

Memorandum

To: Vice Presidents for Administration/Finance
Student Union Directors
Budget Officers
Accounting Officers

Date: July 15, 2004

From: Rosa H. Renaud *RHR*
Senior Financial Manager
Financing and Treasury

Phone: (562) 951-4570

Subject: Training Workshop for Student Unions Eligible for Decentralization – **REVISED NOTICE**

The Financing and Treasury (F&T) department together with the Systemwide Financial Operations (SFO) department would like to invite you and your staff to attend a training workshop to familiarize campuses and eligible student unions with student union decentralization concept and procedures. Note: We recommend that only those staff members affected by the decentralization process should attend. For the convenience of campuses, two sessions of workshop will be offered: one session to serve Southern California campuses and a second one to serve Northern California campuses. Details of the two workshops are as follows:

Session I

Date: September 21, 2004
Place: Office of the Chancellor – Dumke Auditorium
Time: 12:30 p.m. – 4:30 p.m. (Refreshments)
Presenters: Rosa H. Renaud (F&T) and Lawrence Gutierrez (SFO).

Session II

Date: September 30, 2004
Place: Sheraton Gateway Hotel, San Francisco Airport – Anza Room
Time: 12:30 p.m. – 4:30 p.m. (Refreshments)
Presenters: Rosa H. Renaud (F&T);
SFO staff *via conference call*.

Enclosed is an agenda and registration sign-up form for the workshops. The deadline for registration is **August 2, 2004**. Please contact me or my staff, Angelique Sutanto, for questions on workshop content and Semone Simmons for questions on registration. We can be reached at (562) 951-4570. We look forward to seeing you.

RHR:as

Enclosures

cc: Dennis Hordyk (with enclosures)
Colleen Nickles (with enclosures)
George Ashkar (with enclosures)
Lam Le (with enclosures)
Lawrence Gutierrez (with enclosures)
Sedong John (with enclosures)
Lily Wang (with enclosures)

**Decentralization of the Student Union Program
Training Workshop
Agenda**

- 12:30 - 1:30 p.m. Student Union Eligible for Decentralization
- ❖ Determined by "fully" participating in Systemwide Revenue Bond program
 - ❖ Flexibility of Systemwide Revenue Bond Indenture:
 - Pooled security
 - No "Return of Surplus Test" requirement
 - Similarities to Housing, Parking and other programs
 - ❖ Executive Order 876:
 - Debt Service Coverage Ratio (DSCR)
 - Reserve Development
- 1:30 - 2:00 p.m. Changes to the Student Union program
- ❖ Roles and responsibilities of campus CFO and Vice President of Administration/Finance
 - ❖ Roles and responsibilities of Financing and Treasury:
 - Annual PFA memo
 - Construction projects
- 2:00 - 3:00 p.m. Interaction with Accounting staff and State Controller's Office
- 3:00 - 3:20 p.m. Break
- 3:20 - 4:00 p.m. Getting to understand the traditional Student Union Budget forms
- 4:00 - 4:30 p.m. Walking through an Example



Student Union Workshop Registration Form

**Registration Deadline:
August 2, 2004**

Registration Contact:

Name _____ Campus _____

Address _____ City, State, Zip _____

Phone _____ Email _____

I/We will be attending the **September 21, 2004** Workshop at the Chancellor's Office from 12:30 pm - 4:30 pm. - \$40 (per person)*

Please list names of all attendees who will attend the workshop.

REGISTRATION CLOSED

We will be attending the **September 30, 2004** Workshop at the Sheraton Gateway Hotel, San Francisco from 12:30 pm - 4:30 pm. - \$40 (per person)*

Please list names of all attendees who will attend the workshop.

Total Number attendees _____ x \$40 = _____

Amount of Check Enclosed \$ _____ (Please make checks payable to CSU Trustees)

**Registration Deadline:
August 2, 2004**

Please enclose payment and mail to:

Semone Simmons

Financing and Treasury

CSU Chancellor's Office

401 Golden Shore, 5th Floor, Long Beach, CA 90802

*Registration fee includes refreshments and workshop materials.