

LA ASI Policy Review

Not Performed 15
 >3 44
 total 59

Revise 27
 Consolidate 18
 retire 5
 Review 12

#	Policy Number	Name	Date Created	Last Revised Date (Three most recent)	Years since last review	Next Scheduled Review	Priority	Recommended Action	Notes and intended actions
1	001	ASI Bylaws	8/3/1979	11/15/2018 3/25/2021 2/10/2022	0	2025	3	No action needed	Submitted to CO. No immediate action necessary. Comments and recommendations for future amendments are being gathered.
2	002	Board of Directors Code of Procedure	8/1/1984	8/7/2014 10/19/2017 11/02/2017	5	2023	1	Revise	Remove details for position duties, update and consolidate to other policies as needed. Most of BOD Code should be in Bylaws as the governing document for the Board.
3	003	Executive Committee Code of Procedure	7/1/1970	11/1/2008 2/1/2010 10/5/2017	5	2023	1	Revise	Refers to a position of "Office Manager"
4	004	Elections Committee Code of Procedure	12/15/1991	11/19/2015 11/3/2016 9/20/2020	2	2023	1	Revise	Update for upcoming elections 2023
5	005	GIA	4/19/2001	5/15/2008 10/5/2017 3/14/2019	3	2023	2	review	
6	006	Conflict of Interest	6/3/1999	N/A	Not Performed	2023	1	Revise	
7	007	Student Leader Agreement	7/15/2021	July 2021	1	2024	3	No action needed	
8	010	Attendance and Absenteeism	6/3/2000	8/1/2013	9	2023	1	Consolidate	Consolidate with other policies into student leader handbook
9	011	Strategic Planning Committee Code of Procedures	5/1/2005	2/1/2009 11/30/2017	5	2023	2	review	Refers to a position of "Office Manager"
10	012	Environmental Policy Committee Code of Procedure	5/29/2008	5/16/2013 10/23/2014	8	2023	1	Revise	
11	014	Legislative Affairs & Advocacy Committee Code of Procedure	2/1/2010	2/11/2016 5/4/2017 11/2/2017	5	2023	2	Revise	Includes Lobby Corps, should be separate document.
12	015	Cabinet of Academic Senators Code of Procedure	6/6/1905	12/1/2011 10/23/2014 4/19/2018	4	2023	2	Review	
13	016	Appointment & Recommendation Procedure	5/1/2010	11/1/2010	12	2023	1	Revise	
14	017	Cabinet of Commissioners Code of Procedure	5/1/2010	4/13/2017 11/2/2017 9/24/2020	2	2023	3	No action needed	
15	018	Cabinet of College Representatives Code of Procedure	12/1/2011	4/19/2018	4	2023	2	Review	

16	019	ASI Sustainability Guidelines	5/30/2013	N/A	Not Performed	2023	2	Retire	Guidelines are dated and are not policy language, better as a resolution
17	020	ASI Officer Performance Review & Removal Procedure	11/21/2013	4/19/2018	4	2023	2	Consolidate	include in student leader handbook
18	021	Record Retention Policy	5/15/2014	N/A	Not Performed	2023	1	Revise	Policy may be outdated. CO retention policy is regularly updated. See https://www.calstate.edu/csu-system/records-retention-disposition/Pages/schedules.aspx
19	022	ASI Ethics Policy	5/15/2014	3/15/2018	4	2023	1	Revise	1. Chancellor's Office contact for whistleblower complaints is outdated. 2. Campus Administrator's Title is outdated. 3. Reference of EO 345 is outdated. 4. Reference link at the end needs to be updated as it is no longer valid.
20	023	Shared Governance Council Code of Procedure	10/23/2014	11/5/2015 4/19/2018	4	2023	2	Revise	
21	024	Executive Senate and Senate Offices Code of Procedure	10/23/2014	11/5/2015	7	2023	1	Retire	No longer an active body of ASI, recommend to retire
22	025	ASI Officer Performance Expectations & Management Procedure	5/10/2018	N/A	Not Performed	2023	1	Consolidate	Refers to a position of "Office Manager"
23	101	Personnel Committee Code of Procedure	1/1/1967	2/28/2013 10/8/2015 9/7/2017	5	2023	1	revise	Refers to a position of "Office Manager"
24	103	Equity and Diversity	7/15/2004	2/2/2012	10	2023	1	revise	
25	104	Introductory Period	4/19/2001	2/2/2012	10	2023	1	consolidate	include in Employee Handbook
26	105	Family Leave	4/19/2001	2/2/2012 2/28/2013	9	2023	1	Consolidate	include in Employee Handbook
27	106	Performance Appraisal	5/31/2001	2/28/2013 11/4/2015 11/30/2017	5	2023	1	Consolidate	include in Employee Handbook
28	107	Personnel Files	4/19/2001	3/1/2012	10	2023	1	revise	
29	108	Re-employment Policy	4/19/2001	3/1/2012	10	2023	1	Consolidate	include in Employee Handbook
30	109	Student Assistant Hiring	5/31/2001	3/1/2012	10	2023	1	revise	currently under going through approval
31	110	Training & Development Programs	4/19/2001	11/30/2017	5	2023	1	Consolidate	include in Employee Handbook
32	111	Nepotism/Hiring of Family Members	4/19/2001	3/1/2012	10	2023	1	Consolidate	include in Employee Handbook
33	112	Identificaiton Cards	4/19/2001	3/1/2012	10	2023	1	retire	no longer needed
34	113	Educational Enhancement	10/8/2001	1/17/2013	9	2023	1	Consolidate	include in Employee Handbook
35	114	Grievance Process	4/19/2001	1/17/2013 4/21/2016	6	2023	1	Consolidate	include in Employee Handbook
36	117	Discipline	4/19/2001	5/2/2013 11/4/2015	7	2023	1	Consolidate	include in Employee Handbook
37	118	Separation/Clearance Process	4/19/2001	5/2/2013	9	2023	1	Consolidate	include in Employee Handbook
38	119	Dental Plan	5/1/2011	N/A	Not Performed	2023	1	Consolidate	include in Employee Handbook
39	120	Health Plan	5/1/2011	N/A	Not Performed	2023	1	Consolidate	include in Employee Handbook
40	121	Vacation Time	10/24/2013	N/A	Not Performed	2023	1	Consolidate	include in Employee Handbook
41	122	Sick Time Policy	10/24/2013	N/A	Not Performed	2023	1	Consolidate	include in Employee Handbook

42	201	Finance Committee Code of Procedure	1/1/1967	1/1/2016 9/7/2017 2/24/2022	0	2025	3	No action needed	
43	204	Funding Policy	7/5/2002	1/21/2016 5/26/2016 10/18/2018	4	2023	3	review	review in 2023
44	205	Asset Management	4/19/2001	5/2/2013 3/14/2019	3	2023	1	revise	1. Refers to a position of "Office Manager" 2. Does not contain depreciation method, method is contained within Policy 212 3. Detailed procedures for reconciliation and physical inventory are not present.
45	206	Reporting and Budgeting Guidelines for External Organizations Receiving Over \$3,000	6/3/1999	11/20/2014	8	2023	1	review	
46	207	Reserve Policy	3/3/2005	N/A	Not Performed	2023	1	revise	need to update the reserve accounts and definitions for the annual budget 2023-24
47	208	Risk Management Policy	6/3/1999	11/29/2012 5/11/2017 9/7/2017	5	2023	1	revise	Reference links need to be updated as they are not all valid.
48	209	Scholarships & Awards	12/1/2011	11/29/2012 11/7/2013	9	2023	1	review	Work with Financial Aid to review policy and outline procedures for scholarships. Consolidate with GIA policy?
49	210	Request for Payment Processing	2/14/2019	N/A	Not Performed	2023	1	revise	Refers to a position of "Office Manager"
50	211	Payroll Policy	4/19/2001	5/30/2013	9	2023	1	Consolidate	include in employee handbook
51	212	Budgetary Control	4/19/2001	7/15/2012 3/15/2018	4	2023	1	revise	1. Refers to a position of "Office Manager" 2. Refers to an "Investment Committee"
52	213	Academic Student Organization Travel	4/19/2001	4/21/2016 8/7/2017 11/29/2018	4	2023	1	revise	Refers to policy 208 - Academic/Student Organizational Travel. Policy 208 is risk management.
53	214	Travel Procedures	4/19/2001	4/22/2016 10/5/2017 4/19/2018	4	2023	1	revise	Refers to a position of "Office Manager"
54	215	Equipment Policy	4/19/2001	N/A	Not Performed	2023	1	revise	Detailed procedures for reconciliation and physical inventory are not present. Include administrative procedure to align with policy
55	216	Contract & Procurement	5/31/2001	10/18/2018 2/14/2019	4	2023	1	revise	Refers to a position of "Office Manager". Current draft working through approval process
56	217	Public Relations Policy	5/31/2001	N/A	Not Performed	2023	1	review	
57	218	Referendum Guidelines	5/31/2001	4/21/2016 10/5/2017	5	2023	1	review	
58	219	Trailer System Model	11/15/2001	N/A	Not Performed	2023	1	review	consolidate with other policies?
59	220	Collections and Receivables Policy	2/21/2008	3/6/2008 10/24/2013	9	2023	1	review	consolidate with other policies?
60	221	Front Desk Locker Rentals	5/1/2008	6/7/2012 9/13/2019 9/27/2019	3	2023	2	retire	Reference link needs to be updated as it is no longer valid. Should be admin procedure and not a policy.

61	222	ASI Ticket Program	6/7/2012	1/16/2014 10/8/2018 10/18/2018	4	2023	2	retire	Refers to a position of "Office Manager". Retire and make admin procedure rather than policy
62	225	ASI Signature Authorization	4/4/2013	5/26/2016 10/5/2017 2/14/2019	4	2023	1	revise	Refers to a position of "Office Manager". In process for approval for updated policy.
63	226	Funding Sub-committee Code of Procedure	5/4/2017	N/A	Not Performed	2023	2	review	Refers to a position of "Office Manager"
64	301	Judicial Review Committee Code of Procedure	12/1/1981	4/1/2001 11/1/2008 4/10/2008	14	2023	1	revise	some duplicate language in Bylaws, revise and consider the function of this committee, is it needed?
65	302	Bylaws and Codes of Procedure Sub-Committee Code of Procedures	5/1/1999	4/1/2001 11/1/2015 10/5/2017	5	2023	1	review	
66	303	Parliamentary Guidelines	5/1/2010	N/A	Not Performed	2023	1	revise	Build this policy to replace all the meeting procedures in all committee codes so there is one document to refer to meeting procedures instead of multiple with different procedures.
67	NA	Student Assistant Handbook	10/20/2022	N/A	0	2025	3	No action needed	
68	NA	ASI Direct Funding Guidelines	7/1/2018	N/A	4	2023	1	revise	