

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

**BOARD OF DIRECTORS
AGENDA**

October 25, 2024
10:00 a.m.

Santos Manuel Student Union North
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/88634712385>

Call to Order

Roll Call

Approval of Minutes

Adoption of Agenda

Executive Officer Reports

Executive Director Report

Open Forum (5 minutes/speaker)

Guest Speaker

OLD BUSINESS:

BD 85-24 Discussion on hosting a Board meeting at the Palm Desert Campus on Friday November 8th. (Discussion) (Lopez)

NEW BUSINESS:

BD 88-24 Resolution to amend the contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Associated Students, California State University, San Bernardino to provide Section 20903 (Golden Handshake) which would add two years of additional service credit for ASI employees through the CalPers Retirement System. (Action) (Rister)

BD 89-24 Revision of the ASI Grade Policy and Procedures. (Action) (Policy Committee) (First Reading)

Reports: Board of Directors, ASI Committees and Campus-wide Committees

ANNOUNCEMENTS

ADJOURNMENT

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF DIRECTORS
ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20903 (Two-Years Additional Service Credit)
for local miscellaneous members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: _____
Presiding Officer

Title

Date adopted and approved

(Amendment)
CON-302

Golden Handshake FAQ's – For Public Agency Employers



Two-Years Additional Service Credit

This FAQ is intended to provide basic information for our public agency contracting employers regarding the Two-Years Additional Service Credit optional benefit, also referred to as the Golden Handshake.

When an employer is facing an impending curtailment of services or a change in the manner of performing services, California Government Code (GC) section 20903 allows an employer to provide its employees, who retire during a designated period, two years of additional service credit. The provision permits employers to offer this retirement incentive for eligible employees in order to reduce staff and provide immediate payroll savings if the best interest of the employer would be served by doing so.

How does an employer add the Two-Years Additional Service Credit optional benefit to their pension contract?

An employer must first amend its CalPERS pension contract to include GC section 20903 for the member category in which it wishes to offer the Golden Handshake. The amendment process takes approximately three to four months to complete. An employer can contact CalPERS at pensioncontracts@calpers.ca.gov or send a request in myCalPERS to add the Two-Years Additional Service Credit benefit to its contract. The employer must obtain a Cost Valuation Report from a qualified actuary in accordance with GC 7507. A cost study may be obtained from the CalPERS Actuarial Office and can take up to 60 days to complete. The employer must also comply with the requirements of GC 7507, which in addition to requiring an actuarial valuation, requires public notice, and a written acknowledgment by the person with the responsibilities of a chief executive officer that he or she understands the current and future cost of the benefit.

What type of employers can add the optional Two-Years Additional Service Credit provision to its contract?

The type of employers that the Pension Contracts & Prefunding Programs Division (PCPP) assists include cities, counties, special districts, and other local authorities. For schools, the requirements for offering a Golden Handshake differ. Schools will need to contact CalPERS at pensioncontracts@calpers.ca.gov for future cost determinations prior to opening up the Golden Handshake offering window period. State entities also follow a separate process.

Golden Handshake FAQ's – For Public Agency Employers

If the employer already has the Two-Years Additional Service Credit benefit in their pension contract, how do they establish the Golden Handshake window?

An employer that decides to use the benefit will need to contact CalPERS at pensioncontracts@calpers.ca.gov to request a Two-Year additional Service Credit (Golden Handshake) packet. As noted above, the employer is also required to certify compliance with GC section 7507, which includes obtaining a Cost Valuation Report from a qualified actuary. A Cost Valuation Report may be obtained from the CalPERS Actuarial Office and can take up to 60 days to complete. After the Cost Valuation report has been received and reviewed, the employer can contact CalPERS and request a packet that includes the resolution and required certifications to establish the offering window period. The window period time frame is a minimum of 90-days and no longer than 180-days in which eligible employees must retire to receive the Two-Years Additional Service Credit.

Is there a cost for the Golden Handshake Cost Valuation Report?

No, there is no fee for the Golden Handshake Cost Valuation Report prepared by the CalPERS Actuarial Office.

Is the employer required to demonstrate financial savings before they can re-hire employees to their workforce again?

The Golden Handshake process requires an employer to make the cost, as determined by the actuary, of the Two-Year Additional Service Credit public at a governing body board meeting and certify the actual cost for all eligible members. Employers are required to obtain a Cost Valuation Report from a qualified actuary. A Cost Valuation Report may be obtained from the CalPERS Actuarial Office and can take up to 60 days to complete. Please note, the Golden Handshake may result in an increase to the long-term pension liability, which will depend, in part, on whether the employer's vacated positions resulting from the benefit remain unfilled. The employer is responsible for ensuring that it can demonstrate a financial savings if it decides to re-hire employees.

What options does an employer have for the payment of the Golden Handshake?

The employer's payment for the costs of the Golden Handshake will be included in their total employer contribution amount as part of their unfunded actuarial liability (UAL). This change in the UAL dollar amount will be amortized over a period of five years from the date of the actuarial valuation after this benefit is implemented.

Golden Handshake FAQ's – For Public Agency Employers

Can an employer backfill the vacant positions created by Golden Handshake?

The employer is responsible for ensuring that the best interest of the employer is served by offering a Golden Handshake, including the extent to which such projected savings may be impacted if an employer backfills a vacated position created by the Golden Handshake.

Additionally, an employer is required to certify its intent that at the time the Two-Years Additional Service Credit benefit becomes available that, if any early retirements are granted after receipt of such service credit pursuant to GC section 20903, that any vacancies thus created or at least one vacancy shall remain permanently unfilled thereby resulting in an overall reduction in the workforce of the department or organizational unit.


If a member accepts the Golden Handshake and retires, then reinstates, what happens to the Two-Years Additional Service Credit they received?

If a member received the Two-Years Additional Service Credit and returns to work for a CalPERS employer, the additional service credit is forfeited.

What are the minimum requirements for a member to be eligible to receive the Golden Handshake?

The member must be employed and retire during the designated window period established by the employer with a minimum of five years of service credit, and eligible for service retirement. The member's retirement date may not be the first day of the designated period. A member cannot receive the Two-Years Additional Service Credit under Government Code Section 20903 if the member receives any unemployment insurance payments during the designated period.

- NEW Members - Five years service credit and age 52
- CLASSIC Members - Five years service credit and age 50

Policy:	Grade Policy & Procedures	
Last Updated:	02/28/2022	
Board Agenda ID:	BD 05-22	
Scope:	This policy applies to all students regularly matriculated to the University, although not through the College of Extended Learning, seeking or holding elected/appointed office, and students seeking and/or holding employed positions within ASI.	

Scope: This policy applies to all students regularly matriculated to the University (with the exception of those matriculated through-although not through the College of Extended Learning & Global Education), seeking or holding elected/appointed office, and students seeking and/or holding employed positions within ASI.

Purpose: The purpose of this policy is to describe the Associated Students, Incorporated (ASI) practices in determining grade point eligibility, unit load, and residency requirements in compliance with CSU Chancellor’s Office policy entitled “Minimum Academic Qualifications for Student Office Holders”, ASI bylaws, and ASI personnel policy for those seeking or holding office or employment with ASI. This policy specifies the procedures for notifying those concerned, correcting grade errors, and requesting special consideration. The policy also specifies the consequences of not meeting or maintaining the requirements.

Section 1: Major Student Government Offices

- A. California State University defines major student offices as executive officers, members of the board of directors, and students who are officers or board members of California State Student Association (CSSA).
- B. Student representatives, candidates, and incumbents for major office positions must be matriculated at a CSUSB campus maintaining a minimum on-campus 2.~~575~~* term grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. In order to assume office, candidates must have achieved a 2.~~575~~* GPA during the spring semester in which they were elected. These requirements should be considered minimum qualifications. Campus presidents may establish additional requirements as determined locally.

C. Incumbent Unit Load

Undergraduate incumbents must earn 6 semester units of credit per term while holding office. Graduate and credential students must earn 3 semester units of credit per term while holding office.

D. Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.

E. Candidate Unit Load

*3.0 Graduate Students

Undergraduate candidates must maintain 6 semester units per term while running for office. Graduate and credential student candidates must maintain 3 semester units per term while running for office.

F. Candidate Residency

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester prior to the election, earning a total of 6 semester units during that year. Graduate and credential candidates for office must earn 6 semester units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of 12 semester units during their last year as an undergraduate to be eligible.

G. Determining Eligibility

Candidates for ASI office will have their eligibility to run for office checked by the Office of ~~the~~ Student Leadership & Engagement in consultation with the ASI Elections Chair, and/or the ASI Advisor. Prior to taking office, or appointment to office, the ASI Elections Chair in consultation with the Director of Student Leadership & Engagement will determine the eligibility of those individuals elected or appointed to an ASI office to ascertain the eligibility of the student to hold office.

H. Notification of Ineligibility

1. Notification to candidates running for ASI office: Candidates for ASI office who fail to meet the eligibility requirements defined in this policy will be notified by the Office of Student Leadership & Engagement-ASI Executive Director in consultation with the Elections ~~Coordinator~~Chair.
2. Candidates who have been elected, but have not yet taken office, will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs.
3. Notification to incumbents (currently holding office): All elected or appointed members of ASI who currently hold office, and do not maintain eligibility to remain in office under this policy will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs or designee.

I. The grace period to meet academic requirements

1. Students currently holding office will have ~~two~~three weeks to correct grade errors from the date they are notified in writing by the ASI ~~Advisor~~Executive Director that they were ineligible to continue in office.
2. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA and/or unit load into compliance with the criteria for eligibility, the student will notify the ASI Advisor.
3. The ASI Executive Director in coordination with the Office of the Vice President, Student Affairs will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the semester.
4. Should the faculty member state that they will be able to change the grade, but not in the three week period, ~~will be unable to make the grade change in order for it to become effective within the three week period~~, the student will request from the faculty member an email to the Executive Director stating the timeline of grade change and the student's new grade which will be posted, ~~is being changed and what the new grade is~~.
5. It is still the student's responsibility to notify the ASI ~~Advisor~~Executive Director, regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

J. Request for special consideration

1. Under extraordinary circumstances, a student may appeal for special consideration of this policy to the President of the University and/or their designee (Vice President for Student Affairs). The Chancellor's Office policy specifies four areas in which the student may appeal for relief: unit load; maximum amount of units, residency, and grade point average (GPA). The following procedures will follow:
 - i. The student must submit the request for waiver in writing using the form provided in this policy.
 - ii. The request for waiver must be submitted within two weeks from the beginning of the semester
 - iii. The request for waiver will be submitted to the Office of Vice President of Student Affairs who will have one week to comment on and return the approved or disapproved request from the President or themselves to the ASI Executive Director. The ASI Executive Director will inform the student of the decision and provide a copy of the form to the student.
 - iv. The Vice President of Student Affairs decision is final.
2. Appeals for a grade point average waiver ~~will only may~~ be considered for GPAs that fall below the minimum ~~2.575~~ standard, ~~under the following conditions:~~
 - ~~i. If the office holder's GPA is between 2.5 and 2.75, the office holder may remain in office during the spring semester without having to appeal their GPA to the Vice President, Student Affairs so long as they agree not run for office the following term.~~
3. If the Vice President, Student Affairs denies an appeal, then that individual will be considered to have resigned their office as of the denial date whether or not the individual officer holder has tendered their resignation in writing.
4. Any student whose semester or cumulative GPA does not meet the criteria for eligibility three weeks into the semester without the proper documentation specified in this policy, whether or not they were notified by the ASI Advisor/or the ASI Executive Director, will be considered to be resigned from their position whether or not they have formally resigned in writing.
- ~~5. Wages will not be paid until the appeal is resolved. Students are not eligible for compensation during the appeal process.~~
- ~~6.5.~~ This section only applies to elected or appointed student office holders as defined in the Chancellors Office policy and not to student employees of ASI.

Section 2: ASI Student Employees, Volunteers and Committee Appointees

- A. Student Employees, volunteers and committee appointees ~~(with the exception of Finance Committee which must meet a 2.75 grade point average)~~ are subject to the following provisions:
 - i. Be regularly matriculated to the university, not through the College of Extended Learning & Global Education and currently attending classes at CSUSB.
 - ii. Maintain a minimum 2.0* grade point average in cumulative work as well as the previously attended semester at CSUSB.
 - iii. The Executive Director is authorized to grant an exception to student employees and volunteers to this for one semester per academic year.

Commented [HG1]: confirm on other campuses

B. Determining Eligibility for Student Employees

Prior to employment, the ASI Executive Director will determine the eligibility of those individuals selected for employment based on the criteria stated in the ASI Personnel Policy Manual. The ASI Executive Director [or appointee](#) will check the GPAs of student employees at the beginning of each semester to verify eligibility for continued employment in accordance with the ASI Personnel Manual.

C. Notification of Ineligibility

Should a student be found to be ineligible, the ASI Executive Director will notify the student in question.

D. The grace period to meet academic requirements

1. For students currently holding positions of employment, the student will have two weeks from the date they are notified by the ASI Executive Director that they are ineligible to continue in employment to correct grade errors.
2. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA into compliance with the criteria for eligibility, the student will notify the ASI Executive Director.
3. The ASI Executive Director will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the semester.
4. Should the faculty member state that they will be unable to make the grade change in order for it to become effective within the three-week period, the student will request from the faculty member email the Executive Director stating the student's grade is being changed and what the new grade is.
5. It is still the student's responsibility to notify the ASI Executive Director regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

Section 3: General Provisions

1. Resignation

Any student whose semester or cumulative GPA does not meet the criteria for eligibility three weeks into the semester without the proper documentation specified in this policy, whether or not they were notified by the ASI Advisor/or the ASI Executive Director, will be considered to be resigned from their position whether or not they have formally resigned in writing.

2. Misconduct

Students whose conduct is such that they could be accused of attempting to gain or remain in a position by misinformation, disinformation, distortions, non-disclosure or fraud concerning their GPA, unit load (in the case of student office holders), or other relevant information will have their case turned over to the Office of Student Conduct for action

Approved with revisions per BD 62-20 | 05/12/2020

Approved with revisions per BD 05-22 | 02/28/2022

Associated Students, Incorporated
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

REQUEST FOR SPECIAL CONSIDERATION TO CHANCELLOR'S OFFICE POLICY

Student's Name: _____ Student ID Number: _____

Date: _____

Routing: (Please submit to the Office of the Vice President for Student Affairs, [Student Union South 222UH-234](#)) To: (Insert Name) Vice President, Student Affairs

The Chancellor's Office policy (AA-2012-05) for Minimum Academic Qualifications for Student Office Holders states that, "Under extraordinary circumstances the campus president or their designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA."

(Insert Title) (Insert Last Name), I hereby request an exception to the policy in the following area: (Check one)

Unit Load Maximum Allowable Units Residency GPA

State the reason for the request for exception below (Please type or print). Be specific. (One additional typewritten or printed page may be attached for clarification if there is insufficient space below) ***Please attach a copy of the notification letter, a copy of your transcript, and any supporting documents to this form.***

Comments:

_____ Approved _____ Denied

(Insert Name & Signature), Vice President, Student Affairs/Presidents Designee