

**APPOINTMENT OF THE UNIVERSITY AFFAIRS COMMISSION LEADERS 2024-2025**

**Sponsors:** Gavin Ong

**Co-Sponsors:** Joe Morales and Haneefah Syed

**WHEREAS**, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

**WHEREAS**, per policy, it is the responsibility of the Board of Directors to confirm all presidential appointments by a majority vote to positions that receive financial awards, scholarships, or any other material compensations for service; and

**WHEREAS**, the student(s) presented have completed their respective interview and selection process and have been selected by their Executive Officer and ASI President; therefore, let it be

**RESOLVED**, ASI approves the appointment of Feyi Adebajo and Leila Martin as the University Affairs Commission Coordinators, effective immediately through May 31, 2025; and let it be finally


**RESOLVED**, that this Resolution be distributed to applicable ASI departments and staff.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the tenth day of September in the year two thousand and twenty-four.



ASI Board Chair (Sep 16, 2024 15:46 PDT)

Gavin Ong  
Chair, Board of Directors



Noah Alvarez (Sep 17, 2024 13:53 PDT)

Noah Alvarez  
Secretary, Board of Directors

# University Affairs Commission Application: 2024-25

COMPLETE

This application is for the University Affairs Commission Coordinator positions.

The application is open until filled and has a priority filing deadline of Friday, April 12th at 5:00pm.

The application will require you to prepare and upload question responses and your resume. Please review the application thoroughly prior to preparing to submit your application.

The mission of the University Affairs Commission is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students. The commission will assess campus climate by gathering and addressing student feedback and concerns and bringing them forth to the ASI Board of Directors at least once per semester and whenever applicable. University Affairs shall be responsible for informing students of changes that impact their student experience including, but not limited to changes in ASI, the university and legislation at the city, state and federal level. Lastly, the commission should always serve as platform for Cal State Fullerton students to voice their concerns.

These positions are for the 2024-2025 school year. The position term begins on June 1, 2024 and ends on May 31, 2025. Some meetings and activities may be required prior to the beginning of the term for transition purposes.


### Academic Eligibility:

Any applicant must be in good standing, must not be on probation, must have earned a CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton during the semester prior to their candidacy, and must maintain these standards.


Undergraduate students must earn six (6) semester units of credit per term while holding office. Graduate student must earn three (3) semester units of credit per term while holding office.

Applications must be fully completed and submitted prior to the close of the application. If an application has been started, but not been fully completed and submitted at the time the form is disabled, the form will not notify you or close, but will automatically disable in the background and will not accept your application when you try to submit.

### CREATED

 PUBLIC [REDACTED]

### UPDATED

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### IP ADDRESS

 [REDACTED]

### \* Name

Feyi Adebajo

### \* Phone Number

[REDACTED]

### \* Email

[REDACTED]

\* CWID

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\* Address

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\* Major/Concentration/Academic Program

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Business, Finance

\* Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.)

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Freshman

\* Semesters Completed at CSUF

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0

\* Overall CSUF GPA

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[REDACTED]

\* Units Completed at CSUF

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0

\* Units In Progress

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0

\* Expected Graduation Semester

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[REDACTED]

**\* Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know):**

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Hello, my name is Feyi Adebajo and I am in my second semester of my freshman year. I am an out of state student from Houston, Texas. I am majoring in business and minoring in journalism. My current goal is to attend law school or earn an MBA. I have been a part of student government since elementary. I love being involved in my community, helping others, and making connections. I am currently an ASI Programming Assistant. Being an assistant has helped me feel more included in my college environment and introduced me to the different sections of ASI. I have learned so much about what goes into an event and how to create a program from start to finish. I want to apply for this position, because I desire to further my involvement in this organization and be more involved in the political aspect of ASI.

**\* Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn):**

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ASI student government provides students with hands-on experience in their college. Students are given the opportunity to lead, make decisions, and build a positive environment for themselves and their peers. Student government allows students to advocate for their communities and provide insight into students' concerns. ASI gives students a chance to have a voice in their community and speak up for themselves. This creates a safer and more inclusive environment for all. Having a consistent form of student feedback ensures that ASI keeps in touch with the issues facing our campus. We have a vast and diverse student body, so it is important to achieve as much representation as possible. Having a student government ensures that the campus can stay relatable, in touch, and serve the needs of the community. Being in ASI will help me tune my leadership skills on a broader scale. I've never been involved in an organization this large, so it would be a good challenge to see how I could be a leader with a large campus. I also want to see the different departments and efforts that go into making our campus run smoothly. I'm interested in working in college academics, so it would be an excellent opportunity to connect and network with current adults in the field.

**\* University Affairs Commission Coordinator Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> 1. In your own words, describe the purpose of the University Affairs Commission? 2. Why is it important to bring awareness and education on campus issues to students at CSUF? 3. Describe the ideas or goals you have for the next year, in regards to the University Affairs Commission? 4. Describe how you would promote the activities and events of the University Affairs Commission.**

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**\* Resume: Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>**

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**\* Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate.):**

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I am currently an ASI Programming Assistant. I participate in the development of all the major events on campus. I have helped plan and worked at Beyond the Conversation, Late Night Study, Spring Concert, and Listening Parties. I am also an assistant photo editor for the Daily Titan. I've been given the opportunity to take photos of our beautiful campus and stellar athletic department. I work in the Finance Department as a student assistant. I am a finance major, so I am grateful to see the inner workings of my major. I've got firsthand experience in multiple business areas (finance, marketing, risk insurance, and management) I am very involved in my housing community and hope to dorm all four years. I am currently a member of the Resident Student Association and National Residence Hall Honorary. I sit on the Food Advisory Committee for our dining hall and will be a Housing office assistant next year.

**\* Are you interested in any of the other commission areas?**

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Communications Commission, Community Engagement Commission, Lobby Corps Commission, Presidential Appointee Commission, University Affairs Commission

**\* Associated Students, CSUF, Inc. California State University, Fullerton Voluntary Authorization for Educational Record Disclosure A. University Policy University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student. B. Associated Students, CSUF, Inc. Authorization I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records. I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI.**

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I hereby acknowledge, understand, and agree that ASI has the right to verify all information provided in this application.

**\* Digital Signature of Authorization and Certification of Application Enter Your Name**

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Feyi Adebajo

**\* CWID**

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██████████

**\* Date**

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The purpose of the University Affairs Commission is to tackle and break down the issues that are facing our campus. This commission is responsible for informing students about the range of changes that affect them and our school. Students need an environment in which they can be educated about local issues, and the commission should be able to provide a stable form of communication to all. They should take student's input into consideration all year long to foster an educated, welcoming environment.

Students view CSUF as their home away from home. It is essential that students feel informed and comfortable on campus. Having more students who are aware and involved can lead to quicker solutions for all. We can not lift students' voices when they don't even know they have the opportunity to speak up in the first place. Education is not limited to the classroom. There is social, racial, and political education that needs to spread. CSUF is supposed to guide students into a world where they will experience limitless problems and conversations. It is crucial to bring up these hard-hitting topics so students can become more aware of their environment.

I want consistent biweekly meetings that focus on student feedback. A lot of students visit the TSU every day, so we could go around and ask students about any issues they have. We can also send out a University poll, with a chance to win a prize. This can be a casual way to start conversations with students without them feeling pressured. My main goal for next year is for students to know that the commissions exist and that students are fighting for them. Awareness of the commission leads to awareness of topics.

I live in housing and often see people tabling outside our dining hall. This is a great way to market to residents and generate interest in this commission. We should also have tables at all major ASI events. People are more receptive when there is food on the line. I also want to partner up with the marketing team and have biweekly updates about the commissions on campus. Lastly, we could have a street team of volunteers who spread the word about the ASI government and the efforts they are making.





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### IP ADDRESS

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### \* Name

Leila Martin

### \* Phone Number

[REDACTED]

### \* Email

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\* CWID

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\* Major/Concentration/Academic Program

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Communications, Concentration in Public Relations

\* Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.)

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Senior

\* Semesters Completed at CSUF

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██

\* Overall CSUF GPA

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███

\* Units Completed at CSUF

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\* Units In Progress

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\* Expected Graduation Semester

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For this summer and the upcoming school year I have planned commitments such as work, a board member position, and club memberships, that align with my interests in leadership, community service, and personal development. Currently, I work part-time as an office assistant for CSU Fullerton Auxiliary Services Corporation's campus dining department. My hours vary from 10-20 hours per week. I will be working this position throughout the Fall semester as well. I hold a board member position for CardsforKidz as an outreach coordinator. I attend one mandatory monthly board meeting at the end of each month and frequently attend card making events that are bi-weekly. The events range from late afternoon to evening. I am an active member of the Public Relations Student Society of America. I attend events (workshops, panels, career mixers) periodically. Most events are held in the evening. There are about 6-10 events per semester. This fall semester I plan on joining a committee within the PRSSA organisation to further my career development and learn from one of the board executives. I have applied for a few internships recently and am waiting to hear back for interviews and possible job offers. It is a requirement as a communications major to complete an internship. During fall or spring semester I will be working an internship. For this upcoming semester, I am taking two in person classes and two online classes. This will open up my availability slightly more during the week since I won't have two in-person classes to attend.

**\* Are you interested in any of the other commission areas?**

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Communications Commission, Community Engagement Commission, Environmental Sustainability Commission, University Affairs Commission

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Leila Martin

**\* CWID**

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**\* Date**

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Leila Martin

1. In your own words, describe the purpose of the University Affairs Commission?

The purpose of the University Affairs Commission is to focus on issues and initiatives that directly impact the educational and social experience of the student body and campus. The University Affairs Commission addresses important factors that foster a good campus such as academic policies, student services, and community engagement. This can look like advocating for improvements and accessibility in student services such as career development resources and health services. The main goals of the University Affairs Commission is to advocate for students and ensure quality support through promoting and building a supportive environment for our students. By doing so, the University Affairs Commission collaborates with faculty and administrators to address concerns, proposals, and initiatives. The University Affairs Commissions aims to foster a supportive and enjoyable environment for students to be successful in all aspects.

2. Why is it important to bring awareness and education on campus issues to students at CSUF?

Bringing awareness and education on campus issues at CSUF is important to continuously building a stronger foundation for students today and students in the future. Firstly, bringing awareness to certain topics and concerns can foster community among the campus community. Sharing common goals and showing support can aid in working towards a solution to any concern or issue. Second, acknowledging issues taking place on campus will bring awareness to other students which will encourage conversations which can be the start of changing initiatives. Thirdly, bringing awareness and education regarding campus issues

also allows for students to be more involved in their campus and support certain causes and policies where they can participate by attending campus activities and discussions that are aimed at bettering the campus environment and policies. Lastly, educating students about campus issues will give them the opportunity to build skills like critical thinking, problem solving, and teamwork. Overall, bringing awareness and education will empower students to care about their contributions to our campus and to believe their opinions matter and are heard.

3. Describe the ideas or goals you have for the next year, in regards to the University Affairs Commission?

As for the University Affairs Commission, the ideas and goals I have for the next year include a few concepts and improvements. Firstly, consistent communication between students, faculty, administration, and staff. New strategies like regularly updating students about what is taking place on campus through various communication outlets will keep our student body better informed about continuous initiatives, policies, and issues taking place in our university. Secondly, continuing developing initiatives and policies to promote and ensure that diversity, equity, and inclusion is established throughout our campus. This can include joint multicultural student organisations by hosting events together, supporting cultural awareness events, and ensuring there are places on campus where everyone can feel welcomed. Thirdly, providing students accessibility and support with career development through career fairs and workshops. Fourthly, providing academic and career development resources which can aid students in developing professional skills to apply in the workforce. Lastly, working with student government and administration to develop and advocate for policies that will benefit students and improve our campus environment.

4. Describe how you would promote the activities and events of the University Affairs Commission. \*

Promoting activities and events of the University Affairs Commission is key to having the most engagement from the campus community as possible. To promote these activities and events, communication is the number one way to share a message. This can be done by using multiple communication outlets to reach a number of students and target audiences. A few outlets can be used through social media platforms. This is where upcoming events can be posted and engagement with students can take place through forms, polls, and Q&A's. Newsletters are another effective way to announce activities and events to students who already check their emails regularly for classes. Physical promotional materials are a really popular way to promote events and activities here on our campus. Flyers and banners are great to have on TV's or on bulletin boards in common areas such as the student union, library, gym, and residence halls. There are numerous other communication outlets but those I mentioned would be the first I'd consider when promoting the activities and events of the University Affairs Commissions to make sure there are various outlets being used so in the case that someone doesn't use social media often they have flyers to get information from instead. Or if someone is a commuter student and doesn't stay on campus as often, they can rely on social media to receive information on activities and events this way.

# Leila H. Martin

## Education

California State University, Fullerton

Bachelor of Arts, in Communications/Public Relations

## Work Experience

*Assembly Clerk*

The Foland Group, Ontario, CA

May 2021 - August 2021

Assembled line packaging items, restocked supplies, and packed orders to meet the daily shipment goal at quick rates.

*Office Assistant - Part Time*

CSUF ASC Campus Dining Services

February 2023 - Present

Provide high-level organisational support, managing calendars, scheduling meetings/ appointments, answering phone calls, and handling other administrative tasks. Execute excellent logistical, planning, and organisational skills with strong attention to detail. Create catering orders using CaterTrax. Invoicing receipts from restaurant locations on campus using Oracle Micros.

## Volunteer Experience

*Outreach (Internal) Board Member*

CardzforKidz, Fullerton, CA

August 2023 – Present

Responsible for brainstorming social card-making events. Creating a tentative card-making schedule for the semester. Effectively communicate with students and organisations for collaborative card making events via Instagram/Email.

Member

CardzforKidz, Fullerton, CA

August 2022- August 2023

Create affirmation cards for hospitals, senior living facilities, schools, programs, etc. weekly to support the organisation's goal of serving those in need with positivity through words.

## Skills

- Google Workspace
- Microsoft 365
- Adobe Suite
- Digital Literacy
- Strategic Planning

## Affiliations

*Account Coordinator*

Titan Public Relations, Fullerton, CA

August 2022 – December 2022

Coordinate and create content calendars for my client to fulfil their expectations of gaining more traction online and in person for their business using Instagram and Tiktok. Analysing any changes to the communication plans my team provided me.













# A Resolution - Appointment of UAC Coordinators 24-25

Final Audit Report

2024-09-17

|                 |   |
|-----------------|---|
| Created:        | 2024-09-16                                    |
| By:             | Susan Collins (sucollins@fullerton.edu)       |
| Status:         | Signed  |
| Transaction ID: | CBJCHBCAABAAAnHbkQCprE3dAb7-Uq6nb8La4N9YAy6As |

## "A Resolution - Appointment of UAC Coordinators 24-25" History

-  Document created by Susan Collins (sucollins@fullerton.edu)  
2024-09-16 - 4:10:13 PM GMT- IP address: 137.151.113.4
-  Document emailed to ASI Board Chair (asboardchair@fullerton.edu) for signature  
2024-09-16 - 4:10:39 PM GMT
-  Email viewed by ASI Board Chair (asboardchair@fullerton.edu)  
2024-09-16 - 10:46:25 PM GMT- IP address: 107.116.170.123
-  ASI Board Chair (asboardchair@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
2024-09-16 - 10:46:58 PM GMT- IP address: 107.116.170.123
-  Document e-signed by ASI Board Chair (asboardchair@fullerton.edu)  
Signature Date: 2024-09-16 - 10:46:58 PM GMT - Time Source: server- IP address: 107.116.170.123
-  Document emailed to asboardsecretary@fullerton.edu for signature  
2024-09-16 - 10:46:59 PM GMT
-  Email viewed by asboardsecretary@fullerton.edu  
2024-09-17 - 8:53:02 PM GMT- IP address: 137.151.175.1
-  Signer asboardsecretary@fullerton.edu entered name at signing as Noah Alvarez  
2024-09-17 - 8:53:31 PM GMT- IP address: 137.151.175.1
-  Noah Alvarez (asboardsecretary@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
2024-09-17 - 8:53:33 PM GMT- IP address: 137.151.175.1
-  Document e-signed by Noah Alvarez (asboardsecretary@fullerton.edu)  
Signature Date: 2024-09-17 - 8:53:33 PM GMT - Time Source: server- IP address: 137.151.175.1

✔ Agreement completed.

2024-09-17 - 8:53:33 PM GMT