the USU. The area works in conjunction with the USU Conference and Events Center to ensure customer service needs are met for meetings, conferences and events held in the USU.

Maxson Center
The Maxson Student Organization Center provides office space and administrative support for 33 student organizations. The objective is to foster active communication, cultivate student engagement, and promote cultural diversity. This is accomplished by creating an atmosphere that facilitates social interaction among the representatives of CSULB's diverse clubs and organizations.

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Department	Commercial Services
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Revenue		Department Total	Department Overhead	Games Center	Information/ Copy Center	Lease Operations	Retail Services
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$87,000		17,000			
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$192,300		120,000	26,000	2,500	43,000
523	Taxable Sales	\$40,000		18,000			22,000
543	Lease Income	\$392,403				392,403	
545	Equipment Rental	\$28,000					
547	Facility Rental	\$150,000		60,000			
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$889,703	\$0	\$215,000	\$26,000	\$394,903	\$65,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$79,000		30,000			49,000
Personal Services							
701	Full-Time Payroll	\$313,200	168,984				
706	Temporary Help	\$0					
707	Part-Time Payroll	\$520,680	9,000	79,933	84,080		35,383
709	Full-Time Benefits	\$153,716	76,820				
711	Part-Time Benefits	\$20,186	43	2,371	2,424		701
	Subtotal	\$1,007,782	\$254,847	\$82,304	\$86,504	\$0	\$36,084
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$10,440	500	400	4,450		290
716	Building Supplies/Materials	\$5,500					
717	Office Supplies	\$5,575	300	650	375		300
718	Program Supplies/Materials	\$28,000	14,000	500	1,500		
719	Travel	\$7,400		4,000			
720	Staff Development	\$3,000	250	250			
723	Hospitality	\$2,975	250	250		1,000	175
725	Advertising/Promotions	\$14,000		11,000			
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$600					
728	Maintenance Service Agreements	\$10,500					
738	Telecommunications/Postage	\$18,477	1,965	2,000	5,312		1,800
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$25,000		10,000	3,000		5,000
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$2,000		2,000			
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$31,500	5,000	9,000	1,000	1,000	1,500
793	Repairs & Maintenance	\$8,600		5,000	600		
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$173,567	\$22,265	\$45,050	\$16,237	\$2,000	\$9,065
Total Expense		\$1,260,349	\$277,112	\$157,354	\$102,741	\$2,000	\$94,149
NET SUBSIDY FROM STUDENT FEES		(\$370,646)	(\$277,112)	\$57,646	(\$76,741)	\$392,903	(\$29,149)

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Revenue		Conference and Events Center	Building Management	Maxson Center	After Hours Study Center	Beach Pantry
503	Contributions & Donations					
507	Federal Grants & Contracts					
509	State Grants & Contracts					
511	Recovered Expense/User Charge		70,000			
513	Indirect Cost Recovery	-				
521	Non-Taxable Sales	800				
523	Taxable Sales					
543	Lease Income					
545	Equipment Rental	28,000	-			
547	Facility Rental	90,000				
595	Investment Income					
598	Other:					
Total Revenue		\$118,800	\$70,000	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold					
Personal Services						
701	Full-Time Payroll	144,216				
706	Temporary Help					
707	Part-Time Payroll	31,080	184,606	24,650	33,639	38,309
709	Full-Time Benefits	76,896				
711	Part-Time Benefits	399	11,836	119	1,439	854
Subtotal		\$252,591	\$196,442	\$24,769	\$35,078	\$39,163
Operating Expense						
713	Grants/Scholarships					
714	Food & Beverage Supplies					
715	Printing/Duplicating	4,000		800		
716	Building Supplies/Materials		5,500			
717	Office Supplies	1,500	1,000	1,250	200	
718	Program Supplies/Materials		3,500	2,000	500	6,000
719	Travel	900	2,500			
720	Staff Development	1,000	1,500			
723	Hospitality	500	600	200		
725	Advertising/Promotions	2,500		200		300
726	Equipment/Facility Rentals					
727	Contracted Services	600				
728	Maintenance Service Agreements	7,000	3,500			
738	Telecommunications/Postage	2,500	3,000	1,400		500
739	Utilities					
748	Fees, Dues & Subscriptions	6,000	1,000			
763	Insurance Premiums					
764	Audit Fees					
765	Legal Fees					
767	Building Occupancy					
772	Event Costs					
791	Fixed Assets					
792	Non-Capitalized Equipment	10,000	1,000	1,500	1,500	
793	Repairs & Maintenance	2,000	1,000			
798	Indirect Cost Allocation					
799	Assigned Contingency					
Subtotal		\$38,500	\$24,100	\$7,350	\$2,200	\$6,800
Total Expense		\$291,091	\$220,542	\$32,119	\$37,278	\$45,963
NET SUBSIDY FROM STUDENT FEES		(\$172,291)	(\$150,542)	(\$32,119)	(\$37,278)	(\$45,963)

Department Function

The purpose of the Facility Operations department is to provide properly operating, comfortable, well-maintained, safe, and pleasant environments for the occupants of the USU and SRWC. Additionally, Facility Operations provides project management to oversee capital outlay projects and building repairs within the USU and SRWC This is accomplished through a combination of standard industry practices, compliance with all in-force Codes of Ordinance, and the creative use of materials and methods in conjunction with a well-designed and executed preventive maintenance program.

ASI Personnel

Last Name	Title	Comparable CSU Classification
Bryant, A.	Associate Director, Facility Opers	Administrator II
Jost, J.	Facility Maintenance Supervisor	Supervising Building Service Engineer
Armendariz, J.	Facility Maintenance Technician	Facility Worker II
Campbell, J.	Facility Maintenance Technician	Facility Worker II
Meza, A.	Facility Maintenance Technician	Facility Worker II
Vaiioletama, F.	Facility Maintenance Technician	Facility Worker II
Alcala, B.	Facility Services Supervisor	Administrative Analyst/Specialist II
Ardon, M.	Facility Services Staff	Custodian
Cofield, K.	Facility Services Staff	Custodian
VACANT	Facility Services Staff	Custodian
Garcia, M.	Facility Services Staff	Custodian
Guinn, D.	Facility Services Staff	Lead Custodian
Homsany, F.	Facility Services Staff Lead	Lead Custodian
Sidney, D.	Facility Services Staff	Custodian
Smith, J.	Facility Services Staff	Custodian

Department Services

Building Improvements
The Building Improvements department is designed to plan, direct, and coordinate the activities of designated capital repair and replacement projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. The funds approved for this department are used for periodic repairs or improvements to the facility.

Facility Maintenance
This department provides the proper maintenance, repairs, and troubleshooting of all building systems, equipment and structures. The department provides customer service and technical support to all staff, tenants and students within the USU and SRWC buildings. The supervisor and facilities maintenance technicians serve as liaisons for customers, vendors and contractors providing services for the buildings. Maintenance oversees the exterior of the buildings which includes landscaped services for various ASI facilities provided by our landscaping contractor.

Facility Services
Cleaning and maintaining a safe and enjoyable environment within the USU and SRWC is the focus of this service. Facility Services prepares meeting rooms, completes set-ups, rearranges and maintains furniture for event planner functions, as well as, general use of the buildings.

Sustain U
This area provides support and serves as a resource for the USU, ASI, and the campus on sustainability issues. Sustain U works with ASI and the CSULB campus in meeting local, regional, and federal goals related to the Campus Climate Action Plan, the American College and University Presidents' Climate Commitment, as well as other applicable programs that educate and advocate for a more sustainable campus.

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Department	Facility Operations
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Revenue	Department Total	Department Overhead	Building Improvements	Facility Maintenance	Facility Services	Sustain U
503 Contributions & Donations	\$0					
507 Federal Grants & Contracts	\$0					
509 State Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$103,145			55,870	47,275	
513 Indirect Cost Recovery	\$8,866	8,866				
521 Non-Taxable Sales	\$0					
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipment Rental	\$31,000				31,000	
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$143,011	\$8,866	\$0	\$55,870	\$78,275	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$839,232	96,744		322,524	419,964	
706 Temporary Help	\$0					
707 Part-Time Payroll	\$625,514	13,664		232,356	314,288	65,206
709 Full-Time Benefits	\$388,912	27,132		145,163	216,617	
711 Part-Time Benefits	\$36,075	55		14,227	19,869	1,924
Subtotal	\$1,889,733	\$137,595	\$0	\$714,270	\$970,738	\$67,130
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,800					1,800
716 Building Supplies/Materials	\$284,500			112,000	172,500	
717 Office Supplies	\$3,150	200		1,000	1,800	150
718 Program Supplies/Materials	\$4,000					4,000
719 Travel	\$6,793			1,000	4,793	1,000
720 Staff Development	\$2,600			1,500	500	600
723 Hospitality	\$500	500				
725 Advertising/Promotions	\$1,500					1,500
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$529,283				529,283	
728 Maintenance Service Agreements	\$413,460			343,460	70,000	
738 Telecommunications/Postage	\$17,900	750		14,000	2,650	500
739 Utilities	\$635,000			635,000		
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$106,000		55,000		25,000	26,000
793 Repairs & Maintenance	\$429,150	155,000	67,650	200,000	6,500	
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	2,435,636	156,450	122,650	1,307,960	813,026	35,550
Total Expense	4,325,369	294,045	122,650	2,022,230	1,783,764	102,680
NET SUBSIDY FROM STUDENT FEES	(4,182,358)	(285,179)	(122,650)	(1,966,360)	(1,705,489)	(102,680)

Department Beach Pride Events

Department Function

Beach Pride Events provides quality educational, social and entertainment events such as concerts, films, lectures, workshops, discussion groups, open mics, interactives, competitions, and festivals. Through these services, Beach Pride Events is able to contribute to the development of the community and the individual. Beach Pride Events also works in conjunction with the campus community to host major, campus-wide student, community and alumni events. Beach Pride Events also provides management oversight for ASI Student Media areas including 22 West Radio, Video and Magazine.

ASI Personnel

Last Name	Title	Comparable CSU Classification
Buhler-Scott, T.	Assistant Director, Programs	Administrator I
Chalmers, P.	Beach Pride Events Coordinator	Student Services Professional II
Ware, S.	Beach Pride Events Coordinator	Student Services Professional II

Department Services

Programming

Beach Pride Events maintains a standard of high quality events within the USU to enhance the collegiate experience of all students on campus. The council is comprised of students from all across campus who plan and execute a variety of events. The organization provides opportunities for students to gain experience in leadership, event planning, time management, professional development, and networking opportunities within the campus and community.

Permanent and USU Art Galleries

The Permanent Art collection was established to highlight CSULB student artists and to enhance the aesthetics of the University Student Union. It serves as an ongoing student exhibition and marketing tool for the USU. The USU Art Gallery was developed to feature currently enrolled student artists, faculty, staff and alumni.

Major Events

Major Events is a function within Beach Pride Events charged with providing detailed and quality large scale speaker and novelty events for the campus.

Assessment

This functional area works with all ASI departments to provide a corporate assessment plan to ensure the alignment of ASI programs and services with ASI's goals for student development, engagement and success. Assessment efforts include needs assessments, student satisfaction surveys, program evaluations, and student learning outcomes assessments.

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Department	Beach Pride Events
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Revenue		Department Total	Department Overhead	Beach Pride Events			
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$10,000		10,000			
513	Indirect Cost Recovery	\$48,596	30,247	18,349			
521	Non-Taxable Sales	\$0					
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$58,596	\$30,247	\$28,349	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$168,504	64,488	104,016			
706	Temporary Help	\$0					
707	Part-Time Payroll	\$120,035	25,385	94,650			
709	Full-Time Benefits	\$46,938	20,938	26,000			
711	Part-Time Benefits	\$2,713	644	2,069			
Subtotal		\$338,190	\$111,455	\$226,735	\$0	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$4,300		4,300			
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$1,700	200	1,500			
718	Program Supplies/Materials	\$10,000	2,000	8,000			
719	Travel	\$2,575	1,200	1,375			
720	Staff Development	\$3,750	750	3,000			
723	Hospitality	\$7,250	1,750	5,500			
725	Advertising/Promotions	\$3,500		3,500			
726	Equipment/Facility Rentals	\$17,000		17,000			
727	Contracted Services	\$222,460	5,000	217,460			
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$5,000		5,000			
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$2,100	1,000	1,100			
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0		-			
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
Subtotal		\$279,635	\$11,900	\$267,735	\$0	\$0	\$0
Total Expense		\$617,825	\$123,355	\$494,470	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$559,229)	(\$93,108)	(\$466,121)	\$0	\$0	\$0

Department	ASI Communications
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Department Function

ASI Communications (ASI Comm) is dedicated to providing engaging content for student consumption, which promote learning experiences offered by Associated Students and the University Student Union. ASI Comm also aims to foster personal and professional growth for LBSU students and its student employees through on-site learning, internship and volunteer opportunities, and hands-on experience in the areas of marketing, social media, graphics, video and television production.

ASI Personnel

Last Name	Title	Comparable CSU Classification
Elimelech, A.	Marketing Manager	Public Affairs/Comm Specialist II
Moedano, A.	Digital Media Coordinator	Public Affairs/Comm Specialist I
Wong, C.	Lead Graphic Designer	

Department Services

Video Productions
 ASI Comm Video Productions is the multimedia arm for the University Student Union and Associated Students, Inc. (ASI). ASI video productions produces videos for corporate events and campus departments, while offering volunteer and for-credit opportunities through internships. With video content on social media drawing the most attention (views) and generating the greatest reach, video productions works very closely with the graphics and marketing teams to inform students about campus on goings.

Graphics
 Graphics is dedicated to providing design, conceptualization, and printing services to the University Student Union (USU) and ASI Communications Department. Graphics provides creative solutions to on-campus student organizations and university departments. The department offers internships for students and is a learning laboratory for those interested in the graphics industry.

Marketing
 The goal of the Marketing department is to create awareness of ASI. The department works cohesively with all USU and AS departments to ensure student and client traffic throughout the fiscal year. The Marketing department encompasses social media. The Marketing department supports annual assessment efforts for the University Student Union through customer satisfaction measurements, benchmarking, customer counts, comment cards, and signage review.

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Department	ASI Communications
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Revenue		Department Total	Department Overhead	ASI Productions	Graphics	Marketing	
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$4,000		4,000			
513	Indirect Cost Recovery	\$24,843			24,843		
521	Non-Taxable Sales	\$9,500			9,500		
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$0					
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
Total Revenue		\$38,343	\$0	\$4,000	\$34,343	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$2,500			2,500		
Personal Services							
701	Full-Time Payroll	\$148,780			46,000	102,780	
706	Temporary Help	\$0					
707	Part-Time Payroll	\$159,045		60,944	57,619	40,482	
709	Full-Time Benefits	\$50,649			15,151	35,498	
711	Part-Time Benefits	\$3,872		1,452	1,545	875	
	Subtotal	\$362,346	\$0	\$62,396	\$120,315	\$179,635	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$2,700			1,200	1,500	
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$5,000		1,500	2,000	1,500	
718	Program Supplies/Materials	\$1,250		1,250			
719	Travel	\$3,150		2,250	900		
720	Staff Development	\$2,300		300	2,000		
723	Hospitality	\$1,250		300	450	500	
725	Advertising/Promotions	\$20,000				20,000	
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$11,500		1,000		10,500	
728	Maintenance Service Agreements	\$3,510			1,000	2,510	
738	Telecommunications/Postage	\$3,500		500	600	2,400	
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$2,250		250	1,000	1,000	
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$900		400		500	
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$3,500		2,000	1,500		
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$60,810	\$0	\$9,750	\$10,650	\$40,410	\$0
Total Expense		\$425,656	\$0	\$72,146	\$133,465	\$220,045	\$0
NET SUBSIDY FROM STUDENT FEES		(\$387,313)	\$0	(\$68,146)	(\$99,122)	(\$220,045)	\$0

Department	ASI Recreation
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Department Function

ASI Recreation is the department that operates the Student Recreation & Wellness Center (SRWC) and all affiliated programs. The SRWC is a 126,000 square foot facility with fitness programs, instructional classes and workshops, rock climbing wall, multi-purpose courts, pool, sand volleyball, over 20,000 sq. feet of weight room and cardio space and more . The center serves as a place for students, faculty, staff and alumni to exercise, study, hang out and provides student opportunities for employment and internships. Yearly usage rates for the facility exceed 650,000.

ASI Personnel

Name	Title	Classification
MacRae, M.	Interim Associate Director	Administrator I
Freeman, M.	Aquatics & Safety Coordinator	Student Services Professional II
Huebner, C.	Interim Assistant Director	Student Services Professional II
MacRae, M.	Fitness Coordinator	Student Services Professional II
Pellerin, S.	Recreational Sports Coordinator	Administrative Analyst/Specialist I
Sauceda, M.	Admin. & Facility Coordinator	Administrative Support Coordinator I
Swanson, L.	Member Services & Marketing Coord	Administrative Analyst/Specialist II
Huebner, C.	Wellness & Outdoor Adventure Manage	Administrative Analyst/Specialist II

Department Services

Aquatics
ASI Recreation’s outdoor swimming pool and sand volleyball court have designated lap swimming lanes, as well as a recreation swimming area. The pool is open for lap swimming, open recreation and some scheduled programming. CPR and lifeguard certifications are offered each semester. Specific programming includes swim lessons, outdoor movies, inner tube water polo, paddle board races, kayak races and swim into shape. Participants will be able to improve their overall health and wellness and learn new skills. Annual participation rates exceed 12,000.

Business Operations
ASI Receptions Business Operations provides departmental oversight to all business and commercial related commerce that ASI Recreation is involved in. This would include all cash handling centers, facility rental/reservations, lease operations, and retail services. The Business Operations department works collaboratively with Facility and Maintenance departments. Building Management handles facility security and ensures the safety of its members and guests.

Fitness Program
ASI Recreation’s fitness program is designed to satisfy all of one's fitness needs and offers a diverse set of activities, classes, and services. The major components of the fitness program are free fitness assessments, personal training, group fitness classes and instructional based classes. The program offers over 50 free fitness classes each week including yoga, Pilates, spin, Zumba and cardio/strength formats. The instructional based classes are designed for progression and include several martial arts classes, TRX, boxing 101 and more. Participants will be able to increase their overall health & wellness, decrease stress levels , meet new friends and learn new skills that may last a lifetime. Annual participation rates exceed 36,000.

Intramural Sports
Intramural Sports offers opportunities to participate in sports activities on a recreational level. Participants, in this fee based program, can sign up as a team or individually as a free agent. Leagues and tournaments are available in a wide variety of indoor/outdoor sports. These sports include, but are not limited to basketball, volleyball, softball, soccer, football, badminton & racquetball. Semester tournaments are also offered in a variety of formats. Participants will be able to increase their overall health and wellness, meet new friends and learn new skills. The program also offers officials clinics to be able to hire students as officials in the program. Annual participation rates exceed 2,000.

continued

Member Services and Marketing

ASI Recreation's Membership Services & Marketing provides oversight to all membership related activities for the department including but not limited to new membership registration, front desk staffing, facility tours, and more. It also serves as the conduit for all the programmatic areas for the department with ASI Communications in order to ensure uniform and seamless marketing programs for the department. This department is responsible for approximately \$600,000 in revenue.

The Rock and Outdoor Adventures

ASI Recreation's Rock & Outdoor Adventures program provides climbing classes, anchor building, bouldering, team building, camping, hiking, sailing and more. Participants are also able to rent outdoor equipment for specific activities. Other program offerings include the mile high challenge, belay a mile, slacklining, game night, and more. Participants will be able to experience a variety of outdoor trips, make new friends, learn new skills and increase their overall health and wellness. Annual participation exceeds 9,000.

Beach Balance/USU Beach Balance

Beach Balance aims to promote personal well-being, from a holistic approach, by empowering members of the CSULB community to make healthy lifestyle choices. Beach Balance offerings include programs about nutrition, stress management, biofeedback, and overall health education. Specific programs include meditation classes, nutrition counseling, massage therapy, nutrition & fitness workshops, naps in hammocks, and more. Participants will be able to improve their interpersonal development skills, decrease stress levels and gain knowledge from a variety of formats. Annual participation rates exceed 11,000.

Inclusive Recreation

Inclusive Recreation provides people with cognitive, physical, and sensory disabilities to expand their access to opportunities that promote health, wellness and greater functional independence by delivering barrier-free programs in which both people with disabilities and their non-disabled peers may participate, collaborate and recreate. Specific programming includes no barriers climbing, goal ball, wheelchair basketball, dark climb, self defense and more. Annual participation exceeds 1,000.

Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget

Department ASI Recreation

Revenue		Department Total	Department Overhead	Aquatics	Business Operations	Fitness	Intramural Sports
503	Contributions & Donations	\$0					
507	Federal Grants & Contracts	\$0					
509	State Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$681,500		5,000	3,000	45,000	21,500
513	Indirect Cost Recovery	\$0					
521	Non-Taxable Sales	\$21,000				15,000	4,500
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$8,500			1,000		
547	Facility Rental	\$7,000			7,000		
595	Investment Income	\$0					
598	Other:	\$0					
	Total Revenue	\$718,000	\$0	\$5,000	\$11,000	\$60,000	\$26,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$4,050					4,050
Personal Services							
701	Full-Time Payroll	\$460,668	89,232	52,512	95,436	54,984	54,084
706	Temporary Help	\$0					
707	Part-Time Payroll	\$1,253,717		189,982	187,664	236,407	174,552
709	Full-Time Benefits	\$169,516	39,181	21,173	32,560	22,447	18,587
711	Part-Time Benefits	\$47,713		4,959	10,925	11,000	5,120
	Subtotal	\$1,931,614	\$128,413	\$268,626	\$326,585	\$324,838	\$252,343
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$4,500			4,500		
716	Building Supplies/Materials	\$13,000	13,000				
717	Office Supplies	\$3,000			3,000		
718	Program Supplies/Materials	\$64,900	30,000	5,500		5,900	5,000
719	Travel	\$14,900	3,500	-	200	-	10,500
720	Staff Development	\$17,550	8,500	800	200	2,500	1,500
723	Hospitality	\$3,200	1,000	250	250	250	250
725	Advertising/Promotions	\$23,000	-				
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$15,000	15,000				
728	Maintenance Service Agreements	\$82,237			79,737		2,500
738	Telecommunications/Postage	\$13,250	3,000	1,000	2,500	1,300	1,300
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$28,870		120	27,000		
763	Insurance Premiums	\$49,650	49,540				110
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$17,500	7,000	1,500			
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$14,000	9,000		5,000		
793	Repairs & Maintenance	\$10,258	-		10,258		
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$374,815	\$139,540	\$9,170	\$132,645	\$9,950	\$21,160
Total Expense		\$2,310,479	\$267,953	\$277,796	\$459,230	\$334,788	\$277,553
NET SUBSIDY FROM STUDENT FEES		(\$1,592,479)	(\$267,953)	(\$272,796)	(\$448,230)	(\$274,788)	(\$251,553)

**Associated Students, Incorporated
California State University, Long Beach
2019-2020 Operating Budget**

Revenue		Membership & Marketing	Rock & Outdoor Adventure	Beach Balance	Inclusive Recreation	USU Beach Balance
503	Contributions & Donations					
507	Federal Grants & Contracts					
509	State Grants & Contracts					
511	Recovered Expense/User Charge	580,000	3,000	24,000		
513	Indirect Cost Recovery					
521	Non-Taxable Sales	1,500	-			
523	Taxable Sales					
543	Lease Income					
545	Equipment Rental		7,500			
547	Facility Rental					
595	Investment Income					
598	Other:					
Total Revenue		\$581,500	\$10,500	\$24,000	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold					
Personal Services						
701	Full-Time Payroll	52,020	31,200	31,200		
706	Temporary Help					
707	Part-Time Payroll	181,530	154,164	75,224	9,152	45,042
709	Full-Time Benefits	16,100	9,734	9,734		
711	Part-Time Benefits	4,598	3,962	4,865	431	1,853
	Subtotal	\$254,248	\$199,060	\$121,023	\$9,583	\$46,895
Operating Expense						
713	Grants/Scholarships					
714	Food & Beverage Supplies					
715	Printing/Duplicating					
716	Building Supplies/Materials					
717	Office Supplies					
718	Program Supplies/Materials	1,000	10,000	3,500	1,500	2,500
719	Travel	-	500	100	100	
720	Staff Development	500	2,500	500	400	150
723	Hospitality	250	250	300	150	250
725	Advertising/Promotions	23,000				-
726	Equipment/Facility Rentals					
727	Contracted Services					
728	Maintenance Service Agreements					
738	Telecommunications/Postage	1,500	1,500	700		450
739	Utilities					
748	Fees, Dues & Subscriptions		1,750			
763	Insurance Premiums		-			
764	Audit Fees					
765	Legal Fees					
767	Building Occupancy					
772	Event Costs	5,000	4,000			
791	Fixed Assets					
792	Non-Capitalized Equipment					
793	Repairs & Maintenance					
798	Indirect Cost Allocation					
799	Assigned Contingency					
	Subtotal	\$31,250	\$20,500	\$5,100	\$2,150	\$3,350
Total Expense		\$285,498	\$219,560	\$126,123	\$11,733	\$50,245
NET SUBSIDY FROM STUDENT FEES		\$296,002	(\$209,060)	(\$102,123)	(\$11,733)	(\$50,245)