



Associated Students, Incorporated Consolidated Operating Budget

2018-2019

ASI MISSION AND GOALS

MISSION STATEMENT

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

GOALS

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

MOTTO

Keeping Students First

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INTRODUCTION

Presented for University review and approval is the 2018-2019 Consolidated Operating Budget for Associated Students, Incorporated of California State University, Long Beach (ASI). The budget is the results of several months of preparation, deliberation, and teamwork among ASI staff, student leadership, and our campus partners. Department managers worked closely with their student representative counterparts and their respective oversight boards to ensure that budget priorities reflected student concerns and objectives. Principally among these was preserving ASI's student workforce while minimizing any negative impacts to student programs and services resulting from decreased enrollment and increased fixed costs.

The 2018-2019 Consolidated Operating Budget includes operating budgets for two discrete funds supported by the Associated Students (AS) fee and the University Student Union (USU) fee, respectively. The budget proposes expenditures of \$17,150,990, a slight increase of \$99,228 from the prior year. The AS Board of Control approved the AS budget proposal on April 12, 2018. The USU Board of Trustees approved the USU budget proposal on Friday, April 6, 2018. The 2018-2019 ASI Consolidated Operating Budget received final approval from the AS Senate/Board of Directors at its regularly scheduled meeting on May 2, 2018.

BUDGET CHALLENGES & OPERATING PRIORITIES

The following section highlights the primary budget challenges facing ASI in the coming year and the actions the organization is taking to face those challenges. It also provides updates to issues mentioned in last year's budget message.

REDUCTIONS IN STUDENT HEADCOUNT

Mandatory student fees constitute over 75% of the revenue supporting the ASI budget. Excluding summer session, the annual AS fee is currently \$124 per student, and the annual USU fee is \$366. With the exception of those who are eligible for fee waivers, these fees are paid by every student regardless of the number of units in which they are enrolled. Understandably, the ASI operating budget is sensitive to fluctuations in headcount.

Both the AS fee and the USU fee are indexed to the Consumer Price Index and adjusted accordingly every three years. The AS fee was last adjusted in 2017 resulting in a \$2 increase per semester. The USU fee was last adjusted in 2015 resulting in an increase of \$4 per semester. For the years in between CPI adjustments, ASI has been able to rely on minor increases in headcount to offset increases in its operating costs.

In fall 2017 student headcount unexpectedly decreased. This resulted from both an increase in the number of students graduating in spring 2017 and an increase in the average unit load per student. While both measures are welcomed indicators of success for CSULB's Graduation Initiative 2025 efforts, they resulted in a combined budget shortfall of over \$350,000 for the 17-18 fiscal year (FY 17/18).

The operating budget presented herein is based on projected headcount enrollment of 72,324 for the 18-19 academic year, which is an increase from FY 17/18 but still less than headcount from FY 16/17. In order to accommodate the reduction in revenue, ASI engaged in targeted cuts to minimize disruptions to current programs and services.

MINIMUM WAGE INCREASES

For the fourth time since 2014, the minimum wage in the State of California will increase on January 1, 2019. This time the increase will be \$1 per hour rather than the \$0.50 increase implemented on January 1, 2018. This will be followed by subsequent increases of \$1 per hour every year until January 1, 2022 when the minimum reaches \$15.00 per hour

ASI is one of the largest employers of student assistants on the CSULB campus. With roughly 600 students on its payroll, minimum wage increases have a substantial impact on ASI's operating budget, particularly when they are extended across-the-board to prevent wage compression. For FY 18/19, this represents an increased cost of over \$300,000.

Although it may be warranted in future years, ASI has chosen not to increase participant fees and user charges to help offset these wage increases. For programs with substantial student payrolls, like to Isabel Patterson Child Development Center and the Student Recreation and Wellness Center, this will likely become necessary and will be a topic of discussion throughout FY 18/19.

OPERATING PRIORITIES

In order to meet ASI's priorities of preserving its student workforce while minimizing cuts to student programs and services, ASI departments engaged in a rigorous review of their operating expenditures and made significant reductions in expenses deemed non-critical, such as non-capital equipment, office supplies, printing and travel. Still, these reductions were not enough to meet the challenges described above. Consequently, ASI targeted two specific areas of the budget where it believed cuts could be made on a significant but temporary basis as the university stabilizes enrollment in the coming years. These included the AS Capital Outlay program and the USU VEBA contribution. In addition, both the AS and USU fees will be subject to CPI adjustments in the near future. The USU fee will be adjusted for inflation in FY 19/20, and the AS fee will be subject to adjustment in FY 20/21. ASI anticipates that the additional revenue generated from these adjustments will permit the restoration of funding for these two purposes, while also addressing upcoming minimum wage increases and increases in fixed operating costs.

AS CAPITAL OUTLAY

One of the objectives of the last AS fee referendum approved in 2014 was to provide a regular source of funding for capital outlay, specifically to address deferred maintenance on facilities and equipment operated under the AS General Fund, which include the Isabel Patterson Child Development Center, ASI Recycling Center and 22 West Media. We are pleased to report that as of June 30, 2018, all deferred maintenance identified as critical and necessary has been completed or otherwise planned and funded. In addition, AS has accumulated unspent capital outlay funds into a Reserve for Capital Outlay, which has a balance of over \$300,000. In light of these factors, ASI management and student leadership determined it would be acceptable to suspend the AS capital outlay program for FY 18/19. This resulted in a savings of over \$83,000.

USU VEBA CONTRIBUTION

In FY 11/12, ASI established voluntary employees' beneficiary association (VEBA) trust accounts into which funds are being deposited for the purpose of funding ASI's Other Post-Employment Benefits (OPEB) liability in future years. Based on the most recent actuarial analysis, fully funding the USU's portion of the net OPEB obligation would require annual contributions of \$321,000 to the VEBA trust account over a period of 15 years. Based on this

information, USU budgeted for and made a \$321,000 deposit during FY 17/18. For FY 18/19, this amount has been reduced back to \$100,000 – the amount contributed in years prior to 17/18. This resulted in a savings of \$221,000.

According to the Congressional Research Service in their report “Voluntary Employees’ Beneficiary Associations (VEBAs) and Retiree Health Insurance in Unionized Firms,” the actuarial calculation needed to guarantee adequate VEBA funding involves forecasting a number of complex variables including the rate of medical inflation over time and changes in the tax code that would affect the value of the VEBA. If any of these forecasts prove to be incorrect, then the amount of money needed to adequately fund the VEBA over the course of its lifetime will be calculated incorrectly. Complicating the matter even further is the fact that once funds are deposited to the VEBA trust accounts, they cannot be reallocated for any purpose. While there is an obvious downfall to under-funding the liability, there is also a danger in over-funding it.

The adequate balances to maintain in the VEBA trust accounts and the rate at which ASI should make contributions to attain them will be another topic of discussion throughout FY 18/19.

UPDATE ON PRIOR YEAR CHALLENGES AND PRIORITIES

The following section provides an update on some of the challenges identified in last year’s budget message and the progress made during FY 17/18.

ISABEL PATTERSON CHILD DEVELOPMENT CENTER

FEDERAL FUNDING

At this time last year, ASI was in the final year of a four-year contract with the U.S. Department of Education’s Child Care Access Mean Parents in Schools (CCAMPIS) program. ASI had been a recipient of this contract since 2005, receiving an initial three-year agreement followed by two four-year agreements in 2008 and 2012, respectively. We are pleased to announce that our application for renewal was approved for another four-year term that began October 1, 2017. This program will provide \$137,502 annually to fund childcare for Pell-eligible students. While we are pleased with the renewed funding, we are remaining watchful as the CCAMPIS program tops a list of Department of Education programs that the current administration would like to eliminate.

STUDENT ACCESS TO CHILDCARE

The center has implemented changes to its waitlist practices. Waitlists are now maintained for one year only. Families on the waiting list who have not received an enrollment space by the end of the academic year are now required to reapply for the following school year. Although we can’t claim with certainty that this change in waitlist management is solely responsible, our enrollments in the infant/toddler and younger preschool programs for the upcoming fall semester are almost exclusively student families. This could also be attributable to the enhanced efforts to make students more aware of the center’s services. In addition to being included as part of ASI’s “Make Your Mark at the Beach” presentations at SOAR, the center has reached out to student populations via social media platforms on both Facebook and BeachSync.

Last year ASI partnered with the Department of Family and Consumer Sciences to conduct the “Experiences of Parenthood among College Students” survey. The survey was launched in May and remained open until July 17, 2017. It was distributed to all 35,611 students enrolled in the spring 2017 semester. 729 students completed the survey in its entirety. The results revealed that 79.81% of participating students had dependent children under the age of 8. Of the 633 students who identified how their current childcare needs are being met, only 7.27% were

having those needs met on-campus. The majority (67%) relied on family for their childcare needs, while the balance (26%) relied on off-campus centers. While the current utilization of on-campus childcare was reported as low, the availability of such care was not identified as the respondents' "biggest obstacle to obtaining childcare." Instead, cost was identified as the biggest obstacle by 66%, while "availability on campus" was identified by 14%. Still, that 14% translates into a potential 98 student parents who identify on-campus availability as the biggest obstacle to obtaining childcare.

ASI still needs to reassess the ages served by the child development program, particularly in light of the potential impact that transitional kindergarten can have on our older preschool and school-age programs. Unfortunately, the survey failed to provide a breakdown of students' dependent children by age, and as a result, we are uncertain of which age group (infant, toddler, preschool, or school-age) has the highest demand. Although we suspect that demand is highest for the younger age groups, additional research must be conducted before any significant reallocation of resources can take place.

RECYCLING CENTER

Due to the continuing closure of other recycling centers in the region, the Recycling Center has acquired many new customers over the past year. This, compounded by a strong community and social media presence, has led to a steady rise in transactions, averaging 100 per day and growing. The Recycling Center also services the University Student Union, Isabel Patterson Child Development Center, Student Recreation and Wellness Center, University Dining Plaza, Outpost, Housing and Residential Life, and all exterior pyramid topped recycling bins.

For FY 17/18, the center budgeted for \$604,205 in gross revenue from sales of recyclable commodities. The influx of new customers, combined with materials collected from campus, resulted in an ending total gross revenue of \$703,299. This was accompanied by a corresponding growth in the payout of California Redemption Values for beverage containers redeemed.

The goal of the center for FY 17/18 was essentially to break even; however, due to the factors noted above, the center actually produced an operating profit of \$15,078. For FY 18/19, the center is budgeted to produce an operating profit of \$2,069.

REVENUE AND SUPPORT DETAIL

REVENUE FROM STUDENT FEES

ASSOCIATED STUDENTS FEES

The 2018-2019 AS budget includes net revenue of \$4,712,153 in AS fees based on enrollment projections provided by the CSULB Office of Budget and University Services. This represents a decrease of \$70,812 over the amount projected for FY 17/18. The decrease is attributable to a reduction in headcount noted earlier. Table 1 below provides an accounting for the revenue generated.

The \$4.7 million in AS fees will fall 0.25% short of the amount needed to balance the budget. Accordingly, the Board of Directors has authorized the use of \$17,529 from the AS Reserve for Enrollment Shortfall, with the understanding that this amount will be returned to reserves once headcount enrollment stabilizes.

	Summer '18	Fall '18	Spring '19
Enrollment Data			
Gross Headcount Enrollment	5,700	37,454	34,870
Financial Data			
Collections	\$267,900	\$2,322,148	\$2,161,940
Less: Fee Waivers	(817)	(22,738)	(21,170)
Plus: CSUEU Fee Waivers Reimbursed	44	3,307	3,611
<u>Less: Allowance for Bad Debt/Disenrollment</u>	<u>(117)</u>	<u>(1,012)</u>	<u>(943)</u>
Total Fee Revenue by Session	\$267,010	\$2,301,704	\$2,143,439
Projected Fee Revenue Available for Allocation			\$4,712,153
Projected Fee Revenue Allocated			<u>4,729,682</u>
Surplus/(Deficit) Transferred to/(from) Reserves			\$(17,529)

Table 1 Enrollment and AS Fee Revenue Projection

UNIVERSITY STUDENT UNION FEES

The USU budget includes net revenue of \$13,876,393 in USU fees – a reduction of \$212,832 from the FY 17/18 adopted budget likewise attributable to the decrease in headcount enrollment. From this amount, \$5,825,017 is apportioned to provide for payment of debt service and Chancellor’s Office overhead, as well as contributions to reserve accounts. To minimize the impact of the decrease in net fee revenue, contributions to reserves were similarly reduced. This resulted in a remaining balance of \$8,121,377 available for allocation, which represents a decrease of only \$9,834 over the FY 17/18 adopted budget. Table 2 below provides an accounting for the revenue generated from the USU fee and its subsequent application.

	Summer '18	Fall '18	Spring '19
Enrollment Data			
Gross Headcount Enrollment	5,700	37,454	34,870
Financial Data			
Collections	\$780,900	\$6,854,082	\$6,381,210
LESS: Fee Waivers	(3,017)	(80,145)	(74,615)
Plus: CSUEU Fee Waivers Reimbursed	136	10,204	11,142
<u>LESS: Bad Debt/Disenrollment</u>	<u>(195)</u>	<u>(1,714)</u>	<u>(1,595)</u>
Total Fee Revenue by Session	<u>\$777,824</u>	<u>\$6,782,427</u>	<u>\$6,316,142</u>
Projected Annual Fee Income			<u>\$13,876,393</u>
PLUS: Income from Investment of CSULB-Held Funds			70,000
LESS: Debt Service			(4,963,244)
LESS: Chancellor’s Office Overhead			(55,000)
LESS: Transfer to Reserve for Repair and Replacement			(307,603)
LESS: Transfer to Reserve for Catastrophic Event			(117,728)
LESS: Transfer to Reserve for Capital Improvement			(381,292)
LESS: Transfer to General Reserve-Debt Service			<u>\$(150)</u>
Projected Fee Revenue Available for Allocation			\$8,121,377
Projected Fee Revenue Allocated			<u>8,121,377</u>
Surplus/(Deficit) Transferred to/(from) Reserves			\$0

Table 2 Enrollment and USU Fee Revenue Projection

REVENUE FROM OPERATIONS

In addition to revenue from mandatory student fees, AS anticipates the generation of \$2,283,843 in revenue from operations, an increase of 6.7%. This includes a 7.12% increase in grants and contracts for both the Recycling Center and Isabel Patterson Child Development Center, a 13.95% increase revenue from childcare fees, and 7.00% increase in sales of recyclable commodities at the Recycling Center.

USU expects to generate approximately \$2,016,088 in revenue from operations, a minor increase of 0.94%. This minor increase is attributable to growth in revenue from retail sales and facility rentals. Figure 1 provides a chart illustrating ASI's sources of operating revenue by percentage.

Source	2017-2018 Budget	2018-2019 Budget	Change	Percent Change
Contributions and Donations	\$15,500	\$16,000	\$500	3.23%
Government Grants and Contracts	434,549	465,501	30,952	7.12%
Recovered Expense/User Charge	1,511,033	1,583,597	71,617	4.74%
Indirect Cost Recovery	553,508	553,508	0	0.00%
Non-Taxable Sales	794,200	839,800	45,600	5.74%
Taxable Sales	40,500	45,000	4,500	11.11%
Lease Income	416,906	418,583	1,667	0.40%
Equipment Rental	72,000	69,500	(2,500)	-3.47%
Facility Rental	140,000	150,000	10,000	7.14%
Investment Income	133,442	133,442	0	0.00%
Other	25,000	25,000	0	0.00%
Total	\$ 4,137,585	\$4,229,931	\$162,346	3.92%

Table 3 Combined Sources of Income from Operations

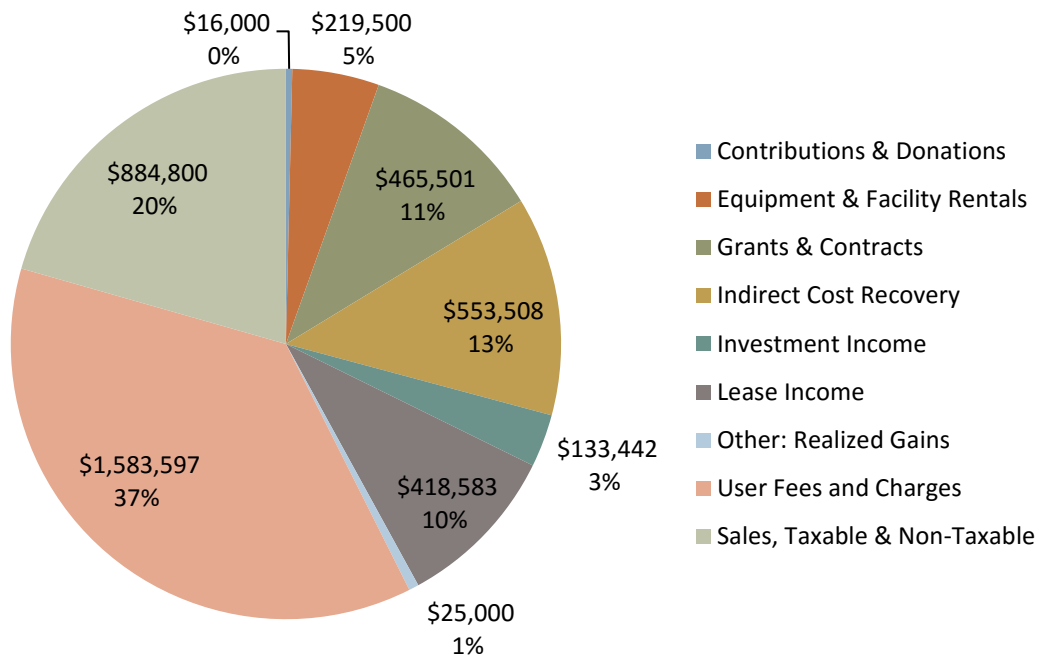


Figure 1 Composition of Income from Operations

EXPENSE DETAIL

PERSONAL SERVICES

As indicated in Table 4 below, the total budget for personal services has increased by 3.92% compared to the current year's budget. While full-time payroll has decreased by 0.18%, part-time payroll has increased by 10.17%, chiefly as a result of the \$1.00 per hour increase in the California minimum wage effective January 1, 2019. Full-time benefit expenses have increased by 2.45% due to increases in health insurance premiums, dental insurance premiums, and employer contributions to the Public Employees' Retirement System. Part-time benefit expenses have decreased by 8.94%, driven by a decrease in unemployment insurance rates from 0.27% to 0.22% of payroll, as well as across the board reductions in workers' compensation rates.

Line Item	2017-2018 Budget	2018-2019 Budget	Change	Percent Change
Full-Time Payroll	\$3,684,942	\$ 3,678,352	\$(6,590)	-0.18%
Temporary Help	52,524	52,524	0	0.00%
Part-Time Payroll	3,269,286	3,601,709	332,423	10.17%
Full-Time Benefits	2,033,415	2,083,204	49,789	2.45%
Part-Time Benefits	165,266	150,497	(14,769)	-8.94%
Total	\$9,205,433	\$9,566,286	\$360,853	3.92%

Table 4 Combined Personal Service Costs

AUTHORIZED POSITIONS

The budget includes a reduction in employee headcount by two full-time employees – one custodial position and a building operations manager position. A subsequent reorganization of full-time staff in the University Student Union and Student Recreation and Wellness Center will necessitate adjustments to the operating budget as presented herein. Management will need to realign the budget once the new fiscal year begins to accommodate the reorganization and the increased costs incurred by its implementation.

SALARIES

The 2018-2019 operating budget includes no provisions for cost-of-living or merit-based salary increases for full-time positions.

Typically, ASI attempts to stay in tandem with salary adjustments provided by the California State University for CSULB staff, using the California State University Employees Union (CSUEU) as a benchmark. In keeping with this objective, ASI awarded a 3.34% cost-of-living adjustment effective July 2018 to bring ASI salaries in alignment. We subsequently learned that in addition to the 2% general salary increase (GSI) awarded on June 30, 2017, another 3% GSI was awarded on July 1, 2017. An additional 3% GSI was awarded July 1, 2018 resulting in ASI salaries now trailing 6% behind CSULB.

Unfortunately, ASI received this clarification after the budget had already been prepared. ASI's Human Resources Management Committee is currently reviewing the disparity in salary programs. If any salary adjustments are proposed, they will need to be funded from a combination of retained earnings as well as any payroll savings resulting from position vacancies.

STUDENT ASSISTANT WAGES

The budget includes \$3,601,709 for part-time student assistant wages. The minimum wage increase noted earlier has been included in the operating budget for each department. To avoid wage compression, the minimum wage

adjustment has been applied to all student assistant positions, effectively providing a 9.09% increase across the board effective January 1, 2019. The budget does not include funding for student assistant merit increases.

ASI has formally adopted the CSULB Student Assistant/Work-Study Salary Schedule that became effective January 1, 2018 and will continue to follow that schedule once it is revised for the increase on January 1, 2019.

MANDATED BENEFITS

As noted earlier, unemployment insurance rates have decreased for FY 18/19, from 0.27% to 0.22% of wages. Workers' compensation rates have decreased across the board based on favorable claims experience. Rates have decreased by 31% for employees performing recreational and childcare duties, by 20% for clerical and administrative staff, by 16.67% for staff performing manual labor, and by 9.91% for retail employees. Employer contributions for FICA and Medicare have been budgeted at 7.65% of applicable wages.

DISCRETIONARY BENEFITS

Based on information provided by our insurance providers, we anticipate increases of 9.9% in Anthem PPO medical insurance premiums for the second half of FY 18/19. Anthem HMO medical insurance premiums are likewise expected to increase by 7.8%, while Kaiser premiums are projected to increase by 6.5%. Delta Dental premiums are projected to increase by 3% for DHMO premiums and 7% for PPO premiums. Vision and life insurance premiums will not increase since ASI is under a multi-year contract. ASI's contribution for employee and dependent coverage has been budgeted at the corresponding contribution rate for CSU employees.

The USU budget includes \$91,958 for the payment of medical and dental benefits for eight retirees. The AS budget also includes \$65,932 for the payment of medical and dental benefits for five 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 2018-2019 operating budget includes a \$100,000 contribution to these accounts from the USU. An additional \$500,000 contribution from AS reserves is also planned.

PENSION BENEFITS

The proposed budget continues ASI's participation in the Public Employees' Retirement System (PERS). ASI will continue to deduct mandatory employee contributions from each salaried employee's semi-monthly paycheck. As in the past, ASI will 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 \$21,000 that has been included in the budget. ASI will also pay employer contributions to PERS at the rate of 26.751% of Tier 1 wages, 10.990% of Tier 2 wages, and 7.347% of wages for those employees who are subject to the Public Employee Pension Reform Act (PEPRA). These rates include both the Employer Normal Cost rate as well as the Employer Unfunded Accrued Liability (UAL) Contribution rate. The total expense for pension contributions is budgeted at \$638,042.

OPERATING EXPENSE AND EQUIPMENT

The total budget for operating expenses has decreased by 3.75% compared to FY 17/18. Most changes in specific operating expenses reflect current year activity. Table 5 below provides a line-by-line comparison of proposed operating expenditures.

Object of Expenditure (listed alphabetically)	2017-2018 Budget	2018-2019 Budget	Change	Percent Change
Advertising/Promotions	\$116,571	\$88,021	\$(28,550)	-24.49%
Assigned Contingency	705,974	402,767	(303,207)	-42.95%
Audit Fees	50,550	50,550	-	0.00%
Building Occupancy	118,038	112,382	(5,656)	-4.79%
Building Supplies/Materials	271,900	295,600	23,700	8.72%
Contracted Services	909,043	945,998	36,955	4.07%
Equipment/Facility Rentals	32,575	29,378	(3,197)	-9.81%
Event Costs	722,890	684,329	(38,561)	-5.33%
Fees, Dues & Subscriptions	104,022	114,834	10,812	10.39%
Fixed Assets	-	-	-	0.00%
Food & Beverage Supplies	52,000	52,000	-	0.00%
Grants/Scholarships	727,234	721,940	(5,294)	-0.73%
Hospitality	33,075	33,875	800	2.42%
Indirect Cost Allocation	677,120	677,623	503	0.07%
Insurance Premiums	152,354	138,745	(13,609)	-8.93%
Legal Fees	19,000	15,000	(4,000)	-21.05%
Maintenance Service Agreements	517,431	535,423	17,992	3.48%
Non-Capitalized Equipment	155,310	140,500	(14,810)	-9.54%
Office Supplies	54,825	50,825	(4,000)	-7.30%
Printing/Duplicating	67,790	65,840	(1,950)	-2.88%
Program Supplies/Materials	192,125	190,950	(1,175)	-0.61%
Repairs & Maintenance	612,477	762,627	150,150	24.52%
Staff Development	65,290	57,330	(7,960)	-12.91%
Telecommunications/Postage	81,043	89,796	8,753	10.80%
Travel	146,235	136,021	(10,214)	-6.98%
Utilities	806,907	723,150	(83,757)	-10.38%
Total	\$7,391,779	\$7,115,504	\$(276,275)	-3.74%

Table 5 Combined Operating Expenses

Operating expenses that have significantly changed include the following:

- Assigned Contingency – the \$303,207 decrease reflects the \$221,000 reduction in USU’s contribution to its VEBA trust account, as well as the suspension of the AS Capital Outlay program for FY 18/19. Both reductions were discussed earlier under Budget Challenges and Operating Priorities.
- Building Supplies and Materials – the \$23,700 increase results from the reclassification of certain purchases previously reported as Program Supplies.
- Event Costs – the \$38,561 reduction represents a reversal of the increased funding provided last year for student organization grants. It was necessitated by the reduction in revenue from student fees.
- Fees/Dues/Subscriptions – the \$10,812 increase is intended to cover merchant fees for increased credit card usage in USU’s retail areas. This item was under-funded in the FY 17/18 operating budget.

- Non-Capitalized Equipment – in the FY 17/18 budget this item was increased significantly to cover the replacement of portable IT equipment used in the Student Recreation & Wellness Center. Those purchases have since been completed, and the \$14,810 reduction returns this line item to its typical level of funding.
- Telecommunications - the \$8,753 increase is attributable to a decrease in CSULB funding for the Isabel Patterson Child Development Center. Faced with budget reductions, the Division of Student Affairs determined, in consultation with ASI, that it would no longer cover this expense.
- Repairs & Maintenance – the \$150,150 increase includes the purchase and installation of surveillance cameras in the USU as well the funding of improved maintenance efforts associated with the recent Mechanical, Electrical and Plumbing (MEP) study conducted on the USU facility.
- Utilities – through its installation of hydration stations, energy efficient lighting, and other sustainability efforts, the USU has realized significant savings in utility costs resulting in an \$83,757 budget reduction.

INDIRECT COST ALLOCATION

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

Source of AS Cost	AS Budget Area	Annual Amount
Oversight of ASI Programming	Beach Pride Programs	\$11,444
Provision of Graphic Design services	Communications	24,843
Oversight of ASI Communications	Communications	19,006
Oversight of ASI Development Office	Development Office	9,486
Oversight of ASI Recycling Center	Recycling Center	11,246
Oversight of Student Media	Student Media	37,703
Oversight of Beach Pride Center	Beach Pride Center	3,888
Provision of reservation services	Executive Director	2,199
	Total	\$119,815

Table 6 Costs Incurred by USU for Services Provided to AS

Source of USU Cost	USU Budget Area	Annual Amount
Provision of bookkeeping, accounting, and financial management	USU Administration	\$116,456
Provision of executive and administrative oversight	USU Administration	43,309
Provision of human resources management and payroll services	USU Administration	166,102
Provision of information technology services	USU Administration	45,218
Provision of web programming and development services	USU Administration	24,655
Provision of fundraising and development services	USU Administration	37,954
	Total	\$433,694

Table 7 Costs Incurred by AS for Services Provided to USU

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

Source of CSULB Cost	Annual Amount
CSULB EO 1000 Cost Allocation Plan (based on audited 16/17 revenues of \$2,824,140 x 1.57%)	\$44,339
Additional Services (Information Technology)	70,377
Total	\$114,213

Table 8 Costs Incurred by CSULB for Services Provided to ASI

The additional services provided by Information Technology include Backup Services of \$24,151, Exchange (Outlook) Services of \$2,302, and Network Support Services of \$43,924.

RESERVES

FISCAL VIABILITY REPORT

In accordance with California State University policy governing auxiliary organizations and ASI policies on reserves, the Fiscal Viability Report below is presented as part of the 2018-2019 ASI Consolidated Operating Budget.

ASSOCIATED STUDENTS RESERVES

AS maintains the reserves presented in Table 9 in the accounting records of Associated Students, Incorporated. In the event any of the reserves fall below their targeted reserve levels, the shortfall must be eliminated within a minimum of three years, with at least one third of the deficit balance being funded in the each of the three subsequent years' operating budgets. As presented below, all AS reserves will be at their target levels for FY 18/19. In addition, AS is transferring \$500,000 into its Reserve for Future Business Requirements for the purpose of making a substantial deposit to its VEBA trust account.

ASI-Held Reserves	Balance as of 06/30/18	Target Balance FY 18/19	FY 18/19 Transfers To/(From)	Reserve Balance FY 18/19
Retained Earnings	\$637,534	N/A	(422,126)	\$215,408
Reserve for Enrollment Shortfall	468,871	470,661	1,790	470,661
Reserve for Self-Insurance	67,100	67,100	0	67,100
Reserve for Catastrophic Events	46,817	51,618	4,801	51,618
Reserve for Loss of External Funding	190,191	214,796	24,605	214,796
Reserve for Future Business Requirements	0	500,000	500,000	500,000
Reserve for Capital Expenditures	470,155	361,085	(109,070)	361,085
Total	\$1,880,668	\$1,665,260	\$0	\$1,880,668

Table 9 Schedule of Associated Students Reserves and Target Levels

UNIVERSITY STUDENT UNION RESERVES

USU continues to contribute to the reserve balances required by policy and maintained by the university. The 2018-2019 operating budget provides significant contributions to both ASI-held and university-held reserves as indicated in Tables 10 and 11.

USU maintains the following reserves in the accounting records of ASI.

ASI-Held Reserves	Balance as of 06/30/18	Target Balance FY 18/19	FY 18/19 Transfers To/(From)	Reserve Balance FY 18/19
Retained Earnings	\$3,817,769	NA	(3,817,769)	\$0
Reserve for Working Capital	497,487	554,138	56,651	554,138
Reserve for Minor Capital Outlay	276,411	304,998	28,587	304,998
Reserve for Capital Development	2,250,000	5,982,531	3,732,531	5,982,531
Total	\$6,841,667	\$6,841,667	\$0	\$6,841,667

Table 10 Schedule of USU Local Reserves and Target Levels

In the ASI-held reserves, an increase to the Reserve for Working Capital was made to be consistent with university practice. Current ASI policy dictates that ASI should maintain cash on hand to meet operating expenditures for 90 days at a level not to exceed 25% of the prior year's income from operations. The Reserve for Minor Capital Outlay is budgeted at an amount equal to projected depreciation of \$304,998. The Reserve for Capital Development for New Projects will be at \$5,982,531 by the end of FY 18/19. Pursuant to ASI policy, this reserve is fully funded.

The budget provides contributions to university-held reserves as reflected earlier in Table 2 and outlined in the table below. The Reserve for Major Repair and Replacement will have a balance of \$988,724. The Reserve for Catastrophic Event level has been recalculated to an amount equal to USU's property insurance deductible of \$100K per occurrence plus six months of salary and wages for all staff. As a result, the new target balance for this reserve is \$3,081,966. The General Reserve-Debt Service target level is \$5,955,893. With a minor contribution of \$150, this reserve is fully funded.

University-Held Reserves	Balance as of 06/30/18	Target Balance FY 18/19	FY 18/19 Transfers To/(From)	Reserve Balance 18/19
Reserve for Major Repair and Replacement	988,724	988,724	\$0	\$988,724
Reserve for Catastrophic Event	2,964,238	3,081,966	117,728	3,081,966
Reserve for Capital Improvement/Construction	3,485,661	3,866,953	381,292	3,866,953
General Reserve - Debt Service	5,955,743	5,955,893	150	5,955,893
Total	\$13,394,366	\$13,893,536	\$499,170	\$13,893,536

Table 11 Schedule of USU Reserves Held by the University

With respect to USU reserves, it should be noted that significant expenditures from these funds will occur during FY 18/19 as ASI begins to implement the Phase I recommendations of the "USU MEP Infrastructure and ADA Study" prepared by P2S, Inc. under the direction of CSULB Physical Planning and Facilities Management. In addition to infrastructure upgrades, the project will also encompass major renovations to the USU escalator and reconfiguration of two adjoining 3rd floor restrooms to create the university's first multi-stall all-gender lavatory, complete with a foot-washing station. These facility upgrades are intended to keep the USU infrastructure in good standing for approximately 10 more years to allow for the consideration of future building renovation projects. The estimated cost of \$6.2 million will be drawn from both the ASI-held Reserve for Capital Development and the university-held Reserve for Capital Improvement/Construction.

DOCUMENT ORGANIZATION

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

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

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Revenue		Executive Director's Office	Government Affairs	Human Resources Office	Information Technology Services	Isabel Patterson Child Development Center	Other Post Employment Benefits
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	405,001	0
511	Recovered Expense/User Charge	0	500	7,500	0	631,843	0
513	Indirect Cost Recovery	43,309	0	166,102	45,218	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	33,442	0	0	0
598	Other:	0	0	0	0	0	0
Total Revenue		\$43,309	\$500	\$207,044	\$45,218	\$1,049,844	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	0	0	0	0	0	0
Personal Services							
701	Full-Time Payroll	136,392	108,792	172,920	63,984	540,984	0
706	Temporary Help	0	0	0	0	52,524	0
707	Part-Time Payroll	0	37,115	18,517	39,369	580,394	0
709	Full-Time Benefits	57,816	46,956	100,384	31,583	351,086	65,932
711	Part-Time Benefits	0	652	493	1,026	30,840	0
Subtotal		\$194,208	\$193,515	\$292,314	\$135,962	\$1,555,828	\$65,932
Operating Expense							
713	Grants/Scholarships	0	200,540	0	0	0	0
714	Food & Beverage Supplies	0	0	0	0	52,000	0
715	Printing/Duplicating	500	9,400	2,800	250	10,000	0
716	Building Supplies/Materials	0	0	0	0	850	0
717	Office Supplies	1,000	4,800	4,000	650	7,400	0
718	Program Supplies/Materials	0	9,800	1,000	200	30,000	0
719	Travel	150	24,000	3,000	1,200	0	0
720	Staff Development	500	2,000	3,000	800	0	0
723	Hospitality	100	2,500	1,500	300	0	0
725	Advertising/Promotions	0	9,500	5,000	0	0	0
726	Equipment/Facility Rentals	0	500	0	0	2,655	0
727	Contracted Services	0	6,300	34,954	2,845	11,420	0
728	Maintenance Service Agreements	0	0	0	24,000	18,151	0
738	Telecommunications/Postage	996	6,472	2,500	1,750	7,700	0
739	Utilities	0	0	0	0	0	0
748	Fees, Dues & Subscriptions	812	1,700	1,500	500	8,497	0
763	Insurance Premiums	0	0	0	0	28,791	0
764	Audit Fees	0	0	0	0	11,250	0
765	Legal Fees	1,000	0	0	0	4,000	0
767	Building Occupancy	1,827	34,757	6,735	2,789	0	0
772	Event Costs	0	25,200	15,000	0	0	0
791	Fixed Assets	0	0	0	0	0	0
792	Non-Capitalized Equipment	0	0	0	15,000	0	0
793	Repairs & Maintenance	0	0	0	5,000	11,575	0
798	Indirect Cost Allocation	2,199	0	0	30,523	9,759	0
799	Assigned Contingency	0	0	0	0	0	0
Subtotal		\$9,084	\$337,469	\$80,989	\$85,807	\$214,048	\$0
Total Expense		\$203,292	\$530,984	\$373,303	\$221,769	\$1,769,876	\$65,932
NET SUBSIDY FROM STUDENT FEES		(\$159,983)	(\$530,484)	(\$166,259)	(\$176,551)	(\$720,032)	(\$65,932)

Associated Students, Incorporated
California State University, Long Beach
2018-2019 Operating Budget

FUND	ASSOCIATED STUDENTS GENERAL FUND
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Revenue		Recycling Center	Student Media	Student Organization Activities	Student Support Services	University Athletics
503	Contributions & Donations	0	3,000	0	0	0
507	Private Grants/Major Gifts	0	0	0	0	0
509	Government Grants & Contracts	60,500	0	0	0	0
511	Recovered Expense/User Charge	5,705	11,158	0	0	0
513	Indirect Cost Recovery	0	0	0	0	0
515	Licensing Fees/Royalties	0	0	0	0	0
517	Penalties & Finance Charges	0	0	0	0	0
521	Non-Taxable Sales	581,000	28,000	0	0	0
523	Taxable Sales	0	0	0	0	0
543	Lease Income	0	6,000	0	0	0
545	Equipment Rental	0	0	0	0	0
547	Facility Rental	0	0	0	0	0
595	Investment Income	0	0	0	0	0
598	Other:	0	0	0	25,000	0
Total Revenue		\$647,205	\$48,158	\$0	\$25,000	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	377,650	0	0	0	0
Personal Services						
701	Full-Time Payroll	50,004	59,040	0	0	0
706	Temporary Help	0	0	0	0	0
707	Part-Time Payroll	123,120	207,238	0	49,555	0
709	Full-Time Benefits	29,761	23,394	0	0	0
711	Part-Time Benefits	7,006	2,217	0	2,044	0
Subtotal		\$209,891	\$291,889	\$0	\$51,599	\$0
Operating Expense						
713	Grants/Scholarships	0	0	0	175,000	338,000
714	Food & Beverage Supplies	0	0	0	0	0
715	Printing/Duplicating	50	1,100	0	0	0
716	Building Supplies/Materials	0	0	0	0	0
717	Office Supplies	500	2,500	0	200	0
718	Program Supplies/Materials	13,000	1,600	0	6,500	0
719	Travel	1,000	6,000	0	0	40,468
720	Staff Development	0	7,000	0	0	0
723	Hospitality	0	1,450	0	0	0
725	Advertising/Promotions	0	5,950	0	175	0
726	Equipment/Facility Rentals	0	1,300	4,923	0	0
727	Contracted Services	8,000	32,302	10,000	0	66,050
728	Maintenance Service Agreements	0	1,500	0	0	0
738	Telecommunications/Postage	1,000	3,125	0	500	0
739	Utilities	3,150	0	0	0	0
748	Fees, Dues & Subscriptions	0	2,550	0	0	0
763	Insurance Premiums	6,149	0	0	0	444
764	Audit Fees	0	0	0	0	0
765	Legal Fees	0	0	0	0	0
767	Building Occupancy	0	29,995	0	0	0
772	Event Costs	0	5,400	570,529	0	0
791	Fixed Assets	0	0	0	0	0
792	Non-Capitalized Equipment	3,500	11,000	0	1,500	0
793	Repairs & Maintenance	10,000	2,000	0	0	0
798	Indirect Cost Allocation	11,246	37,703	0	0	0
799	Assigned Contingency	0	0	92,767	10,000	0
Subtotal		\$57,595	\$152,475	\$678,219	\$193,875	\$444,962
Total Expense		\$645,136	\$444,364	\$678,219	\$245,474	444,962
NET SUBSIDY FROM STUDENT FEES		\$2,069	(\$396,206)	(\$678,219)	(\$220,474)	(\$444,962)

Department	Beach Pride Events
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Department Function

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

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

Beach Pride Events

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

Some of the annual events include:

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

Beach Pride Center

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

Department	Beach Pride Events
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Revenue	Department Total	Department Overhead	Beach Pride Programs	Beach Pride Center		
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 Indirect Cost Recovery	\$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					
706 Temporary Help	\$0					
707 Part-Time Payroll	\$48,911		27,751	21,160		
709 Full-Time Benefits	\$0					
711 Part-Time Benefits	\$1,181		728	453		
Subtotal	\$50,092	\$0	\$28,479	\$21,613	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$7,000		5,250	1,750		
716 Building Supplies/Materials	\$250			250		
717 Office Supplies	\$3,750		2,000	1,750		
718 Program Supplies/Materials	\$23,000		17,500	5,500		
719 Travel	\$1,200		1,000	200		
720 Staff Development	\$1,400		1,000	400		
723 Hospitality	\$3,750		3,500	250		
725 Advertising/Promotions	\$11,500		10,000	1,500		
726 Equipment/Facility Rentals	\$6,000		6,000			
727 Contracted Services	\$44,254		43,254	1,000		
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,119			1,119		
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$13,311	13,311				
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0					
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$15,332		11,444	3,888		
799 Assigned Contingency	\$200,000		\$200,000			
Subtotal	\$331,866	\$13,311	\$300,948	\$17,607	\$0	\$0
Total Expense	\$381,958	\$13,311	\$329,427	\$39,220	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$374,458)	(\$13,311)	(\$321,927)	(\$39,220)	\$0	\$0

Department Function

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

ASI Full-Time Staff

Last Name	Title	Classification
Ware, M.	Director, Administrative Services	Administrator II
Krein, D.	Accounting Manager	Administrator I
Musselman, J.	Business Services Coordinator	Accounting Technician II
Ohanesian, S.	Accounting Analyst	Accounting Technician III
Nguyen, K.	Accounts Receivable Coordinator	Accounting Technician II

Department Services

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

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

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

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

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

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

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

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

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 Full-Time Staff

Name	Title	Classification

Department Services

Fixed Asset Purchases

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

Capital Projects

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

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

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

Due to a reduction in revenue from student fees, funding of ASI's Capital Outlay program from the operating budget has been suspended for the 18/19 fiscal year. Should expenditures for capital outlay become necessary, they will be funded from ASI's Reserve for Capital Outlay.

Department	ASI Communications
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Department Function

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

ASI Full-Time Staff

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

Department Services

Internal and External Communications

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

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

Web Development

The web development service area of ASI Communications is responsible for developing and maintaining websites promoting the news, programs, services and events of ASI to the students, faculty and staff of CSULB. Currently, there are four websites which include the ASI corporate, SRWC, Student Government and 22 West Media websites. The functionality of the websites is to easily access information, engage the campus community and provide an opportunity for students to interact with the organization. The web team also manages ADA compliance for all websites, which requires converting documents and assisting in trainings of other staff. They also any web needs for ASI on campus. The websites and apps are maintained by the web development team comprised of the communications manager, webmaster and two web developer student assistants.

Revenue		Department Total	Department Overhead	Internal & External Communications	Web Development		
503	Contributions & Donations	\$0					
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$0					
513	Indirect Cost Recovery	\$24,655			24,655		
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	\$24,655	\$0	\$0	\$24,655	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$132,600		72,360	60,240		
706	Temporary Help	\$0					
707	Part-Time Payroll	\$65,416		36,512	28,904		
709	Full-Time Benefits	\$54,089		24,744	29,345		
711	Part-Time Benefits	\$1,159		675	484		
	Subtotal	\$253,264	\$0	\$134,291	\$118,973	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$1,800		1,800			
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$1,900		1,900			
718	Program Supplies/Materials	\$0					
719	Travel	\$2,700		2,700			
720	Staff Development	\$1,700		1,700			
723	Hospitality	\$0					
725	Advertising/Promotions	\$4,200		4,200			
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$4,000		4,000			
728	Maintenance Service Agreements	\$0					
738	Telecommunications/Postage	\$1,432		1,432			
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$225		225			
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$6,990	6,990				
772	Event Costs	\$300		300			
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$43,849	43,849				
799	Assigned Contingency	\$0					
	Subtotal	\$69,096	\$50,839	\$18,257	\$0	\$0	\$0
Total Expense		\$322,360	\$50,839	\$152,548	\$118,973	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$297,705)	(\$50,839)	(\$152,548)	(\$94,318)	\$0	\$0

Department Function

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

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

ASI Full-Time Staff

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

Department Services

Fundraising

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

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

Friend Raising

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

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

Department	Executive Director's Office
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Department Function

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

ASI Full-Time Staff

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

Department Services

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

The Executive Director exercises direct oversight of the Associated Students and oversees the management of Government Affairs, 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.

Department Function

Associated Students Government facilitates the 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 characterized 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 Full-Time Staff

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

Department Services

A.S. Executive Officers
 The 3 Executive Officers includes the President, Vice President & Treasurer

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

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

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

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

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

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

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

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

The **Board of Elections** oversee the student government elections process from beginning to end. They will facilitate the process for electing the 2018-2019 officers for Associated Students. The Board of Elections is comprised of students representing each of the seven colleges, the ASI Government Elections Officer, faculty representative, University President's Designee and the ASI Executive Director and Assistant Director for Government Affairs & Initiatives.

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

The **ASI Media Board of Trustees (ASIMBOT)** assists in the development and maintenance of strong independent and responsible vehicles for free expression. ASIMBOT works closely with ASI student-run media entities - 22 West TV, 22 West Radio, and 22 West Magazine. The four student Trustees-at-Large are elected by the AS Senate. One Senator serves on the ASIMBOT, elected by the AS Senate. The ASIMBOT meets once per month during the academic year.

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

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			500		
513	Indirect Cost Recovery					
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	\$500	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold					
Personal Services						
701	Full-Time Payroll					
706	Temporary Help					
707	Part-Time Payroll					
709	Full-Time Benefits					
711	Part-Time Benefits					
	Subtotal	\$0	\$0	\$0	\$0	\$0
Operating Expense						
713	Scholarships		10,800	2,400		1,600
714	Food & Beverage Supplies					
715	Printing/Duplicating	500	500	500		2,000
716	Building Supplies/Materials					
717	Office Supplies	500				
718	Program Supplies/Materials	500	2,000		1,000	3,500
719	Travel	12,000		12,000		
720	Staff Development					
723	Hospitality		1,000			
725	Advertising/Promotions		1,000	500	2,000	5,000
726	Equipment/Facility Rentals		500			
727	Contracted Services					6,300
728	Maintenance Service Agreements					
738	Telecommunications/Postage					
739	Utilities					
748	Fees, Dues & Subscriptions					
763	Insurance Premiums					
764	Audit Fees					
765	Legal Fees					
767	Building Occupancy					
772	Event Costs		6,000	1,000		
791	Fixed Assets					
792	Non-Capitalized Equipment					
793	Repairs & Maintenance					
798	Indirect Cost Allocation					
799	Assigned Contingency					
	Subtotal	\$13,500	\$21,800	\$16,400	\$3,000	\$18,400
Total Expense		\$13,500	\$21,800	\$16,400	\$3,000	\$18,400
NET SUBSIDY FROM STUDENT FEES		(\$13,500)	(\$21,800)	(\$15,900)	(\$3,000)	(\$18,400)

Department Function

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

ASI Full-Time Staff

Last Name	Title	Classification
Gammage, D.	Human Resources Manager	Administrator I
Barnes, M. V.	Payroll Services Coordinator	Payroll Technician III
Avella, J.	Employee Trng & Safety Coord	Admin Analyst/Specialist I

Department Services

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

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

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

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

Department Function

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

ASI Full-Time Staff

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

Department Services

Network Administration

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

Department Function

The IPCDC provides access and opportunity for CSULB student parents. Services include affordable childcare, parent education, employment for CSULB students, & a developmentally appropriate high quality program for infants, toddlers, preschool and school age children. The CDC is accredited by the National Association for the Education of Young Children. The CDC is licensed by the CA Department of Health and Social Services & regulated by Title 22 and Title 5. Grants from the CA Department of Education-Child Development Division & the U.S. Department of Education Child Care Access Means Parents in School Program (CCAMPIS) help low income parents afford childcare. Nutritious meals are served to children each day. The Child and Adult Care Food Program (CACFP) from Nutrition Services Division-CA Department of Education provides reimbursement for food costs. The ASI, CSULB, CA and US Departments of Education all help the CSU mission that "no qualified student parent be denied access or have their academic progress impaired due to lack of affordable child care".

ASI Full-Time Staff

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

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

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

Revenue		Department Total	Department Overhead	Infant-Toddler Program	Preschool Program	Schoolage Program	Meal Program
503	Contributions & Donations	\$13,000	13,000				
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$405,001		155,502	203,199	3,300	43,000
511	Recovered Expense/User Charge	\$631,843		94,973	439,350	97,520	
513	Indirect Cost Recovery	\$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		\$1,049,844	\$13,000	\$250,475	\$642,549	\$100,820	\$43,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$540,984	160,728	85,176	213,528	43,632	37,920
706	Temporary Help	\$52,524	52,524				
707	Part-Time Payroll	\$580,394	15,000	147,956	349,340	41,875	26,223
709	Full-Time Benefits	\$351,086	115,000	56,577	130,806	31,118	17,585
711	Part-Time Benefits	\$30,840		8,612	16,195	3,538	2,495
Subtotal		\$1,555,828	\$343,252	\$298,321	\$709,869	\$120,163	\$84,223
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$52,000					52,000
715	Printing/Duplicating	\$10,000	10,000				
716	Building Supplies/Materials	\$850	175	225	225	225	
717	Office Supplies	\$7,400	7,400				
718	Program Supplies/Materials	\$30,000		10,000	10,000	10,000	
719	Travel	\$0					
720	Staff Development	\$0					
723	Hospitality	\$0					
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$2,655	2,655				
727	Contracted Services	\$11,420	7,220		4,200		
728	Maintenance Service Agreements	\$18,151	14,075		4,076		
738	Telecommunications/Postage	\$7,700	7,700				
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$8,497	8,497				
763	Insurance Premiums	\$28,791	28,791				
764	Audit Fees	\$11,250	11,250				
765	Legal Fees	\$4,000		975	1,975	975	75
767	Building Occupancy	\$0					
772	Event Costs	\$0					
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$11,575			11,575		
798	Indirect Cost Allocation	\$9,759		5,587	4,172		
799	Assigned Contingency	\$0					
Subtotal		\$214,048	97,763	16,787	36,223	11,200	52,075
Total Expense		\$1,769,876	\$441,015	\$315,108	\$746,092	\$131,363	\$136,298
NET SUBSIDY FROM STUDENT FEES		(\$720,032)	(\$428,015)	(\$64,633)	(\$103,543)	(\$30,543)	(\$93,298)

Department Function

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

ASI Full-Time Staff

Name	Title	Classification

Department Services

Retiree Health Benefits

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

Department	Recycling Center
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Department Function

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

ASI Full-Time Staff

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

Department Services

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

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

Department	Recycling Center
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Revenue	Department Total	Department Overhead	Recycling Center Operations			
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$60,500		60,500			
511 Recovered Expense/User Charge	\$5,705	5,705				
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$581,000		581,000			
523 Taxable Sales	\$0					
543 Lease Income	\$0					
545 Equipmental Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other	\$0					
Total Revenue	\$647,205	\$5,705	\$641,500	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$377,650		377,650			
Personal Services						
701 Full-Time Payroll	\$50,004	50,004				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$123,120		123,120			
709 Full-Time Benefits	\$29,761	29,761				
711 Part-Time Benefits	\$7,006		7,006			
Subtotal	\$209,891	\$79,765	\$130,126	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$50	50				
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$500	500				
718 Program Supplies/Materials	\$13,000	13,000				
719 Travel	\$1,000	1,000				
720 Staff Development	\$0					
723 Hospitality	\$0					
725 Advertising/Promotions	\$0					
726 Equipment/Facility Rentals	\$0					
727 Contracted Services	\$8,000		8,000			
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$1,000	1,000				
739 Utilities	\$3,150	3,150				
748 Fees, Dues & Subscriptions	\$0					
763 Insurance Premiums	\$6,149	6,149				
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$3,500		3,500			
793 Repairs & Maintenance	\$10,000		10,000			
798 Indirect Cost Allocation	\$11,246	11,246				
799 Assigned Contingency	\$0					
Subtotal	\$57,595	\$36,095	\$21,500	\$0	\$0	\$0
Total Expense	\$645,136	\$115,860	\$529,276	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	\$2,069	(\$110,155)	\$112,224	\$0	\$0	\$0

Department	Student Media
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Department Function

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

ASI Full-Time Staff

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

Department Services

22 West Radio
 22 West Radio provides 24/7 programming on 88.1 FM HD 3, and on three internet streams on 22westmedia.com and KKJZ-FM HD stream and 22 West Workout. 22 West Radio is programmed with music, talk, sports talk and live “Beach Sports” broadcasting. Paid student employees and volunteers provide the management and staffing.

22 West Radio provides employment opportunities for 9 students, and includes programming and services from 60- student volunteers. Additionally, 22 West Radio has 5 alumni volunteers, 2 faculty volunteers, 3 professional volunteer mentors, and 5 community volunteers. 22 West Radio News serves students with daily newscasts and live broadcast of ASI Government forums. 22 West Radio Sports serves students, the Athletics Dept. and the community by providing live streaming of play-by-play for men’s basketball, women’s basketball, baseball, volleyball and softball.

22 West Radio provides 15 internships a semester through the Dept. of Journalism and Mass Communications. 22 West Radio also provides extra-curricular workshops in basic broadcasting skills, ethics, writing and production, copyrights and FCC regulations. 22 West Radio also provides commercial production, public service announcements and DJ services for all departments, campus organizations, and clubs.
 22 West Radio works with closely with the Student Media Coordinator and a Journalism Dept. faculty adviser.

22 West Magazine
 22 West Magazine publishes a magazine format newspaper in print and online every other Monday during the academic year, with the exception of Finals Week. From its inception as “The LB Union Weekly” 22 West Magazine has been a staple of the CSULB community since 1977. The vision of this bi-weekly publication is to be “the students’ newspaper,” and with each new staff 22 West Magazine has progressively taken steps to keep true to that ideal. 22 West Magazine is proudly student-run, curated solely by students, for students.

Anyone who is a student, alumnus, or member of the CSULB faculty is welcome to contribute to 22 West Magazine, regardless of age, creed, major, sexuality, gender, disability or race. All students have an opportunity to participate and are provided with hands-on training with the latest digital publication software, and in the creation and publication of written and online content. 22 West Magazine is accessible to the CSULB campus and the Long Beach community at large, through print distribution and on its website, and is responsible for off-setting the number of issues printed by generating revenue through advertising sales.

The 22 West Magazine staff is advised by media professionals employed by the Associated Students, Inc.

22 West Video
 Founded in 1999 as College Beat Productions, 22 West Video is in production to allow students from various disciplines the opportunity to be involved in the production of a both cinematic and journalistic content that is of specific interest to students of California State University, Long Beach.
 Over the years, 22 West Video has expanded its format, incorporating new ideas from its ever-changing, yet highly talented contributors, made up of both paid and volunteer student staff.

22 West video is a learning laboratory for students that produces video content and delivers them on the 22 West Media website, YouTube and on social media platforms. 22 West Video offers 5 internships a semester through the Dept. of Film and TV. Weekly workshops in lighting, video editing, camera work, and audio recording provides the bulk of extra curricular training and are lead by the student leadership of 22 West Video. 22 West Video works with closely with the Student Media Coordinator and a Journalism department faculty adviser.

Department	Student Media
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Revenue	Department Total	Department Overhead	22 West Radio	22 West Magazine	22 West Video	Media Coordination
503 Contributions & Donations	\$3,000		3,000			
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$11,158		11,158			
513 Indirect Cost Recovery	\$0					
515 Licensing Fees/Royalties	\$0					
517 Penalties & Finance Charges	\$0					
521 Non-Taxable Sales	\$28,000		10,000	18,000		
523 Taxable Sales	\$0					
543 Lease Income	\$6,000			6,000		
545 Equipment Rental	\$0					
547 Facility Rental	\$0					
595 Investment Income	\$0					
598 Other:	\$0					
Total Revenue	\$48,158	\$0	\$24,158	\$24,000	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$59,040	59,040				
706 Temporary Help	\$0					
707 Part-Time Payroll	\$207,238		80,449	50,466	66,755	9,568
709 Full-Time Benefits	\$23,394	23,394				
711 Part-Time Benefits	\$2,217		925	471	723	98
Subtotal	\$291,889	\$82,434	\$81,374	\$50,937	\$67,478	\$9,666
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$1,100		300	300	300	200
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$2,500		750	750	750	250
718 Program Supplies/Materials	\$1,600		600	500	300	200
719 Travel	\$6,000		1,000	1,000	1,000	3,000
720 Staff Development	\$7,000		1,000	1,000	1,000	4,000
723 Hospitality	\$1,450		450	450	450	100
725 Advertising/Promotions	\$5,950		1,900	1,900	1,900	250
726 Equipment/Facility Rentals	\$1,300		1,000		300	
727 Contracted Services	\$32,302	10,000	4,872	16,830	600	
728 Maintenance Service Agreements	\$1,500		1,500			
738 Telecommunications/Postage	\$3,125		1,500	500	500	625
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,550		1,500	200	450	400
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$29,995		10,230	10,388	9,377	
772 Event Costs	\$5,400		1,800	1,800	1,800	
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$11,000		3,000	3,000	5,000	
793 Repairs & Maintenance	\$2,000		1,000		1,000	
798 Indirect Cost Allocation	\$37,703	37,703				
799 Assigned Contingency	\$0					
Subtotal	\$152,475	47,703	32,402	38,618	24,727	9,025
Total Expense	\$444,364	\$130,137	\$113,776	\$89,555	\$92,205	\$18,691
NET SUBSIDY FROM STUDENT FEES	(\$396,206)	(\$130,137)	(\$89,618)	(\$65,555)	(\$92,205)	(\$18,691)

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.

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 Athletics, the Associated Students provides over \$400,000 in financial assistance to students in the form of scholarships, book grants, and travel subsidies.

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

After Hours Study Center

In response to popular student demand, this budget provides funding to staff an After Hours Study Center. The study center includes a designated 24-hour "study room" in the West Wing of the USU and for the designation of the entire West Wing as an after hours study center for the hours of 11:00 PM to 7:00 AM.

ASI Scholarships

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

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.

Beach Pantry

The ASI Beach Pantry will provide students in need with a sustainable program to support their basic necessities. The ASI Beach Pantry will allow more programs to be housed in the location such as the Swap Shop and Cal Fresh counselor, as well as promotional supplies regarding the other programs offered on CSULB.

Student Emergency Fund

The Student Emergency Fund has been established to assist students who are experiencing temporary financial distress whether it be in the form of loss of housing, medical emergencies, food insecurity, car accidents, theft, etc.

Student Research Grants

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

Student Travel Fund

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

Study Abroad Grants

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.

Revenue		Department Total	After Hours Study Center	ASI Scholarships	EOP Book Grants	Beach Pantry
503	Contributions & Donations	\$0				
507	Private Grants/Major Gifts	\$0				
509	Government Grants & Contracts	\$0				
511	Recovered Expense/User Charge	\$0				
513	Indirect Cost Recovery	\$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: Capital Gains	\$25,000		25,000		
	Total Revenue	\$25,000	\$0	\$25,000	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold	\$0				
Personal Services						
701	Full-Time Payroll	\$0				
706	Temporary Help	\$0				
707	Part-Time Payroll	\$49,555	30,856			18,699
709	Full-Time Benefits	\$0				
711	Part-Time Benefits	\$2,044	1,321			723
	Subtotal	\$51,599	\$32,177	\$0	\$0	\$19,422
Operating Expense						
713	Grants/Scholarships	\$175,000		35,000	40,000	
714	Food & Beverage Supplies	\$0				
715	Printing/Duplicating	\$0				
716	Building Supplies/Materials	\$0				
717	Office Supplies	\$200	200			
718	Program Supplies/Materials	\$6,500	500			6,000
719	Travel	\$0				
720	Staff Development	\$0				
723	Hospitality	\$0				
725	Advertising/Promotions	\$175				175
726	Equipment/Facility Rentals	\$0				
727	Contracted Services	\$0				
728	Maintenance Service Agreements	\$0				
738	Telecommunications/Postage	\$500				500
739	Utilities	\$0				
748	Fees, Dues & Subscriptions	\$0				
763	Insurance Premiums	\$0				
764	Audit Fees	\$0				
765	Legal Fees	\$0				
767	Building Occupancy	\$0				
772	Event Costs	\$0				
791	Fixed Assets	\$0				
792	Non-Capitalized Equipment	\$1,500	1,500			
793	Repairs & Maintenance	\$0				
798	Indirect Cost Allocation	\$0				
799	Assigned Contingency	\$10,000				
	Subtotal	\$193,875	\$2,200	\$35,000	\$40,000	\$6,675
	Total Expense	\$245,474	\$34,377	\$35,000	\$40,000	\$26,097
	NET SUBSIDY FROM STUDENT FEES	(\$220,474)	(\$34,377)	(\$10,000)	(\$40,000)	(\$26,097)

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

Department Function

Long Beach State University Athletics supports our teams which represent California State University, Long Beach in 19 National Collegiate Athletic Association (NCAA) Division I sports. Most of LBSU's teams compete primarily in the Big West Conference. Men's Water Polo competes in the Golden Coast Conference, while our Men's & Women's Indoor Track and Field compete in the Mountain Pacific Sports Federation (MPSF) which includes Pac 12 Conference and Mountain West Conference schools.

Over 350 student-athletes are provided the opportunity to participate in Intercollegiate Athletics.

ASI's support of Athletics also includes operating funds for the Long Beach State Spirit Teams, consisting of the Cheer and Dance, the Beach Pep Band.

ASI Full-Time Staff

Last Name	Title	Classification

Department Services

Athletic Scholarships

Associated Students, Inc. provides a baseline funding of \$300,000 annually allocated specifically to student-athlete scholarships. This funding allows LBSU to compete on a national level. Of our 350 students, approximately 270 receive aid in one, way, shape or form be it tuition, books, or stipend.

Spirit Team

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

Pep Band

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

Revenue		Department Total	Department Overhead	Athletics	Spirit Teams	Spirit Band	
503	Contributions & Donations	\$0					
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$0					
513	Indirect Cost Recovery	\$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					
706	Temporary Help	\$0					
707	Part-Time Payroll	\$0					
709	Full-Time Benefits	\$0					
711	Part-Time Benefits	\$0					
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense							
713	Grants/Scholarships	\$338,000		300,000	10,000	28,000	
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$0					
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$0					
718	Program Supplies/Materials	\$0					
719	Travel	\$40,468			40,468		
720	Staff Development	\$0					
723	Hospitality	\$0					
725	Advertising/Promotions	\$0					
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$66,050			45,000	21,050	
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	\$0					
792	Non-Capitalized Equipment	\$0					
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$444,962	\$0	\$300,000	\$95,912	\$49,050	\$0
Total Expense		\$444,962	\$0	\$300,000	\$95,912	\$49,050	\$0
NET SUBSIDY FROM STUDENT FEES		(\$444,962)	\$0	(\$300,000)	(\$95,912)	(\$49,050)	\$0

UNIVERSITY STUDENT UNION GENERAL FUND

Revenue		Fund Total	USU Administration	Commercial Services	Facility Operations	Beach Pride Events	ASI Communications	ASI Recreation
503	Contributions & Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
507	Private Grants/Major Gifts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
509	Government Grants & Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
511	Recovered Expense/User Charge	\$918,391	\$0	\$86,500	\$115,391	\$10,000	\$4,000	\$702,500
513	Sales of Professional Services	\$119,814	\$20,475	\$2,199	\$8,764	\$63,533	\$24,843	\$0
515	Licensing Fees/Royalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0
517	Penalties & Finance Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
521	Non-Taxable Sales	\$230,800	\$0	\$200,300	\$0	\$0	\$9,500	\$21,000
523	Taxable Sales	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0
543	Lease Income	\$412,583	\$0	\$412,583	\$0	\$0	\$0	\$0
545	Equipment Rental	\$69,500	\$0	\$30,000	\$31,000	\$0	\$0	\$8,500
547	Facility Rental	\$150,000	\$0	\$143,000	\$0	\$0	\$0	\$7,000
595	Investment Income	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0
598	Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$	-
Total Revenue		\$2,016,088	\$90,475	\$919,582	\$155,155	\$73,533	\$38,343	\$739,000
Expense								
Costs of Goods Sold								
600	Cost of Goods Sold	\$91,550	\$0	\$85,000	\$0	\$0	\$2,500	\$4,050
Personal Services								
701	Full-Time Payroll	\$2,076,904	\$223,824	\$298,440	\$839,448	\$155,028	\$96,780	\$463,384
706	Temporary Help	\$0	\$0	\$0	\$0	\$0	\$0	\$0
707	Part-Time Payroll	\$2,377,386	\$26,081	\$407,932	\$541,314	\$101,320	\$215,257	\$1,085,482
709	Full-Time Benefits	\$1,150,906	\$183,170	\$159,077	\$485,068	\$64,047	\$40,962	\$218,582
711	Part-Time Benefits	\$102,440	\$752	\$16,777	\$30,317	\$2,694	\$6,904	\$44,996
	Subtotal	\$5,707,636	\$433,827	\$882,226	\$1,896,147	\$323,089	\$359,903	\$1,812,444
Operating Expense								
713	Grants/Stipends	\$8,400	\$8,400	\$0	\$0	\$0	\$0	\$0
714	Food & Beverage Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
715	Printing/Duplicating	\$26,190	\$2,450	\$10,440	\$1,800	\$4,300	\$2,700	\$4,500
716	Building Supplies/Materials	\$294,500	\$0	\$7,500	\$277,000	\$0	\$0	\$10,000
717	Office Supplies	\$20,625	\$3,150	\$5,625	\$3,150	\$1,700	\$5,000	\$2,000
718	Program Supplies/Materials	\$104,100	\$2,600	\$23,500	\$4,000	\$7,500	\$1,250	\$65,250
719	Travel	\$53,303	\$27,500	\$7,900	\$6,593	\$2,960	\$600	\$7,750
720	Staff Development	\$38,030	\$14,000	\$3,000	\$1,500	\$3,280	\$650	\$15,600
723	Hospitality	\$18,875	\$5,800	\$2,975	\$500	\$6,250	\$550	\$2,800
725	Advertising/Promotions	\$49,696	\$2,700	\$13,200	\$1,500	\$6,000	\$15,000	\$11,296
726	Equipment/Facility Rentals	\$14,000	\$0	\$0	\$0	\$14,000	\$0	\$0
727	Contracted Services	\$711,373	\$107,990	\$600	\$379,283	\$220,000	\$3,500	\$0
728	Maintenance Service Agreements	\$491,772	\$115,525	\$10,500	\$280,000	\$0	\$3,510	\$82,237
738	Telecommunications/Postage	\$58,102	\$3,950	\$14,702	\$17,900	\$4,000	\$3,500	\$14,050
739	Utilities	\$720,000	\$0	\$0	\$720,000	\$0	\$0	\$0
748	Fees, Dues & Subscriptions	\$94,550	\$33,900	\$27,550	\$0	\$2,100	\$2,250	\$28,750
763	Insurance Premiums	\$101,465	\$66,000	\$0	\$0	\$0	\$0	\$35,465
764	Audit Fees	\$21,300	\$21,300	\$0	\$0	\$0	\$0	\$0
765	Legal Fees	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0
767	Building Occupancy	\$0	\$0	\$0	\$0	\$0	\$0	\$0
772	Event Costs	\$62,900	\$52,000	\$2,000	\$0	\$0	\$900	\$8,000
791	Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
792	Non-Capitalized Equipment	\$107,500	\$41,000	\$25,000	\$26,000	\$0	\$3,500	\$12,000
793	Repairs & Maintenance	\$733,302	\$297,794	\$8,600	\$409,150	\$0	\$0	\$17,758
798	Indirect Costs	\$498,296	\$498,296	\$0	\$0	\$0	\$0	\$0
799	Assigned Contingency	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$4,338,279	\$1,414,355	\$163,092	\$2,128,376	\$272,090	\$42,910	\$317,456
Total Expense		\$10,137,465	\$1,848,182	\$1,130,318	\$4,024,523	\$595,179	\$405,313	\$2,133,950
NET PROFIT / (SUBSIDY)		(\$8,121,377)	(\$1,757,707)	(\$210,736)	(\$3,869,368)	(\$521,646)	(\$366,970)	(\$1,394,950)

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 Full-Time Staff

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

Department Services

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

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

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

Department	Commercial Services
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Department Function

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

ASI Full-Time Staff

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

Department Services

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

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

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

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

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

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

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

Revenue		Conference and Events Center	Building Management	Maxson Center			
503	Contributions & Donations						
507	Private Grants/Major Gifts						
509	Government Grants & Contracts						
511	Recovered Expense/User Charge		70,000				
513	Indirect Cost Recovery	2,199					
515	Licensing Fees/Royalties						
517	Penalties & Finance Charges						
521	Non-Taxable Sales	800					
523	Taxable Sales						
543	Lease Income						
545	Equipment Rental		30,000				
547	Facility Rental	88,000					
595	Investment Income						
598	Other:						
Total Revenue		\$90,999	\$100,000	\$0	\$0	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold						
Personal Services							
701	Full-Time Payroll	135,960					
706	Temporary Help						
707	Part-Time Payroll	27,460	166,325	22,678			
709	Full-Time Benefits	72,962					
711	Part-Time Benefits	286	11,498	121			
	Subtotal	\$236,668	\$177,823	\$22,799	\$0	\$0	\$0
Operating Expense							
713	Grants/Scholarships						
714	Food & Beverage Supplies						
715	Printing/Duplicating	4,000		800			
716	Building Supplies/Materials		7,500				
717	Office Supplies	1,500	1,000	1,500			
718	Program Supplies/Materials		3,500	2,000			
719	Travel	900	3,000				
720	Staff Development	1,000	1,500				
723	Hospitality	500	600	200			
725	Advertising/Promotions			200			
726	Equipment/Facility Rentals						
727	Contracted Services	600					
728	Maintenance Service Agreements	7,000	3,500				
738	Telecommunications/Postage	1,825	3,000	1,400			
739	Utilities						
748	Fees, Dues & Subscriptions	6,000	1,000				
763	Insurance Premiums						
764	Audit Fees						
765	Legal Fees						
767	Building Occupancy						
772	Event Costs						
791	Fixed Assets						
792	Non-Capitalized Equipment	10,000	1,000	1,500			
793	Repairs & Maintenance	2,000	1,000				
798	Indirect Cost Allocation						
799	Assigned Contingency						
	Subtotal	\$35,325	\$26,600	\$7,600	\$0	\$0	\$0
Total Expense		\$271,993	\$204,423	\$30,399	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES		(\$180,994)	(\$104,423)	(\$30,399)	\$0	\$0	\$0

Department Function

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

ASI Full-Time Staff

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

Department Services

Building Improvements

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

Facility Maintenance

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

Facility Services

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

Sustain U

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

Department	Facility Operations
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Revenue		Department Total	Department Overhead	Building Improvements	Facility Maintenance	Facility Services	Sustain U
503	Contributions & Donations	\$0					
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$115,391			64,003	51,388	
513	Indirect Cost Recovery	\$8,764	8,764				
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	\$31,000				31,000	
547	Facility Rental	\$0					
595	Investment Income	\$0					
598	Other:	\$0					
	Total Revenue	\$155,155	\$8,764	\$0	\$64,003	\$82,388	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$0					
Personal Services							
701	Full-Time Payroll	\$839,448	93,024		326,772	419,652	
706	Temporary Help	\$0					
707	Part-Time Payroll	\$541,314			202,664	303,550	35,100
709	Full-Time Benefits	\$485,068	33,016		172,212	279,840	
711	Part-Time Benefits	\$30,317			11,303	18,047	967
	Subtotal	\$1,896,147	\$126,040	\$0	\$712,951	\$1,021,089	\$36,067
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$1,800					1,800
716	Building Supplies/Materials	\$277,000			112,000	165,000	
717	Office Supplies	\$3,150	200		1,000	1,800	150
718	Program Supplies/Materials	\$4,000					4,000
719	Travel	\$6,593			1,000	4,793	800
720	Staff Development	\$1,500			500	500	500
723	Hospitality	\$500	500				
725	Advertising/Promotions	\$1,500					1,500
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$379,283				379,283	
728	Maintenance Service Agreements	\$280,000			240,000	40,000	
738	Telecommunications/Postage	\$17,900	750		14,000	2,650	500
739	Utilities	\$720,000			720,000		
748	Fees, Dues & Subscriptions	\$0					
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$0					
791	Fixed Assels	\$0					
792	Non-Capitalized Equipment	\$26,000				25,000	1,000
793	Repairs & Maintenance	\$409,150	155,000	67,650	180,000	6,500	
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	2,128,376	156,450	67,650	1,268,500	625,526	10,250
Total Expense		4,024,523	282,490	67,650	1,981,451	1,646,615	46,317
NET SUBSIDY FROM STUDENT FEES		(3,869,368)	(273,726)	(67,650)	(1,917,448)	(1,564,227)	(46,317)

Department	Beach Pride Events
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Department Function

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

ASI Full-Time Staff

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

Department Services

Programming

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

Permanent and USU Art Galleries

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

Major Events

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

Assessment

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

Department	Beach Pride Events
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Revenue	Department Total	Department Overhead	Beach Pride Events			
503 Contributions & Donations	\$0					
507 Private Grants/Major Gifts	\$0					
509 Government Grants & Contracts	\$0					
511 Recovered Expense/User Charge	\$10,000		10,000			
513 Indirect Cost Recovery	\$63,533	54,615	8,918			
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	\$73,533	\$54,615	\$18,918	\$0	\$0	\$0
Expense						
Costs of Goods Sold						
600 Cost of Goods Sold	\$0					
Personal Services						
701 Full-Time Payroll	\$155,028	62,004	93,024			
706 Temporary Help	\$0					
707 Part-Time Payroll	\$101,320	29,320	72,000			
709 Full-Time Benefits	\$64,047	22,859	41,188			
711 Part-Time Benefits	\$2,694	782	1,912			
Subtotal	\$323,089	\$114,965	\$208,124	\$0	\$0	\$0
Operating Expense						
713 Grants/Scholarships	\$0					
714 Food & Beverage Supplies	\$0					
715 Printing/Duplicating	\$4,300		4,300			
716 Building Supplies/Materials	\$0					
717 Office Supplies	\$1,700	200	1,500			
718 Program Supplies/Materials	\$7,500	1,500	6,000			
719 Travel	\$2,960	710	2,250			
720 Staff Development	\$3,280	280	3,000			
723 Hospitality	\$6,250	1,750	4,500			
725 Advertising/Promotions	\$6,000		6,000			
726 Equipment/Facility Rentals	\$14,000		14,000			
727 Contracted Services	\$220,000	5,000	215,000			
728 Maintenance Service Agreements	\$0					
738 Telecommunications/Postage	\$4,000		4,000			
739 Utilities	\$0					
748 Fees, Dues & Subscriptions	\$2,100	1,000	1,100			
763 Insurance Premiums	\$0					
764 Audit Fees	\$0					
765 Legal Fees	\$0					
767 Building Occupancy	\$0					
772 Event Costs	\$0					
791 Fixed Assets	\$0					
792 Non-Capitalized Equipment	\$0		-			
793 Repairs & Maintenance	\$0					
798 Indirect Cost Allocation	\$0					
799 Assigned Contingency	\$0					
Subtotal	\$272,090	\$10,440	\$261,650	\$0	\$0	\$0
Total Expense	\$595,179	\$125,405	\$469,774	\$0	\$0	\$0
NET SUBSIDY FROM STUDENT FEES	(\$521,646)	(\$70,790)	(\$450,856)	\$0	\$0	\$0

Department	ASI Communications
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Department Function

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

ASI Full-Time Staff

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

Department Services

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

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

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

Department	ASI Communications
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Revenue		Department Total	Department Overhead	ASI Productions	Graphics	Marketing	
503	Contributions & Donations	\$0					
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$4,000		4,000			
513	Indirect Cost Recovery	\$24,843			24,843		
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	\$38,343	\$0	\$4,000	\$34,343	\$0	\$0
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$2,500			2,500		
Personal Services							
701	Full-Time Payroll	\$96,780				96,780	
706	Temporary Help	\$0					
707	Part-Time Payroll	\$215,257		55,160	126,402	33,695	
709	Full-Time Benefits	\$40,962				40,962	
711	Part-Time Benefits	\$6,904		1,431	4,782	691	
	Subtotal	\$359,903	\$0	\$56,591	\$131,184	\$172,128	\$0
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$2,700			1,200	1,500	
716	Building Supplies/Materials	\$0					
717	Office Supplies	\$5,000		1,500	2,000	1,500	
718	Program Supplies/Materials	\$1,250		1,250			
719	Travel	\$600		300	300		
720	Staff Development	\$650		150	500		
723	Hospitality	\$550		150	150	250	
725	Advertising/Promotions	\$15,000				15,000	
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$3,500		1,000		2,500	
728	Maintenance Service Agreements	\$3,510			1,000	2,510	
738	Telecommunications/Postage	\$3,500		500	600	2,400	
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$2,250		250	1,000	1,000	
763	Insurance Premiums	\$0					
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$900		400		500	
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$3,500		2,000	1,500		
793	Repairs & Maintenance	\$0					
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$42,910	\$0	\$7,500	\$8,250	\$27,160	\$0
	Total Expense	\$405,313	\$0	\$64,091	\$141,934	\$199,288	\$0
	NET SUBSIDY FROM STUDENT FEES	(\$366,970)	\$0	(\$60,091)	(\$107,591)	(\$199,288)	\$0

Department Function

ASI Recreation is the department that operates the Student Recreation & Wellness Center (SRWC) and all affiliated programs. The SRWC is a 126,000 square foot facility with fitness programs, instructional classes and workshops, rock climbing wall, multi-purpose courts, pool, sand volleyball, over 20,000 sq. feet of weight room and cardio space and more . The center serves as a place for students, faculty, staff and alumni to exercise, study, hang out and provides student opportunities for employment and internships. Yearly usage rates for the facility exceed 600,000.

ASI Full-Time Staff

Name	Title	Classification
Fowler, F.	Associate Director	Administrator I
Bermudez, W.	Information Technology Specialist	Equipment/Systems Specialist
Huebner, C.	Outdoor Adventure & Wellness Manager	Student Services Professional II
Meza, A.	Facility Maintenance Technician	Facility Worker II
Sauceda, M.	Administrative and Facility Coordinator	Administrative Analyst/Specialist II
VACANT	Member Services & Outreach Coordinator	Administrative Analyst/Specialist II
MacRae, M.	Assistant Director	Administrative Analyst/Specialist II
Pellerin, S.	Recreational Sports Coordinator	Student Services Professional II
Freeman, M.	Aquatics & Safety Coordinator	Student Services Professional II

Department Services

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

Business Operations
 ASI 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. The Business Operations department works collaboratively with Facility and Maintenance departments. Building Management handles facility security and ensures the safety of its members and guests.

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

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

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

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

Beach Balance
 Beach Balance aims to promote personal well-being, from a holistic approach, by empowering members of the CSULB community to make healthy lifestyle choices. Beach Balance offerings include programs about nutrition, stress management, biofeedback, and overall health education. Specific programs include meditation classes, nutrition counseling, massage therapy, nutrition & fitness workshops, naps in hammocks, and more. Participants will be able to improve their interpersonal development skills, decrease stress levels and gain knowledge from a variety of formats. Annual participation rates exceed 3,000.

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

Department	ASI Recreation
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Revenue		Department Total	Department Overhead	Aquatics	Business Operations	Fitness	Intramural Sports
503	Contributions & Donations	\$0					
507	Private Grants/Major Gifts	\$0					
509	Government Grants & Contracts	\$0					
511	Recovered Expense/User Charge	\$702,500		5,000	3,000	55,000	21,500
513	Indirect Cost Recovery	\$0					
515	Licensing Fees/Royalties	\$0					
517	Penalties & Finance Charges	\$0					
521	Non-Taxable Sales	\$21,000				15,000	4,500
523	Taxable Sales	\$0					
543	Lease Income	\$0					
545	Equipment Rental	\$8,500			1,000		
547	Facility Rental	\$7,000			7,000		
595	Investment Income	\$0					
598	Other:	\$0					
	Total Revenue	\$739,000	\$0	\$5,000	\$11,000	\$70,000	\$26,000
Expense							
Costs of Goods Sold							
600	Cost of Goods Sold	\$4,050					4,050
Personal Services							
701	Full-Time Payroll	\$463,384	85,800	50,496	104,772	52,872	58,468
706	Temporary Help	\$0					
707	Part-Time Payroll	\$1,085,482		173,845	173,336	210,125	161,207
709	Full-Time Benefits	\$218,582	44,886	24,948	54,324	27,710	21,778
711	Part-Time Benefits	\$44,996		7,203	9,492	9,020	5,836
	Subtotal	\$1,812,444	\$130,686	\$256,492	\$341,924	\$299,727	\$247,289
Operating Expense							
713	Grants/Scholarships	\$0					
714	Food & Beverage Supplies	\$0					
715	Printing/Duplicating	\$4,500			4,500		
716	Building Supplies/Materials	\$10,000	10,000				
717	Office Supplies	\$2,000			2,000		
718	Program Supplies/Materials	\$65,250	41,000	1,500		5,500	4,000
719	Travel	\$7,750	2,500	500	500	500	1,750
720	Staff Development	\$15,600	750	1,700	1,700	2,500	2,500
723	Hospitality	\$2,800	750	250	250	250	250
725	Advertising/Promotions	\$11,296	1,296				
726	Equipment/Facility Rentals	\$0					
727	Contracted Services	\$0					
728	Maintenance Service Agreements	\$82,237			79,737		2,500
738	Telecommunications/Postage	\$14,050	3,100	1,000	2,500	1,500	2,000
739	Utilities	\$0					
748	Fees, Dues & Subscriptions	\$28,750			27,000		
763	Insurance Premiums	\$35,465	35,000				65
764	Audit Fees	\$0					
765	Legal Fees	\$0					
767	Building Occupancy	\$0					
772	Event Costs	\$8,000	2,000	1,000			
791	Fixed Assets	\$0					
792	Non-Capitalized Equipment	\$12,000	12,000				
793	Repairs & Maintenance	\$17,758	7,500		10,258		
798	Indirect Cost Allocation	\$0					
799	Assigned Contingency	\$0					
	Subtotal	\$317,456	\$115,896	\$5,950	\$128,445	\$10,250	\$13,065
Total Expense		\$2,133,950	\$246,582	\$262,442	\$470,369	\$309,977	\$264,404
NET SUBSIDY FROM STUDENT FEES		(\$1,394,950)	(\$246,582)	(\$257,442)	(\$459,369)	(\$239,977)	(\$238,404)

Revenue		Membership & Marketing	Rock & Outdoor Adventure	Beach Balance	Inclusive Recreation	
503	Contributions & Donations					
507	Private Grants/Major Gifts					
509	Government Grants & Contracts					
511	Recovered Expense/User Charge	600,000	2,000	16,000		
513	Indirect Cost Recovery					
515	Licensing Fees/Royalties					
517	Penalties & Finance Charges					
521	Non-Taxable Sales	1,500	-			
523	Taxable Sales					
543	Lease Income					
545	Equipment Rental		7,500			
547	Facility Rental					
595	Investment Income					
598	Other:					
Total Revenue		\$601,500	\$9,500	\$16,000	\$0	\$0
Expense						
Costs of Goods Sold						
600	Cost of Goods Sold					
Personal Services						
701	Full-Time Payroll	50,976	30,000	30,000		
706	Temporary Help					
707	Part-Time Payroll	169,069	120,243	66,971	10,686	
709	Full-Time Benefits	21,238	11,849	11,849		
711	Part-Time Benefits	5,477	4,670	2,840	458	
	Subtotal	\$246,760	\$166,762	\$111,660	\$11,144	\$0
Operating Expense						
713	Grants/Scholarships					
714	Food & Beverage Supplies					
715	Printing/Duplicating					
716	Building Supplies/Materials					
717	Office Supplies					
718	Program Supplies/Materials	500	10,000	2,000	750	
719	Travel	500	500	500	500	
720	Staff Development	1,700	3,000	1,000	750	
723	Hospitality	250	250	300	250	
725	Advertising/Promotions	10,000				
726	Equipment/Facility Rentals					
727	Contracted Services					
728	Maintenance Service Agreements					
738	Telecommunications/Postage	2,000	1,500	450		
739	Utilities					
748	Fees, Dues & Subscriptions		1,750			
763	Insurance Premiums		400			
764	Audit Fees					
765	Legal Fees					
767	Building Occupancy					
772	Event Costs	1,500	3,500			
791	Fixed Assets					
792	Non-Capitalized Equipment					
793	Repairs & Maintenance					
798	Indirect Cost Allocation					
799	Assigned Contingency					
	Subtotal	\$16,450	\$20,900	\$4,250	\$2,250	\$0
Total Expense		\$263,210	\$187,662	\$115,910	\$13,394	\$0
NET SUBSIDY FROM STUDENT FEES		\$338,290	(\$178,162)	(\$99,910)	(\$13,394)	\$0