

Associated Students, Incorporated

Consolidated Operating Budget

2014-2015

**Division of Student Services
California State University, Long Beach**



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INTRODUCTION

Presented herein is the 2014-2015 Consolidated Operating Budget for Associated Students, Incorporated (ASI). This document includes the operating budgets for both the Associated Students (AS) and the University Student Union (USU). The combined budgets account for total proposed expenditures of \$15,724,214, an increase of \$1,743,963. The Associated Students Board of Control approved the Associated Students budget proposal at its regularly scheduled meeting on Tuesday, April 8, 2014. The University Student Union Board of Trustees approved the University Student Union budget proposal at its regularly scheduled meeting on Friday, April 11, 2014. The 2014-2015 Consolidated Operating Budget was finally approved by the ASI Senate/Board of Directors at its regularly scheduled meeting on April 30, 2014.

For the first time in several years, ASI's budget outlook presents more opportunities than challenges. Although the slow pace of the economic recovery continues to affect ASI's ability to generate income from operations, the student body's approval of the 2014 Spring Fee Referendum has provided much needed relief. As a result of the successful referendum, the Associated Students fee will increase for the first time since 2000, going from \$44 per semester to \$60 per semester. This additional funding has allowed the Associated Students to prepare a budget that enables pursuit of deferred maintenance projects, accommodates the upcoming increase in the California minimum wage, begins to address unfunded liabilities, and permits the expansion of current programs and services, while providing resources for new offerings, such as a 24-hour study center, major campus-wide programs, study abroad grants, and student research grants.

As the Associated Students, Incorporated prepares for changes in leadership at both the University and Division of Student Services level we do so with optimism, confidence, and a continuing commitment to serving the students of California State University, Long Beach. The 2014-2015 Consolidated Operating Budget is a direct reflection of those aspirations.

REVENUE AND SUPPORT

REVENUE FROM STUDENT FEES

ASSOCIATED STUDENTS FEES

The 2014-2015 Associated Students budget includes net fee revenue of \$4,457,481 based on enrollment projections provided by the CSULB Office of Budget and University Services. This represents an increase of \$1,244,246 over the amount adopted for 2013-2014. \$109,222 of this increase is attributable to growth in enrollment alone. The remaining \$1,135,414 is the result of the student body's approval of the 2014 Spring ASI Fee Referendum, which will raise the Associated Students Fee by \$16 beginning fall 2014. Table 1 below provides an accounting for the revenue generated from Associated Students fees.

	Summer '14	Fall '14	Spring '15
Enrollment Data			
Gross Enrollment	6,121	37,161	34,624
Financial Data			
Collections	\$201,993	\$2,229,660	\$2,077,440
Less: Fee Waivers	(2,017)	(22,267)	(13,784)
Less: Bad Debt/Disenrollment	(295)	(3,255)	(3,032)
Total Fee Income by Session	<u>\$199,681</u>	<u>\$2,204,139</u>	<u>\$2,053,661</u>
Projected Annual Fee Income			\$4,457,481

Table 1 Enrollment and AS Fee Income Projection

UNIVERSITY STUDENT UNION

The University Student Union budget includes net fee revenue of \$13,483,494 which is subsequently reduced to provide for payment for University Student Union and Student Recreation and Wellness Center (SRWC) Debt Service, Chancellor's Office overhead, and contributions to reserve accounts.

The expected increase in student enrollment provides for a 3.4% increase in student fees available for operation. This increase in enrollment will have a stabilizing impact on the USU and SRWC in regards to the programs and services that will be offered for the coming year. Table 2 provides an accounting for the revenue generated from USU fees and its subsequent application.

	Summer '14	Fall '14	Spring '15
Enrollment Data			
Gross Enrollment	6,121	37,161	34,624
Financial Data			
Collections	\$820,214	\$6,571,366	\$6,121,808
Less: Fee Waivers	(10,053)	(80,453)	(75,888)
Less: Bad Debt/Disenrollment	(1,199)	(9,593)	(9,049)
Total Fee Income by Session	<u>\$808,962</u>	<u>\$6,561,733</u>	<u>\$6,112,759</u>
Projected Annual Fee Income			\$13,483,494
PLUS: Income from Investment of CSULB-Held Funds			80,000
LESS: Debt Service			(5,181,416)
LESS: Chancellor's Office Overhead			(55,000)
LESS: Transfer to Reserve for Repair and Replacement			(41,247)
LESS: Transfer to Reserve for Catastrophic Event			(1,042,917)
LESS: Transfer to General Reserve-Debt Service			<u>(\$0)</u>
Fee Income Available for Allocation			\$7,242,914

Table 2 Enrollment and USU Fee Revenue Projection

SUPPORT FROM OPERATIONS

In addition to income from mandatory student fees, the Associated Students anticipates the generation of \$2,291,579 in income from operations, an overall decrease of 5.65%. This decrease is the result of projected reductions in revenue from childcare fees and non-taxable sales, primarily from reduced sales of recyclable commodities and sales of student health insurance plans, which will no longer be offered as a result of the Affordable Care Act.

The University Student Union expects to generate approximately \$1,732,241 in income from operations, an increase of 6%. This is the result of an increase in recovered expenses, sales of professional services, lease income, equipment rental, and facility rental.

Source	2013-2014 Total	2014-2015 Total	Variance	Percent Change
Contributions & Donations	\$36,000	\$ 36,000	\$ -	0.00%
Government Grants & Contracts	537,636	562,519	24,883	4.63%
Recovered Expense/User Charge	1,544,498	1,531,433	(13,065)	-0.85%
Sales of Professional Services	503,434	556,077	52,643	10.46%
Non-Taxable Sales	710,900	686,900	(24,000)	-3.38%
Taxable Sales	38,925	38,925	-	0.00%
Lease Income	253,610	256,110	2,500	0.99%
Equipment Rental	47,000	51,000	4,000	8.51%
Facility Rental	144,000	150,000	6,000	4.17%
Investment Income	103,772	129,856	26,084	25.14%
Other:	63,375	25,000	(38,375)	-60.55%
Total	\$3,983,150	\$ 4,023,820	\$40,670	1.02%

Table 3 Combined Sources of Income from Operations

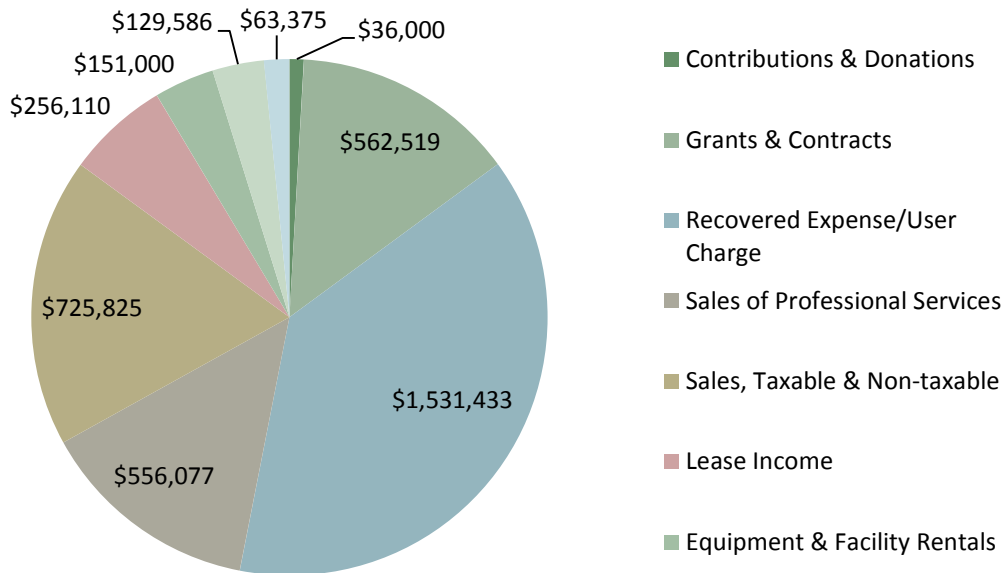


Figure 1 Composition of Income from Operations

EXPENSES

PERSONAL SERVICES

The total budget for personal services has increased by 10.86% compared to the current year's budget. Full-time payroll has increased by 6.59%. Part-time payroll has increased by 21.04% as a result of the \$1.00 per hour increase in the California minimum wage, which becomes effective July 1, 2014. Full-time benefit expenses have

increased by 7.93%, and part-time benefit expenses have decreased by 15.37%, primarily as a result of favorable rate reductions for Workers' Compensation premiums.

Line Item	2013-2014	2014-2015	Difference	Percent Change
Full-Time Payroll	\$3,418,035	\$3,643,317	\$225,282	6.59%
Part-Time Payroll	2,273,334	2,752,391	479,057	21.07%
Full-Time Benefits	1,765,763	1,905,848	140,085	7.93%
Part-Time Benefits	131,879	111,608	(20,270)	-15.37%
Total	\$7,589,011	\$6,953,059	\$824,154	10.86%

Table 4 Combined Personal Service Costs

POSITIONS

The budget includes a 0.75 increase in full-time equivalent staffing for the Associated Students. The half-time Isabel Patterson Child Development Center Receptionist has been increased to a full-time position and the 30 hours-per-week Office Coordinator has likewise been increased to full-time. The proposed budget includes funding to fill all current full-time vacancies in Student Media and ASI Communications.

For the University Student Union, a full-time Facilities Services position has been added based on the recommendations from a custodial audit approved by the University Student Union Board of Trustees in fall 2013. Also, a full-time Outdoor Adventures and Wellness position has been added, which will provide support for outdoor weekend trips for students and wellness programs at the SRWC. This position was also previously approved by the University Student Union Board of Trustees.

SALARIES

The 2014-2015 operating budget includes a 3% cost-of-living increase for all full-time positions. The funds for this increase are already reflected in the various department budgets presented in the University Student Union budget. For the Associated Students budget, the funds for this increase are presented as a column in the Human Resources department budget.

EXECUTIVE FELLOWSHIPS

For the first time since fall 2006, compensation for the elected and appointed Executive Officers will be in compliance with the ASI Policy on Executive Fellowships, which states:

...it is the policy of the Associated Students, Incorporated to provide fellowships to these individuals in an amount sufficient to meet the estimated living expenses for a single student living off-campus as published in the current edition of the CSULB Bulletin. This amount shall be reduced by any amount of tuition already paid by the university and is contingent upon the availability of financial resources. The remaining amount shall be amortized over a twelve month period.

With the anticipated increase in enrollment, ASI has determined that it has sufficient financial resources to abide by the policy. This increase (which amounts to \$26,649) was not funded by proceeds from the recent fee increase.

STUDENT ASSISTANT WAGES

The budget includes \$2,752,391 for student assistant payroll. The minimum wage increase has already been included in the operating budget for each department. In light of the substantial increase (12.5%) that student employees will receive as a result of the new minimum wage, funding for student assistant merit increases has NOT been included in the budget.

Due to the upcoming Employer Shared Responsibility Provisions under the Affordable Care Act, ASI will strictly enforce a maximum 20 hour workweek for all student assistant positions beginning in the fall semester.

ASI has formally adopted the CSULB Student Assistant/Work-Study Salary Schedule that will become effective Jul 1, 2014 and will continue to observe the university's "hours worked" system for determining student assistant performance review cycles.

MANDATED BENEFITS

Unemployment Insurance rates are expected to remain flat for the 2014-2015 fiscal year, while Workers' Compensation rates are expected to decrease. 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 an 8% increase in medical insurance premiums for the third and fourth quarters of the 2014-2015 fiscal year. Vision, dental 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 budget for the University Student Union includes \$81,645 for the payment of medical and dental benefits for seven retirees. The budget for Associated Students also includes \$9,463 for the payment of medical and dental benefits for two 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 trust accounts into which funds are being deposited for the purpose of funding this liability in future years. The 2014-2015 operating budget includes contributions to these accounts of \$100,000 and \$50,000 from the University Student Union and Associated Students, respectively.

PENSION BENEFITS

The proposed budget allows for ASI's continued 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, the Associated Students, Incorporated will pick-up the first \$50 of each employee's contribution amount for those hired before January 1, 2013. This results in an annual benefit expense of \$33,000 that has been included in the budget. Associated Students, Incorporated will also pay employer contributions to PERS at the rate of 16.608% of Tier 1 wages, 10.715% of Tier 2 wages, and 6.7% of wages for those employees who are subject to the Public Employee Pensions Reform Act (PEPRA). The total expense for pension contributions is \$487,863.

OPERATING EXPENSE AND EQUIPMENT

The Associated Students budget for operating expense and equipment has increased by \$1,183,418 or 21.26%, principally as a result of new programs and initiatives funded by the 2014 fee increase. For the most part, these increases will be reflected in the line items for Event Costs and Assigned Contingency. The Assigned Contingency line item reflects the lump sum amounts allocated for new programs that are still under development. These include the ASI Program Board's Major Programs initiative (\$200,000), the Capital Expenditures program (\$408,066), the Other Post-Employment Benefits VEBA Contribution (\$50,000), the Student Research Grants program (\$25,000), and the Study Abroad Grants program (\$25,000).

Object of Expenditure (listed alphabetically)	2013-2014	2014-2014	Variance	Percent Change
Advertising/Promotions	\$111,465	\$112,465	\$1,000	0.90%
Assigned Contingency	339,645	916,622	576,977	169.88%
Audit Fees	46,050	46,050	-	0.00%
Building Occupancy	88,181	92,789	4,608	5.23%
Building Supplies/Materials	299,725	315,175	15,450	5.15%
Contracted Services	526,659	544,084	17,425	3.31%
Equipment/Facility Rentals	28,081	32,881	4,800	17.09%
Event Costs	460,459	653,269	192,810	41.87%
Fees, Dues & Subscriptions	81,771	85,785	4,014	4.91%
Fixed Assets	8,000	8,000	-	0.00%
Food & Beverage Supplies	53,685	54,600	915	1.70%
Grants/Stipends	467,890	463,482	(4,408)	-0.94%
Hospitality	15,625	17,625	2,000	12.80%
Indirect Cost Allocation	601,315	573,010	(28,305)	-4.71%
Insurance Premiums	186,504	178,932	(7,572)	-4.06%
Legal Fees	16,700	17,520	820	4.91%
Maintenance Service Agreements	725,849	712,967	(12,882)	-1.77%
Non-Capitalized Equipment	139,420	146,700	7,280	5.22%
Office Supplies	51,358	54,239	2,881	5.61%
Printing/Duplicating	57,270	61,270	4,000	6.98%
Professional Development/Travel	128,379	140,824	12,445	9.69%
Program Supplies/Materials	186,489	186,816	327	0.18%
Repairs & Maintenance	764,436	773,655	9,219	1.21%
Telecommunications/Postage	99,920	101,902	1,982	1.98%
Utilities	577,685	606,439	28,754	4.98%
Total	\$6,062,561	\$6,897,101	\$834,540	13.77%

Table 5 Combined Operating Expenses

The budget for USU operating expense and equipment has increased by 2% compared to the 2013-2014 fiscal year. Operating expenses that have increased include printing/duplicating, building supplies and materials, office supplies, program supplies, professional development, hospitality, contracted services, telecommunications, utilities, fees and dues, event costs, and repairs/maintenance.

INDIRECT COST ALLOCATION

Both Associated Students and the University Student Union incur indirect costs for the provision of services to and from each other. ASI accounts for the payment of these costs through expense line item #798 Indirect Cost Allocation.

The following table discloses the sources of these costs and the budget area to which they have been allocated.

Source of AS Cost	Budget Area	Annual Amount
Oversight of ASI Program Board	Beach Pride Center	\$20,970
Provision of Graphic Design services	Communications	47,118
Oversight of ASI Development Office	Development Office	9,343
Oversight of ASI Recycling Center	Recycling Center	14,448
Oversight of Union Weekly	Student Media	12,687
Oversight of Beach Pride Center	Beach Pride Center	7,164
Provision of Soroptimist House reservation services	Executive Director	2,040
	Total	\$113,770

Table 6 Costs in incurred by USU for services provided to AS

Source of USU Cost	Budget Area	Annual Amount
Provision of bookkeeping, accounting and financial management	USU Administration	\$112,721
Provision of executive and administrative oversight	USU Administration	42,582
Provision of human resources management and payroll services	USU Administration	153,936
Provision of information technology services	USU Administration	55,240
Provision of web programming and development services	USU Administration	25,228
Provision of fundraising and development services	USU Administration	36,540
	Total	\$426,247

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 follows and are included in the operating budget for the Business Office under line item 798:

Source of CSULB Cost	Annual Amount
CSULB EO 1000 Cost Allocation Plan (based on projected 12/13 revenues of \$2,986,875 x 3.11%)	\$92,749
Additional services provided by CSULB Information Technology Services	15,153
LESS: Credit for value of space leased to CSULB Division of Student Services & University Police	(85,094)
	Total
	\$22,808

Table 8 Costs Incurred by CSULB for services provided to ASI

RESERVES

FISCAL VIABILITY REPORT

In accordance with California State University policy governing auxiliary organizations and ASI Policies on University Student Union and Associated Students Reserves, the Fiscal Viability Report below is presented as part of the 2014-2015 ASI Consolidated Operating Budget.

ASSOCIATED STUDENTS RESERVES

As noted earlier, the student body approved a fee increase referendum placed on the ballot by the Student Fee Advisory Committee in spring 2014. As a condition of authorizing this referendum, the Committee stipulated that the Associated Students revise its Policy on Reserves to correspond more closely to the reserve policies of the University Student Union, where applicable. This policy was revised by the Board of Control in spring 2014 to satisfy this stipulation.

In re-evaluating the amount of funds to be held in reserve, the Board of Control employed a risk-based approach that examined plausible risks associated with the current operations of the Associated Students. This has resulted in the replacement of current reserve accounts with new reserves.

ASI-Held Reserves	Projected Ending Balance 06/30/14	Target Balance 07/01/14	Amount (Under)/Over
Retained Earnings	\$225,986	\$0	\$225,986
Transfers to/from Current Year Operations	14,937	0	14,937
Reserve for Economic Uncertainty	278,282	0	278,282
Reserve for Self-Insurance	67,100	67,100	0
Reserve for Capital Expenditures ¹	101,475	0	101,475
NEW - Reserve for Enrollment Shortfall	0	325,175	(325,175)
NEW - Reserve for Loss of External Funding	0	240,150	(240,015)
NEW - Reserve for Catastrophic Events	0	81,754	(81,754)
Total	\$687,780	\$714,179	(\$26,264)

Table 9 Schedule of Associated Students Reserves and Target Levels

The Associated Students 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 the each of the three subsequent years' operating budgets.

¹ All funding for Associated Students Capital Outlay will now be funded through the annual operating budget in accordance with the provisions of the Spring 2014 Fee Referendum and ASI Policy on Capital Expenditures. Funds allocated but not spent by the end of the year will be transferred to the Reserve for Capital Expenditures starting in June 2015.

UNIVERSITY STUDENT UNION RESERVES

The University Student Union continues to contribute to those reserve balances required by policy and to those maintained by the university. The USU maintains the following reserves in ASI's accounting records.

The 2014-2015 USU operating budget provides significant contributions to University-Held Reserves as outlined in Table 2. Important to note is that given these contributions, the Catastrophic Event reserve level will be \$5,242,917 at the end of fiscal year 2014-2015. Similarly, the General Reserve-Debt Service level will be fully funded per policy at \$6,528,284. Regarding the Local Reserve levels, because of changes to the USU Reserve Policy, the Working Capital Reserve will need an additional \$1,746,177 to be fully funded. The Minor Capital Outlay reserves will be fully funded by Retained Earnings and the remainder of the Retained Earnings from fiscal year 2013-2014 will fund the reserve for Capital Development for New Projects. The 2014-2015 balance will be approximately \$700,000.

ASI-Held Reserves	Projected Ending Balance 6/30/2014	Target Balance 7/1/2014	Amount (Under)/Over
Retained Earnings	\$100,000	\$0	\$100,000
Reserve for Working Capital	367,643	2,113,820	(1,746,177)
Reserve for Minor Capital Outlay	196,337	214,374	(18,037)
Reserve for Capital Development for New Projects	1,466,527	2,250,000	(783,473)
Total	\$2,130,507	\$4,578,194	(\$2,447,687)

Table 10 Schedule of USU Local Reserves and Target Levels

University-Held Reserves	Projected Ending Balance 06/30/2014	Target Balance 7/1/2014	Amount (Under)/Over
Reserve for Repair and Replacement	\$299,989	\$341,236	(\$41,247)
Reserve for Catastrophic Event	4,200,000	9,100,000	(4,900,000)
General Reserve - Debt Service	6,565,587	6,528,284	(37,303)
Total	\$11,065,576	\$15,969,520	(\$4,903,944)

Table 11 Schedule of USU Reserves Held by the University

NOTABLE FEATURES OF THE 2014-2015 BUDGET

ASSOCIATED STUDENTS

As noted earlier, income from AS fees will increase significantly, which will allow the Associated Student to address the following budget issues identified in its application to the Student Fee Advisory Committee for the fee increase referendum:

- The need to tackle approximately \$750,000 in deferred maintenance of non-USU facilities and replace outdated property and equipment
- The need to implement the recently approved minimum wage increase on an equitable basis and provide competitive wages for student workers
- The need to weather the volatility of sudden changes in the recycled commodities market and consistently operate the Recycling Center "in the black"
- The need to fund the Retiree Medical Benefits (OPEB) liability

The net increase in revenue from AS fees made possible by the referendum amounts to roughly \$1,135,414. To address the above needs, fees have been allocated as follows:

CAPITAL EXPENDITURES

\$408,006 has been set aside for Capital Projects and Capital Purchases. The priority for allocating funds for Capital Purchases will go to items which represent capital replacement. The priority for Capital Projects will be for deferred maintenance projects identified by priority in the most recent facility condition analyses conducted on the Isabel Patterson Child Development Center and the Soroptimist House, with the goal of completing all deferred maintenance within five years.

MINIMUM WAGE INCREASE

The budget provides \$235,799 to allow for the implementation of the California minimum wage increase in a fair and equitable fashion. Rather than simply increasing the wages of those students currently earning less than \$9.00 per hour, ASI will implement the increase across all student assistant classification levels, resulting in increased wages for all student employees.

RECYCLING CENTER UNDERWRITING

Based on the continuing volatility of the recyclable commodities market, as well as ASI's desire to operate the Recycling Center as a community service instead of a profit center, \$95,168 has been allocated to offset the Center's staffing costs. It should be noted that the amount allocated will just about cover the cost of student staffing. Revenue generated by the Center will fund its full-time staff and operating expenses.

VEBA CONTRIBUTION

\$50,000 has been allocated for investment in the Associated Students Voluntary Employee Beneficiary Association (VEBA) trust account. Based on actuarial valuations of the current and future costs of retiree health benefits, Associated Students has set a goal of accumulating a \$500,000 balance in the account within eight years, at which point investment earnings should be sufficient to cover this annual expense without having to fund it through the annual operating budget.

In addition to addressing the long-standing needs identified above, the \$16 fee increase also permitted Associated Students to fund new undertakings that students have identified as desirable. These include:

24 HOUR STUDY CENTER

For a few years now, a significant number of students have been calling for the establishment of a 24-Hour Study Center. ASI has attempted to work with the University Library to accommodate this request, but the physical layout and security of the building, as well as a lack of funding, have made to Library an impractical solution. With the adoption of the fee increase, however, funds are now available to try and address this need.

Beginning in fall 2014, the portion of the University Student Union referred to as the "West Wing" will be the initial home of a 24-Hour Study Center. USU-201 will be reserved for studying during normal USU operating hours. Upon

the closing of the USU at 11:00 PM, the entire West Wing will be made available for studying, providing students with over 3,000 square feet of study space between the hours of 11:00 P.M. and 7:00 A.M. \$38,694 has been allocated to cover staffing costs. The program will be evaluated at the end of the fall semester.

MAJOR PROGRAMS

Compared to our sister campuses in Fullerton, Northridge and San Diego, the Associated Students at CSU Long Beach has not established a programming budget sufficient for bringing major performing artists and distinguished keynote speakers to the campus. The proposed operating budget allocates \$200,000 for this purpose. The funds will be held in an assigned contingency account until actual program proposals are solidified and approved by the new ASI Program Board.

STUDENT RESEARCH FUND

For many years, Associated Students has provided funding to assist students with travel expenses so they can present their research findings at academic conferences and other gatherings, both nationally and around the world. This year we will expand on this effort by providing \$25,000 to help students actually conduct their research. The funds will also be held in an assigned contingency account until policies and procedures are in place to guide the awarding of these grants.

STUDY ABROAD GRANTS

For those college students who can afford it, international study is often described as a life-changing experience. Associated Students would like to extend that opportunity for those students who face financial barriers to participating in study abroad programs. A total of \$50,000 has been allocated for Study Abroad Grants that will be awarded through the Associated Students Board of Control. The funds will also be held in an assigned contingency account until policies and procedures are in place to guide the awarding of these grants.

COLLEGE BEAT TV

Ever since it began producing material intended for a broadcast audience, College Beat has been in an awkward position. Originally devised as a marketing tool for promoting USU programs and services, part of this video/film production unit evolved into a hands-on learning laboratory for students who want to produce news and entertainment programming. But until recently, it remained under the governance of USU Programs rather than ASI's Student Media division. This year, the USU Program Evaluations Committee and the ASI Media Board of Trustees have agreed to move College Beat TV under ASI Media, where it will have opportunities to collaborate with the Union Weekly newspaper and KBeach radio, while enjoying the same first amendment protections afforded all ASI media outlets. The budget includes \$55,682 to accommodate the relocation of this program under Associated Students.

EOP AUGMENTATION

Although recent legislation has made it possible to award financial aid for AB540 and other undocumented students, the Educational Opportunities Program (EOP) has not received any additional funding to accommodate this population in its EOP Book Grants program. This program provides emergency financial support for those students whose financial is pending so they purchase class materials and keep pace with their coursework. In this

budget, Associated Students has increased its annual allocation to the EOP Book Grants program by \$20,000 – an increase of 100%.

UNIVERSITY STUDENT UNION

Except as otherwise noted in other sections of this digest, there are no major changes in the operations of the University Student Union reflected in the budget.

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.

Requests for additional information or assistance may be directed to ASI Executive Director Richard Haller at extension 54996.

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Associated Students, Incorporated
 California State University, Long Beach
 2014-2015 Operating Budget Summary

GRAND TOTAL ASSOCIATED STUDENTS, INCORPORATED
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Revenue		Total All Funds	Associated Students General Fund	USU General Fund		
503	Contributions & Donations	\$36,000	\$31,000	\$5,000		
507	Private Grants/Major Gifts	\$0	\$0	\$0		
509	Government Grants & Contracts	\$562,519	\$562,519	\$0		
511	Recovered Expense/User Charge	\$1,531,433	\$651,497	\$879,936		
513	Sales of Professional Services	\$556,077	\$426,307	\$129,770		
515	Licensing Fees/Royalties	\$0	\$0	\$0		
517	Penalties & Finance Charges	\$0	\$0	\$0		
521	Non-Taxable Sales	\$686,900	\$520,200	\$166,700		
523	Taxable Sales	\$38,925	\$0	\$38,925		
543	Lease Income	\$256,110	\$5,200	\$250,910		
545	Equipment Rental	\$51,000	\$0	\$51,000		
547	Facility Rental	\$150,000	\$0	\$150,000		
595	Investment Income	\$129,856	\$69,856	\$60,000		
598	Other:	\$25,000	\$25,000	\$0		
Total Revenue		\$4,023,820	\$2,291,579	\$1,732,241	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	\$413,950	\$340,600	73,350		
Personal Services						
701	Full-Time Payroll	\$3,643,317	\$1,598,573	\$2,044,744		
705	Work-Study	\$0	\$0	\$0		
706	Temporary Help	\$0	\$0	\$0		
707	Part-Time Payroll	\$2,752,391	\$1,082,243	\$1,670,148		
709	Full-Time Benefits	\$1,905,848	\$754,285	\$1,151,563		
711	Part-Time Benefits	\$111,608	\$37,070	\$74,538		
	Subtotal	\$8,413,164	\$3,472,171	\$4,940,993	\$0	\$0
Operating Expense						
713	Grants/Stipends	\$463,482	\$454,136	\$9,346		
714	Food & Beverage Supplies	\$54,600	\$54,600	\$0		
715	Printing/Duplicating	\$61,270	\$37,080	\$24,190		
716	Building Supplies/Materials	\$315,175	\$1,500	\$313,675		
717	Office Supplies	\$54,239	\$32,714	\$21,525		
718	Program Supplies/Materials	\$186,816	\$108,939	\$77,877		
719	Prof'l Development/Travel	\$140,824	\$102,272	\$38,552		
723	Hospitality	\$17,625	\$8,650	\$8,975		
725	Advertising/Promotions	\$112,465	\$34,315	\$78,150		
726	Equipment/Facility Rentals	\$32,881	\$20,730	\$12,151		
727	Contracted Services	\$544,084	\$190,112	\$353,972		
728	Maintenance Service Agreements	\$712,967	\$29,848	\$683,119		
738	Telecommunications/Postage	\$101,902	\$32,812	\$69,090		
739	Utilities	\$606,439	\$2,700	\$603,739		
748	Fees, Dues & Subscriptions	\$85,785	\$36,775	\$49,010		
763	Insurance Premiums	\$178,932	\$42,771	\$136,161		
764	Audit Fees	\$46,050	\$26,050	\$20,000		
765	Legal Fees	\$17,520	\$4,520	\$13,000		
767	Building Occupancy	\$92,789	\$92,789	\$0		
772	Event Costs	\$653,269	\$591,869	\$61,400		
791	Fixed Assets	\$8,000	\$8,000	\$0		
792	Non-Capitalized Equipment	\$146,700	\$42,000	\$104,700		
793	Repairs & Maintenance	\$773,655	\$25,642	\$748,013		
798	Indirect Cost Allocation	\$573,010	\$146,763	\$426,247		
799	Assigned Contingency	\$916,622	\$808,702	\$107,920		
	Subtotal	\$6,897,101	\$2,936,289	\$3,960,812	\$0	\$0
Total Expense		\$15,724,214	\$6,749,059	\$8,975,155	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$11,700,394)	(\$4,457,480)	(\$7,242,914)	\$0	\$0

Revenue		Fund Total	Beach Pride Center	Business Office	Capital Expenditures	Communications	Development
503	Contributions & Donations	\$31,000	0	0	0	\$0	0
507	Private Grants/Major Gifts	\$0	0	0	0	\$0	0
509	Government Grants & Contracts	\$562,519	0	0	0	\$0	0
511	Recovered Expense/User Charge	\$651,497	7,500	12,313	0	\$0	9,759
513	Sales of Professional Services	\$426,307	0	112,721	0	\$25,288	36,540
515	Licensing Fees/Royalties	\$0	0	0	0	\$0	0
517	Penalties & Finance Charges	\$0	0	0	0	\$0	0
521	Non-Taxable Sales	\$520,200	0	6,200	0	\$3,000	0
523	Taxable Sales	\$0	0	0	0	\$0	0
543	Lease Income	\$5,200	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	\$69,856	0	50,000	0	\$0	0
598	Other:	\$25,000	0	0	0	\$0	0
Total Revenue		\$2,291,579	\$7,500	\$181,234	\$0	\$28,288	\$46,299
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$340,600	0				
Personal Services							
701	Full-Time Payroll	\$1,598,573	0	275,112	0	93,408	44,460
705	Work-Study	\$0	0	0	0	0	0
706	Temporary Help	\$0	0	0	0	0	0
707	Part-Time Payroll	\$1,082,243	14,022	24,338	0	67,180	9,600
709	Full-Time Benefits	\$754,285	0	125,082	0	35,421	28,020
711	Part-Time Benefits	\$37,070	577	763	0	1,519	280
Subtotal		\$3,472,171	\$14,599	\$425,295	\$0	\$197,528	\$82,360
Operating Expense							
713	Grants/Stipends	\$454,136	6,048	0	0	0	0
714	Food & Beverage Supplies	\$54,600	0	0	0	0	0
715	Printing/Duplicating	\$37,080	7,000	4,880	0	1,800	2,750
716	Building Supplies/Materials	\$1,500	250	0	0	0	0
717	Office Supplies	\$32,714	3,750	5,500	0	1,900	300
718	Program Supplies/Materials	\$108,939	23,000	0	0	0	1,750
719	Prof'l Development/Travel	\$102,272	100	2,000	0	1,500	2,000
723	Hospitality	\$8,650	1,350	300	0	0	1,500
725	Advertising/Promotions	\$34,315	13,415	0	0	4,200	1,200
726	Equipment/Facility Rentals	\$20,730	4,280	350	0	0	0
727	Contracted Services	\$190,112	44,254	12,800	0	5,000	0
728	Maintenance Service Agreements	\$29,848	0	0	0	0	0
738	Telecommunications/Postage	\$32,812	2,000	4,060	0	1,862	1,250
739	Utilities	\$2,700	0	0	0	0	0
748	Fees, Dues & Subscriptions	\$36,775	0	3,000	0	225	850
763	Insurance Premiums	\$42,771	0	2,263	0	0	0
764	Audit Fees	\$26,050	0	17,000	0	0	0
765	Legal Fees	\$4,520	0	0	0	0	0
767	Building Occupancy	\$92,789	9,309	13,770	0	6,156	0
772	Event Costs	\$591,869	0	0	0	300	6,000
791	Fixed Assets	\$8,000	0	0	0	0	0
792	Non-Capitalized Equipment	\$42,000	0	2,000	0	0	0
793	Repairs & Maintenance	\$25,642	0	750	0	0	0
798	Indirect Cost Allocation	\$146,763	28,134	22,808	0	47,118	9,343
799	Assigned Contingency	\$808,702	200,000	0	408,006	0	0
Subtotal		\$2,936,289	\$342,890	\$91,481	\$408,006	\$70,061	\$26,943
Total Expense		\$6,749,059	\$357,489	\$516,776	\$408,006	\$267,589	\$109,303
NET SUBSIDY FROM STUDENT FEES		(\$4,457,480)	(\$349,989)	(\$335,542)	(\$408,006)	(\$239,301)	(\$63,004)

Revenue		Executive Director	Government Operations	Human Resources	Information Technology	Isabel Patterson Center	OPEB
503	Contributions & Donations	0	0	0	0	13,000	0
507	Private Grants/Major Gifts	0	0	0	0	0	0
509	Government Grants & Contracts	0	0	0	0	517,519	0
511	Recovered Expense/User Charge	0	1,000	9,090	0	595,356	0
513	Sales of Professional Services	42,582	0	153,936	55,240	0	0
515	Licensing Fees/Royalties	0	0	0	0	0	0
517	Penalties & Finance Charges	0	0	0	0	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	19,853	0	3	0
598	Other:	0	0	0	0	0	0
Total Revenue		\$42,582	\$1,000	\$182,879	\$55,240	\$1,125,878	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold					6,000	
Personal Services							
701	Full-Time Payroll	125,592	92,124	199,773	58,000	556,684	0
705	Work-Study	0	0	0	0	0	0
706	Temporary Help	0	0	0	0	0	0
707	Part-Time Payroll	8,550	149,472	12,815	36,000	497,146	0
709	Full-Time Benefits	47,784	43,868	80,084	31,073	287,730	9,463
711	Part-Time Benefits	242	3,575	239	1,019	18,856	0
Subtotal		\$182,168	\$289,039	\$292,911	\$126,092	\$1,360,416	\$9,463
Operating Expense							
713	Grants/Stipends	0	39,936	0	0	0	0
714	Food & Beverage Supplies	0	0	0	0	54,600	0
715	Printing/Duplicating	500	7,400	2,000	400	9,200	0
716	Building Supplies/Materials	0	0	0	0	1,250	0
717	Office Supplies	1,500	5,300	2,050	1,200	6,714	0
718	Program Supplies/Materials	0	10,400	2,000	200	37,445	0
719	Prof'l Development/Travel	1,009	13,000	2,600	4,000	1,650	0
723	Hospitality	500	2,500	700	300	0	0
725	Advertising/Promotions	0	7,500	1,200	0	300	0
726	Equipment/Facility Rentals	0	500	0	0	6,500	0
727	Contracted Services	0	6,000	12,000	0	9,477	0
728	Maintenance Service Agreements	0	0	0	18,148	9,000	0
738	Telecommunications/Postage	1,750	10,250	2,500	3,890	1,550	0
739	Utilities	0	0	0	0	0	0
748	Fees, Dues & Subscriptions	850	23,800	2,000	700	3,300	0
763	Insurance Premiums	0	0	0	0	33,231	0
764	Audit Fees	0	0	0	0	9,050	0
765	Legal Fees	2,500	0	0	0	2,020	0
767	Building Occupancy	5,963	30,018	3,968	3,636	0	0
772	Event Costs	0	32,500	15,000	0	0	0
791	Fixed Assets	0	0	0	0	5,000	0
792	Non-Capitalized Equipment	0	0	0	15,000	10,500	0
793	Repairs & Maintenance	0	0	0	7,910	10,259	0
798	Indirect Cost Allocation	2,040	0	0	0	10,185	0
799	Assigned Contingency	0	0	0	0	0	50,000
Subtotal		\$16,612	\$189,104	\$46,018	\$55,384	\$221,231	\$50,000
Total Expense		\$198,780	\$478,143	\$338,929	\$181,476	\$1,587,647	\$59,463
NET SUBSIDY FROM STUDENT FEES		(\$156,198)	(\$477,143)	(\$156,050)	(\$126,236)	(\$461,769)	(\$59,463)

Revenue		Recycling Center	Student Media	Student Organizations	Student Support Services	University Athletics
503	Contributions & Donations	0	0	0	0	18,000
507	Private Grants/Major Gifts	0	0	0	0	0
509	Government Grants & Contracts	45,000	0	0	0	0
511	Recovered Expense/User Charge	9,979	0	0	0	6,500
513	Sales of Professional Services	0	0	0	0	0
515	Licensing Fees/Royalties	0	0	0	0	0
517	Penalties & Finance Charges	0	0	0	0	0
521	Non-Taxable Sales	478,000	33,000	0	0	0
523	Taxable Sales	0	0	0	0	0
543	Lease Income	0	5,200	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		\$532,979	\$38,200	\$0	\$25,000	\$24,500
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	334,600	0			
Personal Services						
701	Full-Time Payroll	101,268	52,152	0	0	0
705	Work-Study	0	0	0	0	0
706	Temporary Help	0	0	0	0	0
707	Part-Time Payroll	94,536	131,144	0	37,440	0
709	Full-Time Benefits	49,419	16,341	0	0	0
711	Part-Time Benefits	5,107	3,639	0	1,254	0
Subtotal		\$250,330	\$203,276	\$0	\$38,694	\$0
Operating Expense						
713	Grants/Stipends	0	3,072	0	65,000	340,080
714	Food & Beverage Supplies	0	0	0	0	0
715	Printing/Duplicating	50	1,100	0	0	0
716	Building Supplies/Materials	0	0	0	0	0
717	Office Supplies	500	4,000	0	0	0
718	Program Supplies/Materials	11,200	2,000	0	0	20,944
719	Prof'l Development/Travel	0	10,500	0	19,000	44,913
723	Hospitality	0	1,500	0	0	0
725	Advertising/Promotions	0	6,500	0	0	0
726	Equipment/Facility Rentals	0	1,600	5,000	0	2,500
727	Contracted Services	3,500	39,500	0	0	57,581
728	Maintenance Service Agreements	0	2,700	0	0	0
738	Telecommunications/Postage	1,000	2,700	0	0	0
739	Utilities	2,700	0	0	0	0
748	Fees, Dues & Subscriptions	0	2,050	0	0	0
763	Insurance Premiums	6,833	0	0	0	444
764	Audit Fees	0	0	0	0	0
765	Legal Fees	0	0	0	0	0
767	Building Occupancy	0	19,969	0	0	0
772	Event Costs	0	4,000	534,069	0	0
791	Fixed Assets	0	0	0	0	3,000
792	Non-Capitalized Equipment	1,000	13,500	0	0	0
793	Repairs & Maintenance	5,723	1,000	0	0	0
798	Indirect Cost Allocation	14,448	12,687	0	0	0
799	Assigned Contingency	0	0	75,696	75,000	0
Subtotal		\$46,954	\$128,378	\$614,765	\$159,000	\$469,462
Total Expense		\$631,884	\$331,654	\$614,765	\$197,694	469,462
NET SUBSIDY FROM STUDENT FEES		(\$98,905)	(\$293,454)	(\$614,765)	(\$172,694)	(\$444,962)

Department	Beach Pride Center
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Department Function

The Beach Pride Center houses the AS Programming Board. Its purpose is to increase campus spirit and involvement by promoting upcoming events, providing extracurricular activities, as well as offering opportunities for student leadership and personal growth. The ASI Programming board accomplishes this by providing homecoming, game time activities, developing campus wide promotions, and promoting upcoming campus events. By providing these services, the Beach Pride Center enhances the college experience for CSULB students, and promotes "Beach Pride" to the campus and the surrounding community.

ASI Personnel

Last Name	Title	Classification

Department Services

The ASI Program Board will provide programming for, but not exclusively to, the following areas:

Arts: Work with the USU Permanent Art Collection, as well as promoting the arts among the campus community. Closely work with the UAM and College of the Arts to develop programs to better expose CSULB students to the many exhibits and forms of Art available on campus.

Awards: Provide an annual awards selection process and for producing the ASI Awards and installation ceremony. Plan and coordinate the Presidents' Mixers.

Community Service: Develop and foster the relationship between the students of CSULB and the local community through community service activities such as blood drives, beach clean-ups, etc.

Conservation: Educate and make students aware of environmental concerns both globally and within the campus community. Offer programs that increase awareness and use of sustainable practices, including Earth Day, Eco Week, Green Technology and Conservation activities.

Entertainment: Bring people together in an informal university setting, utilizing entertainment and atmosphere as catalysts for social interaction. Produce programs and activities including concerts, lectures, film screenings, etc. Provide entertainment support for other programs. Work with the USU Program Council to develop a lecture and/or concert event each semester.

Public Relations & Advocacy: Promote awareness and advance a positive image of the ASI and its various programs. Assist with events such as the Long Beach Marathon and Belmont Shore Holiday Parade. Assisting with Beach Pride Promotions and other forms of publicity promoting ASI, including being active members of the Street Team. Plan and execute campus political events advancing the mission of the Associated Students.

Special Events: Plan events in accordance with the direction of the current Administration. Oversee events such as Rock The Vote and Beach Pride Pool Side. Assist in the programming of Homecoming and Smorgasport.

Student Orientation: Plan and execute Week of Welcome in the Fall and Spring. Work closely with University Outreach and SOAR on events such as Open House, Dorm Move-In and the Summer and Winter SOAR programs.

Sports and Spirit: Organizes and coordinates events to promote support for the University's Athletic programs, including pep rallies, bus trips, and Homecoming.

Major Programs: A restricted lump-sum allocation from which the ASI Program Board will fund major, university-wide programs for the entertainment, enlightenment and engagement of the student body. Possible events include concerts by contemporary recording artists, distinguished guest speakers, music festivals, etc.

Revenue	Department Total	Department Overhead	ASI Program Board	Major Programs		
503	Contributions & Donations	\$0				
507	Private Grants/Major Gifts	\$0				
509	Government Grants & Contracts	\$0				
511	Recovered Expense/User Charge	\$7,500	7,500			
513	Sales of Professional Services	\$0				
515	Licensing Fees/Royalties	\$0				
517	Penalties & Finance Charges	\$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				
705	Work-Study	\$0				
706	Temporary Help	\$0				
707	Part-Time Payroll	\$14,022	14,022			
709	Full-Time Benefits	\$0				
711	Part-Time Benefits	\$577	577			
Subtotal	\$14,599	\$14,599	\$0	\$0	\$0	\$0
Operating Expense						
713	Grants/Stipends	\$6,048	6,048			
714	Food & Beverage Supplies	\$0				
715	Printing/Duplicating	\$7,000	1,750	5,250		
716	Building Supplies/Materials	\$250	250			
717	Office Supplies	\$3,750	1,750	2,000		
718	Program Supplies/Materials	\$23,000	5,500	17,500		
719	Prof'l Development/Travel	\$100	100			
723	Hospitality	\$1,350	250	1,100		
725	Advertising/Promotions	\$13,415	1,500	11,915		
726	Equipment/Facility Rentals	\$4,280		4,280		
727	Contracted Services	\$44,254	1,000	43,254		
728	Maintenance Service Agreements	\$0				
738	Telecommunications/Postage	\$2,000	2,000			
739	Utilities	\$0				
748	Fees, Dues & Subscriptions	\$0				
763	Insurance Premiums	\$0				
764	Audit Fees	\$0				
765	Legal Fees	\$0				
767	Building Occupancy	\$9,309	9,309			
772	Event Costs	\$0				
791	Fixed Assets	\$0				
792	Non-Capitalized Equipment	\$0				
793	Repairs & Maintenance	\$0				
798	Indirect Cost Allocation	\$28,134	28,134			
799	Assigned Contingency	\$200,000		200,000		
Subtotal	\$342,890	\$51,543	\$91,347	\$200,000	\$0	\$0
Total Expense	\$357,489	\$66,142	\$91,347	\$200,000	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$349,989)	(\$66,142)	(\$83,847)	(\$200,000)	\$0	\$0

Department	Business Office
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Department Function

The Business Office provides accurate bookkeeping, accounting and financial reporting services to facilitate the efficiency and effectiveness of ASI programs and departments in providing vital student services.

ASI Personnel

Last Name	Title	Classification
Ware, Martiz	Director, Administrative Services	Administrator II
Le Beau, M.	Accounting Manager	Administrator I
Musselman, J.	Business Services Coordinator	Accounting Technician II
Ohanesian, S.	Accounting Analyst	Accounting Technician III
Post, L.	A/R & A/P Technician	Accounting Technician II

Department Services

Accounts Payable Through this service, the Business Office validates the accuracy of accounting, supporting documents, and totals of RPP's; prints and disburses checks and purchase orders, and ensures that disbursement records comply with all applicable policies and regulations. We review and ensure that Federal IRS Form W-9s and State of California EDD Form 542 are properly completed; check for non-resident alien status on service agreements and performing artists agreement; and take appropriate action to withhold and pay taxes. At year-end, we compile, print, distribute and file IRS Form 1099's with the Internal Revenue Service. We assist budget area representatives with purchasing and procurement policies and procedures. We identify and enter new capital acquisitions into the Fixed Asset System and conduct periodic physical inventories with the department managers to ensure asset accountability.

Accounts Receivable Through this service, the Business Office establishes customer accounts and produces invoices for the Isabel Patterson Child Development Center, Long Beach Union Newspaper, Program Council, ASI Communications, USU Conference and Events Center, Common Area Maintenance, Telephone & Utility Charges, and USU Vendor Leases. We provide aging reports to all department manager that require billing, assist them with their Aging Reports and perform collection notification on past due accounts.

General Accounting The Business Office performs account reconciliation and resolves discrepancies in bank deposits and withdrawals to the corporate banking accounts. We reconcile investment accounts and Local Agency Investment Funds and prepare adjusting journal entries. We review trial balance reports monthly and reconcile general ledger balance sheet accounts to ensure accuracy of financial statements. We enter all journal entries and maintain budget adjustment entries as indicated in the approved minutes of the Board of Control, USU Board of Directors and the Senate. We conduct periodic, unannounced counts of vault and imprest funds and provide accounting control of fixed assets and merchandise inventories. We maintain and update the ASI and USU chart of accounts and integrate the annual operating budgets with those accounts. We perform audits of USU Lessees with Percentage of Sales provisions in their contract (49r Convenience Store, Carl's Jr., Robek's Juices, El Pollo Loco, etc.). We prepare quarterly sales tax returns. Audit preparation includes assisting in reconciling balance sheet accounts, preparing and posting correcting & adjusting entries, and supporting year-end financial audit with schedules and related workpapers. We assist Department and Agency Account Managers with the interpretation of their financial reports. We perform audits of petty cash funds and also examine the financial records of the Food Vendors having contracts with the USU for revenue sharing.

Cashiering The Business Office assists budget area representatives and agency account holders with check requests and purchase requisitions. We log and audit incoming Requests for Payment or Purchase for proper approval authorization and adequate funding. We provide customers with answers to their questions regarding subjects such as account balances, travel requests, etc. We receive deposits to Agency Accounts, accept invoice payments, process major credit card transactions and prepare cash receipts. We provide notarial services, Western Union Money Orders, and sell Postage Stamps to the campus staff, students and the public. We order cash for the Recycling Center and the ASBO Vault to meet their cash requirements. We also provide customers with cash boxes for their special events and a night drop for after-hours transactions. Amusement Park tickets are secured in our Vault until issued to the Information Center for sale to the students.

Associated Students, Incorporated
California State University, Long Beach
2014-2015 Operating Budget

Department	Business Office
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Revenue	Department Total	Department Overhead	Accounts Payable	Accounts Receivable	General Accounting	Cashiering
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$12,313	12,313				
513 Sales of Professional Services	\$112,721	4,526	23,517	20,785	38,539	25,354
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$6,200	200				6,000
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$50,000	50,000				
598 Other:	\$0					
Total Revenue	\$181,234	\$67,039	\$23,517	\$20,785	\$38,539	\$31,354
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$275,112	82,404	43,908	45,684	63,684	39,432
705 Work-Study	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$24,338					24,338
709 Full-Time Benefits	\$125,082	41,149	20,029	20,477	24,504	18,923
711 Part-Time Benefits	\$763					763
Subtotal	\$425,295	\$123,553	\$63,937	\$66,161	\$88,188	\$83,456
Operating Expense						
713 Grants/Stipends	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$4,880	976	976	976	976	976
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$5,500	1,500	1,000	1,000	1,000	1,000
718 Program Supplies/Materials	\$0					
719 Prof'l Development/Travel	\$2,000	2,000				
723 Hospitality	\$300	300				
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$350	350				
727 Contracted Services	\$12,800	12,800				
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$4,060	4,060				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$3,000	3,000				
763 Insurance Premiums	\$2,263	2,263				
764 Audit Fees	\$17,000	17,000				
765 Legal Fees	\$0					
767 Building Occupancy	\$13,770	8,977	965	965	965	1,898
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$2,000	2,000				
793 Repairs & Maintenance	\$750	750				
798 Indirect Cost Allocation	\$22,808	22,808				
799 Assigned Contingency	\$0					
Subtotal	\$91,481					
Total Expense	\$516,776	\$123,553	\$63,937	\$66,161	\$88,188	\$83,456
NET SUBSIDY FROM STUDENT FEES	(\$335,542)	(\$56,514)	(\$40,420)	(\$45,376)	(\$49,649)	(\$52,102)

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

Capital Purchases

The first priority for funding of capital 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 published in 2011. Deferred maintenance is maintenance that was not performed when it should have been or was scheduled to be.

In this first year of its existence, 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

Department Function

Associated Students, Inc. (ASI) Communications is a department working to enhance communication throughout the organization and with the Cal State Long Beach community. 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 them with their communications needs. Our number one priority is to make sure that people can easily find out about news, programs and events of ASI.

ASI Personnel

Last Name	Title	Classification
San Miguel, L.	Communications Manager	Public Affs/Comm Specialist II
VACANT	Web Master	Analyst/Programmer

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:

- Writing copy
- Editing copy
- Producing press releases
- Creating and managing ASI websites
- Hand to hand marketing via street team
- Consulting services
- External media relations
- Internal media relations
- Marketing campaigns

Web Development

Create websites for all ASI programs and departmental areas. Standardize template design and layout for a more recognizable corporate image, easier product development, better usability by the end-user. Coordinate with ASI Communications to develop the style, layout, and receive graphics for sites when necessary. Meet with individual website owners to determine needs, wants, and provide features to meet those needs

Senior Portraits

Senior portraits is a service offered to our graduating seniors to have professional photographs taken in their cap & gown to commemorate their graduation. The senior portrait service also generates revenue for the ASI Communications department.

Department	Development Office
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Department Function

The Development Office of Associated Students is responsible for the planning and implementation of fundraising activities to benefit AS programs and services. It seeks gifts to strengthen existing ASI programs such as Student Government, ASI Recreation, the University Student Union, Soroptimist House, Isabel Patterson Child Development Center, CSULB Recycling Center, Long Beach Union Newspaper, and K-Beach Radio. 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 the student body of California State University, Long Beach.

ASI Personnel

Name	Title	Classification
Limon-Lara, 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.

- Grant writing. Research and identify potential foundations, businesses, state, and federal funding opportunities to partner with to benefit AS affiliated programs.
- Direct mail. Appeal letters will be personalized and appropriate signatures obtained for solicitation. Example: direct mail may be used for gifts (IPCDC restrooms), silent auction, or perhaps general support (Beach Pride discounts).
- Face-to-face solicitations. Identify and cultivate donors. Perform personal "asks" to raise money. Build relationships for planned gifts.
- Use of volunteers (IPCDC Board) and sponsorships to generate revenue.
- Research alternative giving methods for capital funds (special projects/building), endowment funds and planned giving

Friend-raising

Friend-raising activities are meant to attract students, alumni and external support to AS programs and services. Types of Friend-raising activities include:

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

Department	Development Office
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Revenue	Department Total	Department Overhead	Fundraising	Friendraising	IPCDC 40th celebration	
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$9,759	9,759				
513 Sales of Professional Services	\$36,540	36,540				
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$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	\$46,299	\$46,299	\$0	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$44,460	44,460				
705 Work-Study	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$9,600	9,600				
709 Full-Time Benefits	\$28,020	28,020				
711 Part-Time Benefits	\$280	280				
Subtotal	\$82,360	\$82,360	\$0	\$0	\$0	\$0
Operating Expense						
713 Grants/Stipends	\$0					
714 Gfood & Beverage Supplies	\$0					
715 Printing/Duplicating	\$2,750		1,000	1,750		
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$300	300				
718 Program Supplies/Materials	\$1,750			1,750		
719 Prof'l Development/Travel	\$2,000		1,000	1,000		
723 Hospitality	\$1,500			1,500		
725 Advertising/Promotions	\$1,200		1,200			
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,250	525		725		
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$850		850			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$6,000			1,000	5,000	
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$9,343	9,343				
799 Assigned Contingency	\$0					
Subtotal	\$26,943	\$10,168	\$4,050	\$7,725	\$5,000	\$0
Total Expense	\$109,303	\$92,528	\$4,050	\$7,725	\$5,000	\$0
NET SUBSIDY FROM STUDENT FEES	(\$63,004)	(\$46,229)	(\$4,050)	(\$7,725)	(\$5,000)	\$0

Department Function

As the chief staff executive of the Associated Students, Incorporated the Executive Director is responsible for the overall financial, programmatic and administrative management of the corporation. This office facilitates the effective fulfillment of corporate governance functions by the Senate and Executive Officers; implements the strategic planning of the organization; and provides direction and leadership toward the achievement of the Associated Students' philosophy, mission, strategy, and annual 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. The Executive Director oversees the fund development and public information functions of the corporation to cultivate external sources of funding and promote an awareness and understanding of ASI's mission, philosophy, and contributions to the university and community.

ASI Personnel

Last Name	Title	Classification
Haller, R.	Executive Director	Administrator III

Department Services

ASI Archives Project

The ASI Archives Project seeks to discover, document, and preserve the history of the Associated Students, Incorporated and its impact on campus life at California State University, Long Beach. The project is responsible for locating and collecting materials of historical value to the organization. Materials of historical value include documents, publications, photographs, blueprints, drawings, and other items that describe the establishment, growth and development of the ASI organization, and its programs, services, and facilities. In addition, the ASI Archives house those corporate records that ASI is required to retain by law.

Revenue	Department Total	Department Overhead	ASI Archives			
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Sales of Professional Services	\$42,582	42,582				
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$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	\$42,582	\$42,582	\$0	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$125,592	125,592				
705 Work-Study	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$8,550		8,550			
709 Full-Time Benefits	\$47,784	47,784				
711 Part-Time Benefits	\$242		242			
Subtotal	\$182,168	\$173,376	\$8,792	\$0	\$0	\$0
Operating Expense						
713 Grants/Stipends	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$500	500				
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,500	1,000	500			
718 Program Supplies/Materials	\$0					
719 Prof'l Development/Travel	\$1,009	1,009				
723 Hospitality	\$500	500				
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$0					
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,750	1,750				
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$850	850				
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$2,500	2,500				
767 Building Occupancy	\$5,963	5,963				
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$2,040	2,040				
799 Assigned Contingency	\$0					
Subtotal	\$16,612	\$16,112	\$500	\$0	\$0	\$0
Total Expense	\$198,780	\$189,488	\$9,292	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$156,198)	(\$146,906)	(\$9,292)	\$0	\$0	\$0

Department Function

Associated Student 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
Tabari, K.	Assistant Director, Student Leadership	Student Services Professional III
Butt, L.	Department Secretary	Administrative Support Coordinator II

Department Services

A.S. Executive Officers
 The 5 Executive Officers includes the President, Vice President, Treasurer, Chief of Staff & Chief Programming Officer.

- 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. He/she is supported by a Cabinet of Presidential Secretaries, the Attorney General, the Public Defender, the Chief of Staff and the Chief Programming Officer.
- The Chief of Staff oversees the Cabinet.
- The Chief Programming Officer oversees the operation of the ASI Programming Board made up of six members. He/she is the supervisor of all AS programs and special events.
- The Vice President assists the AS President and serves as Chair of the AS Board of Directors/Senate. He/she works 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 of Staff and the AS President. Students are interviewed by the President 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 Secretary positions are outlined in the current copy of the AS Bylaws and include: Secretary for Academic Affairs, Internal Affairs, Cultural Diversity, System-Wide Affairs, Sustainability, Government Recruitment, AB540 & Undocumented Students, LGBTIQ Affairs, Women's Affairs, Veterans Affairs, City Affairs and a Press Secretary. Additionally, the Public Defender and the Attorney General are also a part of the Cabinet. Through the **System-wide Affairs** program, CSULB students have their interests represented before the CSU Board of Trustees, Chancellor's Office, State Assembly, State Senate, and local legislative bodies such as the Long Beach City Council.

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. The Senators representing specific colleges must attend their College Council meetings. With the inclusion of Year-Round Operations, Senators attend monthly meetings during 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 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 bi-monthly to track and review bills in that help the overarching success of higher education in the State of California.

The **Beach Team** is a group of first year students that get introduced to student government at the Beach. The Cabinet Secretary for Government Recruitment is in charge of selecting and fostering cohesiveness of the Beach team. One of the goals of the program is to plan a 49ER for a day program for local high school student govt leaders. Another goal is to encourage members to apply for student government positions the following year.

The **Board of Elections** oversee the student government elections process from beginning to end. They will facilitate the process for electing officers for 2015-2016 academic year.

Associated Students, Incorporated
California State University, Long Beach
2014-2015 Operating Budget

Revenue		Systemwide Affairs	Presidential Cabinet	ASI Lobby Corp	Beach Team	Elections Board
503	Contributions & Donations					
507	Private Grants/Major Gifts					
509	Government Grants & Contracts					
511	Recovered Expense/User Charge			1,000		
513	Sales of Professional Services					
515	Licensing Fees/Royalties					
517	Penalties & Finance Charges					
521	Non-Taxable Sales					
523	Taxable Sales					
543	Lease Income					
545	Equipment Rental					
547	Facility Rental					
595	Investment Income					
598	Other:					
Total Revenue		\$0	\$0	\$1,000	\$0	\$0
Expense						
600	Cost of Goods Sold					
Personal Services						
701	Full-Time Payroll					
705	Work-Study					
706	Temporary Help					
707	Part-Time Payroll		13,104			1,152
709	Full-Time Benefits					
711	Part-Time Benefits					
Subtotal		\$0	\$13,104	\$0	\$0	\$1,152
Operating Expense						
713	Grants/Stipends					
714	Food & Beverage Supplies					
715	Printing/Duplicating	500	500	500		500
716	Building Supplies/Materials					
717	Office Supplies	500				
718	Program Supplies/Materials	500	2,000		1,000	4,000
719	Prof'l Development/Travel	10,000		1,000		
723	Hospitality		1,000			
725	Advertising/Promotions		1,000	500	2,000	3,000
726	Equipment/Facility Rentals		500			
727	Contracted Services					6,000
728	Maintenance Service Agreements					
738	Telecommunications/Postage					
739	Utilities					
748	Fees, Dues & Subscriptions	22,100				
763	Insurance Premiums					
764	Audit Fees					
765	Legal Fees					
767	Building Occupancy					
772	Event Costs		6,000	11,000		
791	Fixed Assets					
792	Non-Capitalized Equipment					
793	Repairs & Maintenance					
798	Indirect Cost Allocation					
799	Assigned Contingency					
Subtotal		\$33,600	\$11,000	\$13,000	\$3,000	\$13,500
Total Expense		\$33,600	\$24,104	\$13,000	\$3,000	\$14,652
NET SUBSIDY FROM STUDENT FEES		(\$33,600)	(\$24,104)	(\$12,000)	(\$3,000)	(\$14,652)

Department Function

The Human Resources Department seeks to ensure that all divisions of the Associated Students abide by and enforce the personnel policies and procedures of the corporation, as well as all pertinent federal and state laws and regulations. Areas of responsibility include the administration of compensation and benefit programs; staff recruitment; training, orientation and development programs; employee relations; risk management; time and attendance and payroll.

ASI Personnel

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

Department Services

Employee Training and Safety We coordinate all safety activities to ensure compliance with ASI's occupational health and safety program. This includes providing annual updates and distribution of the Employee Safety Manuals, organizing the employee safety suggestions program, and compiling monthly safety training materials such as pamphlets, handouts, and videos for department supervisors. We also administer the workers' compensation insurance program and prepare and issue reports related to occupational injury and illness.

Human Resources Information Systems The Human Resources Office reviews and approves all personnel transactions to ensure compliance with corporate policies and all federal and state labor regulations and laws. We develop personnel forms, track attendance records, and monitor student class schedules for employment eligibility. We prepare and maintain the benefit and personnel transactions and update the human resources information system accordingly. We develop and conduct training for the ASI supervisors on proper procedures for completing personnel transactions and assist supervisors with interpretation of corporate policies and procedures. We coordinate timely notice, scheduling and completion of performance evaluations for all full-time, part-time and Management Personnel Plan employees.

Employee Relations The Human Resources Office facilitates the resolution of employee grievances through coordination of conflict resolution procedures. We provide advice and counseling to supervisors on employee performance problems and serve as a liaison with the University's Employee Assistance Program. We coordinate the Service Awards program and other employee recognition programs. We develop, update and distribute the Personnel Policies and Procedures Manual and the Student Employee Handbook, and develop and perform new hire orientation programs.

Payroll and Benefits Administration The Human Resources Office administers payroll processing and fringe benefit enrollment for all ASI employees. We monitor, edit, and process four (4) semi-monthly payrolls from an automated time and attendance system and administer the direct deposit program. We provide advice to 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 with insurance carriers and an insurance broker to obtain the best possible benefits at lowest possible cost. We calculate and remit all monthly premiums for fringe benefits, various insurances, and retirement benefits for all employees.

Cost of Living Adjustments In order to ensure that compensation for full-time employees keeps pace with inflation, ASI periodically increases salaries by an amount that approximates increases in the Consumer Price Index. Until July 2013, ASI salaries had been frozen since July 2007. As of December 31, 2013, the Consumer Price Index had increased by 10% since July 2007. A 3% cost of living adjustment was included in the 2013-2014 Operating Budget. This budget provides for an additional 3% adjustment to help offset the loss of purchasing power experienced by our employees.

Revenue	Department Total	Department Overhead	Employee Training & Safety	Employee Relations	Payroll and Benefits Administration	Cost of Living Adjustments
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$9,090			7,500	1,590	
513 Sales of Professional Services	\$153,936	74,379	37,699		41,858	
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$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	\$19,853	19,853				
598 Other:	\$0					
Total Revenue	\$182,879	\$94,232	\$37,699	\$7,500	\$43,448	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$199,773	61,800	42,240		50,328	45,405
705 Work-Study	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$12,815				12,815	
709 Full-Time Benefits	\$80,084	37,421	14,049		17,166	11,448
711 Part-Time Benefits	\$239				239	
Subtotal	\$292,911	\$99,221	\$56,289	\$0	\$80,548	\$56,853
Operating Expense						
713 Grants/Stipends	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$2,000	1,000	250	250	500	
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$2,050	1,500		200	350	
718 Program Supplies/Materials	\$2,000	0	2,000			
719 Prof'l Development/Travel	\$2,600	1,600	500		500	
723 Hospitality	\$700	700				
725 Advertising/Promotions	\$1,200	700	500			
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$12,000	12,000				
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$2,500	1,050	700		750	
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,000	2,000				
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$3,968	3,968				
772 Event Costs	\$15,000			15,000		
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$46,018	\$24,518	\$3,950	\$15,450	\$2,100	\$0
Total Expense	\$338,929	\$123,739	\$60,239	\$15,450	\$82,648	\$56,853
NET SUBSIDY FROM STUDENT FEES	(\$156,050)	(\$29,507)	(\$22,540)	(\$7,950)	(\$39,200)	(\$56,853)

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 to all ASI Databases, all video and audio systems, and computer systems. We provide sole storage 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 campuses technical team.

ASI Personnel

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

Department Services

Network Administration

Information Technology provides for the acquisition and maintenance of computer systems within the ASI corporation. All computer repair and maintenance is performed by Information Technology. This includes installing operating systems and software, placing workstations on the network domain, email, virus protection, and access to server services. Information Technology provides service and support for all ASI owned computer and server systems including (but not exclusive to) AxisTV, Xserve and EMS. Information Technology assists with the creation of database reports, stores and maintains proper software licensing information for all of ASI, secures all software media, properly disposes of all old computer systems and peripherals, and acts as an information resource for all things computer oriented. Provide service, support, customization, specialized reporting, patching, upgrading, backup, and regular maintenance for all internal databases and software applications and all computer hardware.

Technical Support Services

Desktop support and Application management of all desktop computers and printers. Audio/Video support of all conference rooms, all mobile audio systems, building wide PA system, and direct TV head-in system.

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. Additional funding from Los Angeles Universal Preschool (LAUP) provide program enhancement. 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 "no qualified student parent be denied access or have their academic progress impaired due to lack of affordable child care".

ASI Personnel

Last Name	Title	Classification
Marikos, R.	CDC Director	Administrator II
Rivera, M.	CDC Assistant Director	Student Services Prof'II III
Markell, R.	Infant/Toddler Assistant Director	Student Services Prof'II III
Peru, D.	Administrative Assistant	Administrative Support Assistant II
Laffie, M.	CDC Cook	Cook II Lead
Gaskill, L.	Head Teacher	Early Education Master Teacher
Velasquez, E.	Head Teacher	Early Education Master Teacher
Saenz, Jenny	Head Teacher	Early Education Master Teacher
Meza, V.	Program Teacher	Early Education Teacher
Benavidez, D.	Program Teacher	Early Education Teacher
Phann, Reasey	Program Teacher	Early Education Teacher

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 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.

continued

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. She is assisted by one part time student assistant. 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.

The **Child Care Access Means Parents in School** or **CCAMPIS** is federally funded through the U.S. Dept. of Education. It provides subsidized childcare services for Pell eligible CSULB student parents.

Los Angeles Universal Preschool (LAUP) is an independent public benefit corporation, created in 2004 and funded by First 5 LA - the commission established by Proposition 10. LAUP's goal is to make voluntary, high-quality preschool available to every 4-year-old in Los Angeles County, regardless of their family's income by 2016.

LAUP provides funding for our existing preschool program by providing additional funds for curriculum materials, equipment, assessment tools, professional development, special programs (i.e. music education), social services for children and families, personal costs, minor facility maintenance, and decreased costs for LAUP parents.

The CDC was selected for LAUP in 2005 after an extensive program evaluation including management capabilities, curriculum, staff qualifications, educational and developmental environment, overall quality, and health and safety.

Notes:

In 2013-14, funding from CDE for childcare subsidies increased 2.02 % from the prior year. While this slightly increased the number of low income families we were able to serve, it did not make up for the 7.625% decrease we experienced the year before. In 2014-15 we anticipate this funding to remain at the 2013-14 level.

In 2012-13, state funding from CDE for our meal program was cut 100%, approximately \$2,000. The federal portion, which makes up most of this money was not cut. State funding for the meal program has not been reinstated.

In September 2013 we were notified that effective October 2013 that our U.S. Department of Education CCAMPIS (Child care Access Means Parents in School) application had been approved. Funding for this grant is apportioned based on actual service hours for children during the federal fiscal year and has been awarded for 4 consecutive years pending successful progress in services and availability of funding.

Our 2013-14 budget request contained a 4% increase in non-subsidized parent fees. No increases in non-subsidized parent fees have been made for 2014-15. Increasing the rate to make up the losses from state and/or federal funding would make child care unaffordable.

The LAUP budget projection still has to be approved by LAUP. The estimate submitted in this request is based on current year actual funding.

Revenue	Department Total	Department Overhead	Infant-Toddler Program	Preschool Program	Schoolage Program	Meal Program	CCAMPIS	Los Angeles Universal Preschool
503 Contributions & Donations	\$13,000	13,000						
507 Private Grants/Major Gifts	\$0							
509 Government Grants & Contracts	\$517,519		46,630	111,903	8,669	40,000	137,502	172,815
511 Recovered Expense/User Charge	\$595,356		63,000	404,308	109,180			18,868
513 Sales of Professional Services	\$0							
515 Licensing Fees/Royalties	\$0							
517 Penalties & Finance Charges	\$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	\$3							3
598 Other: Prior Year Carry-Over	\$0							
Total Revenue	\$1,125,878	\$13,000	\$109,630	\$516,211	\$117,849	\$40,000	\$137,502	\$191,686
Expense								
Costs of Goods Sold								
600 Cost of Goods Sold	\$6,000	6,000						
Personal Services								
701 Full-Time Payroll	\$556,684	114,132	83,316	144,747	43,404	32,334	64,841	73,910
705 Work-Study	\$0							
706 Temporary Help	\$0							
707 Part-Time Payroll	\$497,146		130,939	242,751	39,861	25,680	18,720	39,195
709 Full-Time Benefits	\$287,730	72,571	33,087	105,689	19,078	10,965	27,233	19,107
711 Part-Time Benefits	\$18,856		2,945	10,195	1,020	2,004	1,123	1,568
Subtotal	\$1,360,416	\$186,703	\$250,287	\$503,382	\$103,363	\$70,983	\$111,917	\$133,780
Operating Expense								
713 Grants/Stipends	\$0							
714 Food & Beverage Supplies	\$54,600					44,565	0.00	10,035
715 Printing/Duplicating	\$9,200	9,000						200
716 Building Supplies/Materials	\$1,250	100	100	100	950			0
717 Office Supplies	\$6,714	2,477					4,000	237
718 Program Supplies/Materials	\$37,445		2,000	2,000	2,000		8,500	22,945
719 Prof'l Development/Travel	\$1,650						1,400	250
723 Hospitality	\$0							
725 Advertising/Promotions	\$300	300						
726 Equipment/Facility Rentals	\$6,500	6,500						
727 Contracted Services	\$9,477	4,646						4,831
728 Maintenance Service Agreements	\$9,000	9,000						
738 Telecommunications/Postage	\$1,550	1,500						50
739 Utilities	\$0							
748 Fees, Dues & Subscriptions	\$3,300	2,386					500	414
763 Insurance Premiums	\$33,231	26,802						6,429
764 Audit Fees	\$9,050	9,050						
765 Legal Fees	\$2,020		241	241	242		1,000	296
767 Building Occupancy	\$0							
772 Event Costs	\$0							
791 Fixed Assets	\$5,000							5,000
792 Non-Capitalized Equipment	\$10,500		2,000	2,000	2,000	1,500		3,000
793 Repairs & Maintenance	\$10,259	6,040						4,219
798 Indirect Cost Allocation	\$10,185						10,185	
799 Assigned Contingency	\$0							
Subtotal	\$221,231	77,801	4,341	4,341	5,192	46,065	25,585	57,906
Total Expense	\$1,587,647	\$270,504	\$254,628	\$507,723	\$108,555	\$117,048	\$137,502	\$191,686
NET SUBSIDY FROM STUDENT FEES	(\$461,769)	(\$257,504)	(\$144,998)	\$8,488	\$9,294	(\$77,048)	\$0	\$0

Department Function

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

ASI Personnel

Name	Title	Classification

Department Services

Retiree Health Benefits

For staff hired before January 1, 2012, 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.

Voluntary Employees Beneficiary Association Plan (VEBA)

A voluntary employees' beneficiary association (VEBA) is a form of trust fund permitted under United States federal tax law, whose sole purpose must be to provide employee benefits. In order to generate funds to cover the cost of retiree medical benefits, ASI has joined the Auxiliary Organizations Association Multiple Employer VEBA. Funds contributed to the plan are invested in high-yielding bonds and equities. The ultimate goal of the plan is to attain a balance sufficient enough to produce annually enough income to reimburse ASI for the cost of retiree benefit premiums.

ASI currently has \$100,000 in the account with the goal of attaining a balance of \$500,000. This year's budget includes a contribution of \$50,000.

Department Function

ASI Recycling facilitates recycling and conservation operations for CSULB and the surrounding communities. The programs operated foster student involvement in ecological awareness, responsibility, environmental sustainability and action. Student employees learn valuable resource management skills while developing other skills in operational management and customer services.

ASI Personnel

Last Name	Title	Classification
Johnson, L.	Recycling Coordinator	Admin Analyst/Specialist
Bryant, E.	Recycling Specialist	Admin Support Coordinator 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.

Department	Student Media
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Department Function

The Student Media division includes College Beat TV, the Union Weekly Newspaper and KBeach Radio. The Union Weekly Newspaper began over 30 years ago as the students opportunity for expression. Kbeach Radio has been existence for over 10 years, and offers a diverse array of original programming music to politics. Kbeach Radio has been existence for over 13 years, and offers a diverse array of original programming from music to politics to Long Beach State sports on two broadcasting platforms. These departments are primarily staffed by student employees and numerous volunteers. Student Media through ASI provides a learning laboratory for students as they prepare for careers in communications, radio, newspaper and the entertainment industries.

ASI Personnel

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

Department Services

K-Beach Radio

Kbeach Radio is programmed with an eclectic format of music, talk and sports shows, all with a strong record of commitment from its participants. Kbeach has expanded to the iPhone and Android smartphone applications, in addition to internet streaming. Its Protools Audio engineering studio and associated production equipment provides students with a hands-on recording service as well as intensive industry training. Kbeach Radio has added a second station to its internet narrowcast, Kbeach FM, 88.1 FM HD3, which broadcasts terrestrially as KKJZ-HD3.

The Acting Student Media Advisor supervises student managers, student employees and volunteers in Kbeach. He provides extensive advice to administrative, technical and creative processes in each area. In addition, student leadership in these areas look for constant direction and rely on this position for management of all areas.

Union Weekly

The Union Weekly Newspaper has been in existence for over 30 years and is the only student-run newspaper. It has been a consistent resource on our campus, not only as a means of promoting campus-wide events and organizations, but also as a platform for the expression of student opinions and stories. The paper consistently provides quality in terms of content and entertainment value, and affords all students the opportunity to participate. It is widely accessible to both the CSULB campus as well as the larger Long Beach community through their website and their growing list of off-campus distribution sites. The Union Weekly is very conscious of its advertising demands and its correlation to the number of issues printed.

College Beat Television

In February 2014, the ASI Student Media Board of Trustees approved College Beat Television as an arm of ASI Student Media. College Beat Television will serve as a learning laboratory for students to become acclimated with the television, broadcast and film production industry. It provides student produced shows that will enable student participants to create a variety of creative, journalistic and feature shows. College Beat will work closely with the USU Graduate Assistant, and journalism faculty adviser.

Department	Student Media
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Revenue	Department Total	Department Overhead	Kbeach Radio	Long Beach Union Weekly	College Beat TV	
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Sales of Professional Services	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$33,000		15,000	18,000		
523 Taxable Sales	\$0					
543 Lease Income	\$5,200			5,200		
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$38,200	\$0	\$15,000	\$23,200	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$52,152	52,152				
705 Work-Study	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$131,144		60,240	34,544	36,360	
709 Full-Time Benefits	\$16,341	16,341				
711 Part-Time Benefits	\$3,639		1,699	868	1,072	
Subtotal	\$203,276	\$68,493	\$61,939	\$35,412	\$37,432	\$0
Operating Expense						
713 Grants/Stipends	\$3,072			3,072		
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,100		300	300	500	
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$4,000		1,000	2,500	500	
718 Program Supplies/Materials	\$2,000		1,500		500	
719 Prof'l Development/Travel	\$10,500		2,500	5,000	3,000	
723 Hospitality	\$1,500		500	500	500	
725 Advertising/Promotions	\$6,500		4,000	1,000	1,500	
726 Equipment/Facility Rentals	\$1,600		1,600	0	0	
727 Contracted Services	\$39,500		7,500	29,500	2,500	
728 Maintenance Service Agreements	\$2,700		2,700			
738 Telecommunications/Postage	\$2,700		1,500	1,200	0	
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,050		1,500	300	250	
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$19,969	1,812	9,009	9,148		
772 Event Costs	\$4,000		2,000		2,000	
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$13,500		3,000	3,500	7,000	
793 Repairs & Maintenance	\$1,000		1,000			
798 Indirect Cost Allocation	\$12,687			12,687		
799 Assigned Contingency	\$0					
Subtotal	\$128,378	1,812	39,609	68,707	18,250	
Total Expense	\$331,654	\$70,305	\$101,548	\$104,119	\$55,682	\$0
NET SUBSIDY FROM STUDENT FEES	(\$293,454)	(\$70,305)	(\$86,548)	(\$80,919)	(\$55,682)	\$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.

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.

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.

Revenue	Department Total	Athletic Facility Fee Waivers	Club Sports	College Council Grants	Current Year Unallocated Fund	Student Organization Grants
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Sales of Professional Services	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$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					
705 Work-Study	\$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
Operating Expense						
713 Grants/Stipends	\$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 Prof'l Development/Travel	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$5,000	5,000				
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	\$534,069		170,200	136,293		227,576
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$75,696		32,654		43,042	
Subtotal	\$614,765	\$5,000	\$202,854	\$136,293	\$43,042	\$227,576
Total Expense	\$614,765	\$5,000	\$202,854	\$136,293	\$43,042	\$227,576
NET SUBSIDY FROM STUDENT FEES	(\$614,765)	(\$5,000)	(\$202,854)	(\$136,293)	(\$43,042)	(\$227,576)

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

Study Center

In response to popular student demand, this budget provides funding to staff a 24 hour study center. Preliminary plans call for the designation of a 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. These plans will be subject to the review and approval of the USU Board of Trustees .

ASI Scholarships

In order to help offset the financial impact of increasing tuition and fee, the Associated Students is re-establishing a Scholarship Fund to provide scholarships for currently enrolled CSULB students. Specific details about scholarship amounts and eligibility criteria will be determined by next year's Board of Control and Senate.

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 Research Grants

Pending development and approval of the final program, this restricted lump sum allocation will provide funds to eligible and qualifying students who need financial assistance in order to complete 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

Pending development and approval of the final program, this restricted lump sum allocation will provide funds to eligible and qualifying students who need financial assistance in order to participate in Study Abroad programs.

Department Function

The Department of Intercollegiate Athletics is the administrative unit responsible for the supervision of intercollegiate athletic programs. The department sponsors a diverse program of intercollegiate athletics for both women and men at the Division 1 level, competing under the rules of the National Collegiate Athletic Association (NCAA) and the Big West Conference and maintaining membership in both organizations. Women's varsity sports include basketball, softball, golf, track and field, cross-country, soccer, tennis, volleyball and water polo. Men's varsity sports include basketball, baseball, golf, track and field, cross-country, volleyball and water polo. ASI's support of University Athletics includes operating funds for the Long Beach State spirit programs, consisting of the Cheer and Dance teams, Mascot, Beach Band.

ASI Personnel

Last Name	Title	Classification

Department Services

Athletic Scholarships

Through adoption of the Beach Pride Referendum in 2000, ASI increased the number of available student athlete scholarships and increased the dollar amount of each one. As a result, CSULB is able to offer the maximum allowable scholarship funding under current regulations, thereby boosting its ability to recruit the best and brightest athletic talent to the "*The Beach*."

The Long Beach State **Cheer Team** builds campus pride while performing at home athletic games in the pyramid, pep rallies, conference tournament play, and various other University events. The Cheer Team also competes in national competitions on behalf of the University. Tryouts are held annually in the spring followed by mandatory summer camp.

CSULB's **Dance Team** builds campus pride while performing at home athletic games in the pyramid, pep rallies, conference tournament play, and various other University events. The Dance Team also competes in national competitions on behalf of the University and continues to place in the top 2 in rankings at national USA and UDA competitions. Tryouts are held annually in the spring followed by mandatory summer camp.

The **Spirit Band**, known as the Beach Band, , known as the Beach Band, builds campus pride while performing at home athletic games in the pyramid, conference tournament play, and various other University events. The Band also provides music for the Cheer and Dance Teams to perform to during timeouts and halftime activities.

Prospector Pete, the official **Mascot**, builds campus pride while making appearances at home athletic games in the pyramid, pep rallies, conference tournament play, and various other University events.

Revenue	Department Total	Department Overhead	Athletic Scholarships	Spirit Teams	Spirit Band	
503 Contributions & Donations	\$18,000			18,000		
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$6,500			6,500		
513 Sales of Professional Services	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$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	\$24,500	\$0	\$0	\$24,500	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$0					
705 Work-Study	\$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/Stipends	\$340,080		300,000	13,200	26,880	
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$0					
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$0					
718 Program Supplies/Materials	\$20,944			18,944	2,000	
719 Prof'l Development/Travel	\$44,913			42,500	2,413	
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$2,500			2,500		
727 Contracted Services	\$57,581			42,456	15,125	
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$0					
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$444			444		
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$3,000				3,000	
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$469,462	\$0	\$300,000	\$120,044	\$49,418	\$0
Total Expense	\$469,462	\$0	\$300,000	\$120,044	\$49,418	\$0
NET SUBSIDY FROM STUDENT FEES	(\$444,962)	\$0	(\$300,000)	(\$95,544)	(\$49,418)	\$0

Revenue	Fund Total	USU Administration	Commercial Services	Facility Operations	Programs	ASI Recreation
503 Contributions & Donations	\$5,000	0	0	0	5,000	0
507 Private Grants/Major Gifts	\$0	0	0	0	0	0
509 Government Grants & Contracts	\$0	0	0	0	0	0
511 Recovered Expense/User Charge	\$879,936	0	14,500	236,608	16,000	612,828
513 Sales of Professional Services	\$129,770	19,108	0	13,324	81,338	16,000
515 Licensing Fees/Royalties	\$0	0	0	0	0	0
517 Penalties & Finance Charges	\$0	0	0	0	0	0
521 Non-Taxable Sales	\$166,700	0	156,700	500	9,500	0
523 Taxable Sales	\$38,925	0	34,425	0	0	4,500
543 Lease Income	\$250,910	0	237,910	0	0	13,000
545 Equipment Rental	\$51,000	0	0	44,000	0	7,000
547 Facility Rental	\$150,000	0	45,000	100,000	0	5,000
595 Investment Income	\$60,000	60,000	0	0	0	0
598 Other:	\$0	0	0	0	0	0
	\$0					0
Total Revenue	\$1,732,241	\$79,108	\$488,535	\$394,432	\$111,838	658,328
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$73,350	0	66,800	0	2,500	4,050
Personal Services						
701 Full-Time Payroll	\$2,044,744	174,585	39,465	1,084,685	279,867	466,142
705 Work-Study	\$0	0	0	0	0	0
706 Temporary Help	\$0	0	0	0	0	0
707 Part-Time Payroll	\$1,670,148	10,120	126,428	406,366	204,968	922,266
709 Full-Time Benefits	\$1,151,563	145,053	26,737	635,847	131,141	212,785
711 Part-Time Benefits	\$74,538	332	9,832	15,498	8,219	40,657
Subtotal	\$4,940,993	\$330,090	\$202,462	\$2,142,396	\$624,195	1,641,850
Operating Expense						
713 Grants/Stipends	\$9,346	6,696	0	0	2,650	0
715 Printing/Duplicating	\$24,190	4,000	3,890	9,900	6,400	0
716 Building Supplies/Materials	\$313,675	0	0	313,675	0	0
717 Office Supplies	\$21,525	3,100	1,225	3,650	8,200	5,350
718 Program Supplies/Materials	\$77,877	3,000	350	15,500	4,472	54,555
719 Prof'l Development/Travel	\$38,552	19,300	3,000	10,452	5,800	0
723 Hospitality	\$8,975	4,500	1,175	200	3,100	0
725 Advertising/Promotions	\$78,150	3,200	13,000	0	26,950	35,000
726 Equipment/Facility Rentals	\$12,151	0	0	0	12,151	0
727 Contracted Services	\$353,972	9,979	0	123,700	211,293	9,000
728 Maintenance Service Agreements	\$683,119	115,525	0	460,307	1,000	106,287
738 Telecommunications/Postage	\$69,090	4,450	13,200	28,840	9,400	13,200
739 Utilities	\$603,739	0	0	603,739	0	0
748 Fees, Dues & Subscriptions	\$49,010	26,500	7,450	6,950	4,800	3,310
763 Insurance Premiums	\$136,161	68,434	0	1,225	0	66,502
764 Audit Fees	\$20,000	20,000	0	0	0	0
765 Legal Fees	\$13,000	13,000	0	0	0	0
767 Building Occupancy	\$0	0	0	0	0	0
772 Event Costs	\$61,400	57,000	1,500	0	900	2,000
791 Fixed Assets	\$0	0	0	0	0	0
792 Non-Capitalized Equipment	\$104,700	41,000	13,500	47,200	3,000	0
793 Repairs & Maintenance	\$748,013	292,793	3,600	441,362	0	10,258
798 Indirect Costs	\$426,247	426,247	0	0	0	0
799 Assigned Contingency	\$107,920	107,920	0	0	0	0
Subtotal	\$3,960,812	\$1,226,644	\$61,890	\$2,066,700	\$300,116	305,462
Total Expense	\$8,975,155	\$1,556,734	\$331,152	\$4,209,096	\$926,811	1,951,362
NET SUBSIDY FROM STUDENT FEES	(\$7,242,914)	(\$1,477,626)	\$157,383	(\$3,814,664)	(\$814,973)	(1,293,034)

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	Classification
Edwards, D.	Associate Executive Director	Student Life Administrator II
Vacant	USU Administration Coord	Admin 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

Pursuant to the recently enacted amendment to ASI's retirement benefits contract with PERS, the corporation is now responsible for providing medical and dental insurance to qualified annuitants who retire from service with ASI. By July 1, 2014, eight such persons will qualify for this benefit.

University Student Union Board of Trustees (USUBOT)

The USUBOT is responsible for the oversight of the USU facility and program. 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.

Department	USU Administration
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Revenue	Department Total	Division Overhead	Investment Program	Retiree Benefits Program	USU Board of Trustees	
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$0					
513 Sales of Professional Services	\$19,108	19,108				
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$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	\$60,000		60,000			
598 Other:	\$0					
Total Revenue	\$79,108	\$19,108	\$60,000	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$174,585	174,585				
705 Work-Study	\$0					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$10,120	10,120				
709 Full-Time Benefits	\$145,053	53,408		91,645		
711 Part-Time Benefits	\$332	332				
Subtotal	\$330,090	\$238,445	\$0	\$91,645	\$0	\$0
Operating Expense						
713 Grants/Stipends	\$6,696				6,696	
715 Printing/Duplicating	\$4,000	3,500			500	
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$3,100	3,000			100	
718 Program Supplies/Materials	\$3,000	3,000				
719 Prof'l Development/Travel	\$19,300	15,300			4,000	
723 Hospitality	\$4,500	4,000			500	
725 Advertising/Promotions	\$3,200	3,000			200	
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$9,979	9,979				
728 Maintenance Service Agreements	\$115,525	115,525				
738 Telecommunications/Postage	\$4,450	4,000			450	
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$26,500	25,000			1,500	
763 Insurance Premiums	\$68,434	68,434				
764 Audit Fees	\$20,000	20,000				
765 Legal Fees	\$13,000	13,000				
767 Building Occupancy	\$0					
772 Event Costs	\$57,000	57,000				
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$41,000	41,000				
793 Repairs & Maintenance	\$292,793	292,793				
794 Consultant/Design	\$0					
798 Indirect Costs	\$426,247	426,247				
799 Assigned Contingency	\$107,920	7,920		100,000		
Subtotal	\$1,226,644	\$1,112,698	\$0	\$100,000	\$13,946	\$0
Total Expense	\$1,556,734	\$1,351,143	\$0	\$191,645	\$13,946	\$0
NET SUBSIDY FROM STUDENT FEES	(\$1,477,626)	(\$1,332,035)	\$60,000	(\$191,645)	(\$13,946)	\$0

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 services include food service, recreation activities, general campus information, computer printouts and other revenue generating activities.

ASI Personnel

Name	Title	Classification
Carranza, R.	Commercial Services Coordinator	Student Services Professional I

Department Services

Games Center

The University Student Union Games Center offers bowling, billiards, table tennis, swimming pool and console/pc gaming. The purpose of the USU Games Center is to initiate, promote and guide tournaments. The Games Center also offers bowling rental space to classes as a supplement to campus programs. The student staff oversees the supervision and operation for this area on a daily basis, while gaining experience in customer service, programming, cash handling, computerized registers, marketing, assisting with special events and tournaments.

Information/Copy Center

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

Lease Operations

The University Student Union subleases space to private companies with the intent of providing services which the USU could not financially provide. 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.

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. Additionally, Facility Operations provides project management skills to oversee capital outlay projects and building repairs within the University Student Union. This is accomplished through a combination of standard industry practices, compliance with all in-force Code of Ordinances, and the creative use of materials and methods in conjunction with a well-designed and executed preventative maintenance program.

ASI Personnel

Last Name	Title	Classification
Acosta, L.	Facility Maintenance Technician	Facility Worker II
Ardon, M.	Facility Services Staff	Custodian
Armendariz, J.	Facility Maintenance Technician	Facility Worker II
Bañuelos, A.	Facility Maintenance Technician	Facility Worker II
Barrientos, G.	Facility Services Staff	Custodian
Barfield, D.	Audio Visual Specialist	Media Production Specialist
Cofield, K.	Facility Services Staff	Custodian
Franklin, C.	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
Jost, J.	Facility Maintenance Technician	Facility Worker II
Lewis, P.	Building Operations Manager	Admin Analyst/Specialist II
Macavinta, A.	Conference & Event Supervisor	Admin Analyst/Specialist II
Meza, A.	Facility Maintenance Technician	Facility Worker II
Pantoja, D.	Facility Maintenance Supervisor	Supervising Building Svc Engineer
Pastrana, J.	Facility Services Staff	Custodian
Schorn, S.	Associate Director	Administrator II
Sierra-Leeds, E.	Building Coordinator	Community Service Specialist II
Smith, J.	Facility Services Staff	Custodian
Weaver, R.	Facility Services Supervisor	Admin Analyst/Specialist II
Vacant	Event Coordinator	Administrative Support Coordinator
Vacant	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.

Building Management
 This service provides oversight and management of the Computer & Info Center, which provides access to PC's, sells discount amusement park tickets, and serves as a location to obtain information or directions about the campus or ASI/USU programs and services. This service also provides administrative oversight of facility operations, as well as, ensuring the safety and security for USU occupants. The area works in conjunction with the USU Conference and Events Center to ensure customer service needs are met for meetings, conference, and events held in the USU.

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Facility Maintenance

This department provides the proper maintenance, repairs, and troubleshooting of all building systems, equipment and structure. The department provides customer service and technical support to all staff, tenants and students within the buildings. The supervisor and facilities techs serve as liaisons for customers, vendors and contractors providing services for the building. 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 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.

Soroptimist House

This service provides a clean and friendly environment for students, faculty, and staff to conduct social events, conferences, and a wide variety of other programs for the benefit of the campus community. The Soroptimist House also serves as a vehicle for introducing the surrounding community to the campus by serving as a host site for a variety of personal celebrations and ceremonies.

SRWC Facility Maintenance

This service provides maintenance, repairs and trouble shooting of all building systems, equipment and structure. This includes the fitness equipment, the pool and the sand volleyball court.

SRWC Facility Services

The focus of this service is cleaning and maintaining a safe and enjoyable environment. Facility Services prepares floors, locker rooms and arranges and maintains furniture for event and the general use of the facility.

USU Conference and Event Center

The USU Conference and Event Center department receives, records, and confirms reservations in the University Student Union and Soroptimist House. The staff assists event planners with selection for appropriate space, equipment, staff support and room set-ups

Revenue	Department Total	Department Overhead	Building Improvements	Building Management	Facility Maintenance	Facility Services	Soroptimist House	SRWC Facility Maintenance	SRWC Facility Services	USU CEC
503 Contributions & Donations	\$0									
507 Private Grants/Major Gifts	\$0									
509 Government Grants & Contracts	\$0									
511 Recovered Expense/User Charge	\$236,608			69,500	93,916	60,692	7,500	5,000		
513 Sales of Professional Services	\$13,324	\$11,284								2,040
515 Licensing Fees/Royalties	\$0									
517 Penalties & Finance Charges	\$0									
521 Non-Taxable Sales	\$500									500
523 Taxable Sales	\$0									
543 Lease Income	\$0									
545 Equipment Rental	\$44,000			23,000		21,000				
547 Facility Rental	\$100,000						15,000			85,000
595 Investment Income	\$0									
598 Other	\$0									
Total Revenue	\$394,432	\$11,284	\$0	\$92,500	\$93,916	\$81,692	\$22,500	\$5,000	\$0	\$87,540
Expense										
Costs of Goods Sold										
600 Cost of Goods Sold	\$0									
Personal Services										
701 Full-Time Payroll	\$1,084,685	\$85,148		152,127	336,114	418,448				92,848
705 Work-Study	\$0									
706 Temporary Help	\$0									
707 Part-Time Payroll	\$406,366	\$14,400		148,200	73,838	138,640	7,528			23,760
709 Full-Time Benefits	\$635,847	\$43,962		74,597	195,629	256,463				65,196
711 Part-Time Benefits	\$15,498	\$1,172		1,671	3,337	8,295	463			560
Subtotal	\$2,142,396	\$144,682	\$0	\$376,595	\$608,918	\$821,846	\$7,991	\$0	\$0	\$182,364
Operating Expense										
713 Grants/Stipends	\$0									
715 Printing/Duplicating	\$9,900			1,000						8,900
716 Building Supplies/Materials	\$313,675			7,500	45,000	112,000	175	92,000	57,000	
717 Office Supplies	\$3,650	\$200		500	200	100		150		2,500
718 Program Supplies/Materials	\$15,500	\$12,000		3,500						
719 Prof'l Development/Travel	\$10,452	\$3,000		3,000	2,952					1,500
723 Hospitality	\$200	\$200								
725 Advertising/Promotions	\$0									
726 Equipment/Facility Rentals	\$0									
727 Contracted Services	\$123,700					30,000	3,700		90,000	
728 Maintenance Service Agreements	\$460,307			6,970	140,065	154,152	2,000	89,920	59,900	7,300
738 Telecommunications/Postage	\$28,840	\$1,700		5,000	15,015	2,650	475			4,000
739 Utilities	\$603,739				407,400		2,089	194,250		
748 Fees, Dues & Subscriptions	\$6,950	\$1,500		1,925	2,000					1,525
763 Insurance Premiums	\$1,225						1,225			
764 Audit Fees	\$0									
765 Legal Fees	\$0									
767 Building Occupancy	\$0									
772 Event Costs	\$0									
791 Fixed Assets	\$0									
792 Non-Capitalized Equipment	\$47,200			12,000		25,000	4,000			6,200
793 Repairs & Maintenance	\$441,362	\$83,667	173,695	5,000	95,000	2,000	2,000	80,000		
794 Consultant/Design	\$0									
798 Indirect Costs	\$0									
799 Assigned Contingency	\$0									
Subtotal	\$2,066,700	\$102,267	\$173,695	\$46,395	\$707,632	\$325,902	\$15,664	\$456,320	\$206,900	\$31,925
Total Expense	\$4,209,096	\$246,949	\$173,695	\$422,990	\$1,316,550	\$1,147,748	\$23,655	\$456,320	\$206,900	\$214,289
NET SUBSIDY FROM STUDENT FEES	(\$3,814,664)	(\$235,665)	(\$173,695)	(\$330,490)	(\$1,222,634)	(\$1,066,056)	(\$1,155)	(\$451,320)	(\$206,900)	(\$126,749)

Department Function

The Programs department is dedicated to providing diverse programs, creating learning experiences, fostering personal and professional growth for CSULB students. Student development through on site learning, internship and volunteer opportunities is accomplished in the leadership areas of programming, marketing, graphics, video and television production.

ASI Personnel

Last Name	Title	Classification
Allen, K.	Program Coordinator	Student Services Professional II
Cicero, S.	Assistant Director, Programs	Student Life Supervisor II
Elimelech, A.	Marketing Coordinator	Public Affs/Comm Specialist II
Kay, J.	Social Media Coordinator	Student Services Professional I
Mehalik, G.	Graduate Assistant	Student Services Professional I
Scott, T.	Activities Coordinator	Student Services Professional I

Department Services

College Beat
 College Beat produces cable television shows and weekly updates for the campus and local community. These shows collaborate with the marketing efforts of Associated Students Inc. College Beat continues to produce videos for USU events and campus departments, while offering volunteer and credit opportunities through internships.

Graphics
 Graphics is dedicated to providing design, conceptualization, and printing services to the University Student Union and Associated Students, Inc. Communication 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 the USU. The department works cohesively with all University Student Union departments to ensure student and client traffic throughout the fiscal year. The Marketing department is also responsible in assisting student organization with advertisement in the building including banners, displays, marquees and information tables. The Marketing department will spearhead annual assessment efforts for the University Student Union including customer satisfaction, benchmarking, customer counts, comment cards and signage review.

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 leadership ability, 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.

Program Council
 USU Program Council provides quality educational, social and entertainment events such as concerts, films, lectures, workshops, discussion groups, open mics, interactives, competitions, and festivals. Through such services, USU Program Council is able to contribute to the development of the community and the individual. The Art Program is 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.

Department	Programs
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Revenue	Department Total	Department Overhead	College Beat	Graphics	Marketing	Maxson Student Organization Center	Program Council
503 Contributions & Donations	\$5,000						5,000
507 Private Grants/Major Gifts	\$0						
509 Government Grants & Contracts	\$0						
511 Recovered Expense/User Charge	\$16,000		2,500				13,500
513 Sales of Professional Services	\$81,338	\$48,672		24,478			8,188
515 Licensing Fees/Royalties	\$0						
517 Penalties & Finance Charges	\$0						
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	\$111,838	\$48,672	\$2,500	\$33,978	\$0	\$0	\$26,688
Expense							
Costs of Goods Sold							
600 Cost of Goods Sold	\$2,500			2,500			
Personal Services							
701 Full-Time Payroll	\$279,867	\$81,131			89,375		109,361
705 Work-Study	\$0						
706 Temporary Help	\$0						
707 Part-Time Payroll	\$204,968	\$20,280	36,540	65,560	24,300	22,638	35,650
709 Full-Time Benefits	\$131,141	\$36,620			42,977		51,544
711 Part-Time Benefits	\$8,219	\$680	1,582	3,261	1,098	464	1,134
Subtotal	\$624,195	\$138,711	\$38,122	\$68,821	\$157,750	\$23,102	\$197,689
Operating Expense							
713 Grants/Stipends	\$2,650		0	0	0		2,650
715 Printing/Duplicating	\$6,400			1,000	1,500	800	3,100
716 Building Supplies/Materials	\$0						
717 Office Supplies	\$8,200	\$200	1,500	2,000	1,500	1,500	1,500
718 Program Supplies/Materials	\$4,472		1,000			1,972	1,500
719 Prof'l Development/Travel	\$5,800	\$1,000	2,000	300			2,500
723 Hospitality	\$3,100	\$600	300		500	200	1,500
725 Advertising/Promotions	\$26,950		0		20,750	200	6,000
726 Equipment/Facility Rentals	\$12,151						12,151
727 Contracted Services	\$211,293		2,500		4,000		204,793
728 Maintenance Service Agreements	\$1,000			1,000			
738 Telecommunications/Postage	\$9,400		500	600	3,400	1,400	3,500
739 Utilities	\$0						
748 Fees, Dues & Subscriptions	\$4,800	\$500	250	1,400	2,400	0	250
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	\$3,000		2,000	1,000			
793 Repairs & Maintenance	\$0						
794 Consultant/Design	\$0						
798 Indirect Costs	\$0						
799 Assigned Contingency	\$0						
Subtotal	\$300,116	\$2,300	\$10,450	\$7,300	\$34,550	\$6,072	\$239,444
Total Expense	\$926,811	\$141,011	\$48,572	\$78,621	\$192,300	\$29,174	\$437,133
NET SUBSIDY FROM STUDENT FEES	(\$814,973)	(\$92,339)	(\$46,072)	(\$44,643)	(\$192,300)	(\$29,174)	(\$410,445)

Department ASI Recreation

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.

ASI Personnel

Name	Title	Classification
Del Rossi, S.	Associate Director	Athletics Multiple Functions Admin II
Freeman, M.	Aquatics Coordinator	Student Services Professional I
Huebner, C.	Outdoor Adventure & Wellness Coord.	Student Services Professional II
Macrae, M.	Fitness Coordinator	Student Services Professional I
McDonald, G.	Director, Intramural Sports	Admin Analyst/Specialist
McKeachie, A.	Member Services & Marketing Coord	Admin Support Coordinator I
Reyes, D.	Admin. Support Assistant	Admin Support Coordinator
Venegas, I.	Asst. Director, Comml Business Ops.	Administrator I
Vacant	Equipment Systems Specialist	Equipment Systems Specialist I
Vacant	Graduate Assistant-Outdoor	Student Services Professional I

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. Scheduled programming includes, but is not limited to swim lessons, aqua group fitness and various activities like inner tube water polo and the occasional special event.

Business Operations

ASI Recreations 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. 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 your fitness needs and offers a diverse set of activities, classes, and services. The major components of the fitness program are facility/equipment orientations, fitness assessments, personal training, and group fitness classes.

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, badminton & racquetball.

Member Services and Marketing

ASI Recreation's Member 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.

The Rock and Outdoor Adventures

ASI Recreation’s Rock & Outdoor Adventures program will consist of the following, but are not limited to climbing classes, bouldering, team building, camping, hiking, surfing and more. Participants are also able to rent outdoor equipment for specific activities.

Department	ASI Recreation
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Revenue	Department Total	Department Overhead	Aquatics	Business Operations	Fitness	Intramural Sports	Membership & Marketing	Outdoor Adventure	Beach Balance
503 Contributions & Donations	\$0								
507 Private Grants/Major Gifts	\$0								
509 Government Grants & Contracts	\$0								
511 Recovered Expense/User Charge	\$612,828			2,500	66,500	25,000	505,828	3,000	10,000
513 Sales of Professional Services	\$16,000		3,000		10,000			3,000	
515 Licensing Fees/Royalties	\$0								
517 Penalties & Finance Charges	\$0								
521 Non-Taxable Sales	\$0								
523 Taxable Sales	\$4,500					4,500			
543 Lease Income	\$13,000			13,000					
545 Equipment Rental	\$7,000			3,000				4,000	
547 Facility Rental	\$5,000			5,000					
595 Investment Income	\$0								
598 Other:	\$0								
	\$0								
Total Revenue	\$658,328	\$0	\$3,000	\$23,500	\$76,500	\$29,500	\$505,828	\$10,000	\$10,000
Expense									
Costs of Goods Sold									
600 Cost of Goods Sold	\$4,050					4,050			
Personal Services									
701 Full-Time Payroll	\$466,142	70,019	45,608	148,802	47,747	57,326	51,640	45,000	
705 Work-Study	\$0								
706 Temporary Help	\$0								
707 Part-Time Payroll	\$922,266	7,000	180,144	127,304	210,054	136,914	129,500	96,478	34,872
709 Full-Time Benefits	\$212,785	33,268	18,939	59,330	33,773	21,778	28,372	17,325	
711 Part-Time Benefits	\$40,657	240	5,855	4,692	5,679	8,210	9,393	5,379	1,209
Subtotal	\$1,641,850	\$110,527	\$250,546	\$340,128	\$297,253	\$224,228	\$218,905	\$164,182	\$36,081
Operating Expense									
713 Grants/Slipends	\$0								
715 Printing/Duplicating	\$0								
716 Building Supplies/Materials	\$0								
717 Office Supplies	\$5,350	250	500	1,600	500	500	1,000	500	500
718 Program Supplies/Materials	\$54,555	29,205	6,250	500	6,600	6,350	500	5,150	
719 Prof'l Development/Travel	\$0								
723 Hospitality	\$0								
725 Advertising/Promotions	\$35,000						35,000		
726 Equipment/Facility Rentals	\$0								
727 Contracted Services	\$9,000								9,000
728 Maintenance Service Agreements	\$106,287			103,137		3,150			
738 Telecommunications/Postage	\$13,200	2,200	750	3,000	2,000	2,000	2,000	500	750
739 Utilities	\$0								
748 Fees, Dues & Subscriptions	\$3,310	800	710		1,800				
763 Insurance Premiums	\$66,502	66,422				80			
764 Audit Fees	\$0								
765 Legal Fees	\$0								
767 Building Occupancy	\$0								
772 Event Costs	\$2,000		1,500				500		
791 Fixed Assets	\$0								
792 Non-Capitalized Equipment	\$0								
793 Repairs & Maintenance	\$10,258			10,258					
794 Consultant/Design	\$0								
798 Indirect Costs	\$0								
799 Assigned Contingency	\$0								
Subtotal	\$305,462	\$98,877	\$9,710	\$118,495	\$10,900	\$12,080	\$39,000	\$6,150	\$10,250
Total Expense	\$1,951,362	\$209,404	\$260,256	\$458,623	\$308,153	\$240,358	\$257,905	\$170,332	\$46,331
NET SUBSIDY FROM STUDENT FEES	(\$1,293,034)	(\$209,404)	(\$257,256)	(\$435,123)	(\$231,653)	(\$210,858)	\$247,923	(\$160,332)	(\$36,331)