Date: February 15, 1996

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: 1996 CONFLICT OF INTEREST FILING PROCESS

This memorandum serves as a reminder that Conflict of Interest Statements must be filed by all designated employees on your campus by April 1, 1996. Conflict of Interest filing is a campus-delegated responsibility. The Chancellor's Office does not need to be notified when the filing process is completed. However, you will need to provide your final revised designated position list. The following information will be included with your campus' Conflict of Interest Filing Officer's copy of this memo to assist in the annual filing process:


- 1995-96 Form 730 (schedules and instructions). Filing Officers are requested to ensure that the date a completed individual disclosure statement is received is indicated in the official date stamp box located in the upper right hand corner of Form 730. Copies of the 1995-96 Statement of Economic Interests for Designated Employees Form 730 can be locally reproduced for designated employees of your campus. Campuses that wish to access Form 730 electronically can do so via Internet:

  http://www.fppc.ca.gov/fppc/730i.htm

- "Principal Investigator's Statement of Economic Interests" Form 730-U. This form should be made available to employees "with principal responsibility for a research project funded or supported, in whole or in part, by a contract or grant (or other funds earmarked by the donor for a specific research project of for a specific researcher) from a non-governmental entity."

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Distribution:
Conflict of Interest Filing Officers w/attachments
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General Counsel " "
Chancellor's Office Staff " "

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- CSU Disclosure Category Listing. The attached listing identifies the seventeen (17) CSU disclosure categories and highlights each category’s potentially applicable Form 730 schedule in bold print. This information was previously provided following a Conflict of Interest workshop held in April 1995 (reference: HR 95-03, Supplement #1, Attachment A).

- 1995 Designated Position List:
  
  √ Campuses are responsible for reviewing their Designated Position List to ensure that appropriate campus positions are disclosed in accordance with CSU’s disclosure categories.

  √ Campuses are requested to carefully review their designated position list to determine whether or not existing positions on campus require incorporation. Please verify that the list is complete in scope and accurately reflects current job titles and disclosure categories for warranted campus positions.

  √ With the implementation of the Management Personnel Plan Job Reporting System (references: HR 94-31, Technical Letters HR/SA 94-05, 95-01 and 95-02), the MPP tracking class system was eliminated. As a result, it is highly likely that campuses will have at minimum, job title and/or corresponding disclosure category changes. Attachment A is provided as a sample format for notification to this office of designated position list changes.

For this year’s filing, the California Maritime Academy (CMA) will continue to file under its own Conflict of Interest Code until the Academy is incorporated into CSU’s Conflict of Interest Code, an action that is scheduled for completion this year. CSU Monterey Bay will introduce its designated position list this year and will be incorporated into the amendment process concurrently with the CMA.

Human Resources will continue to operate in an advisory capacity and serve as liaison with the Fair Political Practices Commission and the campuses.

Please contact Theresa Hines at (310) 985-2674 if you have any questions or need additional information.

CR/dth
Attachments