


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: September 2, 2003

Code: HR 2003-17

To: Vice Presidents of Administration

Response Required:
September 19, 2003

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Ethics Training**

The California State University (CSU) has agreed to provide training on “relevant employee ethics statutes and regulations that govern official conduct” in accordance with proposed Senate Bill (SB) 971. The training must be offered to all employees in designated positions who are required to file a Form 700 Statement of Economic Interests as part of the annual Conflict of Interest (COI) filing process.

To simplify training delivery and administration, we are pleased to announce that the training will be delivered electronically to all campuses via Web browsers. Employees in designated positions who are required to file a Form 700 will be required to complete the training. After the employee completes the online training, the underlying learning management system will record training completion and print a completion verification. Each campus COI filing officer (or his or her designee) will serve as the program manager for the campus online training. The COI filing officer, or designee, will have password-protected Web access to the learning management system to be able to track participation and progress of campus employees required to take the training. Systemwide Professional Development will provide an overview training session to campus program managers prior to the training rollout so they can use features that will make program administration simple. We anticipate providing this training through teleconference no later than mid January 2004.

At the current time, we are requesting that campuses provide the following information on all employees currently in designated positions who are required to file Form 700's: name, designated position and email address. The information should be provided in the format provided in Attachment A. This excel spreadsheet can be downloaded from our Web site at: <http://www.calstate.edu/HRAdm/2003pages/2003hrmemo.shtml>. Please email this information to Felice Bakre in systemwide Human Resources at fbakre@calstate.edu.

Distribution:

Chancellor
Executive Vice Chancellor & CFO
CSU Presidents
Conflict of Interest Filing Officers

Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Directors
SOSS Director

This information will be used by our vendor to load the training database and begin early testing. We need this information no later than Friday, **September 19, 2003**.

We have provided in Attachment B a list of all campus COI filing officers. We anticipate working directly with these individuals on training delivery. If you have a change to your campus COI filing officer, please email your updates to Felice Bakre at fbakre@calstate.edu. Thank you.

SB 971 requires the Trustees to maintain records of training attendance. These records need to identify attendees by name, job title and date of attendance. These public records need to be maintained for a period of at least five years after the course is offered. Our learning management system will have a storage component to maintain these records. Access to the records by any entity other than the vendor will be "read only."

We will be providing more information on the training and timeline as we move forward. The training will be fully available for the 2004 Conflict of Interest Filing process. For your information, the Chancellor's Office will pilot the training program for its employees in designated positions December 2003. The systemwide rollout will begin in late January 2004 to be available for the annual 2004 COI filing process, which begins in February and concludes April 1. We anticipate that all filers will complete the training by April 1, 2004, the filing deadline for the Statement of Economic Interests.

This is a large undertaking requiring an immense amount of coordination and cooperation. We appreciate your assistance to ensure a smooth implementation. Thank you in advance for your support.

See HR Letter 2003-03 at <http://www.calstate.edu/HRAdm/2003pages/2003hrmemo.shtml> for information on the CSU COI filing process, designated positions and Form 700.

Questions regarding the training design and process may be directed to Lynne Hellmer, Senior Director of Systemwide Professional Development at (562) 951-4403. Questions regarding the Conflict of Interest filing process may be directed to Human Resources Administration at (562) 951-4411. This document is available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/cr

Attachments

**HR 2003-17
ATTACHMENT B**

Campus	Conflict of Interest Officer
Bakersfield	Michael Neal
Channel Islands	Anna Pavin
Chico	Sue Hofius
Dominguez Hills	Rod Foster
Fresno	Rosine Sarafain
Fullerton	Robin Graboyes
Hayward	Eric Thompson
Humboldt	Linda Moore
Long Beach	Linda Nafarrete
Los Angeles	Jill Carnahan
Northridge	Carol Hallenbeck
Pomona	Carol Putnam
Sacramento	Mae Ling Kong
San Bernardino	Dale West
San Diego	Gena Self
San Francisco	Donna Ryan
San Jose	Donna Burtain
San Luis Obispo	Barbara Melvin
San Marcos	Melody Kessler
Sonoma	Kathleen Spitzer
Stanislaus	Marsha Patino
Maritime Academy	Pamela Maher
Monterey Bay	Linda Wight
Chancellor's Office	Pat Ritchie