The California State University
Office of the Chancellor

Memorandum

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

Date: July 15, 2004

From: Rosa H. Renaud
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 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.

___________________________________    ___________________________________
___________________________________    ___________________________________
___________________________________    ___________________________________
___________________________________    ___________________________________
___________________________________    ___________________________________

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)*

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.