The California State University
Office of the Chancellor
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(310) 985-2674

Date: January 31, 1997

To: Presidents

From: Samuel A. Strafaci
Interim Senior Director
Human Resources Administration

Subject: 1997 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, 1997. 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, campuses will need to provide the finalized designated position lists to this office by April 1, 1997.

Implementation of the Management Personnel Plan (MPP) Job Reporting System eliminated job titles used under the old MPP tracking class system. The new Job Reporting System has affected the Conflict of Interest Filing process because a significant number of the job titles indicated on previous campus designated position listings became obsolete. Please ensure that your campus’ final revised designated position list accurately reflects job titles based upon the MPP Job Reporting System.

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:


- “Gift, Honoraria and Travel Fact Sheet” (1997) which summarizes the major provisions of the Act concerning gifts, honoraria and travel.

Distribution:
Conflict of Interest Filing Officers w/attachments
Vice Presidents, Academic Affairs w/o attachments
Associate Vice Presidents/Deans, Faculty Affairs " "
Vice Presidents, Administration " "
Vice Presidents, Information Systems " "
Vice Presidents, University Advancement " "
Vice Presidents/Deans of Students " "
Business Managers " "
Personnel Officers " "
Payroll Supervisors " "
General Counsel " "
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- 1996-97 Form 700 (formerly 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 700. Copies of the 1996-97 Statement of Economic Interests for Designated Employees Form 700 can be locally reproduced for designated employees of your campus. Campuses that wish to access Form 700 electronically can do so via the World Wide Web:

   http://www.fppc.ca.gov/fppc/

- "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.”

- CSU Disclosure Category Listing. Attachment A identifies the seventeen (17) CSU disclosure categories and highlights each category’s potentially applicable Form 700 schedule in bold print.

- 1996 Designated Position List (Attachment B):
  ⊚ Campuses are responsible for reviewing their Designated Position Lists to ensure that appropriate campus positions are disclosed in accordance with CSU’s disclosure categories.
  ⊚ Campuses are requested to carefully review their designated position lists to determine whether or not existing positions on campus require incorporation. Please verify that your list is complete in scope and accurately reflects current job titles and disclosure categories for warranted campus positions.
  ⊚ Attachment B-1 is provided as a sample format for notification to this office of designated position list changes.

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. The incorporation will be completed this year.

Human Resources will continue to operate in an advisory capacity and serve as liaison between 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. Thank you.

SAS/dth
Attachments